

# STREET USE PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event Madison Mini-Marathon + 5k

Event Organizer/Sponsor Vision Event Management

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

If Yes, provide State of Wisconsin Tax Exempt Number \_\_\_\_\_

Address 16851 Southpark Dr. Ste 100

City/State/Zip Westfield IN 46074

Primary Contact Chad Anteliff FAX 317-245-2463

Work Phone 317-333-1092 Phone During Event 317-333-1092

E-mail chad@visioneventmanagement.com

Website madisonminimarathon.com

Secondary Contact Jeff Gross Phone During Event 317-294-3622

Work Phone 317-294-3622

E-mail Jeff@madisonminimarathon.com

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: UWOBGYN Healthy Women Healthy Babies

Estimated Attendance 6,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 6am to 11am  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: See Above

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 8-15 + 8-16 Rain Date(s) N/A

Event Start Date(s)/Time(s) 8-16-14 7am Set-Up Date(s)/Time for Event 8-16-14 2am-6am

Event End Date(s)/Time(s) 8-16-14 11am Take-Down Time 8-16-14 11am-12pm

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

I/We waive the 21-day decision requirement.

CAJ (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, statues and laws.

Signature \_\_\_\_\_ Date 10-14-13

# 2014 Madison Mini-Marathon

## Summary of Property Managers Move-in Schedules

### Langdon Street

- **Steve Brown:**
  - <http://www.stevebrownapts.com/index.php>
  - Move In – Aug .15 (10 Langdon); Aug. 20 for others
  - Comments – Move in is on the 15<sup>th</sup> for some off Langdon but many will wait till 16<sup>th</sup> since it's a Saturday. Office is opening at 9 AM on 16<sup>th</sup> for residents to get keys (120 W Gorham St office)
- **Mullins:**
  - <http://www.mullinsapartments.com/>
  - Move Out – Aug 14 by 10 AM
  - Move In – Aug 16 starting at 2 PM
- **Madison Property Management:**
  - <http://www.madisonproperty.com/default.aspx>
  - **Non-High Rise buildings (Langdon, N Frances, Lake)**
    - Move Out – Aug 14 by 9 AM
    - Move In – Aug 16 starting at noon
  - **High Rise buildings**
    - Move Out – Aug 13 by 9 AM
    - Move In – Aug 15 starting at noon
- **J Michaels:**
  - <http://www.jmichaelrealestate.com/area>
  - Move Out – Aug 11 (614, 619 Langdon); Aug 13 (104, 227, 251 Langdon)
  - Move In – All move in on Aug 15
- **CHT Apartments:**
  - <http://www.chtapartments.com/>
  - Move Out – Aug 14, noon or midnight
  - Move In – Aug 15 starting at 1 PM
  - Comments – Believe most will wait until Aug 16 since it's a Saturday

### State Street

- **JSM Properties (the larger buildings in the 500 block):**
  - Move-out is the 14<sup>th</sup>.
  - Move-in is the 15<sup>th</sup>, starting at Noon
  - Comments - they expect many will wait until the weekend.
- **556 State St.:**
  - Move-out the 14<sup>th</sup>.
  - Move-in the 15<sup>th</sup>.
  - Comments - Unknown how much turn-over they will see. Most of their rentals are month-to-month.
- **Skylight Apartments (311 State St.):**
  - Move-out the 14<sup>th</sup>.
  - Move-in on the 15<sup>th</sup>.
- **Milsted Apartments (100 block):**
  - Move-in is on the 15<sup>th</sup>, but if some don't move out, then those are pushed back to the 16<sup>th</sup>. Since the 16<sup>th</sup> is Saturday, they expect more will move then.



## *Event Schedule*

### **Friday, August 15, 2014**

11:00 a.m. – 8:00 pm. – Packet Pickup at Union South

8:00 a.m. – 6:00 p.m. – Setup of Runner Services Area in Lot 1 and start/finish line areas

### **Saturday, August 16, 2014**

2:00 a.m. – Langdon to close from Park to Frances for setup of start finish lines

5:00 a.m. – Aid Stations on course begin to setup

5:00 a.m. – Course setup begins with cones, barricades, etc.

6:30 a.m. – Streets on course begin to close

7:00 a.m. – Half Marathon & 5K start

8:00 a.m. – Post-race Party begins

10:00 a.m. – Kids Race

10:30 a.m. – Last Half Marathon participant finishes

12:00 p.m. – Langdon re-opens

12:00 p.m. – Post-race Party finishes

Massage  
Results  
M2 Challenge

Union  
Terrace

Beer Gear  
Lounge Check

VIP  
Lounge

Memorial  
Union

Water  
Station

Red  
Gym



BMO  Harris Bank

# MADISON

MINI-MARATHON  
HALF MARATHON & 5K

**August 16, 2014**  
**Site Layout**

Lake Street

Frances Street

5K Start &  
Finish  
Line

Langdon Street

Fleet  
Feet

J I H G F E D C B A Half  
Marathon  
Start

BMO  
Harris

Volunteers

State  
Historical  
Society



Library  
Mall

Library

Kids Packet  
Pickup

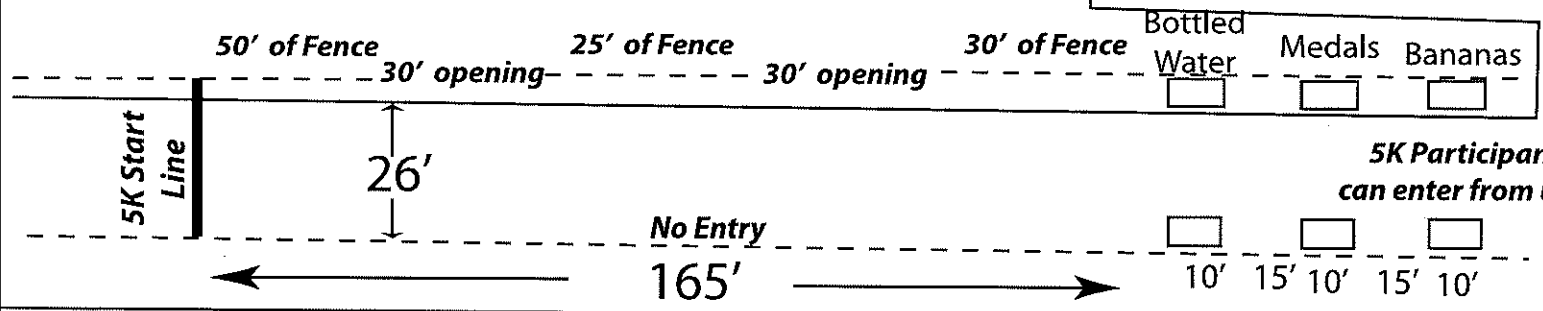
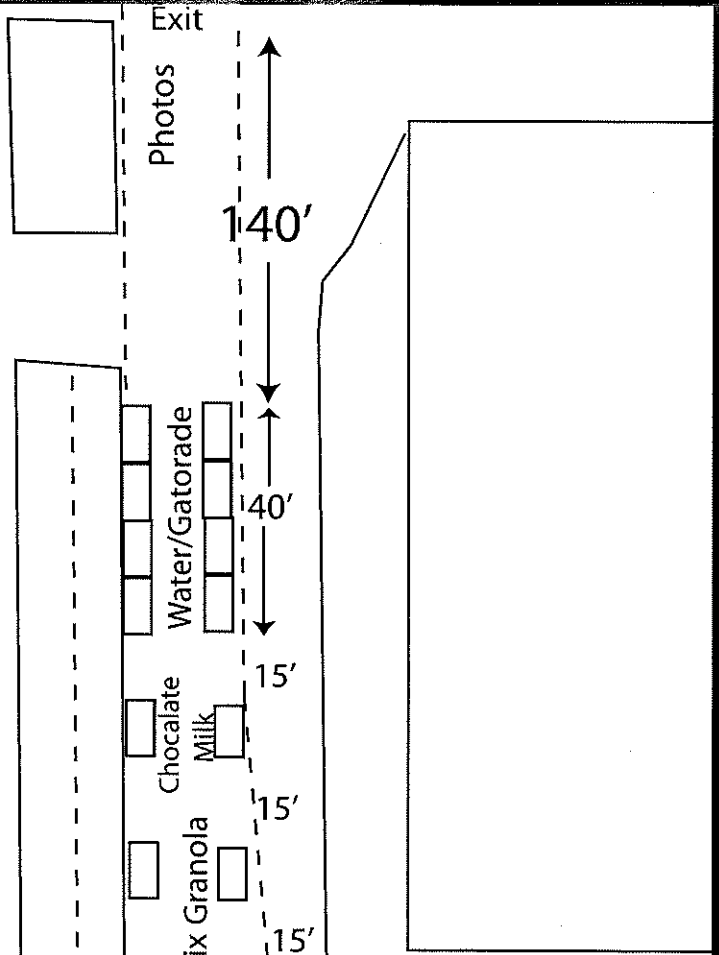


