



**SPECIAL EVENT PERMIT**

**2013-06**

All fees have been paid in full as required by this permit. This special event permit shall expire and be null and void at the conclusion of the event, if any conditions herein are breached, or if the permit is transferred to any other person, corporation, organization, or entity.

**EVENT INFORMATION**

Event Name: **Epic Cache Teton Relay**

Event Date(s): **08 August 2014**


Applicant: Kristin Burke

Event Type: Running Event

Phone: (203) 494-5927

Promoting Entity: Epic Relays

Email: kristin@epicrelays.com

  
Approved by: Director of Development Services

3/26/2014  
Date

**CONDITIONS OF APPROVAL**

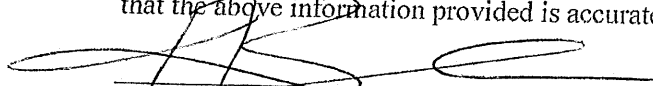
- 1. All participants and volunteers shall comply with County Ordinance §8.40 governing special events.

**AGREEMENT OF ACCEPTANCE**

As the applicant for the special event described above, I hereby agree to comply with all Federal, State, and County laws, ordinances, and regulations before, during and after the event. I further agree to indemnify and save harmless Cache County, its officers, agents, and employees from and against any and all claims resulting from the use of the premises by the Applicant, the Applicant's invitees, licensees, agents and employees. I agree to permit law enforcement personnel the free and unrestricted access to and upon the premises at all times during the event for all lawful and proper purposes not inconsistent with the intent of the permit.

I understand and agree that this permit may be revoked upon breach of any of the conditions herein or at the discretion of the authorized officer. I understand that this permit is not transferable and agree not to transfer my permit to any person, corporation, organization or other entity.

In Accordance with Title 8 Section 8.40 of the Cache County Ordinance, I hereby submit and certify that the above information provided is accurate and complete to the best of my knowledge.

  
Accepted by: Applicant

3/26/14  
Date



**Cache  
County**  
1857

**DEVELOPMENT SERVICES DEPARTMENT**

BUILDING | COUNTYWIDE PLANNING | ENGINEERING | GIS | PLANNING & ZONING

**APPLICATION: SPECIAL EVENT PERMIT**

Date Received:	By:	Receipt #:	Check #:	Amount:
3-6-14	JN	7253	1575	\$50.00

**EVENT INFORMATION**

Event: Epic Cache-Teton Relay Type: Running

Dates with starting/ending times: August 8, 2014 6am-4pm

**AGENT/CONTACT INFORMATION**

Agent/Contact: Kristin Burke Email: kristin@epicrelays.com

Phone: 203445927 Mailing Address: kristin@epicrelays.com

Name of Promoting Entity: Epic Relays

**ACKNOWLEDGMENT**

In accordance with Title 8 Section 8.40 of the Cache County Ordinance, I hereby submit and certify that the information contained in this application is accurate and complete to the best of my knowledge.

  
Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Application Deadline:** Completed application forms must be submitted to the Cache County Development Services Office forty-five (45) calendar days before an event is scheduled to take place. This allows sufficient time for evaluation of the application. Late applications shall be denied unless the applicant demonstrates that compliance with the 45 day deadline was impractical or impossible due to the nature of the event. A special event permit application may be approved and a permit issued to the applicant by the Director upon approval by all the agencies specified in Section 8.40.40.

**Authority:** Cache County has no authority to approve permits for events other than in the unincorporated area of Cache County. Permits issued by Cache County apply only to the unincorporated area of the county, and if an event crosses into a municipality within Cache County or across the county line, applicants should determine if a permit is necessary in the other jurisdiction.

**Right to Deny:** Cache County reserves the right to deny permit applications for proposed special events which may pose, or have posed a significant danger or threat to the public health, welfare or safety, or which may result in unreasonable inconvenience or cost to the public. In the event the application is denied, the applicant may appeal to the Cache County Executive.

## APPLICATION CHECKLIST

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*A complete application must include the following unless specified otherwise:*

- 1)  Completed application form and application fee (\$50 – no refunds) submitted 45 days prior to event. Additional fees for services provided by the Sheriff's Office, emergency services, or others may apply.
- 2)  Proposed location, including a plat or map of the proposed area to be used, including any barricade, street route plans or perimeter/security fencing.
- 3)  Total number of participants: Estimate must include event staff, participants, and spectators.
- 4)  Public health plans, including plans for culinary water supplies, solid waste collections and disposal, and waste water (toilet facilities).
- 5)  Proof of insurance in conformance with the County Ordinance 8.40.050(F) minimums: \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$100,000 property damage.
- 6)  Fire prevention and emergency medical services plans.
- 7)  Security plans and/or law enforcement response.
- 8)  Admission fee, donation, or other consideration to be charged or requested.
- 9)  Plans for parking
- 10)  *If* the event will be held on private property, a current taxation certification for that property.
- 11)  Further information may be required by staff, other departments and agencies, and/or the Board/Committee/Council that reviews the application based on the proposed event.

## PROJECT REVIEW PROCESS

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- The applicant is encouraged to meet with staff prior to the deadline date to discuss the project and ensure that the information submitted is sufficient to provide a complete review of the project.
  - After the application is accepted, information packets are sent to various departments, agencies, and affected municipalities that provide comments and/or approval for the proposed event to the Director of Development Services.
  - In some instances a pre-event meeting may be held with planning staff and representatives from the departments and agencies that provide comments on the project review. Any issues present on a project will be discussed with the appropriate department or agency.
  - A draft permit is made available to the reviewing agencies, affected municipalities, staff, and the applicant.
  - Following agency/department review and approval, and correction of any outstanding concerns/issues, the permit can be issued.
-

2014 Epic Cache-Teton Relay  
Cache County Application Checklist Information

1. The application has been completed and signed. The \$50 application fee is enclosed.
2. Route maps were emailed on 3/3/14. No street closures or security perimeters/fencing will be required due to the nature of the rural roads chosen for the event.
3. There are 100 teams in this event. That is approximately 1200 participants. We have 25 full time Epic staff on hand during the event, as well as approximately 400 volunteers along the length of the course.
4. We contract with Honey Bucket out of Salt Lake City to provide sanitation and portable toilets for the event. At least 3 portable restrooms will be placed at each exchange point in the event. Epic Relays employs a "clean up" crew that follows the last teams and clean up all exchange points and checks in with exchange volunteers to make sure everything is back to normal.
5. The event is currently insured by USATF and a 3<sup>rd</sup> party certificate naming Cache County as the additionally insured has been requested. When this certificate is available, it will be forwarded.
6. Please refer to the Operations Manual (emailed 3/3/14) which outlines our efforts to control fire and emergency response.
7. There will be no security needed for this event. Law enforcement has been informed of the event and is welcome to patrol the course (and we would encourage if resources allow). We will use traditional means of cell phone communication for emergency response in Cache County as well as all the areas in the course that have coverage.
8. Race fees are collected prior to the event. There is no admission fee and registration is not allowed the day of the event.
9. There is ample parking at the starting line and at each exchange point.
10. The event is not held on private property.
11. Please feel free to contact us for further information as needed.

