

# STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # \_\_\_\_\_ Date Submitted \_\_\_\_\_

## EVENT INFORMATION

Name of Event 25<sup>th</sup> WISCONSIN LAW ENFORCEMENT MEMORIAL CEREMONY

Event Organizer/Sponsor WISCONSIN LAW ENFORCEMENT MEMORIAL, INC.

Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No

If Yes, provide State of Wisconsin Tax Exempt Number ES 39196

Address PO BOX 2733

City/State/Zip MADISON WI 53701

Primary Contact CRAIG KOLBECK FAX \_\_\_\_\_

Work Phone 920-448-3508 EXT 0272 Phone During Event 608-846-9854

E-mail wlemchair@gmail.com

Website www.wlem.com

Secondary Contact BREAN WILLISON Phone During Event 608-669-0019

Work Phone \_\_\_\_\_ E-mail bwillison@frontier.com

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance 500-800 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 12:00pm to 1:00pm  Yes  No

## EVENT CATEGORY

Run/Walk  Music/Concert  Festival  Rally  Parking (i.e., bagging meters)  
 Other MEMORIAL CEREMONY

## LOCATION REQUESTED

Capitol Square (note specific blocks below)  Podium/700-800 State Street  
 30 on the Square (a.k.a. top of 100 block of State Street)  Other (specific blocks/streets requested below)  
Street Names and Block Numbers: PARKINGTON CARROLL, PORANEY, MEFFLIN & MADON

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 05-08-15 Rain Date(s) \_\_\_\_\_  
Event Start Date(s)/Time(s) NOON Set-Up Date(s)/Time for Event 9:30 AM  
Event End Date(s)/Time(s) 12:45 PM Take-Down Time 1:00 PM  
Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

\_\_\_\_\_  
I/We waive the 21-day decision requirement. \_\_\_\_\_ (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances/statutes and laws.

Signature Craig Kolbeck Date 03-16-15

**25<sup>th</sup> Wisconsin Law Enforcement Memorial Ceremony**  
**Friday, May 8, 2015**  
**Location – N. Hamilton St. approach to Capitol Bldg & Square**  
**Schedule of Events**

9:30-10:30 AM	Delivery of chairs and equipment and set up of area	S
11:00-11:30 AM	Guests and school band begin to arrive	
11:40-11:50 AM	Squads arrive and park on Capitol Square	
Noon	Ceremony begins	
12:45 PM	Ceremony concludes – dispersal begins	
1:00 PM	Capitol Square of all vehicles	
1:15 PM	Rental equipment is picked up	

