

2026 Branch Out Bike Tour

Emergency & Safety Procedures for Route Volunteers

The Branch Out Bike Tour will take place in Diamond Valley, Alberta. The Bike Tour is 40, 80 and 100km in length and will include 250 riders. We have determined a strategy to prevent incidents and be prepared to deal with incidents, should they happen. Our goal is to provide a safe and fun bike tour for all fitness levels and ages.

Head Emergency Coordinator: Natalie Scheske, 403-615-2585

Secondary Emergency Coordinator: Kim McLelland, 403-819-1954

Route Marking

The route will be marked with directional, safety and awareness signage every 5-10km. There will be arrows pointing in the direction of the route for riders to follow and stay on course, safety reminders (ex. riding single file), and awareness signage for drivers and vehicles (ex. Bike tour in progress).

Additional signage to be placed at the following intersections for the benefit of incoming traffic.

- Priddis Valley Road W at Plummers Roas
- Parkins Road W at HWY762
- 2311 Drive W at HWY762
- Millarville Road (x2) at HWY549
- 338 Ave W at HWY22
- 1160 Drive W at 403 Ave W

Traffic Control: see Traffic management plan for details

Others (explain):

8 committee members and volunteers will be in support vehicles along the route.

What kinds of supplies are available in the Support vehicles?

The support vehicles will be travelling continuously along the bike route to aid riders, delivery additional supplies and offer transportation if needed. Each support vehicle will be equipped with standard first aid kits to promptly treat minor injuries from cuts, sprains, minor swelling to frostbite. They will also be equipped with bike repair equipment such as tire pumps and patches. Other supplies will include sunscreen, electrolytes, water, bear spray and bug spray.

Name of Nearest Hospital: Oilfields General Hospital (located at 717 Government Rd, Diamond Valley, AB) **Phone:** (403) 933-2222

Describe Procedure to Transport Injured to Hospital in:

a) Emergency: 911 will be contacted and transportation of the individual will be done by ambulance.

b) Non-emergency: Participant will have a support vehicle drive him or her to the hospital. The participant will first sign a release form relinquishing the Branch Out Neurological Foundation from any further duties and responsibility. All participants are asked to have an emergency contact name and number on the registration/waiver form that will be available the day of the

event for non-emergency injuries in order to provide care for the participant and transport to the hospital if needed.

Emergency Action Plan

Non-Medical Emergencies or other emergencies:

Missing persons/ participant counts

Local RCMP will be contacted should a participant go missing for more than ½ hour. Our time tracking company (Zone 4) will set up a rider tracking system in order to track all riders. There will also be a course "sweep". This will be the last rider throughout the entire route. They will be equipped with the safety plan, contact information, and a cell phone.

Wildlife Encounter Procedures

- Remain calm.
- If children are present with your tour group, calmly bring them to an area of safety.
- Keep well away. GIVE THEM THE SPACE THEY NEED.
- Give the animal escape options.
- If you encounter wildlife at close range, back/ride away slowly preferably in the direction you came from. DO NOT SPRINT OR SCREAM.
- DO NOT try to pet, feed or pose for pictures with wildlife.

Sweep of Route

As previously noted, there will be a rider course sweep. One support vehicle will also act as a course sweep for any rubbish or equipment left out on course and to ensure there are no participants left out on designated route.

Rest Stops/Aid Station Locations:

Along with support vehicles, all rest stops (as marked in the attached map) will be similarly equipped.

Emergency Call Procedure Examples

What to say:

1. Identify yourself
2. Briefly explain situation
3. Explain purpose of call
4. Explain location

Transportation

How will the injured participant be transported to the hospital in an emergency?

1. Ambulance - all of the time in an emergency with unstable participant
2. Support Vehicle - if non-emergency and participant is stable

General Emergency Action Plan Injuries

This plan is designed to be implemented any time a participant is injured.

1. All suspected moderate, major or spinal injuries must be evaluated or consulted by a designated level 2 first aider, who can make the decision on care and participation

status.

- a) Due to liability concerns if the participant wishes to continue the race he or she must be looked over by a level 2 first aider. All level 1 first aiders must contact a level 2 responder via radio or cell phone and the participant must sign a release form before continuing with the race.
- b) All volunteers may suspend participation of any participant based on the initial injury assessment (including minor), or suspected injury. Once a participant has been suspended, the participant cannot return to the tour until appropriate medical clearance is received by a level 2 first aider.

2. All injuries must be documented by completion of the appropriate injury report form.

Protocols

These protocols will apply during the time the first aider and/or Health Practitioner is applying care during the Bike Tour. Only individuals with current First-Aid certification may deliver first-aid within their skills level.

