

Fun Run Safety Plan

Fill in before the event. Copies to the event lead, first aid lead, every marshal captain and the school office.

Event: _____ Date and start time: _____

Location: _____ Rain or heat date: _____

Who decides and who responds

Role	Name	Mobile phone
Event lead (makes go / delay / cancel calls)		
Safety lead		
First aid lead (trained)		
Weather watcher		
School or venue contact		
Police or traffic contact (if roads)		

Medical

Nearest AED location(s) on the course map: _____

Address and entrance to give 911: _____

Emergency vehicle lane kept clear at: _____

Nearest hospital: _____

Allergy and medication lists held by: _____

Weather decisions (write your cutoffs in advance)

Heat Our cutoff (heat index or WBGT, from district or venue policy): _____ At or above it we: _____

Lightning Thunder heard or lightning seen: everyone into a substantial building at _____. Restart 30 minutes after the last thunder.

No safe shelter for everyone Send participants home. Announcement made by: _____

Course and people

- Only adults direct runners at turns and crossings. Lead (front) name: _____ Sweep (last walker) name: _____
- Lap loops: walkers keep inside, passers go outside. Water at: _____ Turnaround or cutoff time: _____
- Lost child: meeting point (tent with flag) at _____. Announce it at the start. Child stays with an adult at the tent; release only to an approved adult.
- Communication: radio channel / group text _____ Message to families if we delay or cancel goes out by: _____

Incident log (keep with the first aid kit)

Time	What happened	Action taken	Recorded by