Thank you for taking the time to review this application. If you require additional information or have any questions, you can contact me at [kristin@epicrelays](mailto:kristin@epicrelays). or at 203-494-5927

Sincerely,

COM

  
Kristin Burke

CACHE COUNTY GOVERNMENT  
179 NORTH MAIN  
LOGAN UT 84321

435-755-1700

Receipt No: 5.007253

Mar 6, 2014

EPIC RELAYS

Previous Balance:	.00
CHARGES FOR SERVICES - SE APP	50.00
200-34-13000 ZONING & SUBDIVISION	
<hr/>	
Total:	50.00
<hr/>	
CHECK-ZIONS BANK      Check No: 1575	50.00
Payor: EPIC RELAYS	
Total Applied:	50.00
<hr/>	
Change Tendered:	.00
<hr/>	

03/06/2014 10:55AM

# CERTIFICATE OF INSURANCE

DATE: 3/4/2014

CERTIFICATE NUMBER: 20140304236323

**AGENCY:**

ESIX Entertainment & Sports Insurance eXperts  
5660 New Northside Drive, Suite 640  
Atlanta, GA 30328  
Phone: (678) 324-3300 Fax: (678) 324-3303

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**NAMED INSURED:**

**INSURERS AFFORDING COVERAGE:**

USA Track & Field, Inc. Epic Relays  
132 East Washington Street, Suite 800  
Indianapolis IN 46204

INSURER A: Philadelphia Indemnity Ins. Co.

**EVENT INFORMATION:**

Epic Cache-Teton Relay (8/8/2014 - 8/10/2014)

**POLICY/COVERAGE INFORMATION:**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	X COMMERCIAL GENERAL LIABILITY	PHPK1092686	11/1/2013 12:01 AM	11/1/2014 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$3,000,000
	X Occurrence				EACH OCCURRENCE \$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$3,000,000

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:**

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is additional insured but only for the liability arising out of the negligence of the named insured, per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002).

**CERTIFICATE HOLDER:**

Cache County, It's employees and volunteers  
179 North Main  
Logan UT 84321

**NOTICE OF CANCELLATION:**



Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

**AUTHORIZED REPRESENTATIVE:**







# Epic Cache-Teton Relay: Leg 1-Very Hard - 7.4 miles



 **Start:** Sky View High School: 520 South 250 East, Smithfield, UT  
 **Finish:** Exchange 1: Richmond Park: 86 South 100 West, Richmond, UT

**Driving Directions:**

-  Exit Sky View High School onto E 600 S (0.41 miles)
-  Turn right onto US-91 N (6.84 miles)
-  Turn right onto W 100 S (0.14 miles)
-  Turn left on S 100 W (0.0 miles)

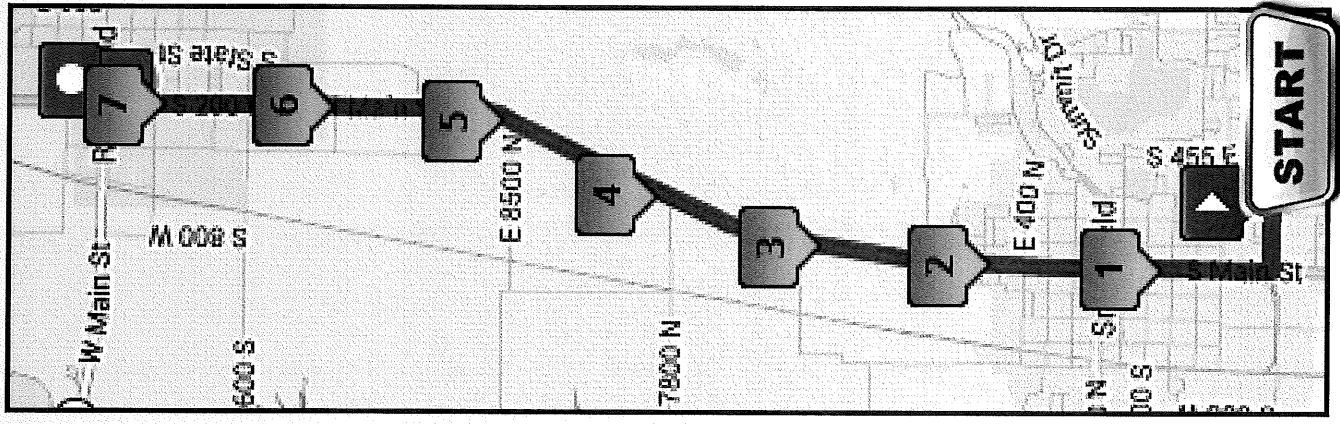
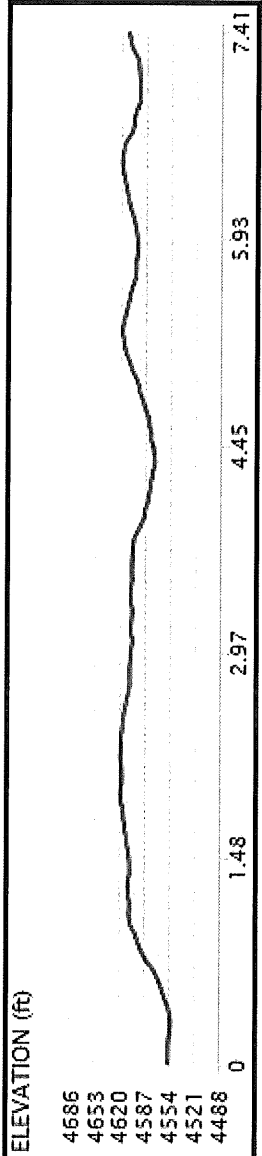
**Exchange will take place at Richmond Park**  
 86 South 100 West, Richmond, UT