A. Minor injuries: Grade 1 sprains and strains, superficial lacerations, nose bleeds, contusions, heat cramps, etc.

1. Secure the area.
2. Evaluate injury.
3. Treat injuries appropriately
4. Decision to be made by the first aider with regards to continued participation.
5. Document all actions.

B. Moderate injuries: Grade 2 and 3 sprains and strains, head injuries, heat exhaustion, deep lacerations, etc.

1. Secure the area.
2. Evaluate injury.
3. Contact a level 2/3 first aider immediately.
4. Have insurance and medical release forms available.
5. Document actions.

C. Major injuries: Fractures (open or closed), dislocations, neck injuries, unconscious Participant, heat stroke, arterial lacerations, etc.

1. Secure the area.
2. Evaluate injury.
3. Contact a level 2/3 first aider immediately and Dial 911 immediately.
4. Provide appropriate care; have one first aider gather or delegate someone to gather all medical documents for the participant
5. Document actions.

D. Spine injury

1. Any participant that is suspected of having a spinal injury should not be moved and should be managed as though a spinal injury exists.
2. Secure the area.
3. Notify a level 2/3 first aider and Dial 911 immediately.

4. Provide appropriate care. Have insurance and medical release forms available.
5. Document actions.

Miscellaneous

- a) All providers of pre hospital care will be at a minimum CPR C and first aid certified.
- b) Documentation is an absolute must for the injured participant. All injuries must be documented on the appropriate "Accident report form".
- c) Level 1 first aiders: CPR C. Level 2 responders: CPR C/first aid certified Level 3: EMT, paramedic, nurse or doctor
- d) All first aiders will be stationed throughout the course and each armed with a first aid kit
- e) All first aiders will carry a charged cell phones in order to communicate with the course marshals, aid stations and event coordinators.

Rules & Regulations

Highlights:

Our goal is to put on the best event possible and to give our participants the best event experience we can.

Participants are responsible for their own safety and the safety of others. For participant safety and the safety of others, no headphones are allowed on the course.

Due to the potential for wildlife encounters, liability and insurance reasons, pets of all kinds will not be permitted to partake in the bike tour.

Bike Tour Conduct

General Rules

A participant is not permitted to:

- a) Block others
- b) Intentionally ride too close or bump another participant
- c) Ride in pairs or groups outside of single file format
- d) Dispose of garbage on the route, unless it is within a provided waste receptacle.
- e) Ride with headphones, headsets or AirPods

The bike tour participant must:

- a) Ride single file, passing on the left hand side only.
- b) Remain on the designated and marked bike tour route specific to the event
- c) Be fully clothed at all times and dress accordingly to the weather conditions on the day of
- d) Wear a cycling helmet at all times
- e) Wear the Zone 4 timing chip while riding

Dangerous Behaviour

Participants must not try to approach wildlife if seen on route during the bike tour. Any participant who appears to present a danger to themselves or others may be removed from the ride.

Properly Maintained Bike and Gear

Bike tour participants are expected to be knowledgeable and aware of all rules, to comply with them and to have a properly maintained bike and appropriate gear for all weather conditions. The event coordinator and course marshals will remove a participant from the bike tour where they feel it is necessary, does not comply with the rules or is unsafe.

Illegal Equipment

Out of respect for the other tour participants and the potential encounters with wildlife, headphones, AirPods and headsets are not permitted.

General Participant Conduct

General Conduct

Participants will:

- a) Practice good sportsmanship at all times.
- b) Be responsible for their own safety and the safety of others.
- c) Obey traffic regulations and instructions from race officials,
- d) Treat other competitors, officials, volunteers, and spectators with respect and courtesy,
- e) Avoid the use of abusive language.
- f) If they violate the rules knowingly, report the violation to a route official, and if necessary retire promptly from the competition.
- h) Inform route officials after withdrawing from the route.

Warnings and Officials

A Warning will be given at the discretion of the official. They shall assess a warning by:

- a) Sounding a whistle or horn
- c) Calling the participant's name and saying "STOP".

Procedure during Warning

When assessed with a warning, the participant will stop at the next safe turn off on the right hand side of the road) in a safe manner and follow the instructions of the course official. Once the course official has given the clearance the participant may then and only then re-join the bike tour.

Event Cancellation

Should Event Coordinators determine that there is an emergency or unsafe conditions are present which may affect the Bike Tour, the event coordinators, at their sole discretion, may:

- a) Re-route or shorten course lengths;
- b) Stop participants from completing the tour;
- c) Not allow people out on course; or
- d) Cancel the event and not restart the event

If the decision is rendered to cancel the Bike Tour after a portion of the participants have already started, event coordinators will contact all volunteers/course marshals on course via cell phones, who will begin informing participants. If you are informed of an emergency or event cancellation, you

must stop immediately & seek the nearest volunteer to receive directions to the closest shelter. For these reasons, it is important that you stay alert with a charged cell phone during the tour.

