



Special Event Permit

2024-14

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: **Bike MS: Harmons Best Dam Ride**
Event Type: Bike Ride
Event Date(s): June 21-23, 2024

Promoting Entity: National MS Society
Phone: 801-232-6399
Email: kaity.coward@nmss.org

 
Approved by: Land Use Authority Date

Conditions of Approval

1. All participants and volunteers shall comply with County Ordinance §8.40 governing special events.
2. Event organizers must comply with the information as submitted in the Special Event application.
3. Riders must adhere to all traffic laws and ride with a maximum of two riders abreast at a time.
4. Event organizers and riders must yield to and allow access for emergency vehicles as necessary.
5. The event is scheduled inside of the wildfire season. If a wildfire occurs during the event, the event may be subject to road closures and evacuations.
6. Public safety will be handled by the applicant as outlined in the application.



SEP 2024-14: Bike MS: Harmons Best Dam Ride, bike ride, pg. 2

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.

<i>Kaitlynn Coward</i>	6/14/2024
Accepted by: Applicant	Date



Cache
County
1857

Development Services Department

Building | GIS | Planning & Zoning

Application: Special Event Permit

2024-14

Date Received:	By:	Receipt #:	Check #:	Amount:
5/8/24	Aaron	20010	CC	\$75.00

Event Information

Event: Bike MS: Harmons Best Dam Ride Type: Bike ride

Dates with starting/ending times: June 21st-23rd 5am-10pm

Agent/Contact Information

Agent/Contact: Kaity Coward Email: kaity.coward@nmss.org

Phone: 801-232-6399 Mailing Address: 6975 Union Park Avenue

Name of Promoting Entity: National MS Society

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.

Kaitlynn Coward
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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/10/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, LLC. 445 SOUTH STREET MORRISTOWN, NJ 07960-6454 Attn: Morristown.CertRequest@marsh.com Fax: 212-948-0979	CONTACT NAME: ... PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:	
	INSURER(S) AFFORDING COVERAGE INSURER A: Federal Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED NATIONAL MULTIPLE SCLEROSIS SOCIETY GREATER NEW YORK CITY - LONG ISLAND 733 THIRD AVENUE, 3RD FLOOR NEW YORK, NY 10017-3288	NAIC # 20281	

COVERAGES **CERTIFICATE NUMBER:** NYC-011895695-01 **REVISION NUMBER:** 2

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		3583-33-49	12/31/2023	12/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X		7353-02-37	12/31/2023	12/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Coll Deductible \$ 1,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$	X		9364-93-75	12/31/2023	12/31/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	N/A	71763467	12/31/2023	12/31/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Date of Event: June 22, 2024 - Event Name: Bike MS: Harmon's Best Dam Ride 2024 - Market Code - HOM.

Liquor liability coverage is included in the above referenced general liability policy.

CERTIFICATE HOLDER

CACHE COUNTY
179 N. MAIN STREET
LOGAN, UT 84321

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

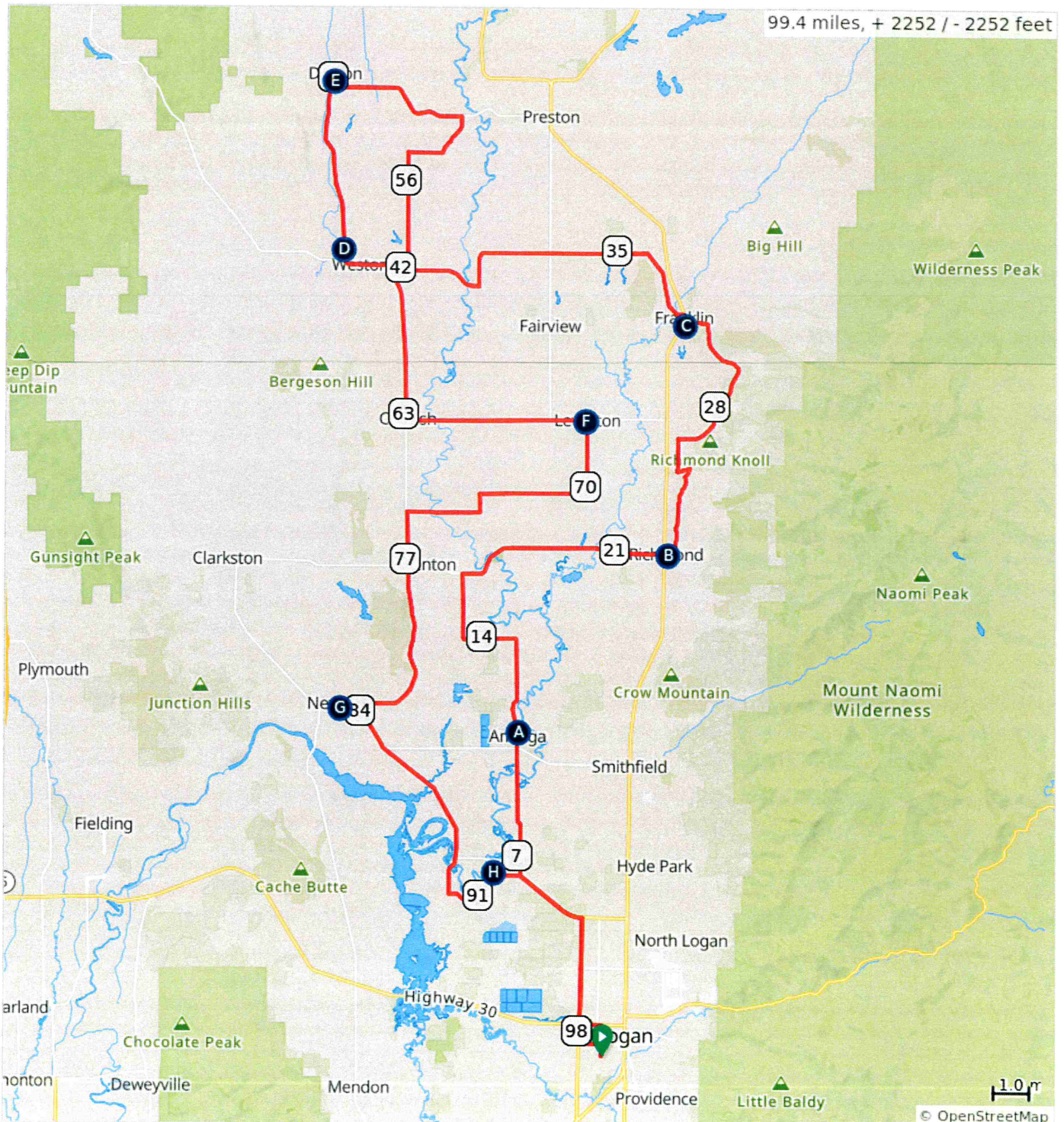
Marsh USA LLC

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Bike MS: Utah - Harmons Best Dam Ride 100 Mile 2024 (FINAL)

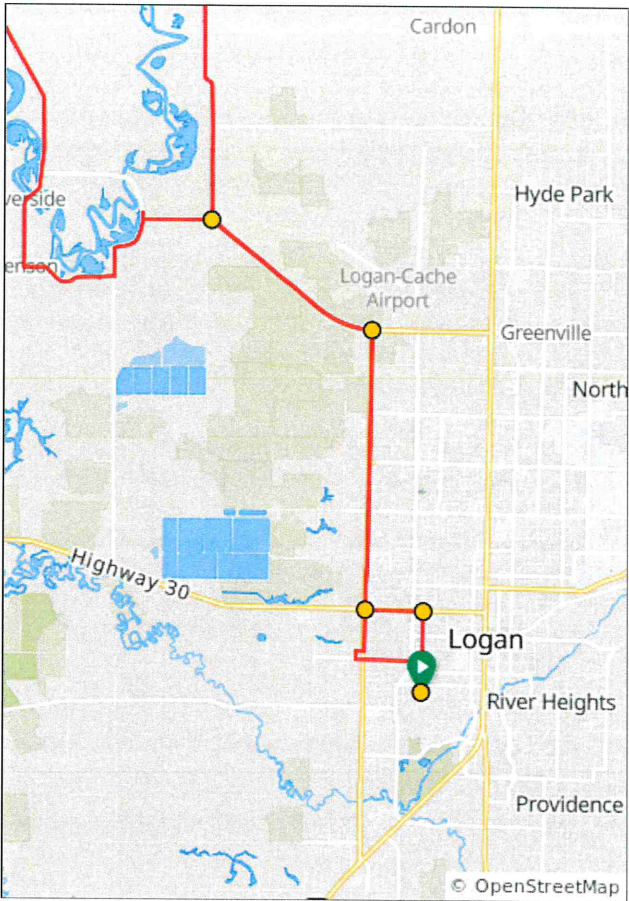


- | | |
|--------------------------|------------------------|
| A. Amalga #1 | E. Rest Stop 4 |
| B. Richmond Rest Stop #2 | F. Rest Stop 5 - Lunch |
| C. Rest Stop #3 | G. Rest Stop 2 & 6 |
| D. Water Stop | H. Rest Stop 7 |



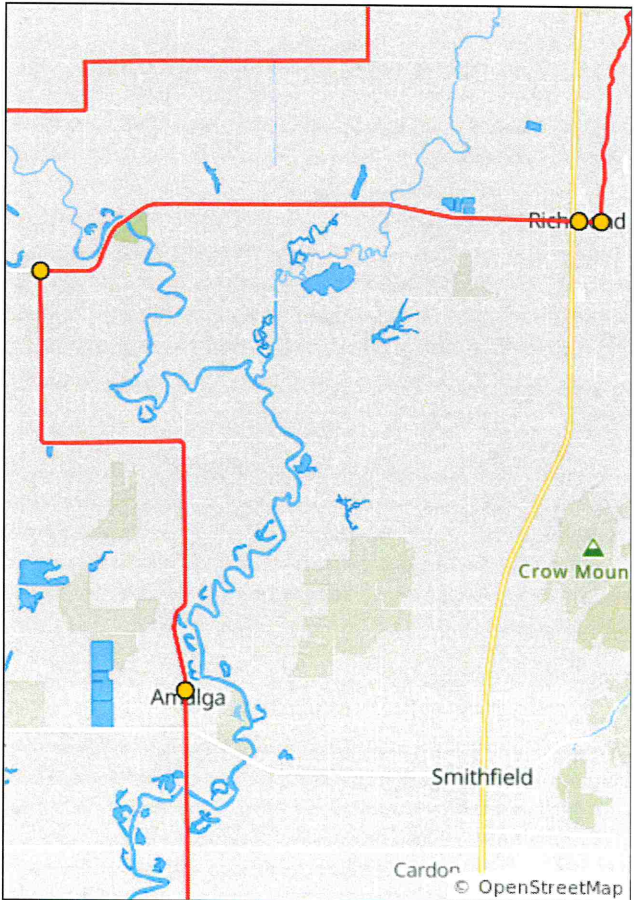
Bike MS: Utah - Harmons Best Dam Ride 100 Mile 2024 (FINAL)

Type	Num	Dist	Note	Next
📍	1.	0.0	Start of route	0.8
←	2.	0.8	Left onto 200 North, UT 30	0.6
→	3.	1.5	Right onto 1000 West, SR 252	2.9
←	4.	4.4	Left onto Airport Road	2.1
→	5.	6.5	Right onto 2400 West	3.9



6.5 miles. +24/-86 feet

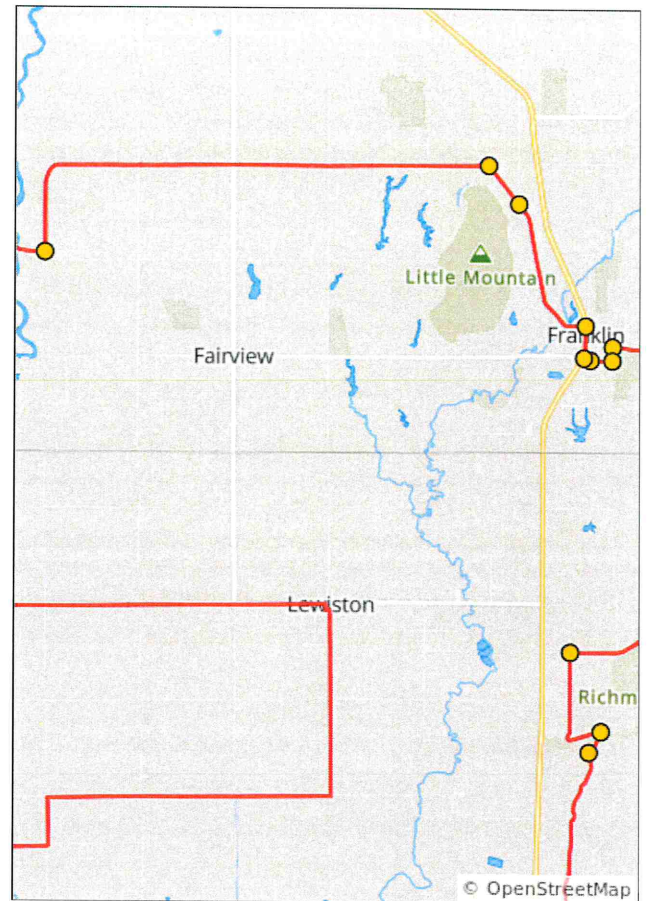
Type	Num	Dist	Note	Next
📍	6.	10.4	Rest Stop #1	5.9
→	7.	16.4	Right onto Main Street, UT 142	6.0
📍	8.	22.4	Rest Stop #2	0.2
←	9.	22.6	Left onto State Street	2.2



16.2 miles. +327/-149 feet

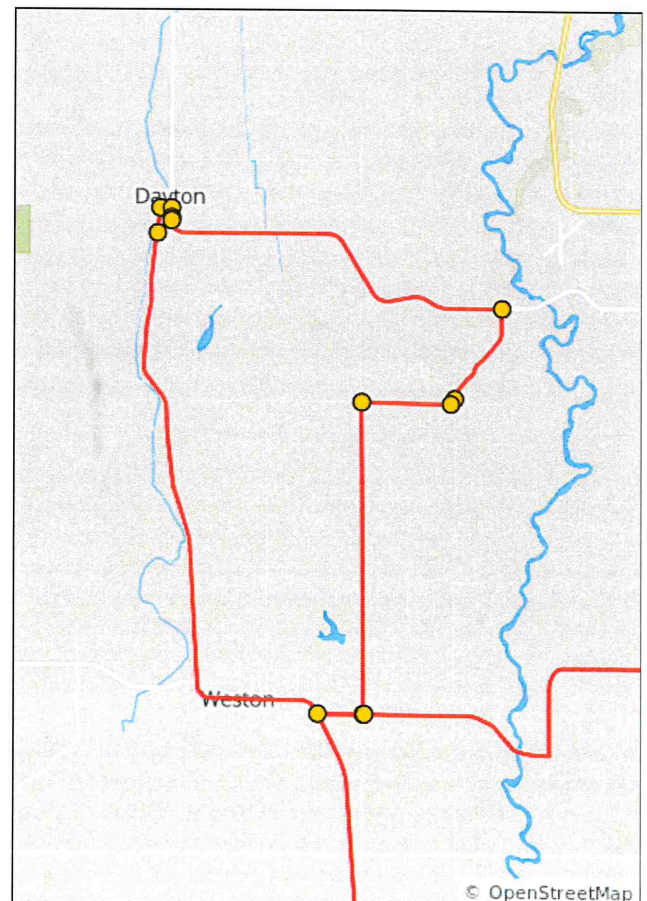
Type	Num	Dist	Note	Next
→	10.	24.9	Right onto High Creek Road	0.3
↑	11.	25.1	Continue onto 12300 North	1.3
→	12.	26.4	Right onto 13000 North	4.9
←	13.	31.3	Left onto South 2nd East	0.1
→	14.	31.4	Right onto East 2nd South	0.2
Ψ	15.	31.7	Rest Stop #3	0.1
→	16.	31.8	Right onto South State Street, US 91	0.3
←	17.	32.1	Left onto Parkinson Road	1.6
↑	18.	33.7	Continue onto South Parkinson Road	0.5
←	19.	34.2	Left onto East 3200 South	5.5
→	20.	39.8	Right onto West 3900 South	2.6