**GPS Coordinates**

Start: N41.82397 W111.82605  
 End: N41.92061 W111.81155

**Road Surface**  
 Pavement

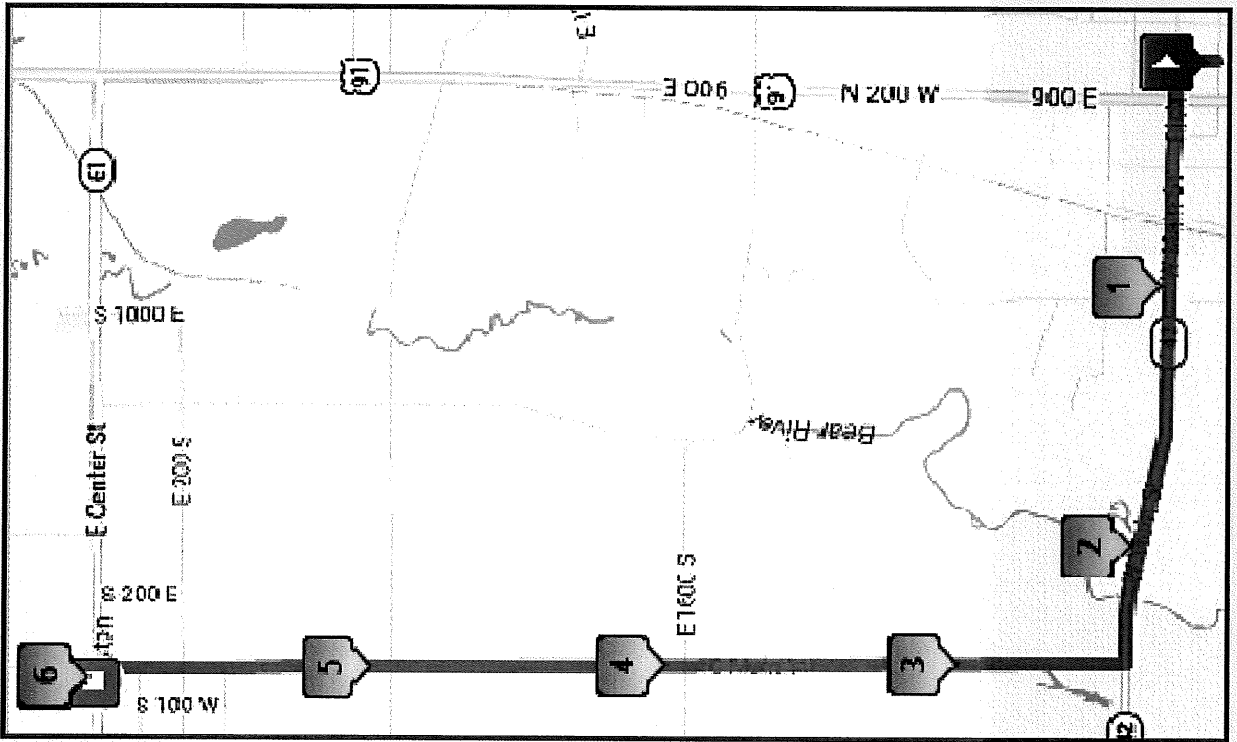
**Start/Max Elevation**  
 4554 ft / 4633 ft



# Epic Cache-Teton Relay: Leg 2- Hard - 6.01 miles



Start: Exchange 1: Richmond Park: 86 South 100 West, Richmond, UT  
 Finish: Exchange 2: Lewiston Park: 41 West Center St, Lewiston, UT



**Driving Directions:**

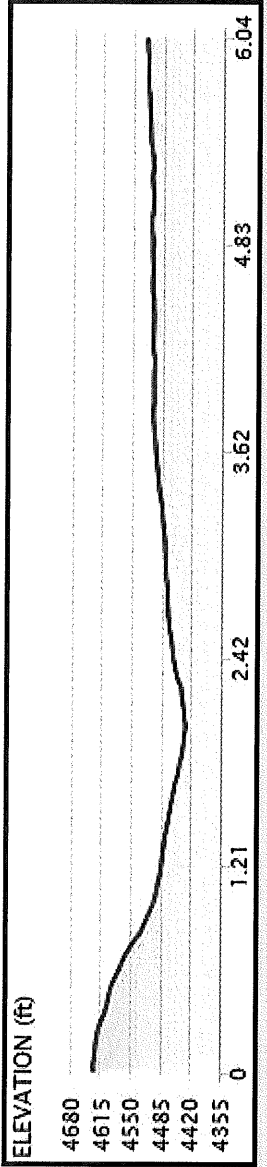
- ↑ Continue straight on S 100 W (0.14 miles)
- ↙ Turn left onto W Main St (2.31 miles)
- ↘ Turn right onto S Main St (3.52 miles)
- ↙ Turn left onto W Center St (0.0 miles)

Exchange will take place at Lewiston Park  
 41 W Center St, Lewiston, UT

**GPS Coordinates**  
 Start: N41.92061 W111.81155  
 End: N41.97590 W111.85756

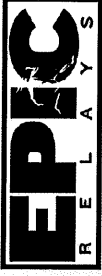
**Road Surface**  
 Pavement

**Start/Max Elevation**  
 4627 ft / 4629 ft

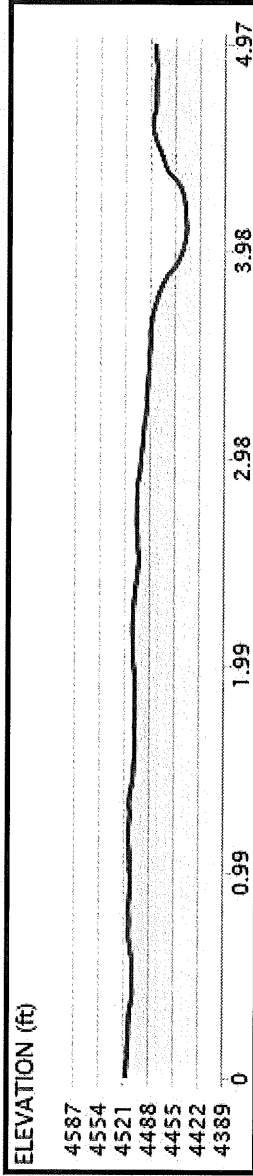
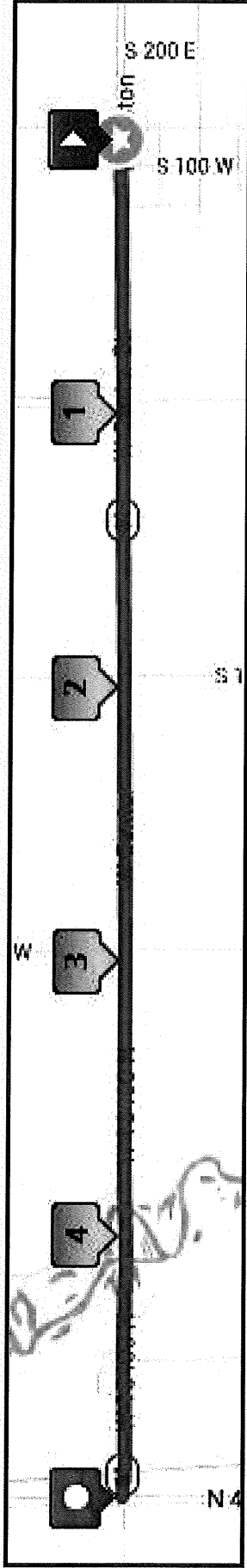




