



ROUTE STOP OPERATIONS

Everything you need to know about serving on a Susan G. Komen 3-Day® route stop team.

We know you are a seasoned Route Stop crew member who is knowledgeable in route operations. We just want to take a moment remind you of a few important details now so you can arrive on Friday morning and start serving up all those snacks and filling water bottles.

MUSCLES READY?

Every member of the team will need to:

- Carry tables, chairs, signage, boxes of water, sandbags and 40-pound bags of ice.
- Put up and take down western shelters.
- Stand for long periods of time, often in direct sunlight.
- Your team will receive extra help in tearing down your site each day by the Pack-Up Team.

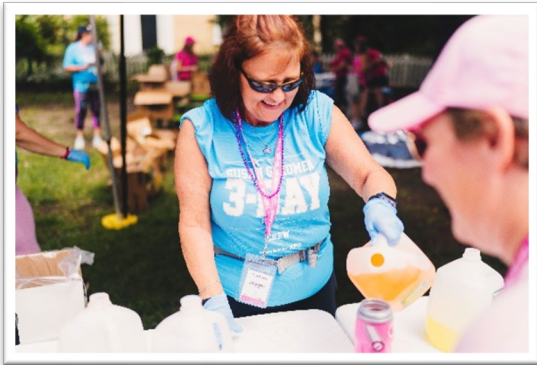


FOOD GUIDELINES

- Non-perishable snacks will be loaded onto your truck each night.
- Our friends on the Route Support crew team will be delivering your perishable snacks each morning.
- Perishable snacks such as cheese sticks and bananas, must be kept on ice.
- Always wear gloves when handling ice and unpackaged food.
- Hand unpacked food directly to walkers. Don't let those ungloved hands get grabby!
- Perishable food and ice bins must be kept covered when not in use.
- Store all ice in the water troughs and cover with Mylar blankets. We will conserve more usable ice to send down the route if we open bags as they are needed.
- Don't open every box of snacks at once. Open what you think you will need to start and set aside the rest. Any boxes that are unopened can be returned for reallocation.
- At the end of the day, put leftover non-perishable snacks on your truck and leftover perishable snacks in your Route Coordinator's van.

HAND WASHING STATION

- Crew, volunteers and staff must wash their hands and exposed portions of their arms before starting food preparation, as well as after handling food, using the toilet, coughing/sneezing, eating/drinking, handling dirty equipment and utensils, and as often as necessary to avoid cross contamination.
- Hand washing stations will include:
 - An Igloo cooler marked hand washing station.
 - Soap and hand sanitizer.
 - Paper towels
 - A bucket to catch the dirty water.



MIXING SPORTS DRINK

- Discuss the hydration needs of your stop with the staff Route Coordinator before mixing sports drink. This will help to avoid having excess sports drink supplies at the end of the day.
- 1:1 ratio = 1 pack of Gatorade to 1 gallon of water. Please note, you should dump out some of the water in the gallons before pouring in the Gatorade mix, otherwise it will overflow.

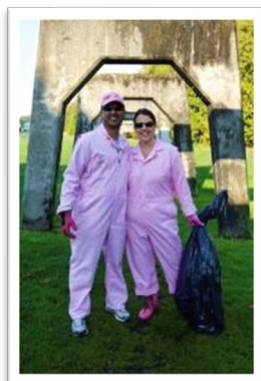


THEMES

We love themes! Make sure the essential route stop elements are set up and completely ready before putting up decorations. Western shelters need to be up, food and hydration should be prepped, official signs and banner need to be in place. Once your stop is completely set up, your Crew Captain will give you the green light to go to town with those amazing decorations.

CREW UNIFORM

We hope you'll wear a costume to support your crew team! If you won't be wearing a costume, please wear your crew t-shirt so you can easily be identified as a crew member. Also, all crew members must wear closed-toe shoes when performing crew responsibilities at route sites. These can be tennis shoes, work boots or costume shoes that cover and protect your toes. No flip-flops or sandals while performing your crew duties. In addition, due to local health code requirements, some crew members may need to put their hair in a ponytail, wear hats or even possibly a hairnet. Your crew captain or staff member will provide you with health code information specific to your city and site.



MANAGING TRASH AND RECYCLING

- Have your trash and recyclables separated and ready for the Route Support Team
- Break down boxes, crush gallon jugs and haul garbage and recycling bags to the designated pick-up location as you go.
- Tie off food garbage bags when they are 2/3 full for easier lifting and less mess.

SWEEP & SHUTTLE

- The Sweep Team will take walkers out along the route directly from camp each morning if there is a need.
- Sweep vans pick up walkers along the route and drop them off at pit stops. Sweep vans do not drop off at grab & go stops.
- Walkers who arrive at pit stops via Sweep vans should be included in the walker count sent to Command every 30 minutes.
- Use cones and signs to set up designated lanes for Sweep and Shuttle loading/ unloading zones.
- Additionally, they can take walkers to lunch from early pit stops and to camp from lunch and later pit stops, as directly by the Sweep Captains and/Route Stop Coordinators.



SUPPORT SERVICES CARS

- Provide non-emergency medical transport for participants.
- If a participant needs Support Services transport, call the Support Services staff rather than contacting the Support Services crew directly.

ROUTE SAFETY CREW: Route Safety crew may be stationed at the entrance and/or exit of your Pit Stop to direct participant traffic in and out of the stop. If Route Safety is not available, members or your team will be stationed to direct participant traffic.



SHARE THE LOVE WITH YOUR MEDICAL CREW:

Check on them to make sure they are hydrating and taking breaks.

In the event of an emergency, like someone is having trouble breathing or is unconscious, **CALL 911** first. Then call the event hotline listed on your credential to report the emergency to the Command Center.

Thank you for all that you do to make the Komen 3-Day Route Stops so magical and meaningful for our walkers.

We can't wait to see the glitter and flair you will bring this year!

SEE YOU AT THE 3-DAY!