17.1 miles. +396/-565 feet



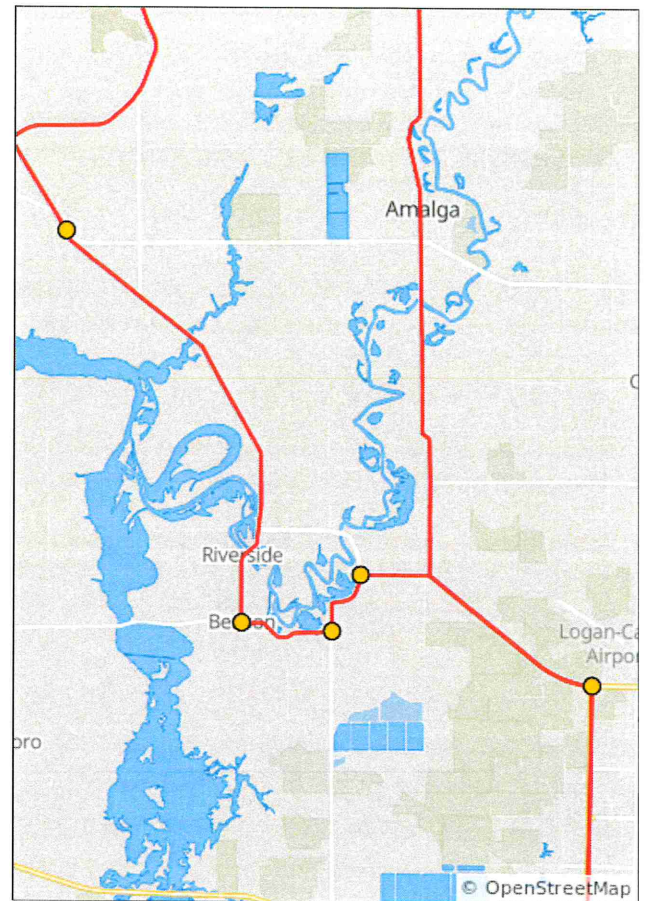
Type	Num	Dist	Note	Next
→	21.	42.3	Right onto South Westside Highway	6.2
←	22.	48.6	Slight left onto 4900 W	0.3
→	23.	48.8	Right onto 800 N	0.1
→	24.	49.0	Right onto County Rd D1	0.1
Ψ	25.	49.1	Rest Stop #4	0.0
↑	26.	49.1	Continue straight onto ID-36 E	3.9
→	27.	53.0	Right onto Frewhill Road	1.1
↗	28.	54.2	Keep right onto West 800 South	0.1
↗	29.	54.2	Slight right onto West 800 South	0.9
←	30.	55.2	Left onto South 3200 West	3.3
←	31.	58.4	Left onto West 3600 South	0.0
↻	32.	58.4	Make a U-turn onto West 3600 South	0.5

18.7 miles. +567/-607 feet



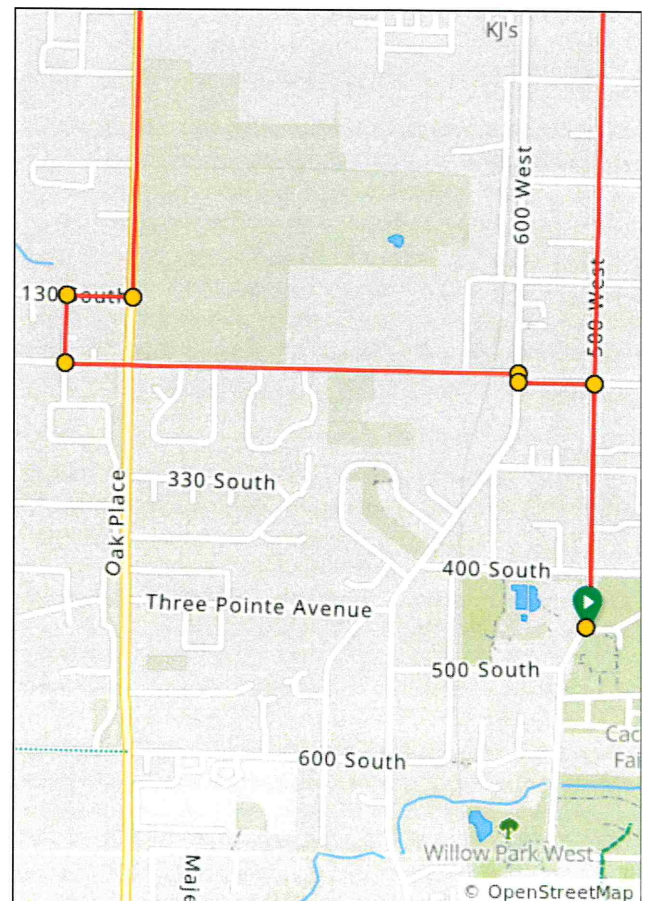
Type	Num	Dist	Note	Next
↗	47.	85.0	Keep right onto Sam Fellow Road	5.0
←	48.	90.1	Left onto 3000 North	1.0
←	49.	91.1	Left onto 3200 West	0.9
←	50.	92.0	Left onto 3400 North	2.8
→	51.	94.8	Right onto 1000 West, SR 252	3.4

11.5 miles. +67/-112 feet



Type	Num	Dist	Note	Next
→	52.	98.2	Right onto 130 South	0.1
←	53.	98.3	Left onto 1060 West	0.1
←	54.	98.4	Left onto 200 South	0.6
→	55.	99.0	Right onto 600 West	0.0
←	56.	99.0	Left onto 200 South	0.1
→	57.	99.1	Right onto 500 West	0.3
📍	58.	99.4	End of route	0.0

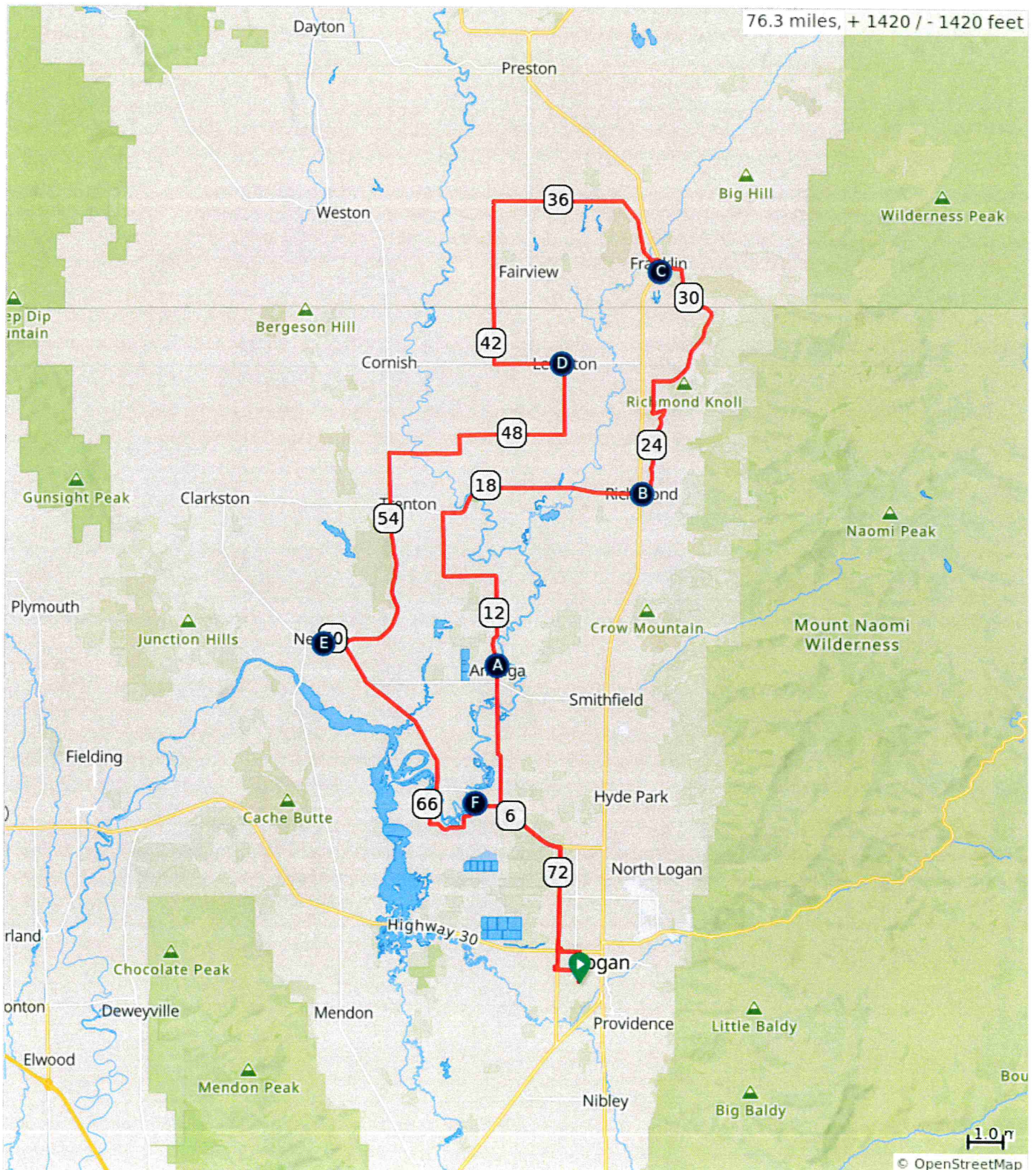
4.6 miles. +51/-14 feet



Harmons Best Dam Ride 75 2024



- | | |
|-----------------|------------------------|
| A. Rest Stop #1 | D. Rest Stop 4 - Lunch |
| B. Rest #2 | E. Rest Stop 5 |
| C. Rest Stop #3 | F. Rest Stop 6 |



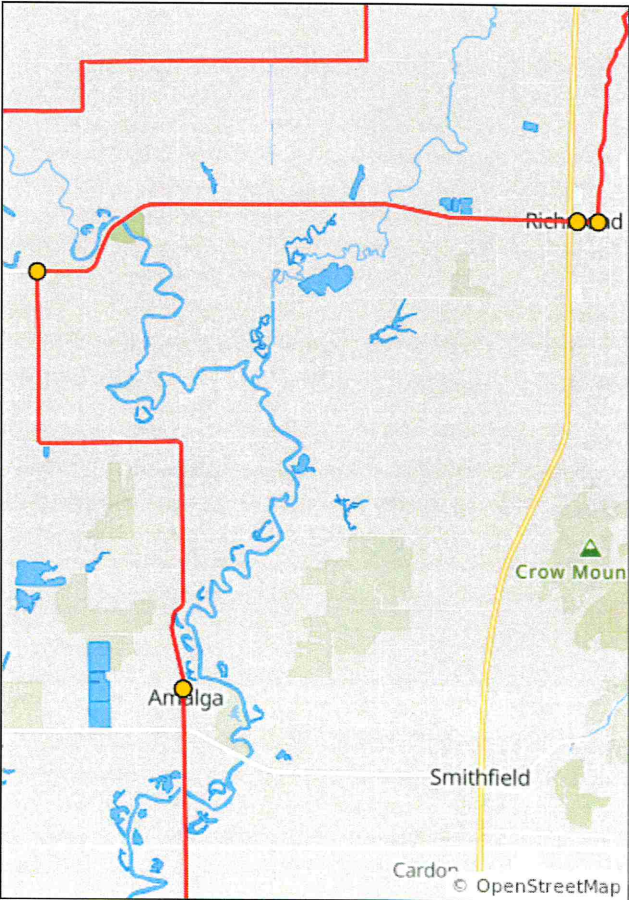
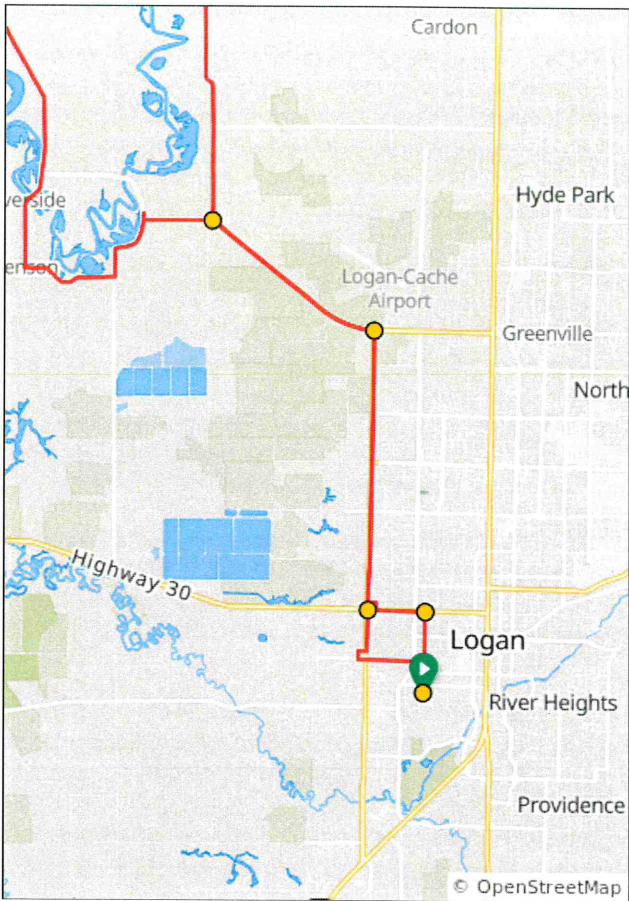
Harmons Best Dam Ride 75 2024

Type	Num	Dist	Note	Next
📍	1.	0.0	Start of route	0.9
←	2.	0.9	Left onto 200 North, UT 30	0.6
→	3.	1.5	Right onto North 1000 West, UT 252	2.9
←	4.	4.4	Left onto Airport Road	2.1
→	5.	6.5	Right onto 2400 West	4.0

6.5 miles. +24/-86 feet

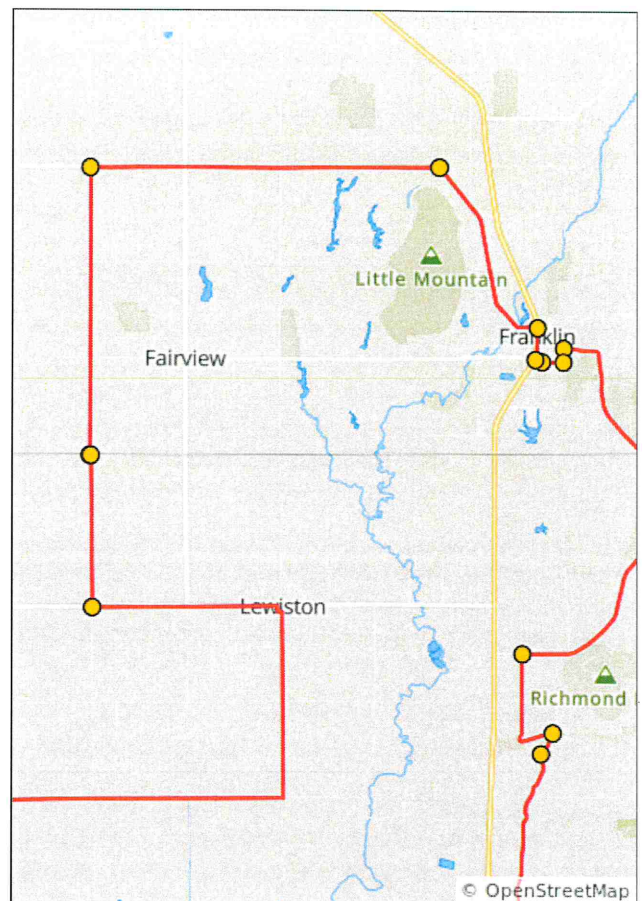
Type	Num	Dist	Note	Next
🚶	6.	10.5	Rest stop #1, Amalga	5.9
→	7.	16.4	Right onto Main Street, UT 142	6.1
🚶	8.	22.4	Rest Stop #2, Smithfield	0.2
←	9.	22.6	Left onto State Street	2.2