Kids Run  
Start

State Street

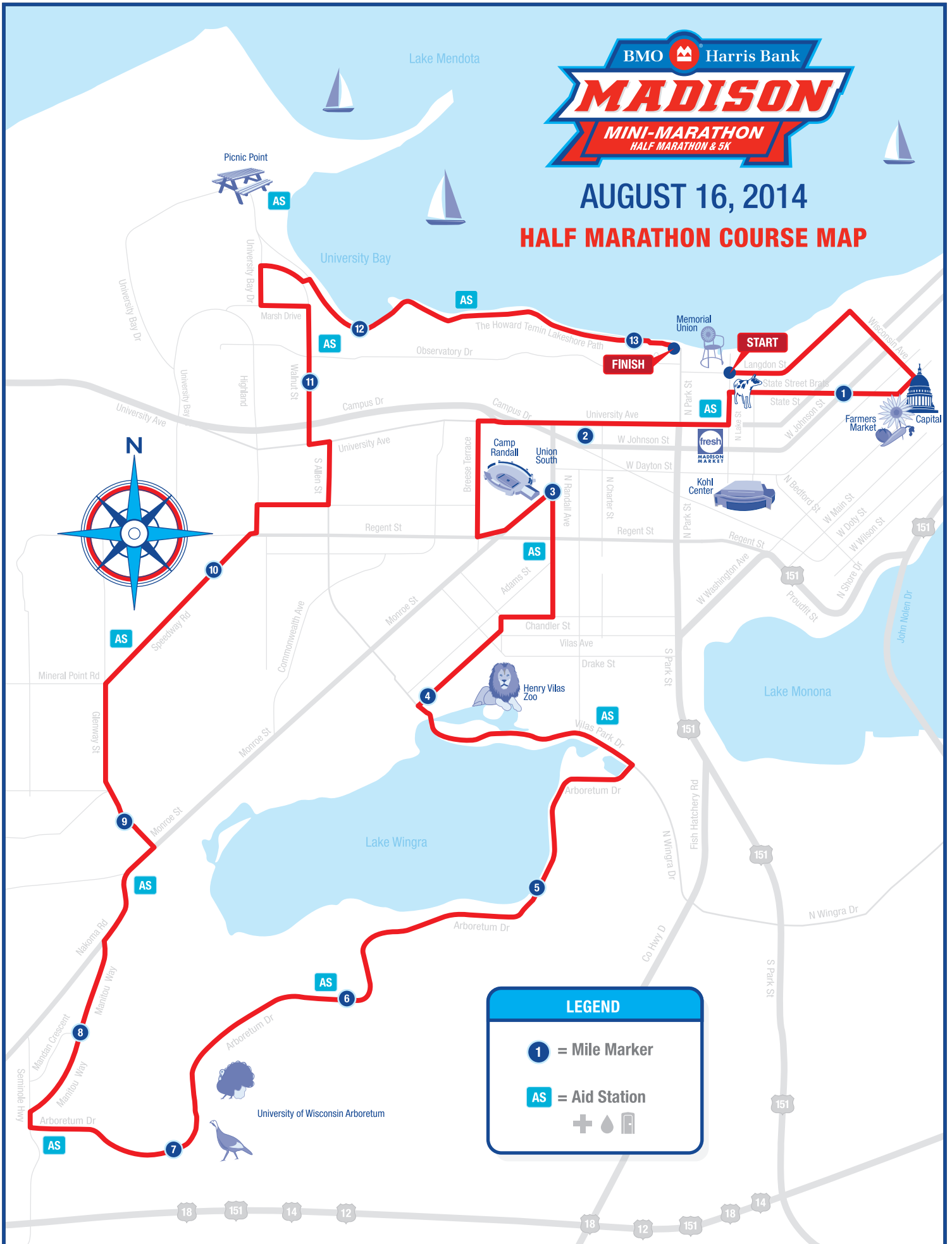


**August 16, 2014**  
**7:00 a.m.**  
**5K Start Line**  
**Setup**




BMO Harris Bank  
**MADISON**  
 MINI-MARATHON  
 HALF MARATHON & 5K

**AUGUST 16, 2014**  
**HALF MARATHON COURSE MAP**



**LEGEND**

- 1** = Mile Marker
- AS** = Aid Station
- 

# 2014 Madison Mini-Marathon

## Course Description

### Saturday, August 16, 2014

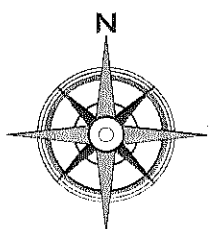
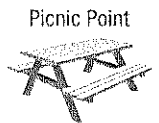
***Start: Lake Street & Langdon Street***

- NE on Langdon
- SE on Wisconsin
- SW on Mifflin
- West on State Street
- South on Lake
- West on University
- South on Breese Terrace
- East on Little
- NE on Monroe
- South on Randall
- West on Chandler St.
- South on Garfield
- SW on Vilas Ave.
- East on Vilas Park Dr.
- East on Wingra
- South on Mills
- West on Arboretum Drive
- North on Seminole Highway
- NE on Manitou Way
- North on Nakoma Road
- NE on Monroe
- North on Glenway Street
- NE on Speedway Blvd
- North on Highland
- East on Van Hise
- North on Allen St.
- West on University
- North on Walnut
- NE along by University Bay Drive
- Turnaround past entrance to Picnic Point
- SE on Path Howard Temin Lakeshore Trail/Willow Drive
- South on Park
- East on Langdon