# Epic Cache-Teton Relay: Leg 3- Moderate - 4.97 miles



Start: Exchange 2: Lewiston Park: 41 West Center St, Lewiston, UT  
 Finish: Exchange 3: Cornish Old Post Office: 13398 North 4800 West, Cornish, UT





**GPS Coordinates**  
 Start: N41.97590 W111.85756  
 End: 41.974719,-111.954042  
**Road Surface**  
 Pavement  
**Start/Max Elevation**  
 4517 ft / 4521 ft

**Driving Directions:**  
 Continue straight on W Center St / 61 (4.97 miles)  
 Exchange will take place at the old Cornish Post Office,  
 at the intersection of W Center St and N 4800 W  
 Cornish, UT

# Epic Cache-Teton Relay: Leg 4- Hard- 5.92 miles



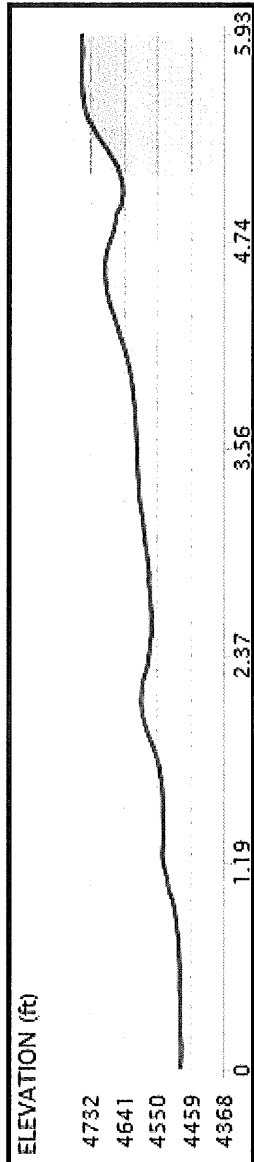
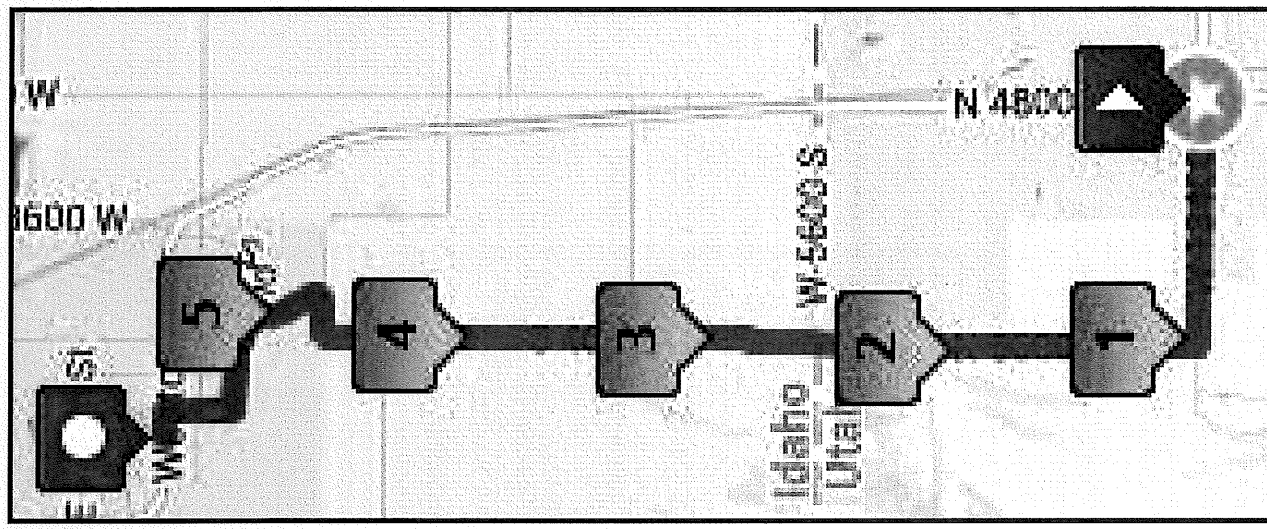
 Start: Exchange 3: Cornish Old Post Office: 13398 North 4800 West, Cornish, UT  
 Finish: Exchange 4: Weston Park: 61 W Depot St, Weston ID

**GPS Coordinates**  
 Start: 41.974719, -111.954042  
 End: N42.03732 W111.98115  
**Road Surface**  
 Dirt (Please Keep Dust Down)  
**Start/Max Elevation**  
 4481 ft / 4754 ft

**Driving Directions:**

- ↑ Head straight on W Center St. W Center St will become W 13400 N (1 mile)
- ↶ Turn right onto N 5600 W. After you enter, Idaho, N 5600 W becomes S 400 W. Continue straight (3.8 miles)
- ↷ Bear left onto E 2nd St S (0.37 miles)
- ↶ Turn right onto Allen St. Allen St will become S Center St (0.31 miles)
- ↷ Turn left onto County Rd 1 / W Depot St (0.44 miles)

**Exchange will take place at Weston Park- 61 W Depot St, Weston, ID**





## **Epic Cache-Teton Relay**

### **Operations and Logistics Plan**

Race Date: August 8-9, 2014

Kristin Burke  
1920 19<sup>th</sup> St #3  
Boulder, CO 80302  
(203) 494-5927  
[kristin@epicrelays.com](mailto:kristin@epicrelays.com)

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## Objective and Scope

### Section 1.1 Objective

The objective of this plan is to address the operations plan, logistical layout and basic safety operations as related to the Epic Cache-Teton Relay (CTR) 24 hour relay race conducted by Epic Relays.

Safety is our number one concern and trumps any other aspect of planning and operations before, during or after the event. This plan outlines race risk mitigation efforts as well as the plans and procedures should an event take place during the race.

**Note:** It is important to note that all running and support personnel and vehicles take on an inherent risk(s) that are accepted as a part of the sport. Each participant (runner, volunteer, driver, pacer, etc.) is required to read and sign a waiver indicating they are well aware of the risks. (See Article 8, Appendix 8.A of this document for full waiver.)

## **Section 1.2. Scope**

This document outlines the Safety and Operations Plan for the Epic Cache-Teton Relay (CTR).

