

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event June 19th Day Celebration
Event Organizer/Sponsor Kujichagulia Madison Center for Self Determination

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

If Yes, provide State of Wisconsin Tax Exempt Number CES 049966

Address P.O. Box

City/State/Zip MADISON WI 53725

Primary Contact Anne Weatherby Plowers FAX _____

Work Phone 608 266 6577 Phone During Event 608 358-2872

E-mail kujichagulia.june19th@gmail.com

Website June19thMadison.wordpress.com

Secondary Contact Jonathan Gramling

Work Phone 608 469 0009 Phone During Event 608 469 0009

E-mail jgramling@capitalghues.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 8-10 thousand (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 10am to 6pm Yes No

EVENT CATEGORY

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

Other _____

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: Parker, Buick, Dane, Taft, Center, + Baird

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 6/20/21 Rain Date(s) None

Event Start Date(s)/Time(s) 10:00am Set-Up Date(s)/Time for Event 6/20 - Noon - 3

Event End Date(s)/Time(s) 6:00 pm Take-Down Time 6/21 - 6 pm

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

I/We waive the 21-day decision requirement.

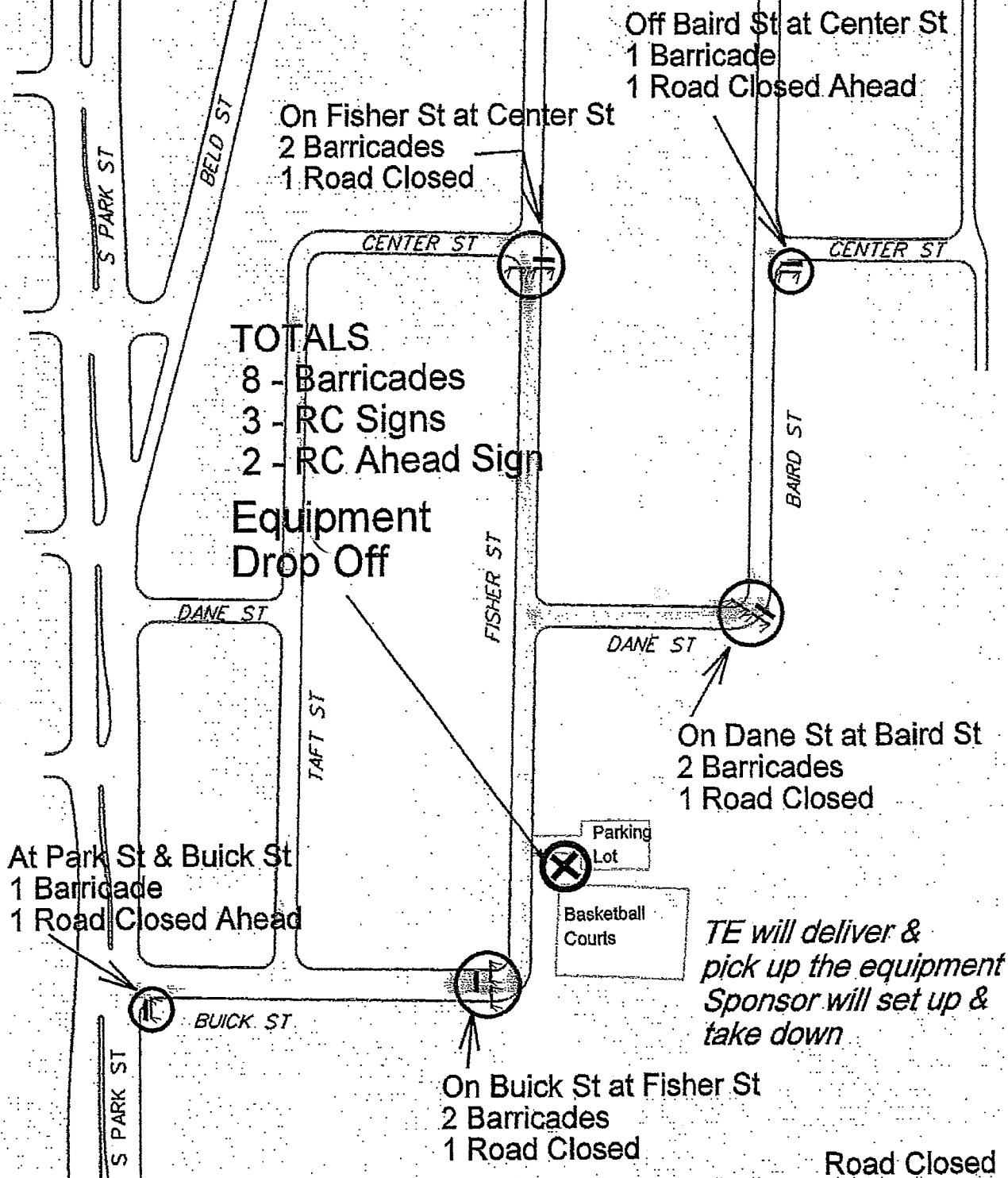
AWP (PLEASE INITIAL)

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 Anne Weatherby Plowers Date _____

Juneteenth Day - Barricade Plan



OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

I. GENERAL

The "Juneteenth Day" will be held June 21, 2014 from 10am – 6pm at Penn Park, 2100 Block of Fisher Street

II. PURPOSE

- A.** This emergency action plan predetermines actions to take before and during the "Juneteenth Day Celebration" (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 Annie Weatherby-Flowers.

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 not have on-site EMS – Fire Station 6 is on stand-by
- 3. We will have on-site Police or Security (Michael Alvarez-608)

C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast web site at <http://forecast.weather.gov/MapClick.php?CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0>
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 (Annie Weatherby-Flowers and Janice Toliver) 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 (Annie Weatherby-Flowers and Janice Toliver) 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 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 Madison Police Department and the Juneteenth Security Coordinator, Edward Murray
6. Parking for vendor and staff vehicles will be on Dane and Baird Sts
7. Parking for attendee vehicles will be Villager Mall, Fountain of Life Parking lot and regular street parking.

V. Contact Information

Primary Contact	Annie Weatherby-Flowers	(608) 358-2872
Secondary Contact	Janice Toliver	(608) 535-2234
Back-up Contact	Jon Gramling	(608) 469-0009
Back-up Contact	Jackie Hunt	(608) 628-7708
Security Contact	Ed Murray	(608) 692-1157
Security Contact	Michael Alvarez	(608) 220-7876
Emergency	Dane County 911 Center	911

Madison Fire Department

Non-Emergency

Fire Inspector Jerry McMullen (608) 266-4420
 Division Chief Ron Schwenn (608) 266-4420

Madison Police Department

Non-Emergency

Field Lieutenant David McCaw (608) 261-9694
 Executive Captain Carl Gloede (608) 261-9694

VI. Event Area Map (attached next page)