Finish: on Langdon in front of UW Union

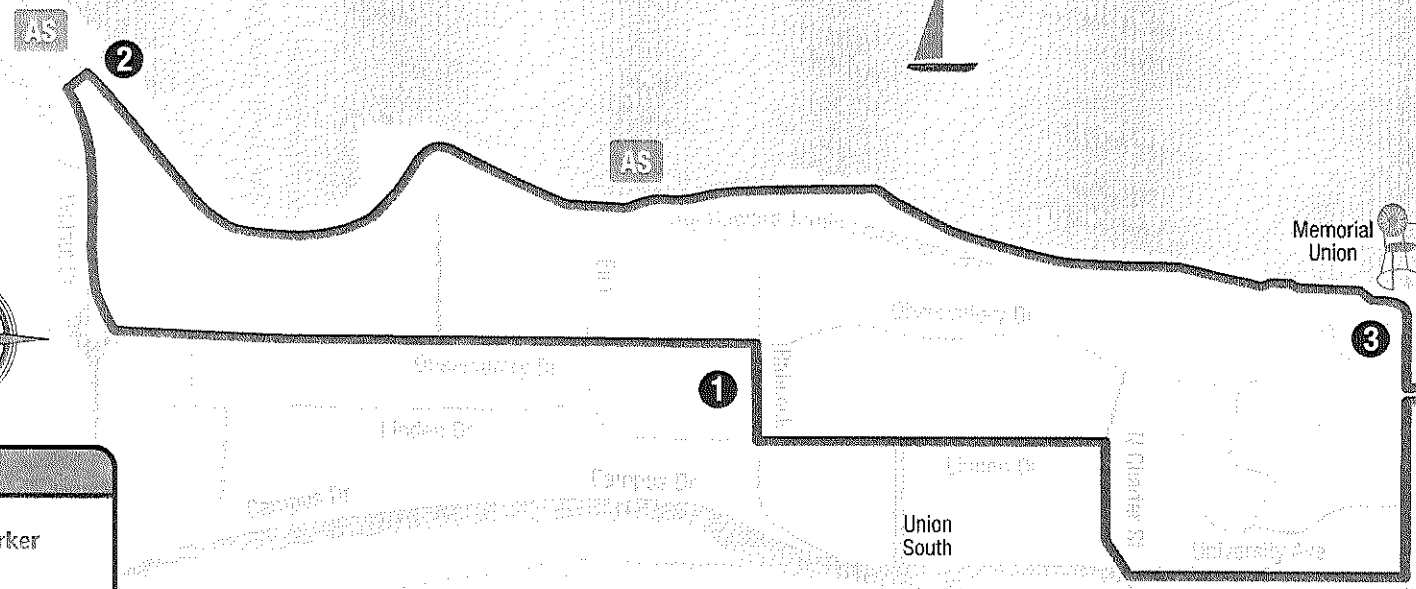


**AUGUST 16, 2014**  
**5K COURSE MAP**



**LEGEND**

- 1** = Mile Marker
- AS** = Aid Station



**START  
FINISH**



Camp Randall

Kohl Center





**2014 Madison Mini-Marathon  
5K Course Description  
Saturday, August 16, 2014**

***Start: Park Street & Langdon Street***

- South on Park
- West on University
- North on Charter
- West on Linden
- North on Babcock
- West on Observatory
- North on Walnut
- East on path north of Marsh Lane (entrance to boat ramp)
- East on Lake Shore path
- South on Park
- East on Langdon

**Finish: on Langdon in front of UW Union**

**2014 Madison Mini-Marathon - Preferred Route  
Intersection Timeline & Details**

Course Marshal	# of Personnel	Intersection	Mile Location	First Participant	Last Participant	Participant Detailed Instructions	Participant Lanes Used	Vehicular Traffic Instructions	Start Time	End Time
Start	PO	Lake & Langdon	0	7:00	7:10	Participants head E on Langdon	All Lanes	No traffic	6:45	7:30
2	1	Langdon & Frances	0.06	7:01	7:11	Participants head E on Langdon	All Lanes	No traffic	6:45	7:30
3	2	Langdon & Howard	0.14	7:01	7:11	Participants head NE on Langdon	All Lanes	No traffic	6:45	7:30
4	3	Langdon & Lakelawn	0.17	7:01	7:13	Participants head NE on Langdon	All Lanes	No traffic	6:45	7:30
5	PO	Langdon & Henry	0.22	7:01	7:13	Participants head NE on Langdon	All Lanes	No traffic	6:45	7:30
6	4	Langdon & Carroll	0.35	7:02	7:16	Participants head NE on Langdon	All Lanes	No traffic	6:45	7:30
7	5	Langdon & Wisconsin	0.42	7:02	7:17	Participants head SE on Wisconsin	All Lanes	No traffic	6:45	7:30
8	PO	Wisconsin & Gilman	0.48	7:02	7:18	Participants head SE on Wisconsin	Southbound lanes	No Southbound	6:50	7:30
9	PO	Wisconsin & Gorham	0.54	7:03	7:19	Participants head SE on Wisconsin	Southbound lanes	No Southbound	6:50	7:30
10	PO	Wisconsin & Johnson	0.61	7:03	7:19	Participants head SE on Wisconsin	Southbound lanes	No Southbound	6:50	7:30
11	PO	Wisconsin & Dayton	0.67	7:03	7:20	Participants head SE on Wisconsin	Southbound lanes	No Southbound	6:50	7:30
12	PO	Wisconsin & Mifflin	0.74	7:03	7:21	Participants head NE on Mifflin	Southbound lanes	No Southbound	6:50	7:30
13	PO	Carroll & Mifflin & State	0.8	7:04	7:22	Participants head NW on Carrol	All Lanes	No traffic	6:55	7:40
14	PO	State & Fairchild	0.89	7:04	7:24	Participants head W on State	All Lanes	No traffic	6:55	7:55
15	PO	State & Johnson	0.99	7:05	7:26	Participants head W on State	All Lanes	No traffic	6:55	7:55
16	PO	State & Gorham	1.08	7:05	7:27	Participants head W on State	All Lanes	No traffic	6:55	7:55
17	PO	State & Gilman	1.16	7:06	7:28	Participants head W on State	All Lanes	No traffic	6:55	7:55
18	6	Lake & State Street	1.37	7:07	7:32	Participants head S on Lake	All Lanes	No traffic	7:00	7:55
19	PO	Lake & University	1.48	7:08	7:34	Participants Head W on University	All Lanes	No traffic	7:00	8:00
20	7	University & Park	1.64	7:08	7:35	Participants Head W on University	2 Southern Lanes	-	7:00	8:00
21	PO	University & Brooks	1.74	7:08	7:37	Participants Head W on University	2 Southern Lanes	-	7:00	8:00
22	PO	University & Mills	1.84	7:09	7:39	Participants Head W on University	2 Southern Lanes	-	7:00	8:00
23	8	University & Charter	1.95	7:10	7:41	Participants Head W on University	2 Southern Lanes	-	7:00	8:00
24	9	University & Orchard	2	7:10	7:42	Participants Head W on University	2 Southern Lanes	-	7:00	8:00
25	10	University & Randall	2.1	7:10	7:43	Participants Head W on University	2 Southern Lanes	-	7:00	8:00
26	11	Campus Drive & Univesity	2.25	7:11	7:46	Participants Head W on University	2 Southern Lanes	-	7:00	8:00
27	PO	Universtly & Breese Terrace	2.3	7:11	7:47	Participants Head S on Bresse Terrace	All Lanes	No traffic	7:00	8:00
28	12	Breese Terrace & Summit	2.42	7:12	7:48	Participants Head S on Bresse Terrace	All Lanes	No traffic	7:00	8:10
29	13	Breese Terrace & Hoyt	2.51	7:12	7:50	Participants Head S on Bresse Terrace	All Lanes	No traffic	7:00	8:10
30	PO	Breese Terrace & Chadbourne	2.62	7:13	7:51	Participants Head S on Bresse Terrace	All Lanes	No traffic	7:00	8:10
31	14	Breese Terrace & Little	2.67	7:13	7:53	Participants Head E on Little	All Lanes	No traffic	7:00	8:10
32	15	Little & Monroe	2.91	7:14	7:56	Participants Head NE on Monroe	All Lanes	No traffic	7:00	8:10
33	PO	Randall & Monroe	3.05	7:15	7:58	Participants head S on Randall	All Lanes	No traffic	7:00	8:10
34	PO	Randall & Regent	3.13	7:15	8:00	Participants head S on Randall	All Lanes	No traffic	7:00	8:10
35	18	Randall & Adams	3.22	7:16	8:01	Participants head S on Randall	All Lanes	No traffic	7:00	8:10
36		Randall & Milton	3.25	7:16	8:01	Participants head S on Randall	All Lanes	No traffic	7:00	8:10
37		Randall & St. James	3.28	7:16	8:02	Participants head S on Randall	All Lanes	No traffic	7:00	8:10
38		Randall & Mound	3.32	7:16	8:03	Participants head S on Randall	All Lanes	No traffic	7:00	8:20
39		Randall & Chandler	3.4	7:17	8:04	Participants West on Chandler	All Lanes	No traffic	7:00	8:20
40	PO	Garfield & Chandler	3.58	7:17	8:06	Participants head S on Garfield	All Lanes	No traffic	7:00	8:20
41	PO	Garfield & Vilas	3.66	7:18	8:07	Participants head SW on Vilas	All Lanes	No traffic	7:00	8:20
42	PO	Vilas & Grant	3.7	7:18	8:08	Participants head SW on Vilas	All Lanes	No traffic	7:00	8:20
43	19	Vilas & Harrison	3.78	7:18	8:09	Participants head SW on Vilas	All Lanes	No traffic	7:00	8:20
44	20	Vilas & Van Buren	3.88	7:19	8:10	Participants head SW on Vilas	All Lanes	No traffic	7:00	8:20
45	21	Vilas & Lincoln	3.95	7:19	8:11	Participants head SW on Vilas	All Lanes	No traffic	7:00	8:20
46	PO	Edgewood & Adams					All Lanes	No traffic		
47	22	Vilas & Edgewood Ave.	4.03	7:19	8:12	Participants head E on Vilas Park Drive	All Lanes	No traffic	7:05	8:30
48	23	Vilas Park Drive & Wingra & Orchard	4.65	7:23	8:23	Participants head E on Vilas Park Drive	All Lanes	No traffic	7:05	8:30
49	PO	Wingra & Mills	4.81	7:23	8:25	Participants head S on Trail by Mills	Southbound lanes	No traffic	7:05	8:30
50	24	Wingra & Haywood & Arboretum Drive	4.85	7:24	8:26	Participants head W on Arboretum Drive	Westbound Lanes	No Westbound	7:05	9:20
51	25	Arborteuum Drive & Seminole Highway	7.8	7:38	9:13	Participants head N Maintou Way	Northbound Lanes	No Northbound	7:30	9:20
52	26	Seminole Highway & Manitou Way	7.85	7:39	9:14	Participants head N Maintou Way	Northbound Lanes	No Northbound	7:30	9:30
53	27	Manitou Way & Iroquois	7.9	7:39	9:14	Participants head N Maintou Way	Northbound Lanes	No Northbound	7:30	9:30