## **Article 2. Risk Mitigation**

All reasonable precautions have been taken to augment the safety of CTR participants. Mitigation efforts further described within this document include the following:

1. Pre-event mandatory instructional meetings for Epic Relays staff and key volunteers.
2. Participant pre-event mandatory safety instruction meeting at the start and Exchange 6 (Van Exchange 1).
3. Relayology Manual
4. Projections and Positions
5. Volunteers
6. Inclement Weather Requirements

### **Section 2.1. Directors and Staff Pre-Event Instructional Meetings**

Epic Relays will hold a mandatory meeting to instruct volunteers and staff concerning the following areas:

July: Mandatory Event Staff Meeting:

1. Orientation on communications highlighting emergency communications
2. Overall event operations
3. Emergency procedures discussion

August: Safety Orientation Meeting:

1. Safety orientation communications
2. Overall tour operations
3. Route map distribution along with logistical details
4. Instruction on responsibilities for reporting any accident or possible medical condition immediately to the closest communications and medical personnel
5. Review emergency procedures

### **Section 2.2. Participant Pre-Event Safety Instructional Meetings**

Each participant (participant is described as any one involved with team activities during the event; runners, pacers, drivers, and volunteers) is required to attend the pre-event safety instructional meeting. This meeting will be held 15 minutes before each wave of runners leaves the starting line. This meeting will be held again at the first major exchange (Exchange 6) every 45 minutes until the last team leaves. Team captains are required to initial that all their team has received these instructions prior to leaving the starting line and Exchange 6. The safety meeting will include the following topics of instruction:

1. Running Directions
2. Evening and Night safety gear requirements
3. Road Crossings

4. Support Vehicle Requirements
5. Alcohol Restrictions
6. Emergency Procedures and Contacts (including locations of aid stations)
7. Inclement Weather Procedures

### **Section 2.3. Relayology Manual**

Relayology manuals are provided online 4 weeks prior to the event and team are required to have two hard copies at the start check-in process. The relayology manual includes route maps that include detailed directions to each exchange, alternate support vehicle directions to major exchanges and aid station directions. The manual includes emergency contact numbers and procedures and official race director phone numbers. The manual includes all the rules, guidelines and troubleshooting guides pertaining to the race event. The manual includes everything that the participants should need for the event to run smoothly and without incident.

### **Section 2.4. Positions and Projections**

Upon registration for the race, team captains are required to provide the team's average 10K time. This time is used to project positions of teams during the relay, project times for volunteer arrival at exchanges and safety positions, accurately place law enforcement personnel along places, and time course set up and clean up. Accurate times are essential to the correct operations of the event. Over or undervalued team 10K time projections cause disorganization and delays. Teams are penalized for incorrect team 10K time projections and will be held at exchanges for under-projections and required to skip legs for over-projections to keep the flow of the event moving on time. See Appendix 8E for additional information regarding projections.

### **Section 2.5. Volunteers**

Volunteers are essential to the operations of the Epic Cache-Teton Relay. Each team is required to choose 1 of 2 volunteer options during registration. Volunteer option 1 requires the team to provide 3 volunteers to be used by Epic Relays race directors during the event where needed. Volunteer option 2 requires the team to pay an additional fee for volunteers which Epic Relays will provide for course service. Volunteers are placed at the start, finish, every exchange and at portions of the course considered difficult to navigate. Volunteer assignments are available to teams one week prior to the event. Volunteer assignments are emailed to team captains 2 days prior to the event and volunteer coordinators will meet the volunteers at their positions prior to their assignment. Volunteers are given instructions pertaining to operations at positions, and emergency procedures. Contact information is exchanged and recorded by the volunteer coordinators.

### **Section 2.6. Inclement Weather Requirements**

Adverse weather conditions can arise at any moment during the race and teams must be aware of weather happenings around them. Should adverse conditions arise, participants must assess the conditions and determine if they require a stoppage of a particular leg. Should lightning be observed at any point during the event, teams will be held at the next exchange upon arrival. They will not be allowed to move on until a period of 20 minutes has passed without a lightning sighting. If a participant is running a leg and observes lightning, the participant should call the support vehicle to pick them up and drive to the next exchange. All team members are required to stay inside the vehicles during any adverse weather conditions. In the event of a tornado, teams are to drive to the nearest major exchange to seek shelter at the school. If driving conditions do not permit travel to the nearest major exchange, teams are required to seek the best possible shelter available nearest to their location.

## **Section 2.7 Course Management**

Part of risk mitigation is addressing portions of the course that require special attention and consideration in addition to warning signage. Such conditions include highway road crossings, tight corners, bends along roads and construction areas.

All highway road crossings will be handled in tandem with participants. Law enforcement officials and/or volunteers will be onsite at all highway road crossings to assist runners crossing the road. Law enforcements official have the authority to stop traffic if necessary. Volunteer crossing officials are only allowed to help guide the participants across the road by acting as an extra set of eyes and ears. Volunteers do NOT have the authority to stop traffic.

Road crossings currently scheduled:

1. The cross road of Hwy 34 and Hwy 30 just outside of Soda Springs, Idaho. Assistance from Idaho State Police will be requested at this intersection as it will be approaching evening hours.
2. The cross road of Hwy 89 and Fall Creek Road in Wyoming.

Legs containing tight corners and bends in the road along the course are deemed "non-support" legs. Team support (ie. providing water to runners) is NOT permitted along any portion of a non-support leg; rather support vehicles are required to drive directly to the next exchange to wait for runners. Race directors will be closely monitoring and driving these portions while runners are in these sections of the course.

Construction areas will be identified prior to the race by communicating with different State Departments of Transportation. Epic Relays will work with DOTs and the State Highway Patrols to manage these sections of the course by rerouting, adding additional volunteers or skipping sections if necessary.

## **Article 3. Route Safety Operations**

Race directors, volunteers and participants are all responsible for executing the CTR safety measures.

1. Event Signage
2. Race Directors and Volunteer Coordinators
3. First Aid Stations on Course
4. Exchange Operations
5. Lost or Missing Participants
6. Forest Fire

### **Section 3.1. Route Signage and Road Detail**

A set-up crew is sent out 24 hours prior to the event to begin setting up course signage. They are responsible for identifying any road hazards that have arisen since the last course check and if necessary, determine an alternate route or clearly mark areas for participants to avoid. Cones are used along the course as guides to the participants on which side of the road they should be running and as a barrier in certain areas between runners and traffic. Epic Relays signs are 3ft x 2ft "A" frame signs that can easily be seen by traffic, support vehicles and participants. The signs are used to guide runners along the course and are not used to advise traffic to slow, stop or maneuver in any way. LED message boards signs will be placed at points on the course to advise traffic of the race. Wording on the message board will be as follows:

Page 1  
24 HR Race  
In Progress  
Next 60 Miles  
Page 2  
CAUTION

**RUNNERS  
ON ROAD!**

These signs will be placed the morning of the race and be picked up Saturday evening or Sunday morning (depending on contractor schedule). Message board signs will be placed at the following locations:

<b>Message Board Sign Location</b>	<b>Facing Traffic Direction</b>
Hwy 34 and Hwy 30 Junction	East Bound Traffic
Hwy 34 just outside of Freedom, Idaho	West Bound Traffic

An

example of signage is displayed below.