16.2 miles. +325/-147 feet



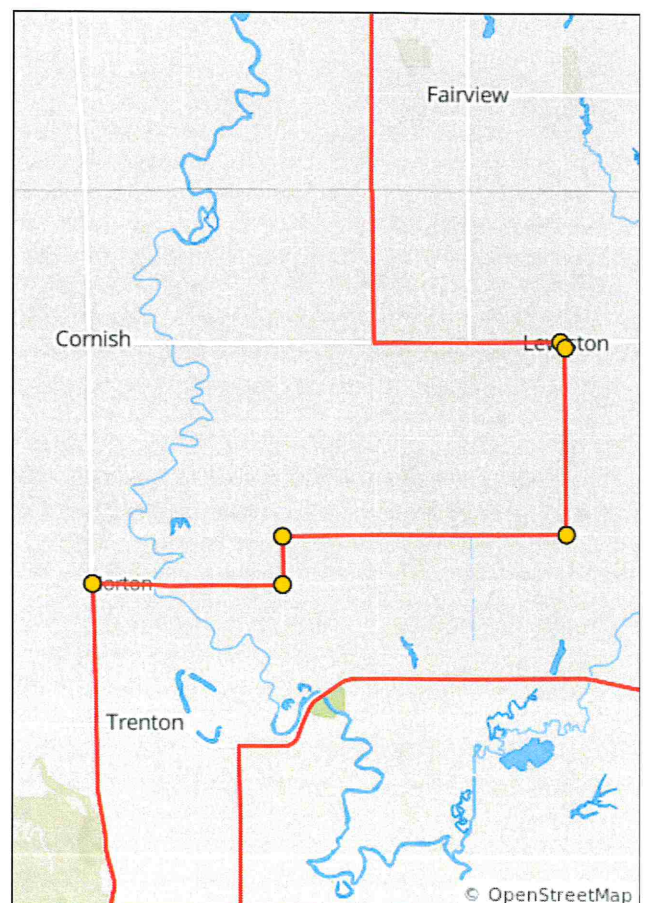
Type	Num	Dist	Note	Next
→	10.	24.9	Right onto High Creek Road	0.3
←	11.	25.1	Left onto 12300 North	1.3
→	12.	26.4	Right onto 13000 North	4.9
←	13.	31.3	Left onto South 2nd East	0.1
→	14.	31.4	Right onto East 2nd South	0.2
Ψ	15.	31.7	Rest Stop #3	0.1
→	16.	31.8	Right onto South State Street, US 91	0.3
←	17.	32.1	Left onto Parkinson Rd	2.1
←	18.	34.2	Left onto East 3200 South	3.7
←	19.	37.9	Left onto S 800 W	3.0
←	20.	40.9	Left onto W 1300 N St/ W 5600 S/Stateline Rd	0.0
→	21.	40.9	Right onto N 1600 W	1.6
←	22.	42.5	Left onto Center St/W Ctr St	2.0

19.9 miles. +421/-544 feet



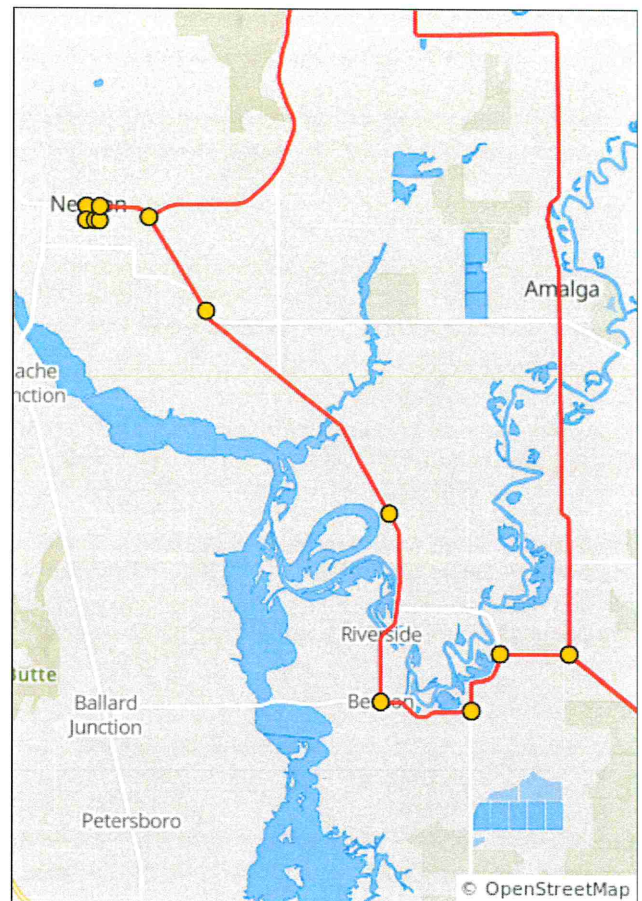
Type	Num	Dist	Note	Next
Ψ	23.	44.5	Rest Stop #4	0.1
→	24.	44.6	Right onto S Main St	2.0
→	25.	46.6	Right onto 1600 S	3.0
←	26.	49.5	Left onto 2400 West	0.5
↗	27.	50.1	Slight right onto 2000 South	2.0
←	28.	52.1	Left onto 4800 West, UT 23	6.6

9.5 miles. +57/-95 feet



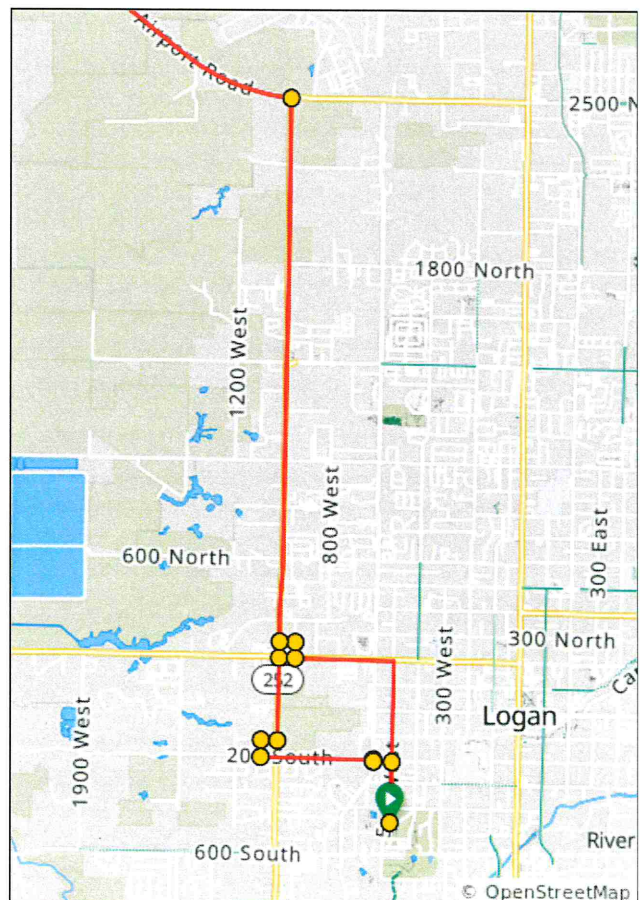
Type	Num	Dist	Note	Next
→	29.	58.6	Right onto 7200 North, UT 23	0.7
←	30.	59.3	Left onto S 100 W	0.1
←	31.	59.5	Left onto W 100 S	0.1
Ψ	32.	59.6	Rest Stop #5	0.0
←	33.	59.6	Left onto S Center St	0.1
→	34.	59.7	Right onto Main Street, UT 23	1.7
→	35.	61.5	Slight right onto Sam Fellow Rd	2.9
↑	36.	64.4	Continue onto N 3800 W	2.1
←	37.	66.5	Left onto W 3000 N/ Black Rock Rd	1.0
←	38.	67.5	Left onto 3000 W/N 3200 W	0.9
←	39.	68.4	Left onto W 3400 N/ Airport Rd	0.7
→	40.	69.1	Slight right onto N 2400 W/Airport Rd	2.1

17.1 miles. +122/-228 feet



Type	Num	Dist	Note	Next
→	41.	71.2	Right onto UT-252 S	2.9
←	42.	74.2	Left onto UT-30 E	0.2
→	43.	74.4	Right onto 950 West	0.1
←	44.	74.5	Left	0.1
←	45.	74.5	Left onto 1000 West, SR 252	0.5
→	46.	75.1	Right onto 130 South	0.1
←	47.	75.1	Left onto 1060 West	0.1
←	48.	75.2	Left onto 200 South	0.6
→	49.	75.8	Right onto 600 West	0.0
←	50.	75.9	Left onto 200 South	0.1
→	51.	76.0	Right onto 500 West	0.3
←	52.	76.3	Left	0.0

7.1 miles. +80/-32 feet



Harmon's Best Dam Ride 50M D2 Utah 2024

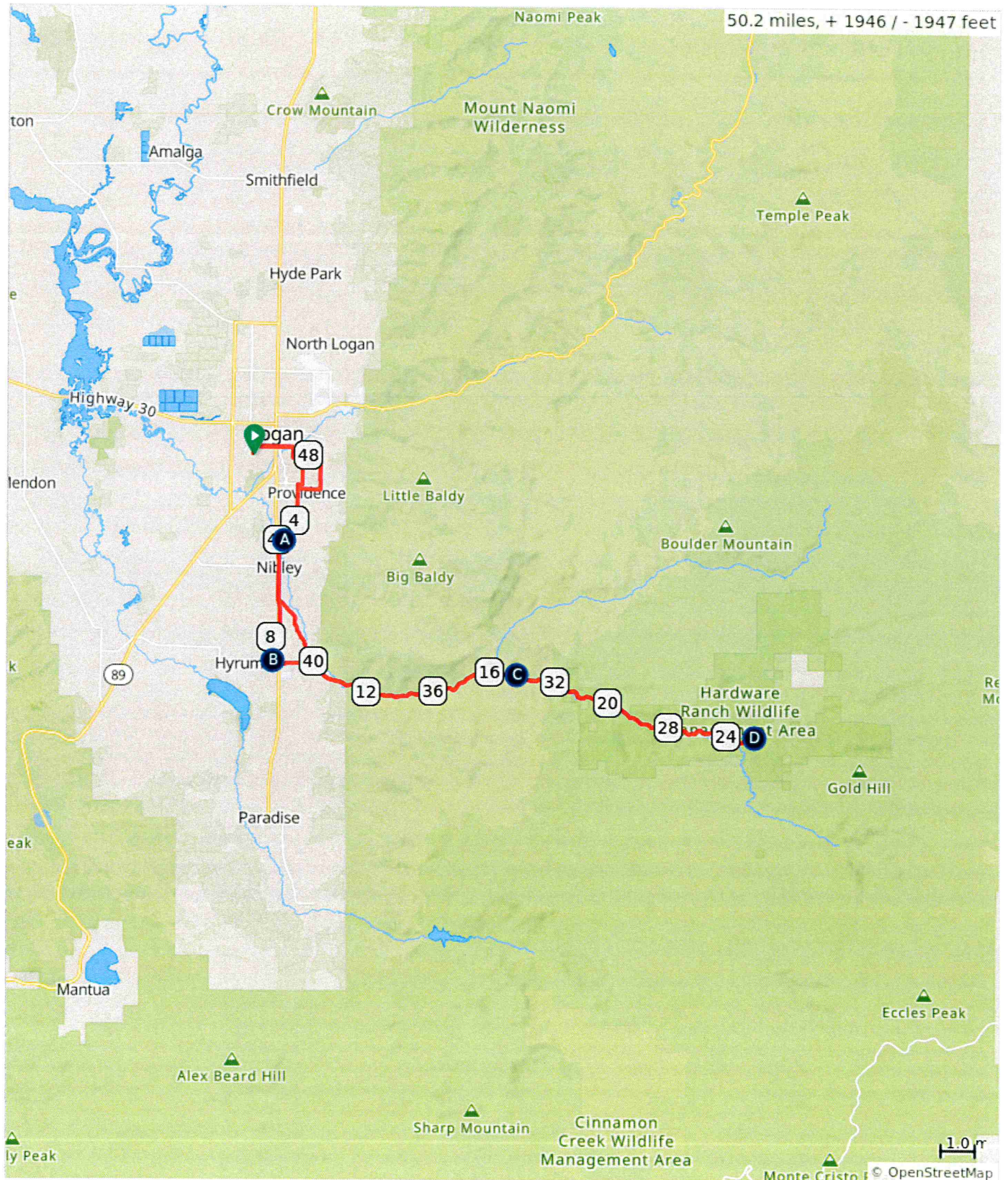


A. Millville Park Rest Stop

C. Water Stop

B. Hyrum East Rest Stop

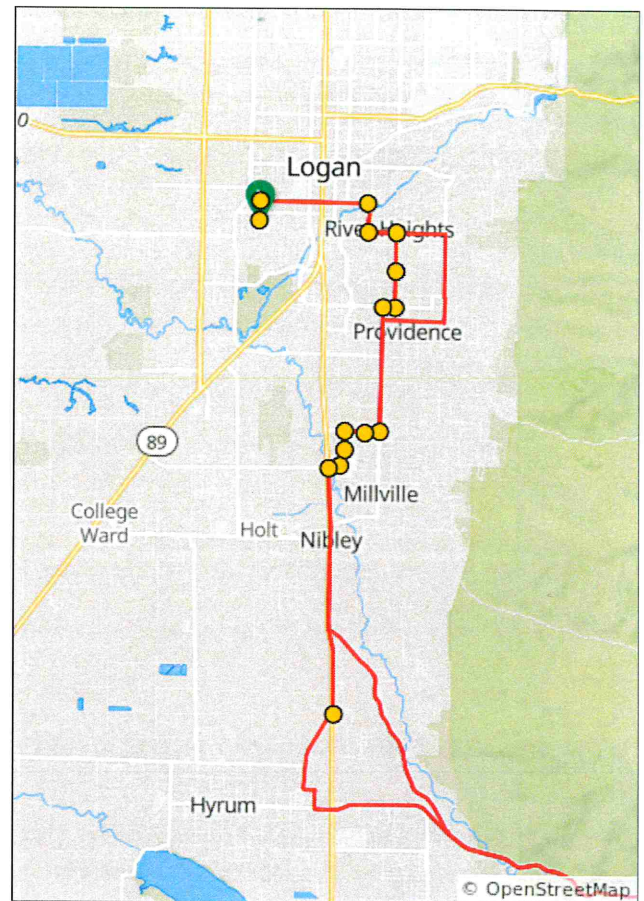
D. Hardware Ranch



Harmon's Best Dam Ride 50M D2 Utah 2024

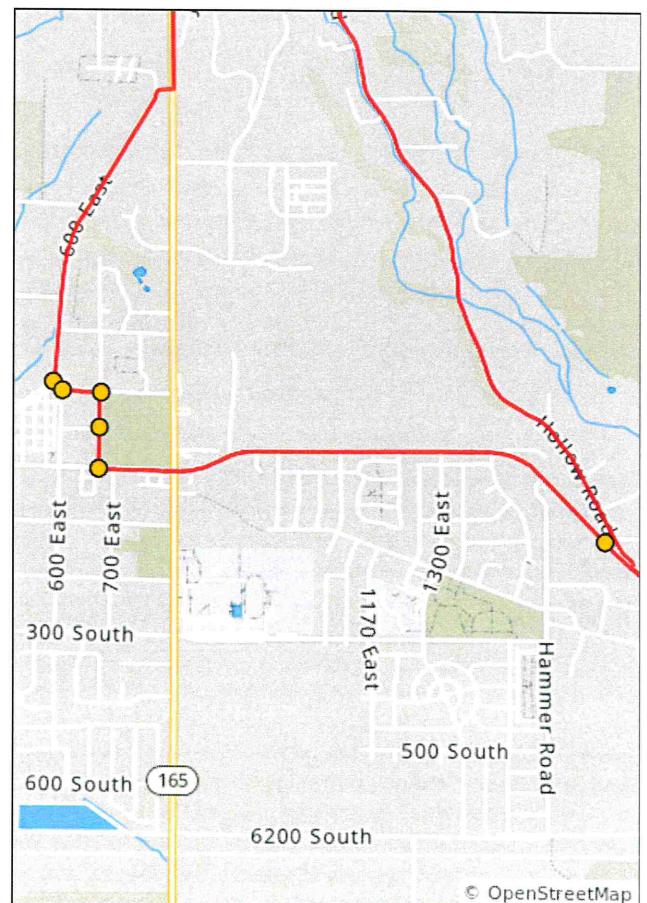
Type	Num	Dist	Note	Next
📍	1.	0.0	Start of route	0.2
➡	2.	0.2	Right onto W 300 S	1.1
➡	3.	1.4	Right onto 380 E/S 400 E/S Country Rd	0.3
⬅	4.	1.7	Left onto E 600 S	0.3
➡	5.	2.0	Right onto S 600 E	0.4
⬆	6.	2.4	Continue onto N 100 W	0.4
➡	7.	2.7	Right onto 100 North	0.1
⬅	8.	2.9	Left onto 200 West	1.3
➡	9.	4.2	Right onto 550 North	0.2
➡	10.	4.4	Right onto 450 North	0.2
⬅	11.	4.6	Left onto 300 West	0.2
⬅	12.	4.8	Left onto 300 West	0.2
⬆	13.	4.9	At roundabout, take exit 1 onto 200 North	0.1
⬅	14.	5.1	Left onto Main Street, UT 165	2.6
➡	15.	7.7	Right onto 4600 South	0.9