54	28	Manitou Way & Country Club Road	8.04	7:40	9:18	Participants head N Maintou Way	Northbound Lanes	No Northbound	7:30	9:30
55	PO	Manitou Way & Nakoma Road	8.5	7:42	9:24	Participants head NE on Monroe	Northbound Lanes	No Northbound	7:30	9:30
56	29	Nakoma Road & Spring Trail	8.66	7:43	9:27	Participants head NE on Monroe	Northbound Lanes	No Northbound	7:30	9:30
57	PO	Odana & Monroe & Nakoma	8.74	7:43	9:29	Participants head NE on Monroe	Northbound Lanes	No Northbound	7:30	9:35
58	30	Monroe & Lewis Court	8.8	7:43	9:29	Participants head NE on Monroe	Northbound Lanes	No Northbound	7:30	9:35
59	PO	Monroe & Glenway	8.88	7:44	9:30	Participants head N on Glenway	Northbound Lanes	No Northbound	7:30	9:35
60	31	Glenway & Wyotta	8.89	7:44	9:30	Participants head N on Glenway	Northbound Lanes	No Northbound	7:30	9:35
61	32	Glenway & Cross	8.97	7:44	9:31	Participants head N on Glenway	Northbound Lanes	No Northbound	7:30	9:45
62	33	Glenway & Gregory	9	7:45	9:32	Participants head N on Glenway	Northbound Lanes	No Northbound	7:30	9:45
63	34	Glenway & Glen	9.13	7:45	9:34	Participants head N on Glenway	Northbound Lanes	No Northbound	7:30	9:45
64	35	Glenway & Winnemac	9.18	7:46	9:35	Participants head N on Glenway	Northbound Lanes	No Northbound	7:30	9:45
65	36	Glenway & Meyer	9.25	7:46	9:36	Participants head N on Glenway	Northbound Lanes	No Northbound	7:30	9:45
66	PO	Glenway & Birch	9.3	7:46	9:37	Participants head N on Glenway	Northbound Lanes	No Northbound	7:30	9:45
67	37	Glenway & Euclin	9.36	7:46	9:38	Participants head N on Glenway	Northbound Lanes	No Northbound	7:30	9:45
68	PO	Glenway & Paunack	9.42	7:47	9:39	Participants head N on Glenway	Northbound Lanes	No Northbound	7:30	9:45
69	PO	Glenway & Mineral Point/Speedway	9.47	7:47	9:40	Participants NE on Speedway	Northbound Lanes	No Northbound	7:35	9:45
70	38	Speedway & Hammersley	9.65	7:48	9:42	Participants NE on Speedway	Northbound Lanes	No Northbound	7:35	9:45
71	39	Speedway & Hillcrest	9.83	7:49	9:45	Participants NE on Speedway	Northbound Lanes	No Northbound	7:35	10:00
72	PO	Speedway & Regent	10.2	7:51	9:53	Participants N on Highland	Northbound Lanes	No Northbound	7:35	10:00
73	40	Highland & Van Hise	10.3	7:51	9:54	Participants East on Van Hise	Eastbound Lanes	No Eastbound	7:35	10:00
74	41	Allen & Van Hise	10.56	7:53	9:58	Participants head N on Allen	Southbound Lanes	No Southbound	7:35	10:05
75	42	Allen & Chamberlin	10.64	7:53	9:59	Participants head N on Allen	Southbound Lanes	No Southbound	7:35	10:05
76	43	Allen & Kendall	10.7	7:53	10:01	Participants head N on Allen	Southbound Lanes	No Southbound	7:35	10:05
77	PO	Allen & University	10.75	7:53	10:01	Participants head W on University	Westbound Lanes	Cross traffic stopped for participants	7:40	10:05
78	PO	University & Walnut	10.82	7:54	10:04	Participants head N on Walnut	Northbound Lanes	No Northbound	7:35	10:10
79	44	Walnut & Linden	11.05	7:55	10:06	Participants head N on Walnut	Northbound Lanes	No Northbound	7:35	10:10
80	PO	Walnut & Observatory	11.13	7:55	10:07	Participants head N on Walnut	Northbound Lanes	No Northbound	7:35	10:10
81	45	Walnut & University Bay Drive	11.23	7:56	10:09	Participants head W on Marsh	Westbound Lanes	No Westbound	7:35	10:10
82	46	Marsh Lane & Walnut	11.45	7:57	10:13	Participants head N on University Bay Drive	Northbound Lanes	No Northbound	7:35	10:10
83	PO	Willow & University Bay Drive	11.58	7:58	10:15	Participants head E on Willow	-	-		
84	47	Boat Launch	11.75	7:58	10:17	Participants head E on Lakeshore Path	-	-		
85	-	Porter Boathouse	12.5	8:02	10:30	Participants head E on Lakeshore Path	-	-		
86	48	Lakeshore Path & Park	13	8:05	10:38	Participants head S on Park	All Lanes	No traffic	7:20	10:45
87	PO	Park & Langdon	13.05	8:05	10:33	Participants head E on Langdon	All Lanes	No traffic	2:00	11:00
Finish		Langdon in front of Union	13.1	8:05	10:34		All Lanes			



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### **2014 Madison Mini-Marathon – No Parking**

500-100 WISCONSIN AVE – SOUTH SIDE (INBOUND)  
700-800 W DAYTON ST – BOTH SIDES – NP Zone  
0-400 N BREESE TERRACE – BOTH SIDES  
1400-1500 MONROE STREET – BOTH SIDES  
10 N – 10 S RANDALL ST – BOTH SIDES  
1500-1600 ADAMS ST – BOTH SIDES  
1200 GARFIELD ST – BOTH SIDES  
1700-2100 VILAS DR – BOTH SIDES  
1600-1400 VILAS PARK DR. – BOTH SIDES  
700-800 N WINGRA DR. – BOTH SIDES  
4100-3800 MANITOU WAY – NORTH SIDE  
3100-2500 MONROE ST – NORTH SIDE (INBOUND)  
2500-2200 COMMONWEALTH – NORTH SIDE – NP Zone  
200 S – 300 N – ALLEN ST – NORTH SIDE  
2200 UNIVERISTY AV – BOTH SIDES – NP Zone  
500 WALNUT ST – BOTH SIDES – NP Zone