**Example of Epic Relays sign:**



**Section 3.2. Race Directors and Volunteer Coordinators**

Outside of law enforcement officials, race directors are the major authority of the event. Race directors are intricately involved in all aspects of planning of every race in the Epic Relays series. Therefore, they are familiar with every rule and regulation the company has. There are 3-4 race director teams on the course at all times; driving the course, monitoring safety and making sure the course is in functioning order. Race directors have the authority to stop any team from participating or stop the race in whole due to any circumstance deemed unsafe or adverse. The major role of the race directors is to enforce safety and manage race operations. Volunteer Coordinators are placed in 3 sections of the course to monitor operations and safety between exchanges 1-12, 13-24 and 25-36 respectively during the race. In these sections, volunteer coordinators are the eyes and ears of the course, responsible for providing event volunteers with assignments and fixing signage that has been blown or run over or moved for any reason. Volunteers also have the authority to stop any unsafe action or disqualify a team due to unsafe or adverse actions along the course. Disqualified teams will no longer be able to participate and must leave the course.



### **Section 3.3. First Aid On the Course**

First aid stations are available on the course at major exchange 12. Aid stations are equipped with first aid medical equipment only; they are not designed to deal with an emergency. The first aid station will provide food, water, energy drinks and toilets. The station is staffed with a medical aid provided by Epic Relays and is set up for communication via radio, cell phone and/or satellite phone. This station will have a copy of this operation plan along with all emergency contacts.

### **Section 3.4. Exchange Operations**

Every exchange is equipped with toilets, trash receptacles and proper lighting during the evening hours. Exchanges are set up by the race directors, monitored by volunteer coordinators and managed by exchange volunteers. Exchange volunteers may be responsible for time keeping, traffic management in and out of the exchange point and/or placed on a section of the course to monitor vehicle/participant interactions. Exchange volunteers are provided either by teams that chose volunteer option #1 when registering or by Epic Relays. Exchange volunteers managing vehicle/participant interactions along the course will have ANSI class II safety vests and if necessary an orange flag to slow traffic around corners or assist with road crossing. Exchange coordinators are responsible for educating the exchange coordinators on their responsibilities prior to exchange operations.

### **Section 3.5. Lost or Missing Participants**

Participants are encouraged to have communication with their teams at all times via radio and/or cell/satellite phones. In the event that a participant is lost, the participant is to call the team support vehicle for support via the hand held communication. Teams should retrace the leg looking for possible positions where the participant could have veered off course. During this process, should a team come across signs that have fallen or been blown over, they should correct the sign or contact an exchange volunteer to correct the sign. If participants are unable to be found, teams are to contact a race director. At this point, volunteer coordinators and/or race directors will assist the team in aiding the lost participant.

### **Section 3.6. Forest Fire**

If a forest fire threatens any areas along the route the following plan will be implemented:

#### **Bridger-Teton National Forest**

Pre-event – runners will not be allowed to run on Fall Creek Road. A re-route will be considered.

Event day – Should a fire break out during the hours that participants are on Fall Creek Road, runners would be directed to return to Exchange 30 via support vehicles (if on the South side) OR continue to Jackson via support vehicles (if on the North side).

The remainder of the CTR route is in areas where participants would be directed to exchanges or towns. Race directors will work with local law enforcement officials to determine the effects of the fire on the race and make decisions as necessary to continue, stop, reroute or skip sections of the course.

See Section 2.6. Inclement Weather for additional measures

## Article 4. Medical and Emergency Management

### Section 4.1. Accident Protocol

Participants are assigned team numbers and Epic Relays has emergency contact information for all participants on file. In the event of a medical concern, aid stations, exchange volunteers, volunteer coordinators, race directors and participants will alert emergency contacts who will stabilize the individual, and alert appropriate emergency agencies as the situation requires.

### Section 4.2. General Medical Emergency Process

All minor first aid needs will be handled by medial aide at major exchange 12. Any patient that requires emergent transport to a hospital will be transported by EMS ambulances, or the ambulance designated by the appropriate county dispatchers. All onsite personnel are responsible for assessing the emergency situations and alerting dispatch of any patients requiring emergent transport. They then should stabilize the individual to the best of their ability. Examples of stabilizing procedures include CPR, rescue breathing, splinting, back boarding, controlling bleeding, and dressing wounds.

A medical aid will be available at exchange 12 to provide first aid to those in need; race directors (trained in CPR) and volunteer coordinators will be on-course. 911 will be called if injuries are severe enough for an ambulance to be summoned. If injuries are not severe, the participant will be transported to exchange 12 for first aid administration. The medical professional will evaluate the situation, take the necessary steps to address the condition and advise the participant of additional care to be taken. The evaluation will include but not be limited to the following:

- 1) Is an ambulance needed (i.e. heart attack, severe crash with potential internal or spinal injuries)?
- 2) Does this participant need to be transported to a medical facility, but not necessarily in an ambulance? (i.e. simple musculoskeletal injury that may be transported by patient's support vehicle)
- 3) Does this participant need simple medical attention before continuing (i.e. road rash)?

Emergencies of an obvious severe nature are immediately reported via 911. This will be done via cellular phone with radio relay or an alternate method.

A log of all incidents will be kept by the exchange volunteers or volunteer coordinators and submitted to the Race Director at the end of the event. (See Article 8, Appendix 8.B., Appendix 8.C., and Appendix 8.D.)

### Section 4.3. Ambulance Service

All county ambulance services will be contacted and made aware of the race events and dates.

Ambulance Service	Date	Location	Contact Number
Franklin County Emergency Services	August 9	55 West 100 South Preston, ID 83263	Emergency – 911  (208) 852-3764
Caribou County EMS	August 9	40 West Center Street Soda Springs, ID 83276	Emergency – 911  (208) 547-2583

Cache County EMS	August 9		Emergency – 911 (435) 563-3056
Lincoln County EMS (Star Valley)	August 10	845 S. Washington Street Afton, Wyoming	Emergency – 911 (307) 885-9383
Teton County EMS	August 10	40 E. Pearl Ave. Jackson, Wyoming	Emergency – 911 (307) 733-4732

#### **Section 4.4. Participants and Non-Medical Staff Emergency Protocol**

Participants as well as volunteers and staff will be responsible for reporting any accident or possible medical condition immediately to the closest communications and medical personnel.