### **Security Plan**

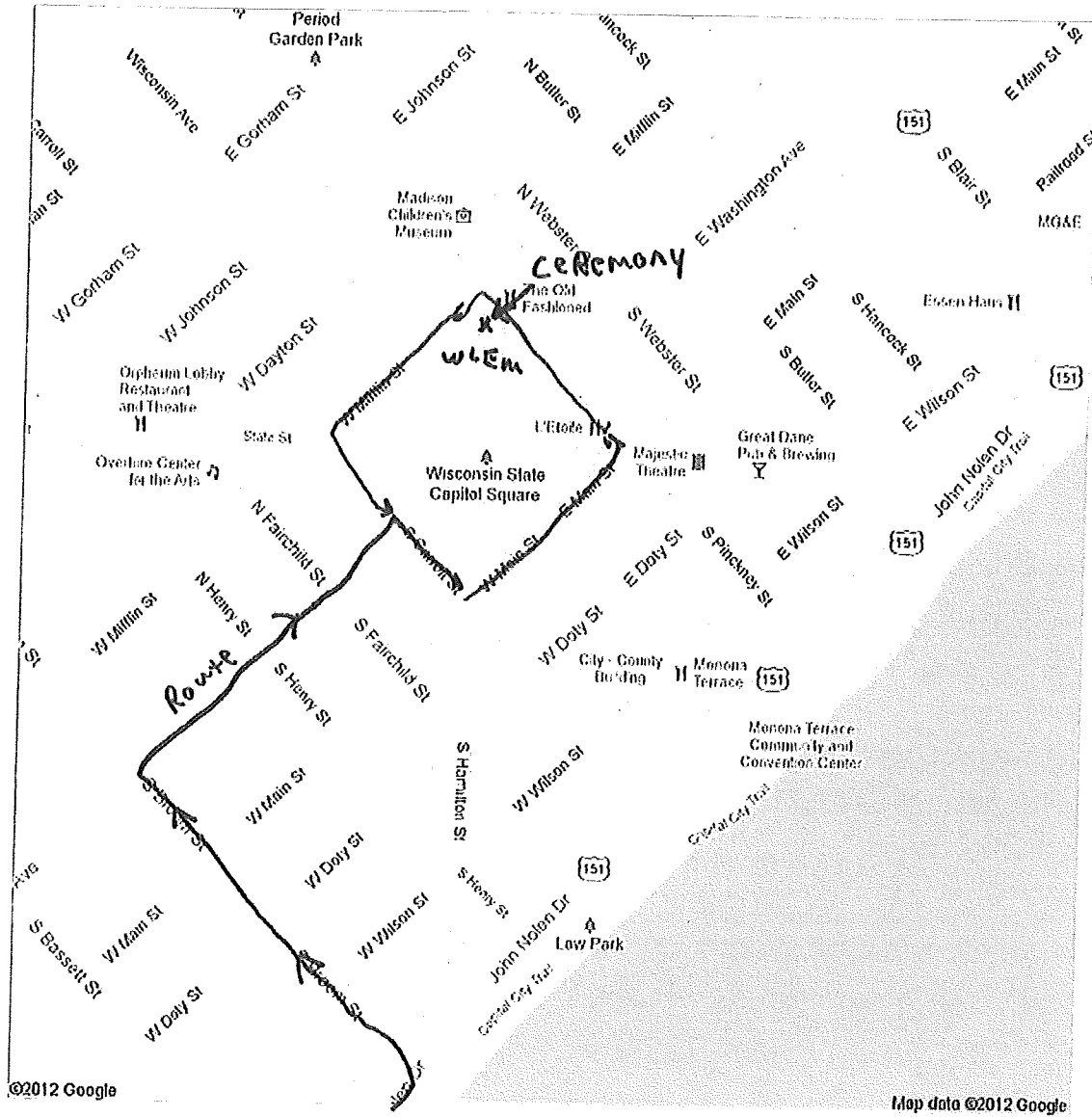
Since most attendees are law enforcement officers, including Madison Police, Dane County Sheriff's Office, and state law enforcement officers, there is no specific separate security provided.

- Coordination of emergency response for Madison Fire and Rescue will occur through Capitol Police if necessary
- Local officers will direct and coordinate the route and parking



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# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "25<sup>th</sup> Annual WLEM Ceremony" will be held May 8, 2015 at Capitol Square.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "25<sup>th</sup> Annual WLEM Ceremony" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

## III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

## IV. BASIC PLAN

### A. Emergency Action Plan (EAP) Event Representative

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as Craig Kolbeck.

### B. Emergency Notification

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
- 2. We  will /  will not have on-site EMS (EMS Contact through Capitol Police)
- 3. We  will /  will not have on-site Police or Security (Capitol Police)

### C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the [National Weather Service's Madison Weather Forecast website](#).
- 2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such Craig Kolbeck and will be responsible to monitor the weather conditions before and during the event.
- 3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee Craig Kolbeck will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
- 4. There are very limited provisions for sheltering participants in the event of severe weather.
- 5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

### D. Fire

- 1. If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard.
- 2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
- 3. If cooking is intended, you must contact the fire department and -
  - a) Must have a valid fire extinguisher, 2A10BC

- b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
- c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
- d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
- 4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines
- 5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
- 6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

**E. Medical Emergencies**

- 1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
- 2. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
- 3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
  - a) nature of emergency
  - b) precise location
  - c) contact person with callback number

**F. Law Enforcement**

- 1. The need for constant Law Enforcement presence at this event  
 has /  has not been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
- 2. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
  - a) nature of emergency
  - b) precise location
  - c) contact person with callback number

**G. Emergency Vehicle Access**

- 1. Access for Emergency Vehicles will be maintained at all times.
- 2. 20' Fire Lanes are required to be kept open at events.
- 3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane
- 4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public throughways.
- 5. Crowd control will be managed by: Craig Kolbeck.
- 6. Parking for vendor and staff vehicles will be: N/A.
- 7. Parking for attendee vehicles will be: Capitol Square.

**V. CONTACT INFORMATION**

Primary Contact	Craig Kolbeck	608-846-9854
Secondary Contact	Brian Willison	608-669-0019
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694