

Emergency Shelter Manager

Persons assigned to this position are responsible for being the link between the Illinois Marathon, its participants, and the assigned emergency shelter. They will report to their assigned shelter as directed by Race Operations Center (ROC) staff and have the following duties:

- Be the point of contact with the shelter staff and familiarize yourself with the safety areas in the shelter
- Prep shelter for use (supplies – heat blankets, water, etc.)
- Ensure shelter signage is in place
- Maintain communication with ROC throughout event
- In the event of activation:
 - Greet participants and direct them to safe areas within the shelter
 - Keep a count of participants and update ROC on the count
 - Direct medical responders as needed to participants needing aid
 - Poll participants on transportation needs and communicate those needs to ROC
 - Keep participants updated with information as provided by ROC
- Upon release of shelters:
 - Confirm transportation needs with ROC
 - Coordinate participants for transportation back to Memorial Stadium
 - Straighten and pick up area used for emergency shelter
 - Coordinate the pickup of unused supplies with ROC
- Provide a post event evaluation report to marathon staff

In the event that Emergency Shelters are not be needed, emergency shelter managers will become part of the reserve pool of course team volunteers and may be used to cover shortage of course team staff. Their use in this capacity will be coordinated by course team field supervisors.