### **Article 5. Communications**

Excellent communication is of utmost importance to the successful running of a safe event. Communication on the course will be provided by cell phone and radios as needed.

Primary communication between event personnel will be by cellular phone. Due to the terrain of the CTR route radio usage may not be optimal on the route. 2 way radio communications will be available between race directors and is highly encouraged between participants and support vehicles. Radios will be set to one frequency for monitoring of on-route communications.

### **Article 6. Key Callout Lists**

#### **Section 6.1. Emergency Contact List**

<b>Name:</b>	<b>Number:</b>
Cache County Sheriff Dispatch	(435) 258-4338 or 911
Franklin County Sheriff	(208) 852-1234 or 911
Caribou County Sheriff	(208) 547-2561 or 911
Lincoln County Sheriff Dispatch	(307) 885-5231 or 911
Teton County Sheriff	(307) 733-4052
State Police/Highway Patrol	911
HAZMAT Spills	(800) 424-8802
Bridger-Teton Forest District	(307) 739-5500 or (307) 739-5450

#### **Section 6.2. Key Staff and Volunteers Callout List**

<b>Position:</b>	<b>Name:</b>	<b>Number:</b>
Race Director Event Manager	Kristin Burke	(203) 494-5927
Race Director Event Manager	Michael Papworth	(970) 301-6130
Race Director Operations	Rob Eales	(303) 547-4411
Race Director Rover	Nick Cottle	(503) 400-1513

**Appendix 8.B. 2014 CTR Waiver**

**RELEASE AND WAIVER OF LIABILITY**

**Introduction** - The undersigned individual ("Participant") intends to participate in the activity or program ("Event") identified below. The purpose of this Release and Waiver of Liability ("Release") is to make clear that Epic Relays is not responsible for Participant's activities in the Event and that Participant releases and indemnifies Epic Relays (and other parties identified in this Release) of any and all liability associated with the Event.

**Acknowledgements & Agreements**- The undersigned individual ("Participant") acknowledges and agrees to the following:

(1) As with any activity involving exercise, sports, physical activities, and/or exertion, there is always a risk of serious physical injury which can result from a variety of factors including but not limited to physical activity, equipment design or malfunction, course design, or accidents. The possible range of injuries include soreness, fatigue, stiffness, muscle sprain or tear, faintness, shortness of breath, cuts, lacerations, broken bones, heart attack, stroke, the manifestation of other cardiovascular related problems, and death. The participant also acknowledges that the course is open to vehicular traffic and the participant assumes the risk of personal injury (including death) while participating on this course during the event.

(2) The undersigned individual assumes all risk involved while participating on roadways, trails or any part of the course. Epic Relays is not responsible for any accident whatsoever that occurs on the course at any time during the event. The undersigned releases and indemnifies Epic Relays of any and all liability associated with roadway accidents (including death) and assumes all personal risk while participating in the event in any manner.

(3) Epic Relays assumes no responsibilities for the Event whatsoever. Further, Epic Relays makes no warranties, express or implied, as to the condition, safety, or fitness for a particular purpose of the Event. Participation in the Event is at the Participant's own risk, which is fully and completely assumed by Participant.

(4) This Release constitutes the entire understanding between the parties regarding the Event. This Release supersedes all prior negotiations, understandings, and agreements regarding or relating to the Event. Except as expressly stated herein, nothing in this Agreement may be modified by anyone except in a written document signed by a duly authorized representative of Epic Relays.

**Participant's Release, Defense, and Indemnity regarding Any and All Liabilities** - Participant, individually and on behalf of Participant's successors, heirs, assigns, and any subrogee, AGREES TO RELEASE, DEFEND and INDEMNIFY Epic Relays and any of its subsidiary and affiliated companies, and the directors, officers, employees, agents, representatives, and contractors of Epic Relays and its subsidiary and affiliated companies (collectively the "Released Group") FROM ANY AND ALL LIABILITY, CLAIMS, LOSSES, SUITS, DEMANDS, LIENS, OR LAWSUITS (INCLUDING BUT NOT LIMITED TO CLAIMS FOR PERSONAL INJURY, PROPERTY DAMAGE, LOSS OF PARENTAL OR SPOUSAL SUPPORT, WRONGFUL DEATH, PREMISES LIABILITY, PRODUCTS LIABILITY, AGGRAVATION OF PRE-EXISTING CONDITION, VICARIOUS LIABILITY, FAILURE TO SUPERVISE, MISCONDUCT BY A THIRD PARTY OR PARTICIPANT OF THE FACILITY, OR ANY OTHER CAUSE OF ACTION OF ANY KIND (collectively "CLAIMS")) ARISING IN CONNECTION WITH: (1) (a) BODILY OR PERSONAL INJURY OR DEATH OF PARTICIPANT OR PARTICIPANT'S INVITEES, OR (b) DAMAGE TO PARTICIPANT'S PROPERTY, AND (2) USAGE OR PARTICIPATION IN OR AROUND THE EVENT, OR IN ACTIVITIES ASSOCIATED WITH, OR ARISING OUT OF, THE EVENT. PARTICIPANT'S RELEASE, DEFENSE, AND INDEMNIFICATION OF ALL CLAIMS IS APPLICABLE REGARDLESS OF THE FAULT, NEGLIGENCE (WHETHER SOLE, JOINT, COMPARATIVE, CONTRIBUTORY, ACTIVE, PASSIVE, GROSS), STRICT LIABILITY, OR WILFUL MISCONDUCT OF EPIC RELAYS OR ANY MEMBER OF THE RELEASED GROUP OR INVITEES OF THE RELEASED GROUP OR THIRD PARTIES.