7.7 miles. +341/-172 feet



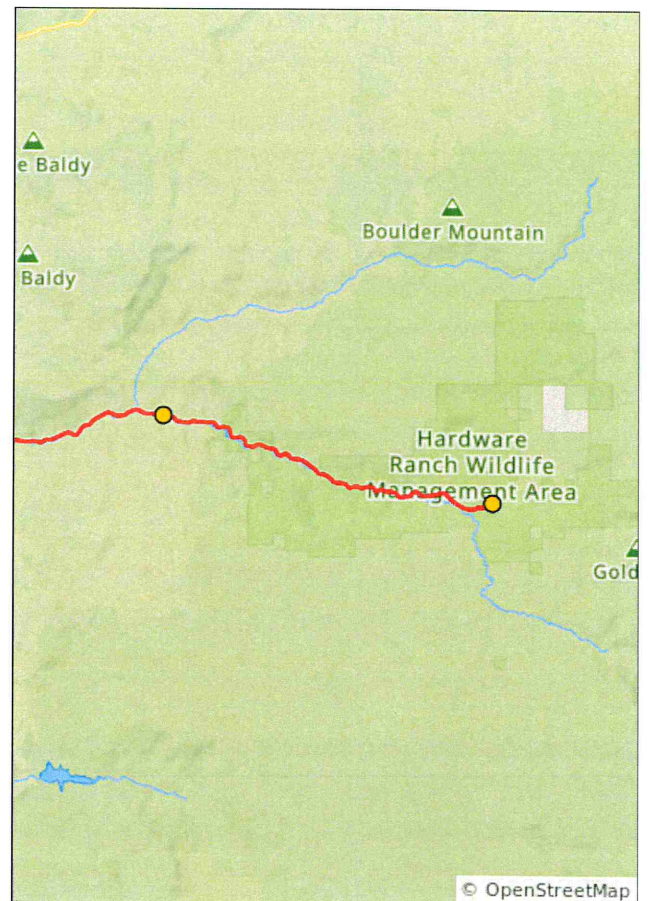
Type	Num	Dist	Note	Next
⬅	16.	8.5	Keep left onto 600 East	0.0
⬅	17.	8.6	Slight left onto Park Drive	0.1
➡	18.	8.7	Right at the 1st cross street onto Park Ave	0.1
🛑	19.	8.8	Rest Stop #1	0.1
⬅	20.	8.9	Left onto UT-101 E/E Main St	1.4
⬆	21.	10.3	Continue on Blacksmith Fork Canyon	6.5

2.7 miles. +73/-65 feet



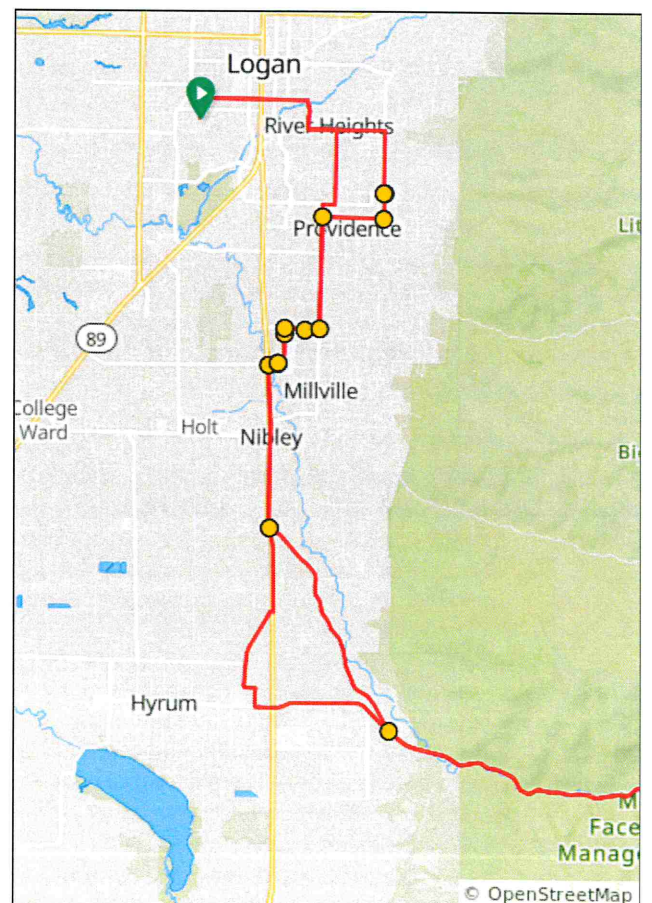
Type	Num	Dist	Note	Next
💧	22.	16.8	Water Stop	8.1
🚻	23.	24.8	Rest Stop #2	14.8

14.5 miles. +575/-86 feet



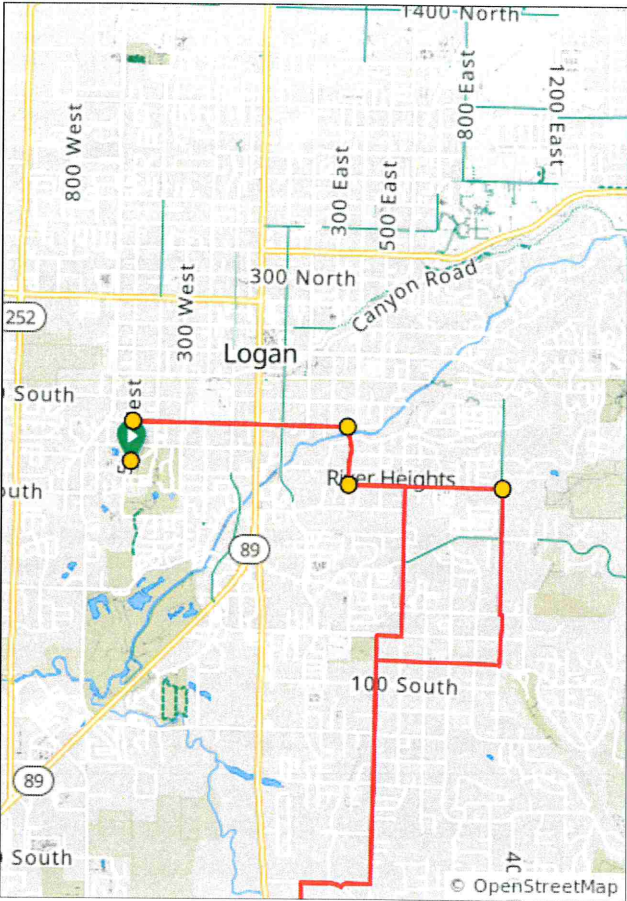
Type	Num	Dist	Note	Next
➔	24.	39.7	Right onto S Hollow Rd	2.6
➔	25.	42.3	Right onto Main St S	1.7
➔	26.	44.0	Right onto 200 North	0.1
⬆	27.	44.1	Enter roundabout	0.1
⬆	28.	44.1	At roundabout, take exit 3 onto 300 West	0.4
↺	29.	44.5	Make a U-turn onto 300 West	0.1
➔	30.	44.5	Right onto 2300 South	0.2
➡	31.	44.8	Left onto 550 North	0.2
➡	32.	44.9	Left onto Main Street	1.2
➔	33.	46.1	Right onto Center Street	0.7
↙	34.	46.8	Sharp left onto 300 East	0.3
➡	35.	47.0	Left onto 200 North	0.0
➔	36.	47.0	Right onto 300 East	0.7

22.2 miles. +228/-324 feet



Type	Num	Dist	Note	Next
←	37.	47.7	Left onto 600 South	0.8
→	38.	48.5	Right onto 400 East	0.3
←	39.	48.8	Left onto 300 South	1.1
←	40.	50.0	Left onto 500 West	0.2
📍	41.	50.2	End of route	0.0

3.1 miles. +9/-101 feet



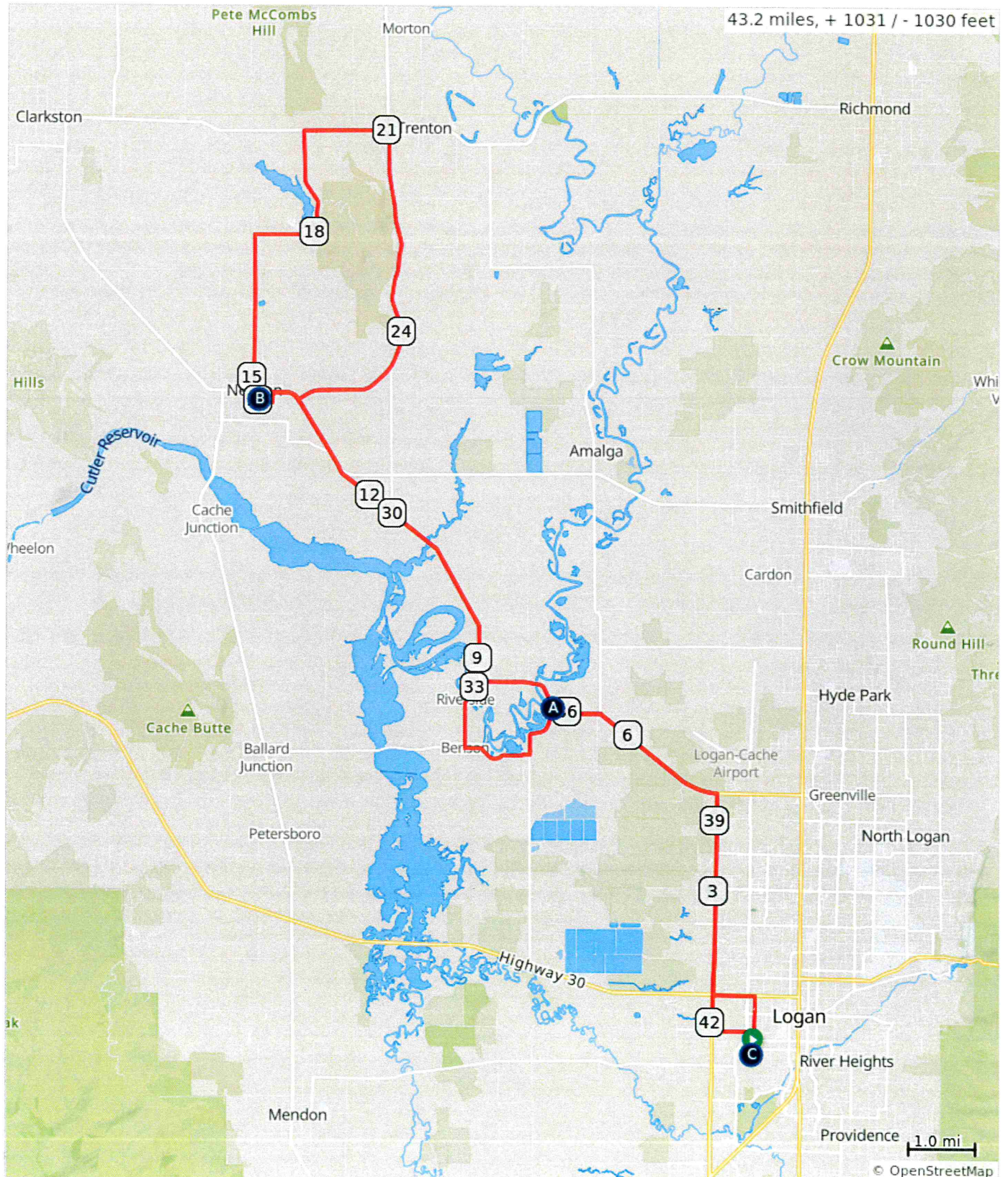
Harmons Best Dam Ride 43M D1 Utah 2024



A. Rest Stop #1 (Benson)

C. Finish

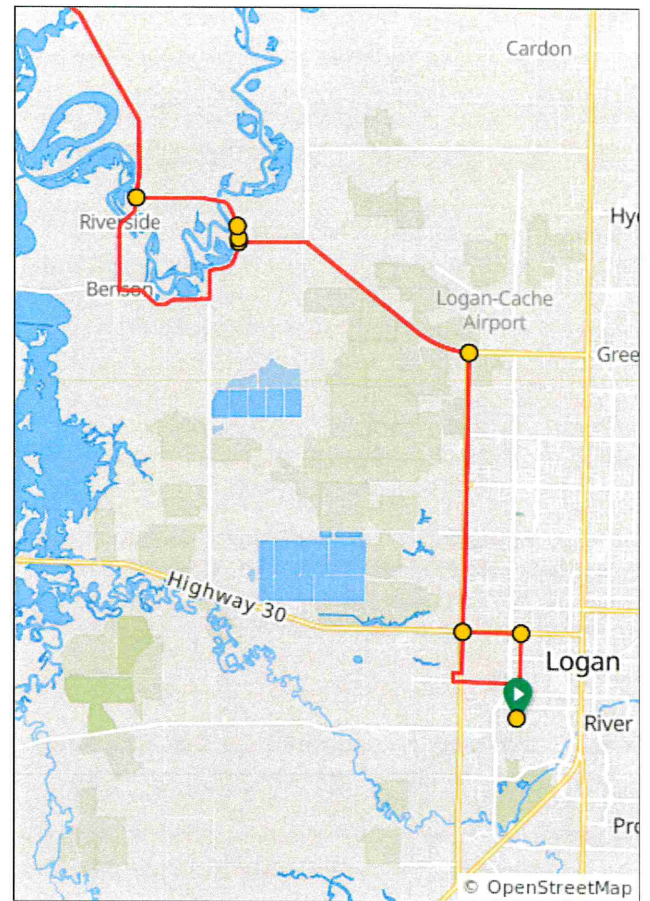
B. Rest Stop #2 - Newton



Harmons Best Dam Ride 43M D1 Utah 2024

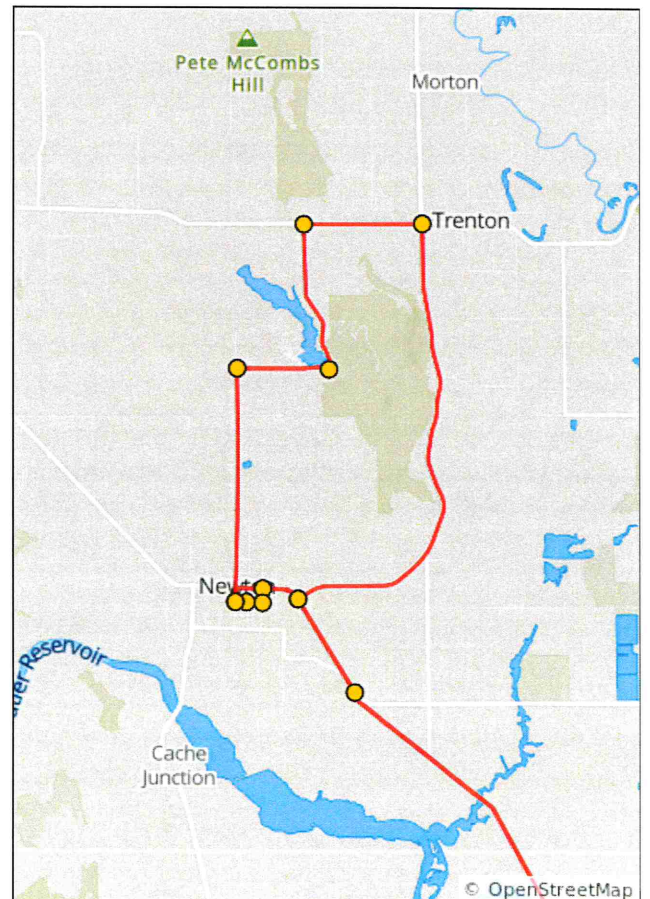
Type	Num	Dist	Note	Next
📍	1.	0.0	Start of route	0.9
←	2.	0.9	Left onto UT-30 W/W 200 N	0.6
→	3.	1.5	Right onto UT-252 N	2.9
←	4.	4.5	Left onto Airport Road	2.8
→	5.	7.3	Right onto 3000 West	0.0
🚰	6.	7.3	Rest Stop #1, Benson, on right	0.1
↑	7.	7.4	Continue onto 3000 W and follow curve to W 3800 N	1.2
→	8.	8.7	Right onto N 3800 W	4.0