## Madison Mini-Marathon No Parking Postings

Street	Beginning Street	Ending Street	Side of the Street
Langdon	Park	Wisconsin	Both Sides
Wisconsin	Langdon	Capitol Square	Southbound Side
Capitol Square	-	-	No Parking on Mifflin from Wisconsin to State
State Street	-	-	No Parking on State
Lake	Langdon	Dayton	Both Sides
Breese Terrace	Univesity	Regent	Both Sides
Monroe	Regent	Randall	Both Sides
Randall	Dayton	Adams	Both Sides
Adams	Randall	Garffeld	Both Sides
Garfield	Adams	Vilas	Both Sides
Vilas	Garfield	Edgweood	Both Sides
Vilas Parkway	Vilas	Orchard	Both Sides
Wingra	Orchard	Mills	Both Sides
Manitou Way	Seminole Highway	Nakoma	Northbound side
Monroe	Arbor Drive	Commonwealth	Northbound side
Commonwealth	Monroe	Allen	Northbound side
Allen	Commonwealth	University	Northbound side
Univesity	Allen	Walnut	Both Sides
Walnut	University	Univeristy Bay Drive	Both Sides
Park	Lake Shore Path	Langdon	Both Sides



## Summary of Medical Coverage

### Ambulances

The City of Madison Fire Department will have three ambulances, Town of Madison will have one and Ryan Brothers will have three dedicated to cover the course. These units will be roaming and respond as needed.

### Bike Teams

The City of Madison Fire Department will have six bike teams dedicated to cover the course. These units will be roaming and respond as needed.

### Aid Station Medical Tents

Each of the eight on-course Aid Stations will have a medical tent that will be staffed with First-Responder personnel. This personnel will be equipped with basic first aid supplies and a radio to contact the Command Vehicle to call for further treatment if the need arises. All Aid Stations will be serving water, with four stations also serving Gatorade.

Aid Station Locations:

- Start Line
- University & East Campus Mall (Mile 1.75)
- Randall & Adams (Mile 3.25)
- Vilas Parkway & Orchard (Mile 4.75)
- Arboretum (Mile 6.2)
- Seminole Highway & Manitou Way (7.5)
- Monroe & Nakoma (Mile 8.75)
- Hollister & Allen (Mile 9.96)
- Walnut & Observatory Drive (Mile 10.75)
- University Bay Drive & Lot 60 (Mile 11.25)
- Lakeshore Path & Porter Boathouse (Mile 12.2)
- Finish Line

### Finish Line Medical Tent

The finish line medical tent will be staffed and equipped by Meriter Emergency Room personnel. Dr. Brian Veit will serve as Medical Director and oversee the operations of the tent. A City of Madison Fire Department Ambulance or Ryan Brothers Ambulance will be stationed at the medical tent for any potential transports.

### Misting Stations

Misting Stations will be ready in case temperatures warrant their use. There will be a total of five on route and one at the finish line.

Misting Station Locations:

- Manitou Way & Nakoma (Mile 8.42)
- Commonwealth & Gregory (Mile 9.5)
- Allen & Van Hise (Mile 10.2)
- Walnut & Observatory Drive (Mile 10.75)
- Lakeshore Path & Porter Boathouse (Mile 12.2)
- Finish Line

Madison Mini-Marathon  
Medical Coverage for Course

#	Ambulance Location	Agency
1	Roaming	Madison Fire Department
2	Roaming	Madison Fire Department
3	Roaming	Ryan Brothers
4	Roaming	Ryan Brothers
5	Arboretum	Town of Madison
6	Finish Line	Madison Fire Department

#	ALS Medical Cart Location	Agency
1	Roaming	Madison Fire Department

#	ALS Medical Bike Team Locations	Agency
1	Roaming	Madison Fire Department
2	Roaming	Madison Fire Department
3	Roaming	Madison Fire Department
4	Roaming	Madison Fire Department
5	Roaming	Madison Fire Department

#	UW Med Student Teams (2 each)	Agency
1	Aid Station #2	UW First Responders
2	Aid Station #3	UW First Responders
3	Aid Station #4	UW First Responders
4	Aid Station #5	UW First Responders
5	Aid Station #6	UW First Responders
6	Aid Station #7	UW First Responders
7	Aid Station #8	UW First Responders
8	Aid Station #9	UW First Responders
9	Aid Station #10	UW First Responders
10	Aid Station #11	UW First Responders

**2014 Madison Mini-Marathon  
August 67, 2014  
Emergency Procedures  
Updated 10/11/13**

**Please Review this Document Prior to the Event!**

**In regard to any emergency event, no one should speak to any media representative except for:  
Jeff Graves**

**The above may empower the Medical Director of the Madison Mini-Marathon to comment on any details.**

**Command Group Meeting Area**

The Command Group will meet in the Command Vehicle located on the State Street Mall by Lake & State Street. We will implement the following procedures depending on the emergency presented.

If an emergency occurs before the start of the race, Command Group members not at the finish line will conference call into the Command Vehicle to make any decisions.

In the event of inclement weather conditions or any safety-related events along the Half Marathon or 5K course or start/finish areas, the following people will meet in the Command Vehicle:

<b><u>Command Group</u></b>		<b><u>Phone #'s</u></b>
Jeff Graves	President, VEM	317-294-3622
Chad Antcliff	Race Director,	317-333-1092
David McCaw	Madison Police Department	608-219-5323
Ron Schwenn	Fire Department	608-575-1004
Brian Veit	Medical Director	608-957-9364
Jason Whitney	UW Police Department	608-576-9854

The Command Group will be called to the Command Area via: Radios/Cell Phones

The Telvent Weather Service contracted by VEM will be monitored for continual updates on information regarding the weather conditions. The Command Group will be the key decision-makers will make the decision on the continuation, continuation with yellow or red flags, termination, or delay of the event.



In addition, the following people should also report to the Command Vehicle to assist in relaying the information to the necessary people:

Kat Hawkins 651-470-4945  
Anna Ryan 317-452-0409  
PUBLIC RELATIONS REPRESENTATIVE

*All communications done by radio will be pre-raced with "STAFF ONLY". Staff on radio should turn down volume on their radio or go to a location where they are out of public view. If a staff member is in a position where they cannot be out of public view, they need to turn down radio and alert the Command Vehicle via radio, cell phone or text, they need to be notified a different way other than radio.*

*Information will be relayed to the following people:*

<u>Responsibility</u>	<u>Contact #'s (Radio Channel)</u>
Command Vehicle	PD FD Medical Director EMS Private Ambulance Service Any other Public Safety Agency Course Section Leaders Aid Station Leaders Course Marshal Leaders Entertainment Coordinator Runner Services Information Tent Gear Check Race Photography Transportation
Jeff Graves	Start Line Coordinator Finish Line Coordinator Timing & Scoring Results Area Race Announcer
Volunteer Coordinator	Volunteer Leaders and volunteers Call and text status updates
Social Media	Facebook Twitter Website Texting Updates
Public Relations	Media- work on media quote for media and or press release

## Emergency Plans

### **Inclement Weather Plan**

If severe weather or the threat of severe weather becomes a concern, the Command Group will meet to determine the status of the event. Information will be relayed to the Race Staff via the above relay plan.

Severe weather can include, but is not limited to:

Lightning	Windy
Heat	Tornado
Humidity	

### **Other Public Safety Emergency**

If a public safety emergency or the threat of an emergency becomes a concern, the Command Group will meet to determine the status of the event. Information will be relayed to the Race Staff via the above relay plan.