**Agreement and Signature** - I, the undersigned, have read this entire document and agree to be bound by its terms.

Name of Event: 2014 Epic Cache-Teton Relay

The above described Event encompasses everything associated with the described activity including but not limited to: (i) all activities associated with the day(s) that the Event takes place, all travel to, from and during the Event, (iii) all training and other preparatory activities relating to the Event, and (iv) all concluding activities.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_






**Appendix 8.D. Missing Participant Identification Form**

1.	<b>Name of Missing</b>	
2.	<b>Age</b>	
3.	<b>Gender (Male/Female)</b>	
4.	<b>Rider Number</b>	
5.	<b>Race (Caucasian, Hispanic, Oriental, etc.)</b>	
6.	<b>Height</b>	
7.	<b>Weight</b>	
8.	<b>Build</b>	
9.	<b>Type and Color of Clothing</b>	
10.	<b>Color of Hair</b>	
11.	<b>Color of Eyes</b>	
12.	<b>Shirt or Jersey Description (Color, Style)</b>	
13.	<b>Pants/Shorts Description</b>	
14.	<b>When/Where Last Seen</b>	
15.	<b>Any Known Medical Issues</b>	
16.	<b>Individual Reporting</b>	
17.	<b>Method to Contact Reporting Individual</b>	



## Appendix 8.E. Exchange Position Timing

The Cache-Teton Relay is a self-supported relay event from Logan, Utah to Jackson, Wyoming. Estimating teams' times is an essential aspect of planning. Teams are required to provide the average team 10K race time upon registration. This time is used to estimate positions on the race course during the event, schedule volunteers, staff and medical and law enforcement personnel.

### Major Exchange Timing:

Personnel assigned to the major exchanges (van exchanges) are responsible for providing safety instructions and corresponding with team captains for teams needs.

<b>August 8, 2013</b>		
<b>Exchange #6</b>	<b>3546 N 1600 E (LDS Church) (Preston, ID)</b>	<b>12:00 – 18:00</b>
<b>Exchange #12</b>	<b>Grace High School (Grace, ID)</b>	<b>17:00 – 22:00</b>
<b>Exchange #18</b>	<b>Blackfoot Park (Blackfoot, ID)</b>	<b>21:00 – 02:00</b>
<b>August 19, 2013</b>		
<b>Exchange #24</b>	<b>Freedom Park (Freedom, ID)</b>	<b>03:00 – 07:00</b>
<b>Exchange #30</b>	<b>Cottonwood, Bridger-Teton NF</b>	<b>08:00 – 13:00</b>
<b>Finish Line</b>	<b>Jackson Hole Mountain Resort</b>	<b>11:00 – 17:00</b>

Every exchange will have this timing methodology calculated and can be provided 2 weeks prior to the event.

### Communications:

Due to the mountainous terrain, radios and cell phone coverage may not always be available. However, cell phones will be the primary communication method for tour personnel. Medical personnel will also have radios for communication.

### Documentation:

**All patient contact MUST be recorded.** The first aid station will use standard medical form. If a patient is transferred to EMS for transport, a copy of the patient information will be provided to the transporting agency. At the completion of the event, all patient documentation will be collected and compiled for the post race report.

## Appendix 8.F. Medical Supply List

### Required Items:

- ⑩ Band Aid Strips
- ⑩ Butterfly Closures/Steri-Strips
- ⑩ Fingertip Band-Aids
- ⑩ Knuckle Band-Aids
- ⑩ Antiseptic- Wipes/Spray/Tube
- ⑩ Kling Type Bandage (Roller Gauze)
- ⑩ 2X2/3X3/4X4 (Gauze pads, all required)
- ⑩ Tape
- ⑩ Scissors (Non Pointed)
- ⑩ Tweezers
- ⑩ Needle
- ⑩ Flashlight
- ⑩ Triangular Bandages
- ⑩ Alcohol Pads
- ⑩ Pen/Pencil
- ⑩ Plastic Whistle
- ⑩ Sun Block
- ⑩ Lip Balm
- ⑩ Latex/Nitrile Gloves
- ⑩ Safety Pins
- ⑩ Safety Glasses
- ⑩ (for outdoor events): WATER CONTAINER

### Recommended Items:

- ⑩ Head Lamp
- ⑩ Cold Compress
- ⑩ Face Mask (CPR Mask)
- ⑩ Blood Pressure Cuff
- ⑩ Stethoscope
- ⑩ Wire Splint
- ⑩ Thermometer with Covers
- ⑩ Lighter/waterproof matches

## Appendix 8.G. Additional Safety Rules and Considerations

### What we do to keep the runners and volunteers safe:

- Enforce all safety rules below
- State Police patrolling the major and minor arterial roads on the relay course
- Traffic guards at each road crossing where there isn't a stop light
- Cones lining all minor arterial roads on the relay course
- Signs on urban collector/rural major collector and minor arterial roads marked, "RUNNING RACE IN PROGRESS ON ROAD"
- Signs designating one mile to go before every exchange
- Signs designating every exchange
- Signs designating every turn
- Accurate mapping of the course for runners and drivers
- Glow sticks lining the course at night
- Glow rings on all of the cones at night
- LED lights on all of the signs at night
- Coleman LED lanterns at night exchanges

### Team safety responsibilities:

Each team must present the following items at the Relay Start Check-In to participate:

- 2 first aid kits (one for each team vehicle)
- At least 4 headlamps
- At least 4 red blinking LED lights
- At least 4 ANSI Class II reflective vests
- Glass chalk to write "CAUTION RUNNER ON ROAD" on each team vehicle
- Extra batteries

### Safety rules:

It is important to remember that none of the roads will be closed to vehicular traffic during this relay. With that in mind, the following safety rules apply to all participants:

1. All state and federal traffic laws apply to all runners, drivers and pacers.
2. All runners will be required to participate in a 15 minute safety course prior to running. This will take place at the Relay Start for runners in Vehicle 1 and at Exchange 6 for runners in Vehicle 2. Each runner will also be required to sign a certificate stating they received safety training prior to running.
3. All runners are required to run on the shoulder or sidewalk and face oncoming traffic unless otherwise specified.
4. No participants are allowed to cross a road with more than 2 lanes unless at a designated crosswalk.
5. Teams will only be allowed to aid their runner on the course during legs designated as "Support Legs". Any runners crossing any road to aid their runner should carry an orange or red safety hand flag, held above their head while crossing. Support members crossing the road must cross at a point in the road where there are no corners or curves at least 100 yards in front or behind the crossing point.

6. Between the hours of 7 pm and 7 am all runners will be required to run with a headlamp, a blinking LED light and a reflective vest. During these hours runners will not be allowed to begin their legs without these items.
7. Between the hours of 7 pm and 7 am every participant outside the team vehicle, and on the course roads, must be wearing an ANSI Class II reflective vest except for at a designated exchange.
8. Active team vehicles are required to turn their hazard lights on when pulled over on the course.
9. Sleeping may only take place in team vehicles or at designated sleeping areas (Exchanges 18 and 24).
10. Vehicles will not be allowed to pace runners under any circumstances during the relay.
11. Runners may have running pacers during the hours of 7 pm and 7 am but the pacers must be members of a registered relay team OR must sign the Relay Participant Waiver as a pacer. The waiver must be handed in at the Relay Start Check In by the team captain with the runner, driver and volunteer waivers.
12. **No alcohol** will be allowed on the course (Relay Finish only).