8.7 miles. +41/-110 feet



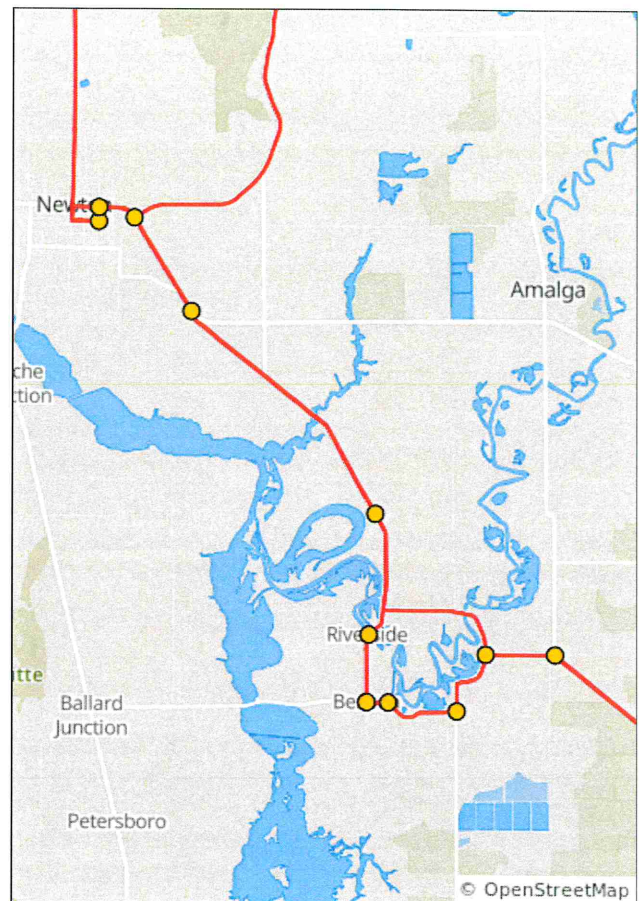
Type	Num	Dist	Note	Next
↑	9.	12.7	Continue onto UT-218 W	1.1
↑	10.	13.8	Continue straight onto UT-23 S	0.4
←	11.	14.2	Left onto S 100 E	0.1
→	12.	14.4	Right onto East 100 South	0.2
🚰	13.	14.6	Rest Stop #2, Newton, on Right	0.1
→	14.	14.7	Right onto South 100 West	2.4
→	15.	17.1	Right onto W 9000 N	1.0
↑	16.	18.1	Continue onto N 5800 W	1.6
→	17.	19.7	Right onto State Rte 142 E/W 10200 N	1.3
→	18.	21.0	Right onto UT-23 S/S 400 W/N 4800 W	5.1
→	19.	26.0	Right to stay on UT-23 S	0.9
←	20.	26.9	Left onto W 100 S	0.3

18.2 miles. +674/-642 feet



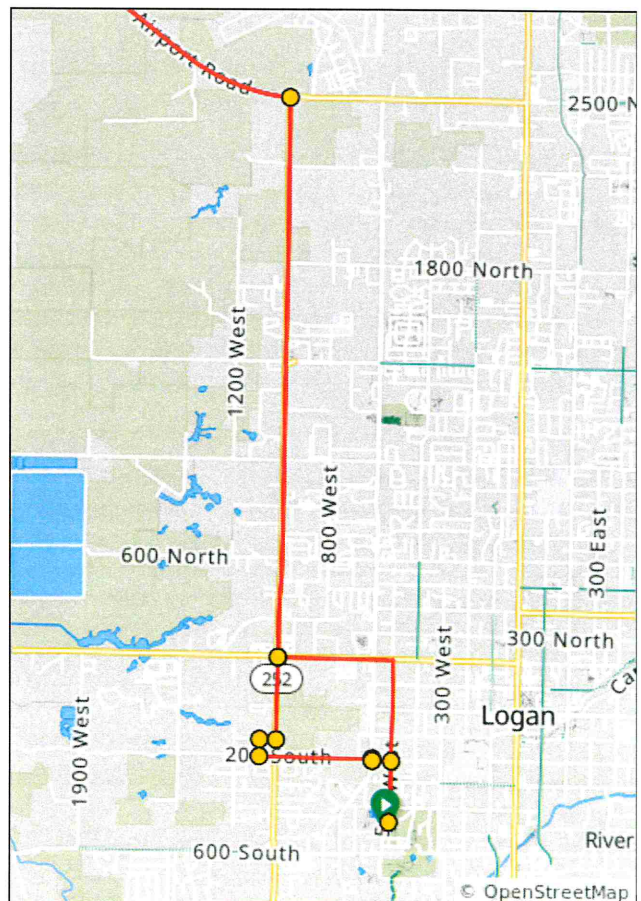
Type	Num	Dist	Note	Next
←	21.	27.2	Left onto S 100 E	0.1
→	22.	27.3	Right onto E Main St	0.4
↑	23.	27.8	Continue onto UT-218 E	1.1
→	24.	28.9	Slight right onto Sam Fellow Rd	2.9
↑	25.	31.8	Continue onto N 3800 W	1.4
←	26.	33.2	N 3800 W turns slightly left and becomes N 4000 W	0.7
←	27.	33.9	Left onto W 3000 N/ Black Rock Rd	0.2
→	28.	34.2	Slight right to stay on W 3000 N/Black Rock Rd	0.8
←	29.	35.0	Left onto 3000 W/N 3200 W	0.8
→	30.	35.7	Right onto W 3400 N/ Airport Rd	0.7
→	31.	36.5	Slight right onto N 2400 W/Airport Rd	2.1

9.6 miles. +112/-202 feet



Type	Num	Dist	Note	Next
→	32.	38.6	Right onto UT-252 S	2.9
←	33.	41.5	Left onto 200 North, UT 30	0.1
←	34.	41.6	Left onto UT-252 S	0.4
→	35.	42.0	Right onto 130 S	0.1
←	36.	42.1	Left onto 1060 W/S 1080 W	0.1
←	37.	42.2	Left onto W 200 S	0.6
→	38.	42.8	Right onto S 600 W	0.0
←	39.	42.8	Left onto W 200 S	0.1
→	40.	42.9	Right onto S 500 W	0.3
📍	41.	43.2	End of route	0.0

6.8 miles. +69/-21 feet

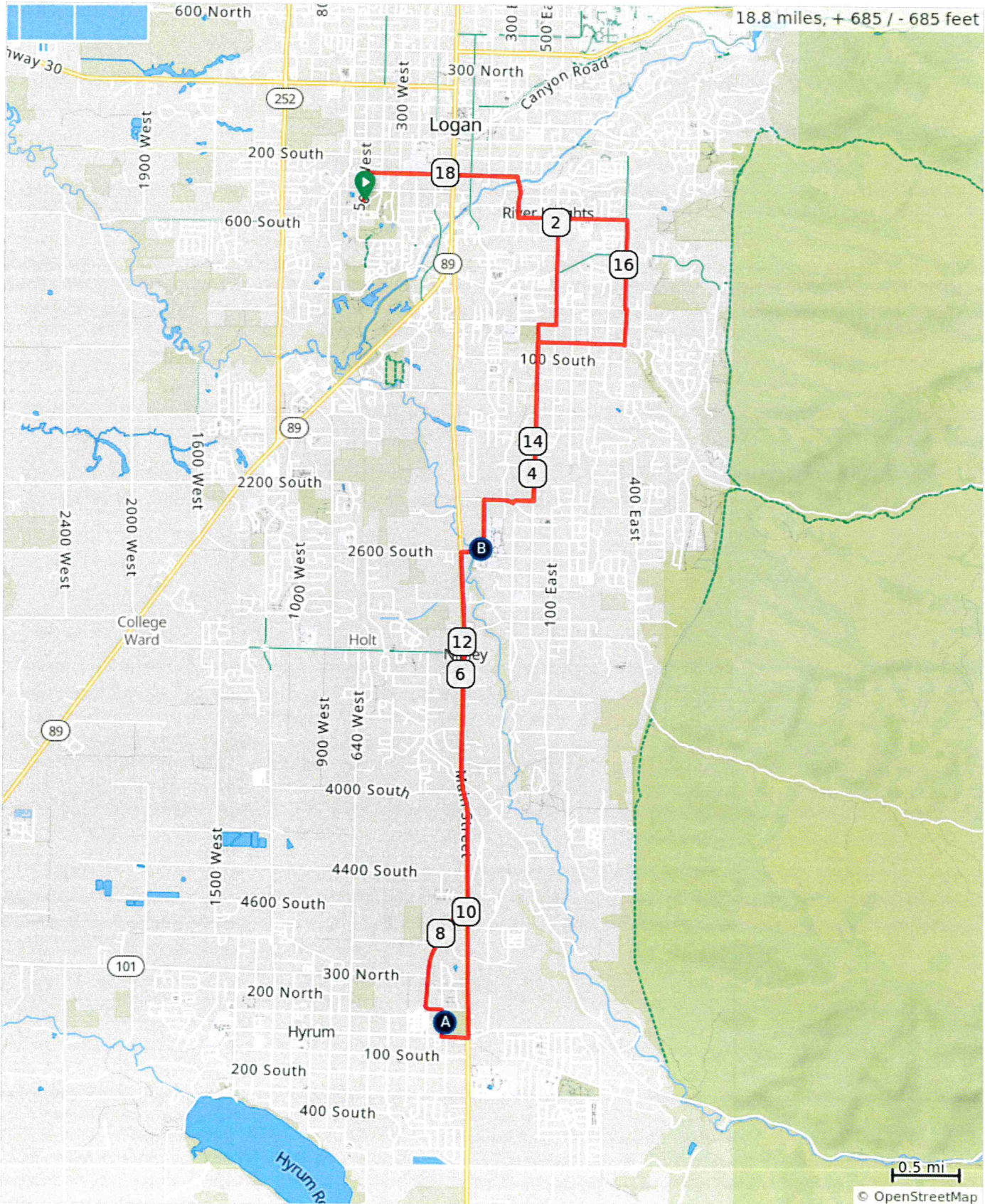


Harmon's Best Dam 20M D2 Utah 2024



A. Hyrum rest stop

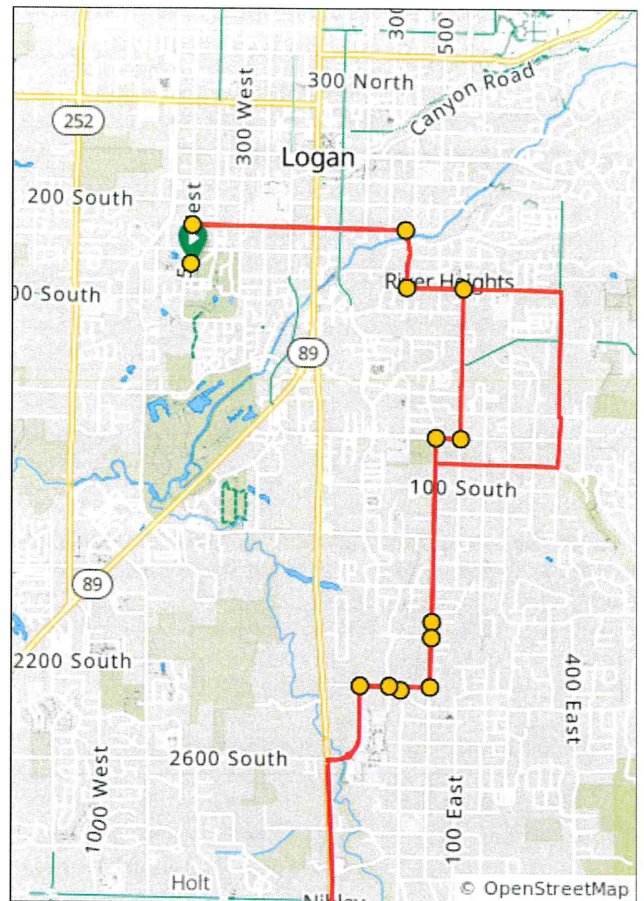
B. Millville Rest Stop



Harmon's Best Dam 20M D2 Utah 2024

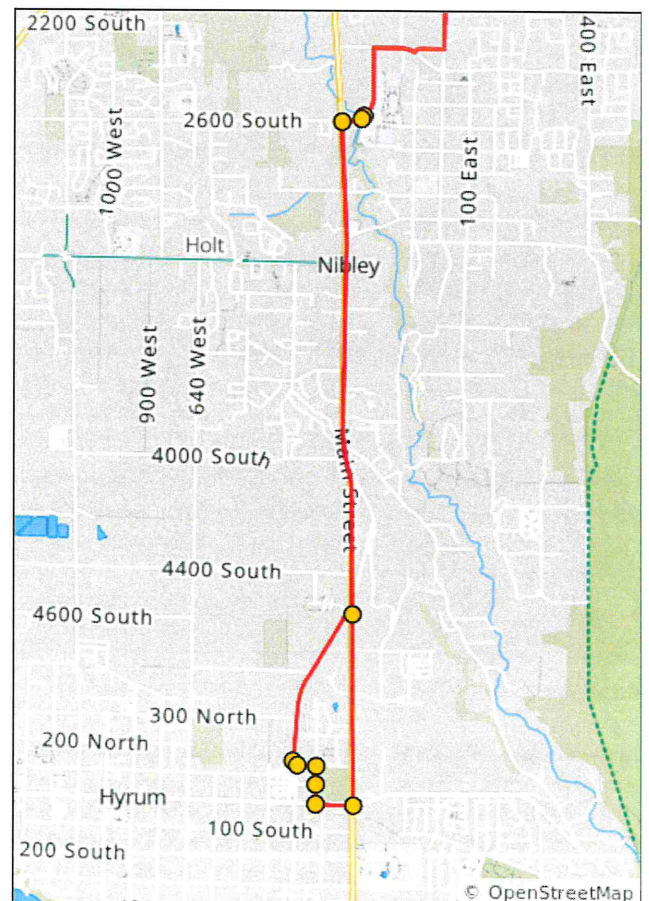
Type	Num	Dist	Note	Next
📍	1.	0.0	Start of route	0.2
➡	2.	0.2	Right onto West 300 South	1.1
➡	3.	1.3	Right onto South 400 East	0.3
⬅	4.	1.7	Left onto E 600 S	0.3
➡	5.	2.0	Right onto S 600 E	0.8
➡	6.	2.7	Right onto West 100 North	0.1
⬅	7.	2.9	Left onto 200 West	1.0
⬆	8.	3.8	Continue onto 400 E	0.1
⬆	9.	3.9	Continue onto N Main St	0.3
➡	10.	4.2	Right onto 2300 S/W 550 N	0.2
➡	11.	4.4	Right	0.1
⬆	12.	4.4	Continue onto E 2300 S/W 550 N	0.2
⬅	13.	4.6	Left onto N 300 W	0.4