### **Inclement Weather Emergency Evacuation Plan**

- Once the Command group determines weather related evacuation is warranted the **COMMAND GROUP** will initiate the process of contacting the Race Staff via the above contact procedure.
- Participants and spectators will be notified via the Announcer and Race Staff. They will be informed to **SEEK SHELTER** in the following locations. Each staff member assigned to a location. A Command Runner will bring a megaphone to your location to make announcements regarding updates on the status of the race.
  - UW Memorial Union (Andrew Wonders, 937-751-2840)
  - State Street Ramp (Brent Greenwell, 317-513-9135)
  - Red Gym (Kevin Swiontek, 317-506-8548)

After the all clear is given, participants and spectators will be allowed to exit the area.

### **Flag Warning System**

The Flag Warning System will be used to relay to the participants and volunteers the status of the race with respect to weather and safety conditions.

The following has been distributed to the participants in the Confirmation Email, Facebook, event web site and in displays at the Packet Pick-Up.

#### **Flag Warning System**

A Yellow Flag? A Black Flag? There will be a simple flag color system along the course to help warn participants of weather related or course related problems. Flags are located at each mile marker along the course.

**Green Flag** – Everything is Normal

**Yellow Flag** – The heat index is at a point where runners/walkers should slow their pace if they are sensitive to the heat. Participants should be aware of their hydration level.

**Red Flag** – Dangerous weather. Participants should slow down and increase their hydration and if they are sensitive to heat or humidity should not run. Timing of the

event has stopped and no awards will be given out at this time. Race Photography and Entertainment as stopped.

**Black Flag** – Race has been cancelled due to extreme weather or course emergency. Events such as lightning, tornado, or human disaster has or is occurring and all participants need to seek shelter immediately. Participants will be evacuated from the route.

#### **Inclement Weather Emergency Evacuation Plan**

- In the event of severe weather during the event the following will be asked to seek appropriate shelter.
- All Race Staff will be notified via radio or cell phone. Any committee member in the affected areas should immediately begin notifying the general public and volunteers.
- Kevin Swiontek will be responsible for making an announcement from the PA system located at the start line.
- Andrew Wonders will be responsible for making an announcement from the PA system located at the finish line.
- Kim Casavan will make announcement from the main stage.
- Jeff Graves will be responsible for contacting Race Announcer. Race Announcer will make the PA announcement (Start Line area if prior to race start or finish line area after race start).
- Jeff Graves will make an announcement at the start line. Start Line volunteers will be responsible for sweeping the Start Line area

**For all emergency requests contact Command Vehicle: Chad Antcliff**

#### **Medical Emergencies (Finish Area medical open 6:00 a.m. – 11:00 a.m.)**

##### **Assess the situation at the finish line**

- Any request for medical needs should be directed to the Command Vehicle.
- Do not attempt to help an injured person other than to let them know you are calling for medical support; **do not comment on the accident to anyone**
- Speak slowly and clearly – do not yell. Give your name, location and your request for medical personnel.
- Example: Command Vehicle from (your name)...request medical back up for sprained ankle at the Massage Area. Please confirm.
- Provide the medical contact with the following information: Which part of the street you are on (northside, southside, middle) and a prominent landmark that describes your position and their bib number.
- Remain with the person until FIRST AID arrives, upon their arrival; let the Command Vehicle know they are treating the person.
- Gather information for the Event Incident Report (note: for medical situations involving race participants during the race, the Event Incident Report is not necessary)
- If you do not have a radio available, call Chad Antcliff and follow their directions.

##### **Non-Medical Security Situation at the finish line**

- Any request for security needs should be directed to the Command Vehicle.
- Locate the nearest landmark and relay that as your location go or send someone to that marker to guide security to the location of the incident.

- ❑ If there is an emergency that requires emergency vehicles in the Finish Area, Jenny Adler should be requested to assist in moving people to the side to avoid further injury or to assist in diverting the participants around the situation.
- ❑ For any type of security issue (suspicious character, fighting, etc): call the Command Vehicle and request security. Speak slowly and clearly. Give your name, location and your assessment of the situation.
- ❑ The person who initially called in the situation should notify the Command vehicle once the situation is under control and inform them of the outcome.
- ❑ Gather information for the Event Incident Report

#### **Medical Emergencies on Course**

- ❑ Assess the situation
- ❑ To speed response time, any request for medical needs should be directed to a uniformed police officer or medical team. Each Aid Station will have medical personnel located in the area who can relay the request to the medical system. If none of the previous are nearby, use a cell phone and call Chad Antcliff.
- ❑ Do not attempt to help an injured person other than to let them know you are calling for medical support; **do not comment on the accident to anyone**
- ❑ Speak slowly and clearly – do not yell. Give your name, location and your assessment of the situation.
- ❑ **If you are at the Start Line**, specify where you are located on.
- ❑ **If you are on the course**, please be as detailed as possible. Include the nearest home street address, cross street or landmark and the side of the street where medical is needed.
- ❑ Remain with the person until FIRST AID arrives.
- ❑ Gather information for the Event Incident Report (**note: for medical situations involving race participants during the race, the Event Incident Report is not necessary**)
- ❑ If you do not have a radio available, call Chad Antcliff and follow their directions.

#### **Non-Medical Security Situation**

- ❑ To speed response time, any request for medical needs should be directed to a uniformed police officer or call Chad Antcliff. Each Aid Station will have medical personnel located in the area who can relay the request. If none of the previous are nearby, use a cell phone and call 9-1-1.
- ❑ **If you are at the Start/Finish Line**, locate the nearest landmark and specify where you are located.
- ❑ **If you are on the course**, please be as detailed as possible. Include the nearest street address, cross street or landmark and the side of the street where security is needed.
- ❑ Gather information for the Event Incident Report

#### **General Conduct during Emergency or Urgent Situations**

- Do not make any comment to the media
- Never Run
- Remain Calm at all times
- Assess the situation before taking action
- Remember to gather information for the Event Incident forms

### **Lost Persons**

- ❑ The Information Tent will coordinate the Lost Persons process.
- ❑ The Information Tent will open a Lost Persons report form. This form must be closed-out prior to the end of the event.
- ❑ The Information Tent will remain open and staffed until the Finish Area is cleared of all participants and spectators.
- ❑ Lost Person Coordinator: Jean Schott

### **At the Information Tent**

- ❑ Ask the person if who they are missing is lost or they can't find them. If they can't find them, direct them to Results Tent to see if they've finished.
- ❑ If the person is missing, complete the Lost Persons Report
- ❑ **Describing a Child.** Please include the child's name, age, clothing description, and other identifying characteristics. If referring to the child's race say Caucasian, African-American, Asian, or Hispanic. If the child has some sort of physical or mental handicap, please refer to them as a special needs child.
- ❑ Once the report is completed, the Lost Person Coordinator, located in the Info Tent, will put the call out to everyone in the Finish Area. (Command Vehicle, Ask Me, Staff)
- ❑ Encourage the person filing the report to notify someone if they find the person on their own so we don't continue to search.
- ❑ If there has been no success after 10 minutes of everyone being notified, please notify everyone the person is still lost and continue to do so until the person is found.
- ❑ If there is a success, please notify everyone the person has been found. Also note on their missing person form they have been found.

### **Somewhere in Rest & Recovery**

- ❑ Ask the person if who they are missing is lost or they can't find them. If they can't find them, direct them to the computer lookup folks located in the Info tent.
- ❑ If the person is missing, encourage them to go to the Info Tent.
- ❑ If they choose not to go to the Info Tent, take the report yourself.
- ❑ Notify the Info Tent you are taking the report and have someone come to your location to get the report.
- ❑ **Describing a Child.** Please include the child's name, age, clothing description, and other identifying characteristics. If referring to the child's race say Caucasian, African-American, Asian, or Hispanic. If the child has some sort of physical or mental handicap, please refer to them as a special needs child.
- ❑ Once the report is completed, the Lost Person Coordinator, located in the Info Tent, will put the call out to everyone in the R&R Area. (Command Vehicle, Ask Me, Staff)
- ❑ Encourage the person filing the report to notify someone if they find the person on their own so we don't continue to search.
- ❑ If there has been no success after 10 minutes of everyone being notified, please notify everyone the person is still lost and continue to do so until the person is found.
- ❑ If there is a success, please notify everyone the person has been found. Also note on their missing person form they have been found.
- ❑ If the person was last seen near the Start Line, take the parent to the nearest police officer.

