



# STREET USE PERMIT APPLICATION

**MADISON  
PARKS**

## CONTACT INFORMATION

Name of Event: Fete de Marquette

Event Organizer / Sponsor: Wil-Mar Neighborhood Center, Inc

Organization / Sponsor Address: 504 S. Brearly Street, Madison, WI 53703

Organization / Sponsor website: wil-mar.org

Day-of contact info:

Primary Contact: Gary Kallas

Email: garyk@wil-mar.org

Work Phone: 608-257-4576

Phone During Event: 608-235-2925

Secondary Contact: Tony Anderson

Email: handymantony@gmail.com

Work Phone: 608-213-4735

Phone During Event: same

## EVENT INFORMATION

Annual Event? ☒ Yes ☐ No

Public Amplification? ☒ Yes ☐ No

Vending? ☒ Yes ☐ No

Selling or serving beer/wine? ☒ Yes ☐ No

Will sponsor apply for [temporary class B license](#) to serve or sell beer/wine for this event?

☒ Yes ☐ No

If the class B is denied, will the event(s) occur?

☐ Yes ☒ No

### OCCURRENCE:

- ☐ One-Day Event  
☒ Multi-Day Event (consecutive days)  
☐ Recurring Event (weekly, monthly)

### TYPE OF EVENT (select all that apply):

- ☐ Run/Walk  
☐ Music/Concert  
☒ Festival  
☐ Rally  
☐ Other: \_\_\_\_\_

## EVENT SCHEDULE (see page 2 for detailed schedule form)

Set Up - Date(s): Step 2 and 3 on application lists details

Time(s): \_\_\_\_\_

Street Closure - Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Event Start - Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Event End - Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Street Reopen - Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Clean Up - Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

## LOCATION INFORMATION

(Select all that apply)

- ☒ Requesting sidewalk space  
☐ Requesting parking stalls (meter or on-street)  
☒ Requesting closure of a parking lane  
☒ Requesting closure of a traffic lane  
☒ Requesting full street closure

List street name(s), block number(s), and/or meter number(s)

see steps 2 and 3 on application

**APPLICATION SIGNATURE:** BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

Applicant Signature: 

Date: 05/10/2024

gjk By initialing, I/we waive the 21-day decision requirement.

## 2024 FETE DE MARQUETTE—STREET USE PERMIT APPLICATION:

### LOCATION(S) REQUESTED:

We have **four (4)** street use requests:

- 1) The first is to close S. Ingersoll Street between the railroad tracks **beginning Wednesday morning, July 10 at 8 am and reopening at 9 am Monday morning, July 15.**
- 2) The second is to close the 200 block of S. Brearly Street between E. Main and Williamson Street **beginning Friday, July 11 at Noon and reopening 10 pm Sunday evening July 14.**
- 3) The third request asks for no parking for the 300 block of South Few between E. Wilson and Williamson **beginning Thursday, morning July 11 through 12 am Monday morning, July 15.**
- 4) The fourth request asks for no parking for the 300 to 100 blocks of S. Brearly St between E. Main & Williamson St **beginning Thursday afternoon at 4 pm through 12 am Monday morning July 15**

### STEP 3

#### EVENT DATE(S)/SCHEDULE

DATE	ACTIVITY	HOUR(S)	NOTES:
Tuesday, July 9	No Parking Signs Posted		For S. Few and S. Brearly Streets
Wednesday, July 10	Street Closes at Ingersoll Event Set-Up	8 am 8 am to 9 pm	Security Retained to allow access for MG&E service trucks and direct traffic at Main Street to turn left from southbound Lanes
	Overnight	9 pm to 8 am	Security retained to allow (if needed) emergency vehicle access
Thursday, July 11	Set-up Continues 1 <sup>st</sup> Day of Event No Parking	8 am to 4 pm 4 pm to 10 pm	Event Hours are Listed
Friday, July 12	2 <sup>nd</sup> Day	Noon 4 pm to 11 pm	S. Brearly Street Closed Event Hours
Saturday, July 13	3 <sup>rd</sup> Day	11 am to 11 pm	Event Hours
Sunday, July 14	4 <sup>th</sup> Day	11 am to 8 pm	Final Event Day and Hours
Sunday, July 14	Streets Re-Open Parking on Few	10 pm	Brearly Street Reopens No Parking on Few Street Lifted
Monday, July 15	Street Re-Open	9 am	Ingersoll Street Reopens

