

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event SAFETY SATURDAY

Event Organizer/Sponsor CITY OF MADISON FIRE DEPT

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 30 W. MIFFLIN ST SUITE 900

City/State/Zip MADISON, WI 53703

Primary Contact BERNADETTE GALVEZ

FAX 267-6960

Work Phone 261-9844

Phone During Event 279-7168

E-mail bgalvez@cityofmadison.com

Website www.cityofmadison.com/fire

Secondary Contact ED RUCKRIEGEL

Phone During Event 575-9856

Work Phone 266-4457

E-mail eruckriegel@cityofmadison.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 5,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 0800 to 1300 Yes No

EVENT CATEGORY

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

Other SAFETY AWARENESS DISPLAYS AND DEMONSTRATIONS

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: 100 BLK MLK, E+W Main St, S. Pinckney St

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 0715-1330 Rain Date(s) NONE

Event Start Date(s)/Time(s) 6-14-14 0800 Set-Up Date(s)/Time for Event 6-14-14 0715

Event End Date(s)/Time(s) 6-14-14 1300 Take-Down Time 6-14-14 1330

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

I/We waive the 21-day decision requirement.

BG (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 [Signature] Date 4-14-14

Safety Saturday
Saturday, June 14, 2014

Event Schedule

7:15 AM Set up
8:00 AM Event begins
1:00 PM Event ends
1:30 PM Streets cleared and open to traffic

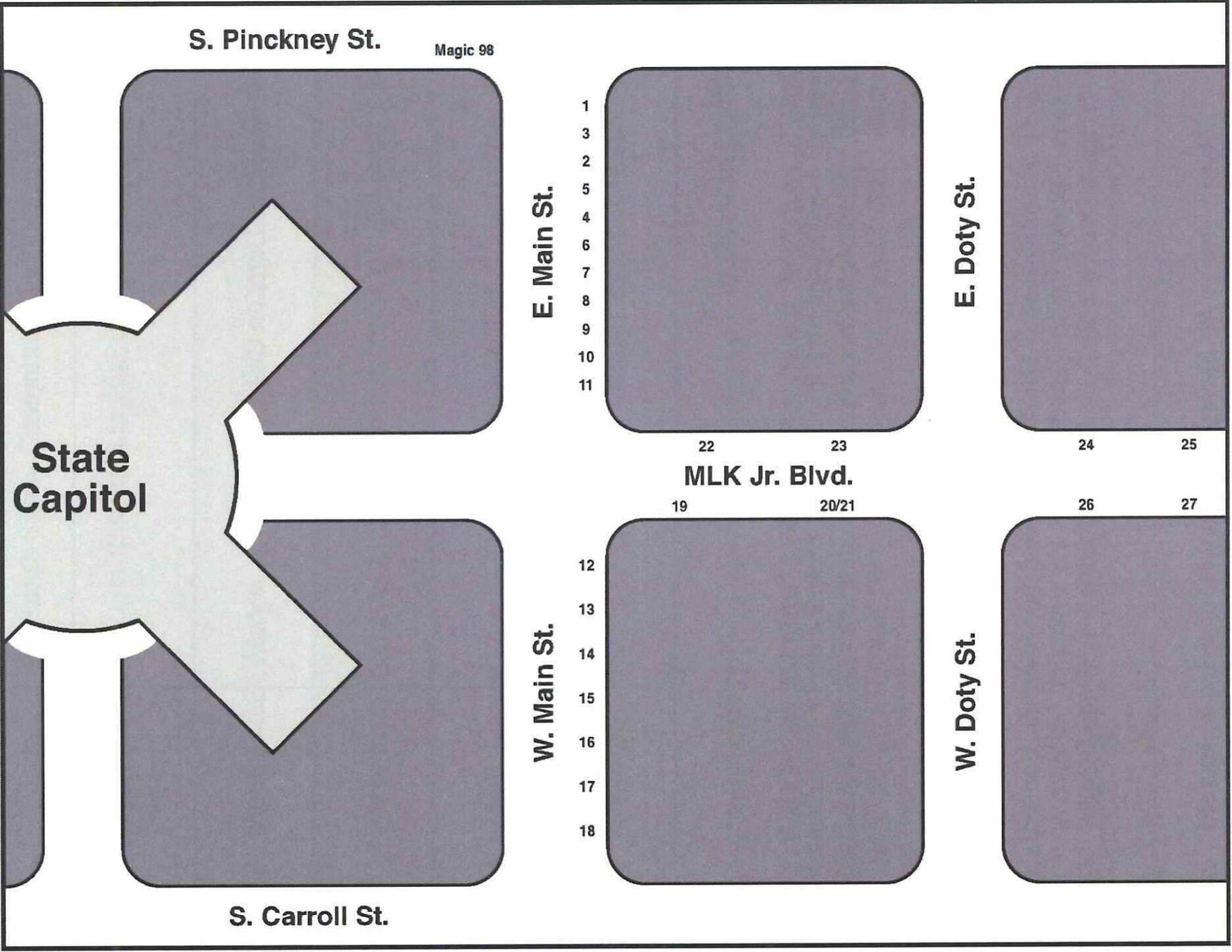
Safety & Security Plan

We anticipate numerous health and safety related exhibitors. Many of the people staffing the exhibits are law enforcement and fire/rescue personnel. Several vehicles will be on site with emergency medical equipment for any injuries or medical emergencies that may occur.

Personnel from the Madison Fire Department will be in attendance with radios & cell phones to provide communications in case of an emergency.

Safety Saturday draws a family-friendly crowd and has been very successful every year that we have hosted it. All of the participants enjoy this event and will be reminded to be safe and look out for any unsafe situations.

Map of Interactive Displays



OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

I. GENERAL

“Safety Saturday” will be held June 14, 2014 at E. & W. Main Street and 100 & 200 blk MLK.

II. PURPOSE

- A.** This emergency action plan predetermines actions to take before and during “Safety Saturday” (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

The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as Bernadette Galvez

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 have on-site EMS (Bernadette Galvez cell: 608-279-7168)
 3. We will have on-site Police or Security (Bernadette Galvez cell: 608-279-7168). *Law enforcement will be part of event.*

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 (Bernadette Galvez cell: 608-279-7168) 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 (Bernadette Galvez cell: 608-279-7168) 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 MFD & law enforcement at event. Bernadette Galvez 608-279-7168.
6. Parking for vendor and staff vehicles will be LOCATION(S)
7. Parking for attendee vehicles will be E&W Main and 100 & 200 Bik MLK

V. Contact Information

Primary Contact	Bernadette Galvez	608-279-7168
Secondary Contact	Ed Ruckriegel	608-575-9856
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)