### **Lost Child is found**

- ❑ The Info Tent should be notified and the person should be taken to the Info Tent.
- ❑ Stay with the child until the Lost Person Coordinator can take charge of the child. **DO NOT LEAVE THE CHILD UNATTENDED!**
- ❑ Complete the lost persons form, so we have it on file when someone comes looking for them.
- ❑ Once the report is completed, the Lost Person Coordinator, located in the Info Tent, will put the call out to everyone in the Finish Area. (Command Vehicle, Ask Me, Staff)
- ❑ If there has been no success after 10 minutes of everyone being notified, please notify everyone the person is still lost and continue to do so until the person is found.
- ❑ If there is a success, please notify everyone the person has been found. Also note on their missing person form they have been found.

### **Use of 2-way Radios/Cellular Phones:**

- The Race committee has the use of 2-way radio communication
- Be selective of what you are saying over the radios
- Never allow your voice to become hysterical
- Relay on the **FACTS** of the situation – **NEVER** make a comment like, “We really messed up....” Or “We’re in big trouble.....”
- Always remember that many people around you will hear every word you say given the size of the event.
- Always remember that many people around anyone with a radio scanner will hear every word you say
- Remain calm at all times.
- Except for lost children, only refer to a participant by their bib number when communicated to Medical or Command Group.

**All emergency and/or security situations at must be relayed to the Command Vehicle for documentation purposes.**

**All committee members and Ask Me volunteers will have Event Incident Report forms to fill out. Gather all necessary information at the time of the incident and fill out the form as soon as possible. These forms should be returned to Chad Antcliff immediately after the event.**

**Madison Mini-Marathon  
Lost Person Report**

Time of Report: \_\_\_\_\_ am/pm EVENT: \_\_\_\_\_

**Missing Person:**

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Physical Description/Clothing: \_\_\_\_\_

Location last seen:  
\_\_\_\_\_

Time last seen:  
\_\_\_\_\_

Did the child/person have a favorite game/place, etc. during the event?:  
\_\_\_\_\_

**Reporting Info:**

Name of person making report:  
\_\_\_\_\_

Phone number where you can be reached today:  
\_\_\_\_\_

Relationship to missing person:  
\_\_\_\_\_

Madison Mini-Marathon staff/volunteer:  
\_\_\_\_\_

Time missing person is found: \_\_\_\_\_

**Notes/Actions Taken:**

## Madison Mini-Marathon Event Incident Report

All information provided should be completed as soon as possible and ensure a copy of this report is given to Chad Anteliff.

1. DATE OF EVENT: \_\_\_\_\_ 2. EVENT: \_\_\_\_\_

3. TIME OF INCIDENT: \_\_\_\_\_ 4. TIME OF REPORT: \_\_\_\_\_

5. PERSON(S) INVOLVED: \_\_\_\_\_

(Please include full name and contact information)

6. WEATHER SITUATION: \_\_\_\_\_

7. CAUSE OF INCIDENT: \_\_\_\_\_

(Please attach additional sheet(s) if needed)

8. SITUATION (Who, What, When, Where and Why): \_\_\_\_\_

(Please attach additional sheet(s) if needed)

9. PERSON(S) CONTACTED/WITNESSES: \_\_\_\_\_

(Please include complete contact information for each person(s))

10. MEDICAL INFORMATION

A. Was Medical Treatment Required? YES / NO

B. Was First Aid Required? YES / NO

C. Was anyone transported to a Medical Facility? YES / NO

D. If anyone was transported, where were they taken? \_\_\_\_\_

E. Name of person or medical organization (i.e. Madison Fire, UW Health) administering medical treatment? \_\_\_\_\_

11. Keep a copy of this report and add it to your AFTER ACTION REPORT.

STAFF MEMBER NAME(S): \_\_\_\_\_



## **Madison Mini-Marathon Course Cleanup Plan**

### **Start Line**

Cleanup crew will be responsible for sweeping the start line area on Langdon Street, Library Mall and the Memorial Union, picking up trash, clothes which were tossed at the start and any remaining trash. This trash will be taken to dumpsters in Lot 1 of UW Memorial Union. 100 cardboard trash boxes will be placed around the area to be used as receptacles.

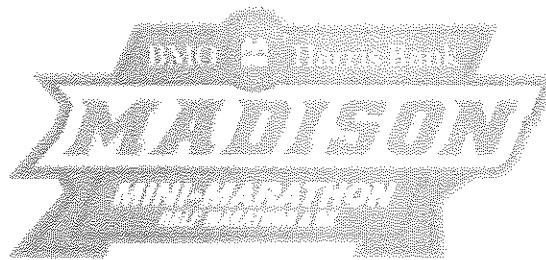
### **Course**

Each Aid Station will be responsible for cleaning the area around their station, including about ¼ mile past their station for any cups tossed after the station. They are required to do this as part of their Aid Station Manual and training. Vision Event Management on-course staff will monitor this at each station to ensure the volunteers are meeting this requirement. Volunteers will begin cleaning once the pack of runners has passed their station so they don't have to do all the cleanup after the last participant. 25 trash boxes with over 100 55-gallon trash liners will be supplied to each station to collect trash. Vision Event Management will also supply each station with 10 rakes, 10 shovels and a leaf blower to help the cleanup of cups and trash.

After the trash is picked up, bagged and stacked, it will be left at each station. Pelleterri will come through after the last participant and begin picking up the trash with a crew and a trash truck. All trash will be removed immediately following the event.

Recyclable materials will be stacked and bagged in the same process and will be ready for pickup by Pelleterri.

The directive VEM staff gives all on-course volunteers is to leave the area cleaner than it was when we arrived.



## *Route Notification*

### Street Closures

Hosting the 8<sup>th</sup> Annual Madison Mini-Marathon & 5K will be another great opportunity to showcase the beautiful Madison community to thousands of runners and volunteers. But hosting a 13.1 mile event the morning of Saturday, Saturday, August 16<sup>th</sup> will also come with some inconvenience for many of you conducting your normal business on a Saturday. Madison Mini-Marathon & 5K is proud to be a part of the Madison Community and being part of the community, it is important to give back. The Mini is not only helping people become active and exercise but it has committed to support the UW Health Department. The Mini will be donating a portion of the proceeds from the event to the Department of Obstetrics & Gynecology.

- **Number of Participants:** Over 6,000 participants, 750 volunteers (over 10,000 spectators)
- **Race Time:** Road restrictions will begin as early as 2:00 am on race day morning. The Half Marathon & 5K will begin at 7:00 am. Both races will be completed by 10:30 am. See information below or accompanying map for specific information regarding your area of the course.
- **Partial Road Closures:** Participants will be running on one half of the road around most of the course. Some areas will be temporarily closed. If you have plans for race day, please be aware that alternate routes may need to be taken that day.

