

# B2V Command Post Checklist



## **Command Post - Communication:**

- The CP will have a designated cell phone (**805-990-8676**) that runners/staff will call for info/updates. They will also call when they leave Vegas and when they arrive to the leg assignment.
- The CP will also have a two-way radio used for communication with the field units at various times throughout the race. There are various sections of the race course that do not get good cellular service.
- CP staff will use the designated cell phone to call or send individual/group 'text messages' to **notify members of the team's race progress**. **IF** we are ahead of the estimated pace, this will be particularly important for the Leg 10-20 runners. They will need to depart Vegas earlier than expected and check-in at their Leg earlier. It will also impact the Follow Van crew staff.
- CP staff may also use the team's FaceBook account to post updates.

## **Command Post - Race Info Log:**

- **Personnel Phone List/Status** (Excel form on desktop; there is also a print copy)
  - List of runner/staff names, assignments, contact numbers.
  - Use this log to document runner/staff status when **leaving to leg/arrive at leg**.
- **B2V Pace Calculator 2016** (Excel form on desktop, there is also a print copy)
  - List of runners, leg assignment, and **estimated pace/start time**.
  - Use this log to document the **ACTUAL leg start times** reported by field personnel via phone or radio. The excel log will calculate the run time, the re-estimated start times for the remaining legs, AND if we are PLUS or MINUS (+/-) compared to the estimated pace.
    - **VERY IMPORTANT: Enter times in 24 hour format** with seconds (ex. 14:41:21).
    - **VERY IMPORTANT: Also document times on the hard copy/printed version as well, in case there becomes a problem with the electronic version.**