4.6 miles. +186/-124 feet



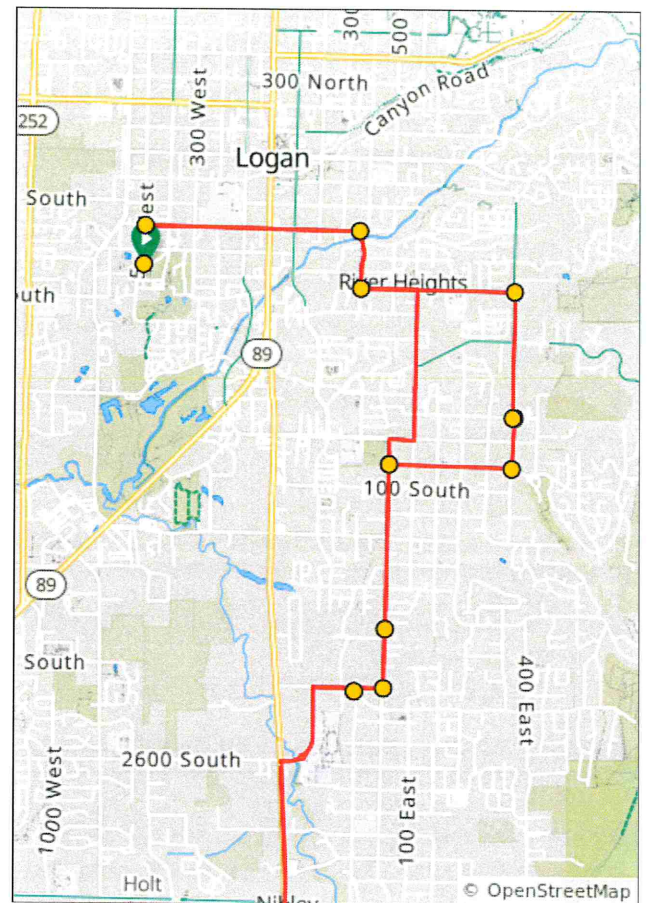
Type	Num	Dist	Note	Next
⬆	14.	4.9	At the traffic circle, continue straight onto W 200 N/W 225 N/W 2600 S/Riverhawk Dr	0.1
⬅	15.	5.1	Left onto Main St S	2.6
➡	16.	7.7	Right onto 4600 South	0.9
↙	17.	8.5	Keep left onto 600 East	0.0
↙	18.	8.6	Slight left onto Park Drive	0.1
➡	19.	8.7	Right onto Park Avenue	0.1
🚰	20.	8.8	Rest Stop #1	0.1
⬅	21.	8.9	Left onto Main Street, UT 101	0.2
⬅	22.	9.1	Left onto North 800 East, UT 165	3.6
➡	23.	12.7	Right onto W 200 N/W 225 N/W 2600 S/Riverhawk Dr	0.1
⬆	24.	12.8	At the traffic circle, take the 2nd exit onto N 300 W	0.6

8.2 miles. +292/-293 feet



Type	Num	Dist	Note	Next
←	25.	13.4	Left to stay on E 2300 S/W 550 N	0.2
←	26.	13.6	Left onto N Main St	0.3
↑	27.	13.9	Continue onto S 200 W	0.9
→	28.	14.8	Right onto Center St	0.6
←	29.	15.4	Sharp left onto North 300 East	0.3
←	30.	15.7	Left onto East 200 North	0.0
→	31.	15.7	Right onto North 300 East	0.7
←	32.	16.3	Left onto East 600 South	0.8
→	33.	17.2	Right onto S 400 E	0.3
←	34.	17.5	Left onto East 300 South	1.1
←	35.	18.6	Left onto 500 West	0.2
📍	36.	18.8	End of route	0.0

6.0 miles. +151/-249 feet



Bike MS: Utah

ON EVENT SAFETY MANUAL

<u>EVENT SPECIFIC EDITABLE TEMPLATES:</u>	
<i>Edit these documents for your upcoming event. Once complete, export pages 2-5, save as XXX(chapter code).WalkMS or BikeMS.2023 and email to crisisteam@nmss.org by the Monday before the event.</i>	
→ <u>Day of Event Contact Sheet</u>	2
→ <u>Contingency Plan Resources</u>	4
<u>STANDARDIZED SAFETY DOCUMENTS:</u>	
→ <u>Emergency Response Plan (ERP)</u> : response plans to incidents, crisis, natural disasters, weather delays, and other scenarios.	6
→ <u>Pre-Event Delay and Cancellation Communication Protocols</u> : Bike MS and Walk MS guides that outline decision making, communication resources and protocols to enact if planning an event delay or cancellation	24
→ <u>Print Ready Templates</u>	25

OESM Notes and Reminders:

- Pages 2-5 are unlocked for editing for your event
- The information included in this manual supersedes all other previous emergency response plans/ procedures.
- If additional plans are needed, add an addendum, and send to the National Crisis Team at crisisteam@nmss.org



National
Multiple Sclerosis
Society

Day of Event Contact Sheet

Bike MS: Utah

Contact Information for Key Staff/Volunteers

Attending the Event

Primary/Required Roles (one person can serve multiple roles) <i>Include all key roles that are a part of the local decision-making team (e.g. Media Spokesperson, Market President, Hospital Liaison, EP, Volunteer, Relationship Staff, local incident teams, etc.)</i>			
Name	Event Weekend Role	Society Position	Cell Number
Melissa Mathews	Media Spokesperson	Market Leader	801-816-0523
Kristen Flores	Local Incident Lead	Manager, Event Production	310-991-2794
Rich Beck	Local Incident Asst.	Specialist, Event Production	305-304-4523
Sara Alisuag	Relationship Lead	Manager, Walk MS	774-254-2668
Sarah Janssen	Hospital Liaison	Manager, Walk MS	858-334-5323
Sondra Stevens	Volunteer Lead	Sr. Specialist, Volunteer Engagement	801-755-2670
SOCIETY'S SPECIAL EVENT CRISIS TEAM: 844-4-HELP-44			

LOCAL HOSPITAL INFORMATION

HOSPITAL	PHONE NUMBER	ADDRESS
Logan Regional Hospital	(435) 716-1000	500 E 1400 N, Logan, UT 84341
Bear River Hospital	(435) 207-4570	905 N 1000 W, Tremonton, UT 84337
Franklin County Medical Center	(208) 852-0137	44 N 1st E, Preston, ID 83263

Crisis Management Phone Tree

Messaging, method, and timing to be determined during Special Event Crisis Team Call. Others may be engaged to communicate details quickly, if necessary, but staff listed is responsible for

making sure these groups are communicated with regarding the crisis. *Each lead below responsible for maintaining own contact list.*

Market President: Melissa Mathews

- Board Members
- Market Staff

Lead Event Production Staff: Rich Beck

- Vendors/Suppliers
- Local Municipalities
- Local Public Service Agencies/Partners
- Host sites
- Committee members

Lead Relationship Staff: Sara Alisuag

- Committee members
- Team Captains
- Top Fundraisers
- Sponsors

Lead Volunteer Engagement Staff: Sondra Stevens

- Rest Stop Captains, SAGs, Route Support, Trucks, Medical, Motorcycles
- Other Volunteers

General Media Statement:

If a member of the media asks you a question or for information about an incident refer them to the designated media spokesperson.

"I do not have that information at hand, but I can give your contact information to our spokesperson who will contact you." General Response to Participants, Volunteers: Express concern and state "I don't have any details on the situation, but we have a highly trained team to take care of participants and attend to any incident that may occur."

CONTINGENCY PLAN RESOURCES

Shelter Locations

Saturday

Rest Stop 2 – Newton Market - 10 E Main St

Century RS 2-3 = Clarkston Fire Department

Century RS 3-4 – Sinclair Gas Station – 42 E Depot St, Weston ID

RS 4 – The Pivot near 4856 W 900 N, Dayton ID

RS 5 – Julie’s Marketplace – 1 N Main St, Lewiston, UT

RS 6 – Newton Market - 10 E Main St

Sunday

After RS 1 – Maverik Gas Station – 3090 UT-165, Nibley, UT

RS 2 – Ridley’s Family Market – 780 E Main St, Hyrum, UT

CONTINGENCY PLAN RESOURCES

VEHICLES AVAILABLE FOR SAG SUPPORT

Name	Vehicle Type	Seating Capacity	Bike Capacity	Driver Name and Contact#	Location
	Pick Up Truck	3 Passenger	3	Sarah Kafer	Route
	Pick Up Truck	3 Passenger	3	SAG	Route
	Unknown	3 Passenger	3	SAG	Route
	Unknown	3 Passenger	3	SAG	Route
	Unknown	3 Passenger	3	SAG	Route
	Unknown	3 Passenger	3	SAG	Route

STAFF MEETING POINT

(Utilized if communication channels fail)

Location address: 450 W 500 S, Logan UT – Cache County Event Center

MEDICAL SUPPORT LOCATIONS

LOCATION	TYPE
Start/Finish	Logan City Ambulance
Each Rest Stop	CPR/First Aid Volunteer

****If you have additional contingency plans please add as an addendum to this manual**



National
Multiple Sclerosis
Society

Emergency Response Plan (ERP)

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REPORTABLE INCIDENTS Crisis vs. Incident

Reportable Incidents	
<p><i>A crisis is defined as an emergency situation resulting in a fatality; a serious, life-threatening injury; a serious injury where the chapter desires additional support; or a catastrophic loss to the Society (threat or actual loss of substantial property, assets or reputation); or other incidents of significant proportion directly impacting chapter operations, including situations when police or other authorities are involved. Always err on the side of calling the crisis line (or the Crisis Team Lead) to determine if the crisis team should be activated.</i></p>	<p>Examples of a crisis:</p> <ul style="list-style-type: none"> ➤ Fatality ➤ Injury requiring flight for life ➤ Serious head trauma ➤ Serious accident involving numerous individuals ➤ Accident resulting in police investigation ➤ Situation where there may be significant Society liability ➤ Weather-related route evacuation or event cancellation ➤ Robbery, significant theft or vandalism <p>Reporting process: In the event of a crisis, the local Crisis Lead immediately contacts the Crisis Team at 844-4-HELP-44 (844.443.5744). The Crisis Lead will provide appropriate Information to the Crisis Team Lead to determine the appropriate response. Based on the type of Incident, staff must follow the Society's incident reporting protocol.</p>
<p>Incidents are defined as “<u>any</u> loss including a liability claim resulting from property damage or bodily injury involving a staff, volunteer, participant or third party.” All incidents must be reported through the Society's ClearSight Risk Management System.</p>	<p>Examples of reportable incidents to be entered into the ClearSight database: Moderate to severe injuries exist. Such injuries include, but are not limited to:</p> <ul style="list-style-type: none"> ➤ Individual requires transport to hospital ➤ Concern that there could be a broken bone or dislocation ➤ Deep laceration ➤ Loss of consciousness ➤ Extreme nausea and vomiting ➤ Severe headache/migraine ➤ Heart Condition ➤ Stomach Illness ➤ Concern that participant has suffered internal injuries ➤ Staff person, including volunteers, sustains injuries while performing job duties ➤ Any injury sustained by staff or volunteer while performing job duties ➤ Automobile accident or damage to auto ➤ Property damage (1st and 3rd party)

	<p>Reporting process: The individual most familiar with the incident (this could be any Development or Volunteer Engagement staff member) must create a report using ClearSight. Through use of any smart device (iPhone, iPad etc.) and an internet connection, staff can access the tool via the ClearSight link and create an incident report on site. The links to create and edit an existing report may also be found on the intranet's home page at the bottom of the page.</p> <p>Examples of non-serious non reportable incidents:</p> <ul style="list-style-type: none"> ➤ First aid provided based on minor injuries sustained ➤ Road rash, skinned knees, minor dehydration, pulled muscles, minor cramps, minor nausea, sunburns are non-reportable.
<p>Other Reportable Concerns is defined as an unplanned event that <u>did not</u> result in injury or damage but had the potential to do so (near miss).</p>	<p>Examples of conditions or behaviors that could have potentially resulted in an incident:</p> <ul style="list-style-type: none"> ➤ Lack of traffic control at busy intersection ➤ Left hand turn on route without support ➤ Utilizing a road with hazardous conditions ➤ Team Village tents not secured properly ➤ Any activity where violation of alcohol policy exists ➤ Hazardous weather without proper evacuation plan ➤ Insufficient medical support availability ➤ Vendor providing any support/service that is not in alignment with Society protocol ➤ Accessibility limited and not aligned with Society protocols ➤ Inadequate care with food preparation or service ➤ Unsafe workplace conditions ➤ Inadequate training resulting in near miss of an accident ➤ Any material violation of Society's risk management policies <p>Reporting process: Staff are required to utilize the ClearSight tool and access the Other Reportable Concerns module to provide complete description of their observation and the unsafe condition that could have potentially led to an incident and/or crisis.</p> <p>Note: It is possible that some of the above examples may have been granted an exception for these conditions.</p>

RESPONDING TO AN EMERGENCY SITUATION- INCIDENT

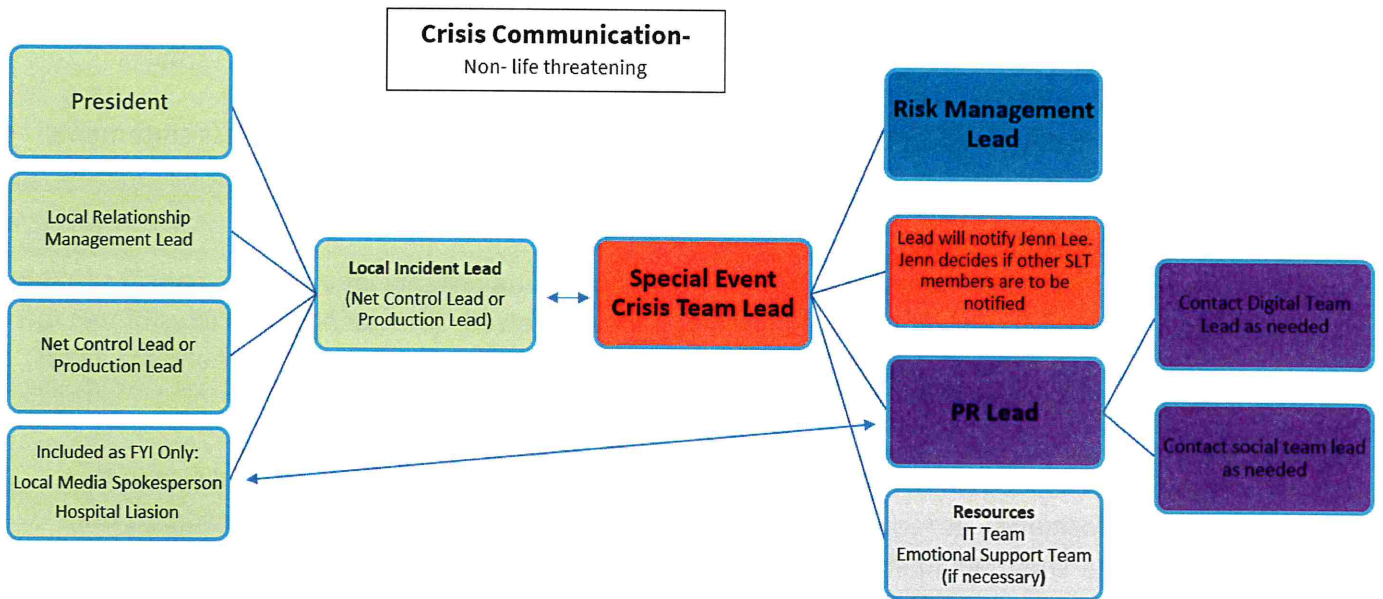
- **Respond and Assess.**
- **Calls to make**
 - Call 911 if necessary
 - Contact Net Control via radio/phone immediately, and they will then contact appropriate staff members and/or volunteers for next steps. (Functional Key Staff, National MS Executive Staff, Emergency Contact Notification)
- EMS, Rest Stop medical staff or other trained personnel determine that any injuries sustained are minor and can be attended to on site - no additional medical staff or attention will be needed.
- **Further Action.**
 - As best possible, assess the injured party, making sure you do not move the person if possible.
 - Secure area, but do not disturb the scene of the accident if possible. Keep participants at a safe distance from the scene.
 - When possible, photos should be taken of the incident scene (not the injured party(ies). These photos should NEVER be shared with anyone other than official MS Staff
 - Law Enforcement Interaction to whatever extent is determined necessary
 - Route action will be determined by appropriate staff and Law Enforcement, and action will be taken if/when necessary
 - At the appropriate time, but as soon as practical, the accident and incident information must be entered into ClearSight so that the situation is documented
 - Notify Participant Emergency Contact: Depending on severity, either Key Development Staff or **Hospital Liaison** will notify the Emergency Contact with known details of incident and current condition/transport status of the patient. Contact Net Control for contact information if not readily available
 - Make sure **Hospital Liaison** is aware of the exact hospital where participants are being transported.