### Summary of Closures

- Langdon Street from Lake to Park (2:00 a.m. – 12:00 p.m.)
- Langdon Street from Lake to Wisconsin (6:30 – 7:30 a.m.)
- Wisconsin (Southbound Lanes) from Langdon to Capitol Square (6:45 – 7:30 a.m.)
- Capitol Square (6:55 – 7:30 a.m.)
- State Street from Capitol Square to Lake (6:45 – 8:15 a.m.)
- Lake Street from Langdon to University (7:00 – 8:15 a.m.)
- University (2 Southern Lanes) from Lake to Lathrop (7:00 – 8:30 a.m.)
- Breese Terrace from University to Regent (7:00 – 8:30 a.m.)
- Little from Breese Terrace to Monroe (7:00 – 8:30 a.m.)
- Randall (Northbound Lanes) from Campus Drive to Mound (7:00 – 8:45 a.m.)
- Adams (Northeastbound Lanes) from Randall to Grant (7:00 – 8:45 a.m.)
- Garfield (Northbound Lanes) from Adams to Drake (7:00 – 8:45 a.m.)
- Vilas (Northeastbound Lanes) from Garfield to Edgewood (7:00 -8:45 a.m.)
- Vilas Park Drive from Vilas Ave. to Wingra (7:00 – 9:00 a.m.)
- Wingra from Vilas Park Drive to Mills (7:00 -9:00 a.m.)
- Orchard (Southbound Lanes) from Wingra to Erin (7:00 – 9:00 a.m.)
- Arboretum Drive (Westbound Lanes) from Mills to Seminole Highway (7:00 a.m. – 9:30 a.m.)
- Seminole Highway (Northbound Lanes) from Mohawk to Manitou Way (7:30 – 9:30 a.m.)
- Manitou Way (Northbound Lanes) from Seminole Highway to Nakoma Road (7:30 – 9:30 a.m.)
- Nakoma Road (Northbound Lanes) from Manitou Way to Monroe (7:30 – 9:30 a.m.)
- Monroe (Northbound Lanes) from Nakoma to Commonwealth (7:30 – 9:30 a.m.)
- Commonwealth (Northbound Lanes) from Monroe to Allen (7:30 – 10:15 a.m.)
- Allen (Northbound Lanes) from Commonwealth to University (7:30 – 10:15 a.m.)
- University (Westbound Lanes) from Allen to Highland (7:30 – 10:15 a.m.)
- Highland (Northbound Lanes) from University to Observatory (7:30 – 10:15 a.m.)
- Observatory (Eastbound Lanes) from Highland to Walnut (7:30 – 10:15 a.m.)
- Walnut (Northbound Lanes) from University to University Bay Drive (7:30 – 10:30 a.m.)
- Park Street (Northbound Lanes) from University to Lake Mendota (6:30 – 11:00 a.m.)

For more information, contact (800) 495-0474 or [info@MadisonMiniMarathon.com](mailto:info@MadisonMiniMarathon.com) or log onto [www.MadisonMiniMarathon.com](http://www.MadisonMiniMarathon.com)



## *Route Notification*

### Street Closures

The 6th Annual Madison Mini-Marathon & 5K will run on Saturday, August 16<sup>th</sup>. This is to inform you that there will be some inconvenience for many of you conducting your normal business on a Saturday.

- **Race Time:** Road restrictions will begin as early as 2:00 am on race day morning. The Half Marathon & 5K will begin at 7:00 am. Both races will be completed by 10:30 am. See information for specific information regarding your area of the course.
- **Road Closures:** Participants will be using the all lanes of Langdon. If you have plans for race day, please be aware that alternate routes may need to be taken that day. There will be partial lane closures throughout other portions of the course. Please see the Madison Mini-Marathon website for more information.
- **Race Related Noise:** Please note there will be additional noise due to setup activities and entertainment during the time that the participants are running along the route in your area.
- **Number of Participants:** Over 6,000 participants, 750 volunteers (over 10,000 spectators)

Summary of Closures (times shown are the only times these roads are anticipated to be closed)

- Langdon Street from Frances to Park (2:00 a.m. – 12:00 p.m.)
- Langdon Street from Frances to Wisconsin (6:30 – 7:30 a.m.)
- Wisconsin (Southbound Lanes) from Langdon to Capitol Square (6:45 – 7:30 a.m.)

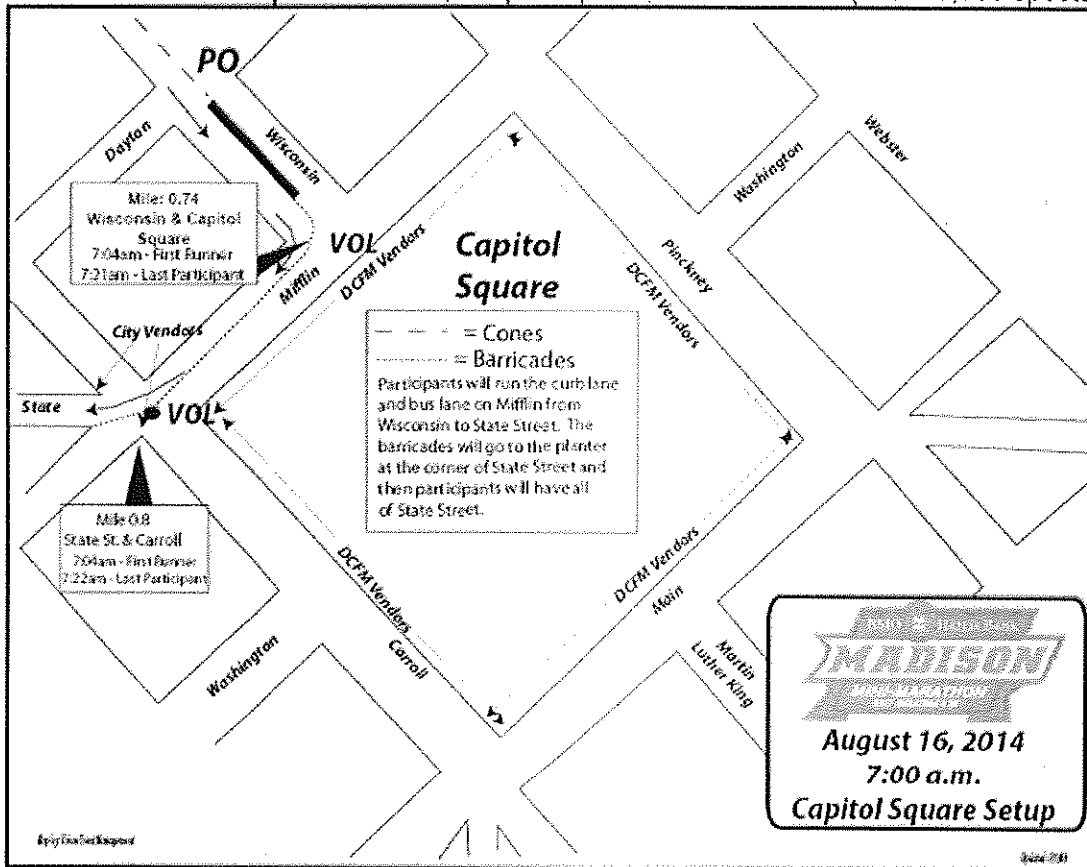
**For more information log onto** [www.MadisonMiniMarathon.com](http://www.MadisonMiniMarathon.com)



## Route Notification

The 6th Annual Madison Mini-Marathon & 5K will run on Saturday, August 16<sup>th</sup>. This is to inform you that there will be some minor inconvenience for many of you conducting your normal business on a Saturday. This inconvenience will last from approximately 7:00 -7:30 a.m.

- **Race Time:** Half Marathon will begin at 7:00 am on Langdon Street in front of the UW Memorial Union. The first participants will be on the Square at 7:03 a.m. with the last participant exiting the Square onto State Street at approximately 7:22 a.m. See information for specific information regarding your area of the course.
- **Road Closures:** Participants will be using the curb lane and bus lane of Mifflin from Wisconsin to State Street. Barricades will be placed on both sides of the running lane to ensure the safety of vendors and customers. The barricades will be moved into place immediately before the first participants and removed immediately following the last participant. Please see the Madison Mini-Marathon website for more information.
- **Number of Participants:** Over 6,000 participants, 750 volunteers (over 10,000 spectators)



For more information log onto [www.MadisonMiniMarathon.com](http://www.MadisonMiniMarathon.com)