Event Operations Plan Worksheet:

Your operating plan should adequately address all applicable items listed below!

1. Course Plan
   - detailed map
   - locations of marshals
   - location of emergency medical staff
   - notes on where and how the course will be marked

2. Safety Plan
   - number of EMS staff
   - location of EMS staff
   - documentation of EMS staff qualifications
   - evacuation plans for the course
   - identify helicopter landing zones

3. Communications Plan
   - will a radio system be used? What are the frequencies?
   - Cell phones? What are the numbers?
   - Who is the main contact person for the media
   - How will you contact BLM? Who is the race director?

4. Staging Area Plan
   - parking plan (how many staff?, where will vehicles be parked?)
   - where will EMS be at the staging area?
   - where is the overflow parking?
   - Where are the official stations? (registration, timming, start/finish)
   - How will the area be marked?
   - How many toilets? Where will they be? (recommended 1 per 30 entrants)

5. What will you need from the BLM
   - do you need a closure of routes?
   - Do you need law enforcement help?

6. Are other permits needed? State or county?