

*Draft: Important Information to be acted on by all properties and circulated accordingly.*  
Please follow the information outlined below to ensure smooth operations on Race Day.

### **Road Closure Advisory: Staff and Guest Transportation details**

- The Reggae Marathon race route has been reconfigured as a double-loop on Norman Manley Boulevard from Negril Roundabout to Salt Creek Bridge.
- On race day, **Saturday December 1, 2012**, the road from Negril Roundabout to Orange Bay will be totally closed between 4:00am and 12:00 noon.
- The Police will be in complete charge of the road and their instructions must be followed.
- Only police-escorted shuttle buses will be allowed on the race route on Norman Manley Boulevard from Negril Roundabout to Salt Creek Bridge.
- No car passes will be issued. Everyone must take the shuttles and allow extra time for travel.
- Systems have been put in place to ensure runner safety and scheduled shuttle bus movement along the road.
- No traffic heading to Negril will be allowed past Orange Bay. Only hotel staff buses will be allowed to travel to the Salt Creek Bridge where passengers will move over to shuttles.
- Any vehicles needing to come on Norman Manley Boulevard must travel via Westmoreland to Negril. Road closure signs will be put at Green Island & Orange Bay.
- Hotels and other properties must sensitize their staff and team members about the road closure and shuttle bus system that has been put in place on this ONE DAY of the year in order to facilitate the Reggae Marathon.
- All hotels and guest houses need to let us know the number of staff coming from Westmoreland and from Hanover, as well as the times that the staff is to be at work, so that we can plan accordingly. Kindly complete the form attached and email to [frontdesk@rondelvillage.com](mailto:frontdesk@rondelvillage.com) by 12:00noon Friday November 22, 2012.

### **Procedures for Staff to come to work**

- Hotels should arrange to bring in their crucial staff members early on Race Day, or if possible, have them stay over Friday night to avoid the road closure on Saturday morning.
- Hotel staff buses will need to operate earlier to allow sufficient travelling time.
- In order to arrive at work on time, please plan ahead and allow extra time for travel on race morning. Kindly allow for half to one-hour delays.
- Due to the number of runners on the road, the shuttle times have been set based on the safest travel times.
- Police will escort shuttles in a convoy traveling in the middle/center-of-the-road to the appointed stops.
- Buses will be coordinated to shuttle in a ONE-WAY, ONE DIRECTION system to avoid two-way traffic.
- Anyone can take the shuttles. There is no charge!
- **Persons coming from Westmoreland side:**
  - Staff/Team members are to go to the Norman Manley Sea Park to pick up the shuttles. A steward will direct the loading of the buses.
  - There will be 4 shuttle operation times 1) 4:00am for staff on 6:00am shift, 2) 6:45am for staff on 7:00am shift, 3) 7:45am for staff on the 8:00am and 9:00am shifts and 4) 9:45am for staff on the 10:00am shift.
- **Persons coming from Hanover side:**
  - The highway will be closed from Orange Bay. Only hotel staff buses will be allowed to travel to the Salt Creek Bridge.
  - Hotel staff buses will bring staff to a staging area at the Salt Creek Bridge where Team members will be picked up by the scheduled shuttles on the trip back to the Negril Roundabout.
  - There will be 4 shuttle operation times 1) 4:00am for staff on 6:00am shift, 2) 7:15am for staff on 7:00am and 8:00 am shifts, 3) 8:15am for staff on the 8am and 9:00am shifts and 4) 10:15am for staff on the 10:00am shifts
- **Persons coming from West End:**
  - Persons who need to go up the Boulevard should go to the Norman Manley Sea Park to pick up a shuttle.
  - Other persons will need to travel via Whitehall or Red Ground as no traffic will be allowed around the Roundabout after 4:00am when the road closes.
- There are ten (10) designated locations where the shuttle buses will stop to drop off and pick up staff, runners and all persons who need to travel on the Norman Manley Boulevard on Race Day: 1) Risky Business, 2) White Sands, 3) Beachcomber Hotel, 4) Swept Away (New section), 5) Beaches Negril, 6) Beaches Sandy Bay, 7) Petcom Gas Station, 8) Riu Palace Hotel, 9) Club Riu and 10) Salt Creek Bridge for the return pick up. This information will be posted on each bus.

