



ROUTE STOP OPERATIONS

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

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

MUSCLES READY?

Every member of the team will need to:

- Carry tables, chairs, signage, boxes of water, and 40-pound bags of ice.
- Put up and take down Western shelters.
- Stand for long periods of time, often in direct sunlight.
- Just like last year, we'll use fitted sand bags to weigh down Western Shelters instead of cases of water. Yay!



FOOD GUIDELINES

- Non-perishable snacks will be loaded on to 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, bananas, and Gramwiches 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 left un-opened 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.

DISHWASHING STATION

Wash any items and surfaces that come into direct contact with food.

- Bucket 1 will hold soap and water.
- Bucket 2 will hold bleach and water. 1/2 cap of bleach per gallon of water. Items must soak in bleach water for 5 - 10 minutes.
- Bucket 3 will hold plain water. Items must be rinsed well.



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 left over 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 pit stop 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, and sanitation stations must be set. Once your stop is completely set up, your Crew Captain will give you the green light to go to town with those amazing decorations.



CALL OR TEXT COMMAND:

- When the first walker arrives
- Every 30 minutes with the walker count
- When the Caboose arrives



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.

LUNCH AND CAMP SHUTTLES – BYE-BYE BUSESSES, HELLO VANS!

- Just like last year, 12-person vans will act as Lunch and Camp Shuttles.
- Shuttles will run airport style runs, arriving approximately every 20 minutes and leaving when the van is full.
- Walkers should wait at the “Transport to Lunch/Camp” sign for the next Shuttle
- Use cones and signs to set up designated lanes for Sweep and Shuttle loading/unloading zones.

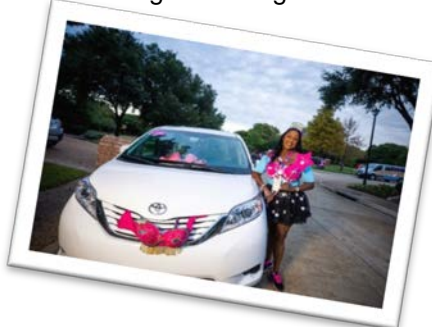


SWEEP

- Sweep vans pick up walkers along the route and drop them off at pit stops.
- Sweep vans do not pick up walkers at pit stops. That is what the Lunch and Camp Shuttles are for.
- Walker 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.

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.



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 9-11** 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 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 ALL-CREW KICK-OFF!