RESPONDING TO AN EMERGENCY SITUATION- CRISIS

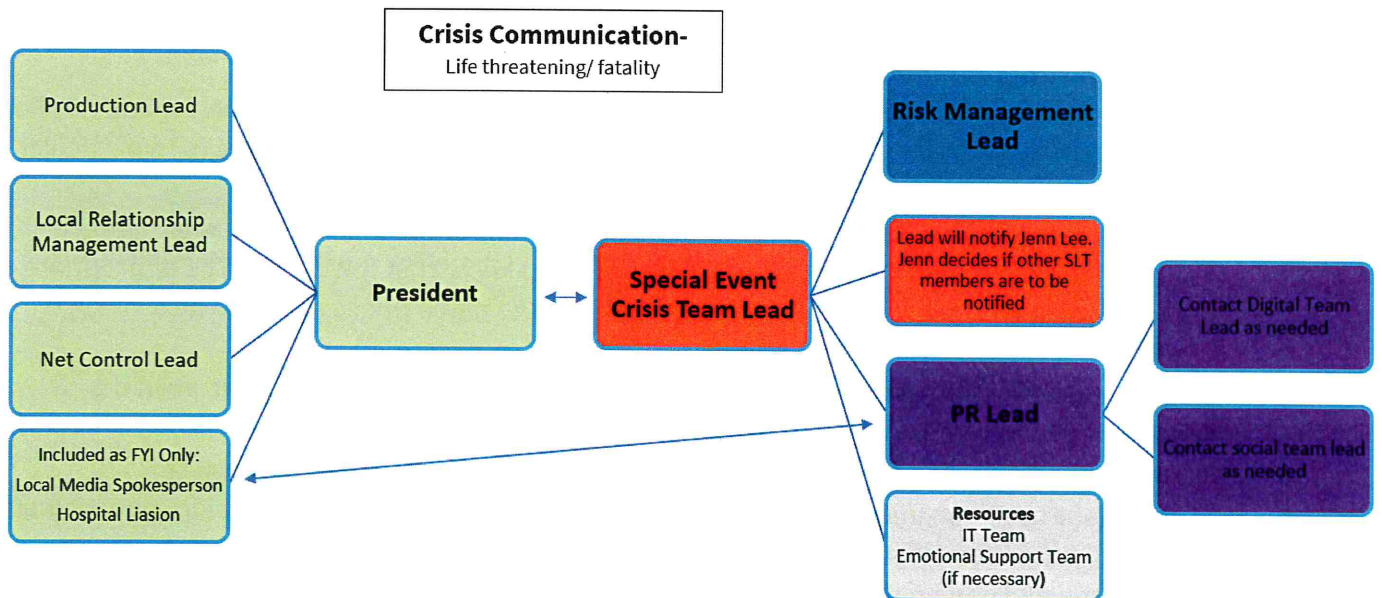
- **Respond and Assess.**
- **Calls to make**
 - Call 911
 - Contact Net Control via radio/phone immediately, and they will then contact appropriate staff members and/or volunteers for next steps. (Functional Key Staff, National MS Executive Staff, Emergency Contact Notification)
- **Further Action.**
 - As best possible, assess the injured party, making sure you do not move the person if at all possible.
 - Secure area, but do not disturb the scene of the accident if possible. Keep participants at a safe distance from the scene.
 - When possible, photos should be taken of the incident scene (not the injured party(ies). These photos should NEVER be shared with anyone other than official MS Staff

- Law Enforcement Interaction to whatever extent is determined necessary
- Route action will be determined by appropriate staff and Law Enforcement and action will be taken if/when necessary
- At the appropriate time, but as soon as practical, the accident and crisis information must be entered into ClearSight so that the situation is documented
- Notify Participant Emergency Contact: Depending on severity, either Key Relationship MS Staff or **Hospital Liaison** will notify the Emergency Contact with known details of incident and current condition/transport status of the patient. Contact Net Control for contact information if not readily available
- Convene the Local Decision-Making Team to uncover all known information communicate details within the team and understand the situation.
- Make sure **Hospital Liaison** is aware of the specific hospital where participant is being transported.
- Local Crisis Lead calls the crisis hotline 844-4-HELP-44 (844.443.5744). Local Decision Making Team should participate in follow-up call with the Special Event Crisis Team.
- After reviewing what is known about the situation, the following topics will be addressed:
 - Injured participant/Family, friends, team of injured participant
 - Event decisions – does this situation impact the continuation of the event? Do any changes need to be made because of this situation?
 - Communication – What information needs to be communicated to various audiences based on this situation? Are there any programs or components of the event upcoming where this situation needs to be addressed?
 - Documentation – capturing information (photos, interviews) for the incident report, connecting with the local authorities, gaining access to the police report.
 - Conduct follow-up determined by Special Event Crisis Team Meeting.
- Begin executing contingency plans as necessary.
- Begin following Crisis Management Phone Tree (see below). The degree to which the communication is carried through the Crisis Communication Phone tree may be dependent on the situation. Remember any details about fatalities or injuries should be communicated via cell phones or private radio lines.

INTERNAL CRISIS COMMUNICATION FLOW WITH NATIONAL CRISIS TEAM



The chart below is updated to reflect that for life-threatening injuries and fatalities, the Market President becomes the Local Incident Lead:



LOCAL CRISIS TEAM ROLES IN A CRISIS SITUATION

Local Incident Lead Reminders

- Continue to connect with local decision-making team keeping them in the loop on any changes/updates.
- Serve as primary contact with the Special Event Crisis Team Lead.
- Make sure incident report information is being gathered, pictures taken, witness statements gathered.

Hospital Liaison Role Reminders

- This role does not actively go to the hospital except in the instance of a serious, critical situation where emotional support is essential to the parties involved. The guiding principles of this role are to manage property, participant information and flow of information between care givers, emergency contacts and the Society when a participant requires transport to a local healthcare facility.
- Keep the local decision-making team aware of updates to any injured individual's condition.
- Provide information as requested by the medical facility including their relationship to the participant. They should also serve as a Society contact for the injured individual and help make any contacts or arrangements needed for their belongings.
- Work with appropriate authorities to inform family of the injured person about the incident, offer support, express concern.
- After consulting with the PR lead on the Special Events Crisis Team, talk to the family about what will be publicly released and what the family wants released from the Society.

Media Spokesperson Role Reminders

- Work with the PR Lead on the Special Event Crisis Team before responding to ANY media. Follow the statements provided by the Marketing Lead. If you do not have a statement for a particular audience, let the Marketing Lead know.
- Do not provide the name, or any identifiers such as gender, of the injured person to media or other individuals (including event participants) until you know that it is public. The appropriate authorities (police/hospital administration) may make the name public after the next of kin is informed.
- Remember: Do not offer more information than is needed to answer a question, even if a reporter pauses and waits for you to continue speaking.
- Have talking points in-hand to respond to staff, event participants and volunteers.
- If a participant has been injured and is a member of a team, work with relationship management staff to notify the team captain and discuss appropriate messaging for other team members.
- Work with the PR Lead on the Special Event Crisis Team and consider the wishes of the family, the team, staff, etc. when determining whether to announce information regarding a fatality at the event. If the fatality occurred on Saturday, for example, it may make sense to make an announcement at the evening program since word will likely have gotten out. For a late Sunday crisis, it may be impossible or inappropriate to make a finish-line announcement.
- It's likely that media will be on short deadlines and may try and talk to anyone who will respond rather than go directly to a designated spokesperson. Equip staff and volunteers with a simple statement that directs them to the official spokesperson to comment during a crisis.

- Contain who talks to the media by having one person ready to respond to media queries. This will control the message.
- If possible, have a high-level volunteer that is familiar with the Society as one of the spokespeople. If this is not possible or appropriate, the president is the best spokesperson in this situation.
- Take note of any deadlines from the media you are in contact with so we can respond in a timely manner.

SITUATION RESPONSES

SAG SUPPORT REFUSAL RESPONSE (Bike MS)

If a participant refuses to take a SAG when we require them to do so, the following actions should be taken:

1. Participant should be asked to sign the "SAG Refusal" form
2. Ask the participant to surrender their Bib
3. If participant does not comply with the above, contact the Net Control and request staff support and/or Law Enforcement. Jot down the bib number to track.

Participants are responsible for following signage and staying "On Route." If a participant is in need or lost, they are instructed to call the Rider Assistance Line

FOOD POISONING RESPONSE

- Individual cases will be treated by medical providers at the medical tent. If food poisoning is a mass encounter, local medical providers will be notified and determine best course of action. Buses can be utilized to deliver victims en masse to local area hospitals.

HOSTILE ACTION RESPONSE – Road Rage, Protests, Tacks on Road, etc. (unintended events)

- If you witness or are the subject of a hostile action during the route, you should consider your own safety first.
- Once you are safe, attend to any medical situation following the procedures above. In addition, make note of any information you have that may help law enforcement officials.
- Where an automobile is involved in the action, note the make, model and color of the vehicle in addition to a license plate number.
- Try to also identify the driver (race, gender, and approximate age)
- Pass all information about a hostile action on to Net Control or law enforcement.

ACTIVE SHOOTER RESPONSE – Quickly determine the most reasonable way to protect your own life. Others are likely to follow the lead of staff during an active shooter situation.

CALL 911 WHEN IT IS SAFE TO DO SO

- **RUN**
 - Have an escape route and plan in mind
 - Leave your belongings behind
 - Keep your hands visible
- **HIDE**
 - Hide in an area out of the active shooter's view
 - Block entry to your hiding place and lock the doors
- **FIGHT**
 - As a last resort and only when your life is in imminent danger
 - Attempt to incapacitate the shooter
 - Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

Information you should provide to 911 operator

- Location of the victims and the active shooter
- Number of shooters if more than 1
- Physical description of shooter/s
- Number of and type of weapons held by the shooter
- Number of potential victims at the location

MASS EVACUATION RESPONSE

- Follow the guidance of the local policy in emergency response
- All vehicles attempting to enter the venue will be prohibited (except for emergency vehicles)
- Participants on route will not be allowed to enter venue but directed to alternate locations
- Participants on route will be temporarily delayed at Rest Stops until incident has been resolved.
- Transportation vehicles will be re-assigned to alternate locations (depending on severity of incident at overnight venue)
- Supply trucks/vehicles/tractor trailers will be deployed to relief locations – as required.
- Participants at the venue will be notified of the situation.

BIKE MS EVENT DAY ROUTE CHANGES/ CLOSURES/ EVACUATION

****If event cancellation, contact National On call Crisis Team 844-4HELP44**

Upon doing so, the following must be executed by the Local Crisis Team:

- Inform all event staff and advise them of the appropriate responses to inquiries
- Keep HAM Radio airwaves as clear as possible
- Once specific instructions are available, notify the groups listed below
 - Site Supervisors, mini-command posts, HAM radio operator, motorcycle coordinator/leads:
 - Give basic details; instruct them to activate their respective ERP. Advise them to await further instructions from local crisis team.
- If the route will be closed, notify affected rest stops
- If necessary, notify shelters and prepare for them to be opened
- Contact local police, as needed
- Keep Net Control running smoothly and efficiently. Keep communications calm and controlled.
- Work with SAG Net & Transportation Coordinators in getting vans & buses onto route in strategic locations as needed
- Re-evaluate timeline if finish line and one-day return schedules will be affected.
- Make sure that participants still on the route are supported, assign someone to replace staff involved in ERP if necessary.

Specific groups being called into support at this time may include:

Transportation Coordinator, HAMs, and SAGs

- Assess what vehicles you have (for participants and bikes), where they are, and how they are equipped for communications
- Put all leaders/vehicles on stand-by for further instructions
- Once you are given specific instructions... Contact and Dispatch appropriate SAG Vehicles as needed/requested. (SAG Vans, Buses, or Trucks) for the transport of participants and possibly bikes. In this case, transportation of PARTICIPANTS will take TOP PRIORITY, and bikes will be dealt with later.
- If route is being closed, the quick and safe removal of participants from roads is important.
- Keep track of location of SAG Vehicles for most efficient use of assets.

Site Supervisors/Rest Stop Leads

- If the route has been closed, you will be instructed where, what time and how this will impact you. This means you should prepare by doing the following:
 - Be prepared in case of early shutdown of rest stops
 - Be prepared to set-up as a pick-up location, if needed
 - Notify rest stop volunteer team of weather update
 - Notify those at the start/finish line that special announcements re: weather might be forthcoming (write them up once available)
 - When instructed, move on as calmly and efficiently as possible. Keep team morale up!

County Sheriffs, local police jurisdiction, and State Troopers

- Assess what vehicles you have, where they are, and how they are equipped (i.e. number of officers, cones, etc.)
- Reposition affected police officers to assist with control of participants and motor vehicle traffic. This may involve directing traffic to a location which offers shelter, a SAG pick-up location or a temporary holding spot to keep participants from entering severe weather conditions.
- The presence of Vehicles with lights is of great help in inclement weather
- Keep track of location of vehicles for most efficient use of assets
- Be prepared for police to take control of if the township deems it's necessary

Situations Team/Staff Cars/Sweep Team

- Notify staff/lead volunteers and move them to areas of concern
- Appoint a representative to handle the scene of the road closure, if necessary

Medical Teams

- Keep up to date regarding progression of situation and the potential need
- As necessary, notify vehicles to converge in the area where the participants are and serve as protection
- Start thinking about medical support of participants in the event of route closure
- Be prepared to counter the effects of cold wet participants and volunteers
- Be prepared to deal with hypothermia, find them shelter and cover (roof and trash bags)

WALK MS EVENT DAY ROUTE CHANGES/ CLOSURES/ EVACUATION

****If event cancellation, contact National On call Crisis Team 844-4HELP44**

Upon doing so, the following must be executed by the Local Crisis Team:

- Inform all event staff and advise them of the appropriate responses to inquiries
- Once specific instructions are available, notify the groups list below
 - Site Supervisors, HAM radio operator, SAG drivers:
 - Give basic details; instruct them to activate their respective ERP. Advise them to await further instructions from the local crisis team.
- If the route will be closed, notify affected water stops
- Contact local police, as needed
- Keep venue operating smoothly and efficiently. Keep communications calm and controlled.

Specific groups being called into support at this time may include:

Site Supervisors/Hydration Station Leads

- If the route has been closed, you will be instructed where, what time and how this will impact you. This means you should prepare by doing the following:
 - Be prepared in case of early shutdown of Hydration Stations
 - Be prepared to set-up as a pick-up location, if needed
 - Notify Hydration Station volunteer team of weather update
 - Notify those at the start/finish line that special announcements re: weather might be forthcoming (write them up once available)
 - When instructed, move on as calmly and efficiently as possible. Keep team morale up!

County Sheriffs, local police jurisdiction, and State Troopers

- Assess what vehicles you have, where they are, and how they are equipped (i.e. number of officers, cones, etc.)
- Reposition affected police officers to assist with control of participants and motor vehicle traffic.
- The presence of vehicles with lights is of great help in inclement weather
- Keep track of location of vehicles for most efficient use of assets
- Be prepared for police to take control of if the township deems it's necessary

ON EVENT WEATHER MANAGEMENT

Weather Forecasting

The local Event Production team will monitor weather beginning Monday before the event. As necessary, the local decision-making team will hold calls with Key Staff to further discuss the weather forecast and subsequent planning and communications. Beginning on Friday morning, the National On Call Crisis Team Lead for the event weekend should be included in all conversations regarding safety.

The event will be held rain or shine, participants should dress and pack appropriately for expected weather. Extreme conditions can present themselves and could have a significant impact on the event. Below are some examples.

Extreme Weather: In cases of severe inclement weather, natural disasters, acts of God, acts of war or other unforeseen extraordinary circumstances, local decision-making team will consult other senior staff, and local agencies. The event reserves the right to cancel the event and/or modify the course for safety concerns. Because the event may cover an extensive area, weather may vary dramatically from one area to the next and will be assessed accordingly. Pre event delays and cancellations shall be considered using the document: ***delay and event cancellation guide***.

The following weather conditions serve as guidelines for further assessment of the safety of participants and volunteers by staff/ Net Control. The following weather circumstances serve as guidelines for further assessment of the safety of participants and volunteers.