- Staff going to the furthest locations must take the front buses.
- Staff and persons on the shuttles need to take care crossing the road so as to not to interfere with runners on both sides of the road.

### **Guest Departure Information**

The Police will escort all guest departure buses from their hotel on Race Day, Saturday December 1, 2012 between the hours of 4:00am and 12:00noon.

- Hotels are to produce the list of guest departures and arrivals between the hours of 4:00am and 12 noon on Race Day Dec 1, 2012 as early as possible. The list is to include the following information: Number of persons, flight time, departure time from hotel, bus company name, license number, driver name and cell number. **Use the attached form and email or fax to JUTA no later than Tuesday, November 27<sup>th</sup> to Fax 957-4619 or [reservations@jutatoursnegrilltd.com](mailto:reservations@jutatoursnegrilltd.com).**
- Hotel departures between 4:00am and 8:00am should leave Negril by 4:00am to avoid the road closure.
- Hotel departures between 8:00am and 12:00 noon must allow extra travel time
- Buses taking guests to the airport between 4:00am and 12:00noon are requested to park at the respective hotels on the Friday night in order to facilitate on-time departure on Saturday morning. If unable to park overnight, the buses must get to the hotel before the road closes at 4:00am.
- All Guests departing properties for midday/early afternoon flights must schedule their hotel pick-up earlier to ensure that they allow sufficient travelling time.

### **Runner shuttles**

- JUTA/JCAL and our sponsors operate free shuttles on race day for all travelers along the route who need to get to, or from, Long Bay Beach Park.
- All shuttle buses will be escorted by the Police during the Road closure times.
- Reggae Marathon will provide a desk at Registration for runners to sign up for the shuttles. RM will submit this information to JUTA/JCAL as early as possible on Friday Nov 30, 2012.
- **???? Hotels need to ascertain from guests on arrival, if they are Marathon participants. Guests to be advised about the free shuttles. Race participants and guests need to sign-up in advance.**
- Shuttles will operate at the following times to take participants to the start of the race departing from Roundabout & Club Riu at 3:45am, 4:00am, 4:15am, 4:30am and 4:45am.
- The shuttles will pick up runners at hotels along the Boulevard. Race participants can also get on shuttles at the same designated stops used for team members 1) Risky Business, 2) White Sands, 3) Beachcomber Hotel, 4) Swept Away (New section), 5) Beaches Negril, 6) Beaches Sandy Bay, 7) Petcom Gas Station, 8) Riu Palace Hotel, 9) Club Riu. This information will be posted on each bus.
- One shuttle bus will do a 4:00am pick up at West End and drop off at the Roundabout.
- JUTA will arrange for shuttles to bring Grand Palladium runners to the start of the race for \$5.00 pp.
- Shuttle buses from Grand Palladium will travel directly to the start of the race by 4:00am after which the Boulevard will be closed.
- For the return trip to hotels, shuttle buses will begin departing from Long Bay Beach Park at 8:00am. **A departure schedule will be set based on the overall plan of shuttle movements until race closure at 12 noon.**
- **A Transportation Coordinator will be positioned in the main driveway of Long Bay Beach Park to direct and assist runners who need return trip transportation.**

### **Other information**

- Two (2) Media vehicles will be allowed on the route
- Motorcyclists will be used by Reggae Marathon to identify/assist slower runners/walkers on the route.
- The vehicle providing meals for volunteers on the course will be allowed on the Boulevard. **Volunteer Welfare will coordinate movements with shuttle convoys as is feasible.**
- Information will be put in the runners bags about the shuttle times, designated pick up stops and importance of being early for the pre-race warm-up and start time.
- Green Island torchbearers (40 to 60 persons) **arrange their own transportation (2 buses) and usually arrive at the Park by 4:45am. They will coordinate their departure to be as part of a shuttle convoy leaving Long Bay Beach Park.**

### **JUTA/JCAL Drivers**

- JUTA/JCAL buses and drivers are to be in place at 3:30am at their assigned locations.