Here is when the event should have further weather conversations:

- **High Winds:** Sustained winds of 25 mph or wind gusts expected to exceed 35 miles per hour
- **Heat Wave:**
 - Heat Index over 95F
 - Heat Advisory issued by local county
- **Cold Wave:** Wind chill is <40 degrees Fahrenheit
- **Excessive Smoke in the Area:** air quality warning resulting in recommendation against outdoor activity
- **Thunder and Lightning:** Lightning within 6 miles in the last **15 minutes**
- **Tornado Warning**
- **Excessive Rain/Flash Flooding:** If excessive rain occurred in the week leading up to the event, event personnel will assess the safety and condition of the course may re-route the course accordingly. In addition, a sudden, severe downpour that could cause flash flooding in low-lying areas.

WEATHER MONITORING AND RESPONSE

Severe weather that approaches while the event is in progress (i.e. afternoon thunderstorm) presents a more significant challenge, as many participants could be on the course during this time. Emphasis will be placed on evacuating the course and removing participants from danger.	
Weather Tools	<p>The Event Production staff will provide information leading up to and during the event with the most up to date weather data. In addition, staff should access to the following applications, when possible, for up to date info:</p> <ul style="list-style-type: none"> → Weather Underground → WeatherBug → Lightning Pro → The Weather Channel
Shelter	<ul style="list-style-type: none"> → If necessary, all staff, volunteers, and participants should proceed to available shelter along the route. Participants, staff, and volunteers are encouraged to seek shelter at the Rest Stop locations along with other areas they deem safe and secure as listed in the contingency plan. → As possible, the event will also utilize existing assets such as staff vehicles/ SAGS/shuttle busses/ supply trucks to assist with shelter → In an emergency situation, participants (not bikes) will take priority. In an emergency situation, participants (not property) will take priority
Shorten Shortening the route is an option based on the weather conditions, timing of the event, and course density. This option will allow the event to take place yet limits the exposure to particular conditions.	IF it is necessary to shorten the route, THEN: <ul style="list-style-type: none"> → Concentrate volunteers and medical assets → Reallocate shuttles and trucks → Communicate via all available channels → Communicate to all law enforcement personnel
Reroute Where possible, the course may be rerouted due to hazardous conditions along the existing course. This may occur in the case of a public safety emergency, course damage or other situations where using the existing course may endanger participants.	IF a Reroute is necessary, THEN: <ul style="list-style-type: none"> → If known well before the event begins, all reroutes will be communicated to participants <ul style="list-style-type: none"> ● Staff and Volunteers will be positioned to confirm the change to participants ● Signage will be placed showing the correct route ● Reroute will be communicated to all law enforcement personnel ● Communicate via all available channels

HIGH WIND RESPONSE

Consult with rental companies, safety authorities and municipal experts for recommendations.

Possible mitigations	Consider: <ul style="list-style-type: none"> → Shortening route to limit exposure → Not putting up tents/ inflatable arch or large banners if not safe to do so → Adding additional weights to tents if safe to move forward with tenting
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SMOKE/ AIR QUALITY WARNING RESPONSE

In the event of poor air quality

Possible mitigations	Consider: <ul style="list-style-type: none">→ Adding additional messaging to warn participants of potentially unsafe conditions→ Shortening route to limit exposure→ Add additional SAGS/ shuttles for transport→ Provide masks
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EXCESSIVE HEAT OR COLD RESPONSE

Consult with medical resources, safety authorities and municipal experts for recommendations.

Possible mitigations	<p>For heat consider:</p> <ul style="list-style-type: none">→ Adding extra water and ice throughout the event→ Adding cooling towels at rest stops/ hydration stations and start/finish→ Adding additional medical support→ Equipping staff and supply vehicles with extra water and ice→ Adding additional tents for shade→ Renting misting stations and/ or fans→ Add extra SAGs or shuttle buses for possible extra needed transports→ Add additional water stations between established rest stops/ hydration stations→ Station additional staff near any particularly challenging parts of the route for assistance <p>For cold consider</p> <ul style="list-style-type: none">→ Purchasing extra emergency blankets→ Securing additional shelters with walls→ Add extra SAGs for possible extra needed transports→ Station additional staff near any particularly challenging parts of the route for assistance
When to cancel	<p>Consider Heat or Cold caused cancellation if:</p> <ul style="list-style-type: none">→ Inadequate medical resources available to provide heat/ cold related medical support.→ Recommendation by local authorities, office of emergency management, or other prominent governing body to discontinue event.

EXCESSIVE RAIN/ FLASH FLOODING RESPONSE

The event will proceed unless the rain contributes to other issues on course (i.e. flooding).

Possible mitigations	<p>In the case of rain, the following steps will be taken:</p> <ul style="list-style-type: none">→ The course/ venues will be monitored for areas of flooding→ Course staff to be placed at critical areas of any flooding→ Potential course deviations/re-routes identified→ Signage, law enforcement, and medical resources possibly reassigned→ Shuttle busses reassigned→ Participants will be monitored with particular attention paid to those who are not properly clothed and may experience a drop in body temperature.
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LIGHTNING RESPONSE

When should activities be stopped?

- If you see lightning. The ability to see lightning varies depending on the time of day, weather conditions, and obstructions such as trees, mountains, etc. In clear air, and especially at night, lightning can be seen from storms more than 10 miles away provided that obstructions don't limit the view of the thunderstorm.
- If you hear thunder. Thunder can usually be heard for a distance of about 10 miles provided that there is no background noise. Traffic, wind, and precipitation may limit the ability to hear thunder to less than 10 miles. If you hear thunder, though, it's a safe bet that the storm is within ten miles.
- If the skies look threatening. Thunderstorms can develop directly overhead, and some storms may develop lightning just as they move into an area.

Lightning On BIKE MS Course

IF there is lightning within 6 miles (or other severe conditions)

THEN participants will be held at the Rest Stops and not allowed to continue on course.

IF there is lightning within 6 miles (or other severe conditions)

THEN participants will be held at the Rest Stop or Hydration Station and not allowed to continue on course.

- SAG vehicles, Supply Truck, staff vehicles on course can be used as temporary shelter
- Participants who have not reached a Rest Stop will be directed by SAG vehicle / volunteers to closest appropriate shelter (stores, schools, other public buildings). Participants will remain at these points until Net Control communicates the conditions are safe to continue.
- Once there has been no lightning strikes within 6 miles for 15 minutes, Net Control and Staff will look at forecasted weather and decide if it is safe and appropriate to resume operations.
- Net Control will make the final decision on resuming operations and will announce over radio and phone to key event staff.
- Volunteers are alerted to resume their assigned responsibilities
- Once volunteers are in place, participants will be alerted to return to the course. Participants who were on course will be allowed to restart if they were removed from the course.
- Participants should be alerted:
 - The current delays effect on predicted start/ finish times
 - Any shuttle or reroute plan to adjust timeline
- **Resuming Operations**
 - **Once there have been no lightning strikes within 6 miles for 15 minutes** Bike MS staff will review forecasted weather and decide if it's safe and appropriate to resume operations.
 - Bike MS Net Control makes final decision on resuming ride operations and announces over radios and cell to key staff and lead volunteers.
 - Volunteers are alerted to resume their assigned activities

Lightning at BIKE MS Venue and WALK MS

IF there is lightning within 6 miles (or other

- Participants will be directed by staff members/volunteers to return to their vehicles or an onsite shelter (if applicable)

severe conditions) THEN all participants, volunteers, staff, and spectators will be instructed to take shelter immediately.	→ Once there has been no lightning strikers within 6 miles for 15 minutes, staff will look at forecasted weather and decide if it is safe to resume operations
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TORNADO RESPONSE	
In the event of a Tornado Warning (a tornado has been seen or picked up by radar)	
At Venue	→ Direct all personnel and participants to take cover in the nearest large concrete buildings, putting as many walls between the person and the outside as possible
On route	<ul style="list-style-type: none"> • NEVER try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter, and call out any participants or volunteers to do the same. • Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. • DO NOT get under an overpass or bridge, warn participants or volunteers if you can without placing yourself in harm's way. You are safer in a low, flat location. • Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries. • After the funnel passes, staff should report into Net Control or event lead for instructions and to report the situation at their location, especially any injuries

Pre-Event Delay and Cancellation Protocol

Overview

Having a plan to manage through challenging situations is key to an event's success. Experiencing these types of situations can naturally impact our ability to think clearly, make decisions and focus. This document outlines the decision-making process, details internal and external communications and documents activation steps should an event delay, significant changes or cancellation need to be instituted prior to event weekend.

Event weekend begins at 9 a.m. EST on the last business day of your event. For decisions and needs arising after that time, please see the ERP in this manual (OESM).

Pre- event is defined as any time before 9 a.m. Eastern Standard Time (EST) on the last business day the week of your event. In situations that pose a threat to safety, please use the information in the documents below to guide you through next steps.

- **Bike MS Protocol:** [Click Here](#)
- **Walk MS Protocol:** [Click Here](#)

National MS Society Alcohol Policy

All society employees are required to abide by the alcohol policy. This policy should be reviewed during pre-event training with all staff and volunteers.

Incident Report Form(s)

Incident report forms are completed to provide information on any incident involving an employee, volunteer, or participant. A copy of this form is required for all rented vehicles, SAG vehicles, every event tent and hydration station/ rest stop and med kits. It is also recommended for all event staff and volunteers to have copies in hand. The General Liability form includes medical refusal.

- [General Liability](#)
- [Automobile and Property Damage](#)

ClearSight Job Aids

ClearSight is the Society's claim and insurance portal. The links below will guide you on how to navigate this program.

- [Job Aid – Incident Reporting Process – Edit- Update Record](#)
- [Job Aid – Incident Report Process – Reference Guide](#)
- [Job Aid – Reportable vs. Other Incidents of Concern](#)
- [Job Aid to Access Clearsight Using Handheld Device June 2021](#)

Consumption of Medical Products

A copy of our medical product disclaimer is required to be displayed at all locations where medical products or services are being provided.

Vehicle Insurance Card – 2023

A copy of the Society's auto insurance coverage. All rented vehicles are required to have a copy on board.

Vehicle Rental Checklist

When a Society employee picks up or drops off a rental vehicle, this tool must be utilized.

Right to Dismissal

The Society has developed specific policies and procedures to ensure the safety of everyone who participates. Any individual that does not adhere will be asked to remove themselves from the event. All staff should have a copy of the dismissal waiver on hand for event weekend.

SAG Refusal

When a participant refuses SAG assistance, ask them to sign this form to release the Society from all liability. Any medical refusal reporting is contained in the incident report form.

AREA	SITE NAME	ADDRESS		# OF PARTICIPANTS	PORTA POTTY	ADA	SINKS	TRASH BOXES	RECYCLE BOXES	DUMPSTER	RECYCLING DUMPSTER	DROP OFF TIME	PICK UP TIME	NOTES
		STREET ADDRESS	CITY/STATE/ZIP											
START LINE	Cache County Fairgrounds	179 N Main & 199 N Main	Logan, UT 84321	624	4	1	3			20 yard	20 yard	#####	#####	One sink placed near cooking area
FINISH LINE	Cache County Fairgrounds	179 N Main & 199 N Main	Logan, UT 84321	624	4	1	3							
OVERNIGHT				0	0	0	0							

SATURDAY REST STOPS

AREA	SITE NAME	ADDRESS		# OF PARTICIPANTS	PORTA POTTY	ADA	SINKS	TRASH BOXES	RECYCLE BOXES	DUMPSTER	RECYCLING DUMPSTER	DROP OFF TIME	PICK UP TIME	NOTES
		STREET ADDRESS	CITY/STATE/ZIP											
REST STOP	Amalga Sugar Park	2399 W 6550 N #2101	Amalga, UT 84335	400	2	1	1			N/A	N/A	#####	#####	Provide hand sanitizer within the porta potties. Call Brian prior to delivery
REST STOP	Richmond LDS Church	135 West Main Street	Richmond, UT 84333	400	2	1	1							
REST STOP	West Side High School	755 N Westside Hwy	Dayton, ID 83232	400	2	1	1							
REST STOP	Lewiston LDS Church	16 S Main Street	Lewiston, UT 84320	400	2	1	4							
REST STOP	Newton	76 S 100 W	Newton, UT 84327	624	3	2	2							
REST STOP	Benson	3742 N 3000 W	Benson, UT 84335	624	3	2	2							

SUNDAY REST STOPS

AREA	SITE NAME	ADDRESS		# OF PARTICIPANTS	PORTA POTTY	ADA	SINKS	TRASH BOXES	RECYCLE BOXES	DUMPSTER	RECYCLING DUMPSTER	DROP OFF TIME	PICK UP TIME	NOTES
		STREET ADDRESS	CITY/STATE/ZIP											
REST STOP	Hyrum	695 E Main St	Hyrum, UT 84319	200	2	1								
REST STOP	Hardware ranch	41.60322575961 3736, -111.5612380244 3777	Hyrum, UT 84319	200	2	1								
REST STOP	Ridgeline High School	180 N 300 W	Millville, UT 84326	200	2	1								
		TOTALS:			27	13	17	0	0	0	0			



Angie Zetterquist <angie.zetterquist@cachecounty.gov>

Special Event - June 21-23 - Harmon Bike MS - URGENT

Matt Phillips <matt.phillips@cachecounty.gov>

Tue, Jun 18, 2024 at 6:54 PM

To: Angie Zetterquist <angie.zetterquist@cachecounty.gov>

Angie,

We have some chip seal projects in the proposed area. Jeremy is looking at trying to get them rearranged. They may have some areas that are freshly chipped. We will give you an update during our Thursday meeting.

Matt Phillips, P.E., CFM

Cache County Public Works

Public Works Director

179 North Main St, Suite 305

Logan UT, 84321

435-755-1639

matt.phillips@cachecounty.gov

[Quoted text hidden]



Angie Zetterquist <angie.zetterquist@cachecounty.gov>

Special Event - June 21-23 - Harmon Bike MS - URGENT

Jacqui Shelton <jshelton@brhd.org>

Tue, Jun 18, 2024 at 4:30 PM

To: Angie Zetterquist <angie.zetterquist@cachecounty.gov>

Hello,

I called Kaity Coward and she let me know they aren't anticipating more than 700 total participants at this event, so they won't require a mass gathering permit from BRHD.

[Quoted text hidden]



CACHE COUNTY FIRE DISTRICT

600 North 1020 East
Hyrum, Utah 84319
(435) 755-1670

To: Angie Zetterquist
From: Troy Fredrickson
Bike MS: Hamoms Best Dam Bike Ride 2024

Bike MS: Hamoms Best Dam Bike Ride 2024 event does not present a problem for Fire and EMS as long as the riders adhere to all traffic laws

In the past there has been a problem in other events where riders where bike riders were riding more than two abreast and not yielding to emergency vehicles when they were responding to an emergency.

I would advise that the riders be reminded to ride no more than two abreast and to yield to emergency vehicles.

We are in an active fire season. Road closures are possible as well as evacuations due to a fire.



CACHE COUNTY FIRE DISTRICT

600 North 1020 East
Hyrum, Utah 84319
(435) 755-1670

Rod Hammer
Fire Chief

Jason Winn
Deputy Chief

Rod Kearn
Asst. Chief

Craig Buttars
Fire Board

Gordon Zillies
Fire Board

Dave Erickson
Fire Board

CACHE COUNTY GOVERNMENT
179 NORTH MAIN
LOGAN UT 84321

435-755-1700

Receipt No: 5.020010

Jun 20, 2024

KAITY COWARD

Previous Balance:	.00
CHARGES FOR SERVICES - ZONING & SUBDIVISION FEES	75.00
200-32-13000 ZONING & SUBDIVISION	
<hr/>	
Total:	75.00
<hr/>	
CREDIT CARD - ZIONS	75.00
Payor: KAITY COWARD	
Total Applied:	75.00
<hr/>	
Change Tendered:	.00
<hr/>	

06/20/2024 2:14 PM

Cache County Development Services

Development Services
Processing Fee

\$75.00
\$1.88

TOTAL

\$76.88

06/20/2024 14:06 pm

M*8311

AuthCode: 083033-033992

Ref: 66748d6f-SIP-90229

Transaction ID: Event-3389

Account: Coward-M*8311

Name: Kaity Coward

Customer Copy

Cache County Development Services
179 North Main St. Suite 305
Logan, UT 84321
435-755-1640

Thank-you.

Your statement will describe your payment as 'CBT*CACHE COUNTY UT' and the service fee transaction as 'CBT*SVC FEE CACHE CNT'.