**STEP 4**  
**SITE MAPS ATTACHED**

**STEP 5**  
**EMERGENCY ACTION PLAN (EAP) i.e. PUBLIC HEALTH AND SAFETY**

**Event Name:** Fete de Marquette  
**Event Dates:** July 11 through July 14  
**Location:** McPike Park and Surrounding Streets listed

<b>Primary Contact:</b>	<b>Secondary Contact:</b>
Gary Kallas	Devin Abshere
(608) 235-2925	(608) 228-9692

***Complete Emergency Action plan is attached along with site maps and summation/organization charts.***

**STEP 6**  
**CLEAN-UP AND RECYCLING PLAN**

We have been recycling at Fete de Marquette since inception and have found that having an appropriate number of receptacles is crucial to any effective plan.

To that end, we provide our own receptacles the number of which is listed next:

**Recycling Bins:** 25  
**Trash Bins:** 50

Additionally, we retain four (4) 20-yard dumpsters from the City of Madison.

**STEP 7**  
**NOTIFICATION SCHEDULE**

As of this application, the area alder, businesses, and the few residents in the immediate site of the event have already been informed of Fete de Marquette. An additional reminder will take place in June.

**STEP 8**  
**INSURANCE FOR YOUR EVENT**

The required insurance is on file in the City's Risk Management Office.

**STEP 9**  
**BICYCLE PARKING FOR YOUR EVENT**

We have invested in bike racks over the years and will site as many of our racks as feasible possible.

**STEP 10**  
**MARKETING YOUR EVENT**

**Official Name of Event:** Fete de Marquette

**Park Location:** McPike Park

**Public Contact Phone:** Wil-Mar Neighborhood Center / 608-257-4576

**Website:** wil-mar.org

**Admission:** FREE

**Date(s) of Event:** Thursday, July 11  
4 pm to 10 pm

Friday, July 12  
4:00 to 11 pm

Saturday, July 13  
Noon to 11 pm

Sunday, July 14  
Noon to 8 pm

*Fete de Marquette is Madison's largest FREE admission celebration of place where music, food, drinks, and family activities all come together to offer something for everyone!*

**STEP 11**  
**EVENTS WITH AMPLIFICATION**

Fete de Marquette is a City of Madison Park event. Amplification application submitted through Parks.

**STEP 12**  
**VENDORS AT YOUR EVENT**

Up to 20 exhibits are located on Brearly Street from Main Street to the Brearly Street McPike Park path entry.

**STEP 13**  
**BEER AND WINE SALES AT YOUR EVENT**

Fete de Marquette is a City of Madison Park event, i.e. all sales will take place in the park or surrounding private properties. Application for a Class B license has recently been submitted.



## STEP 14

### BUDGET PLANNING

#### STREET EVENT VENDING LICENSE APPLICATION

1-25 Vendors	\$400.00	Number of Exhibits (vendors) less than 25
<b>26 to 100 Vendors</b>	<b>\$675.00</b>	
101-300 Vendors	\$975.00	
301+ vendors	\$1,700.00	

**Name Of Event:** Fete de Marquette  
**Event Organizer:** Wil-Mar Neighborhood Center  
**Address:** 504 S. Brearly Street  
**City/Stet/Zip:** Madison, WI 53703

**Date(s) of Event:** Friday, July 12 through Sunday, July 14 **Rain Date(s):** None  
Note: the Brearly St portion of Fete does take place until Friday. The Park portion begins on Thursday.

**Primary Contact:** Gary Kallas

**Email:** [garyk@wil-mar.org](mailto:garyk@wil-mar.org)

**Work Phone:** 608-257-4576

**During Event:** 608-235-2925

**Location:** 200 South Brearly Street

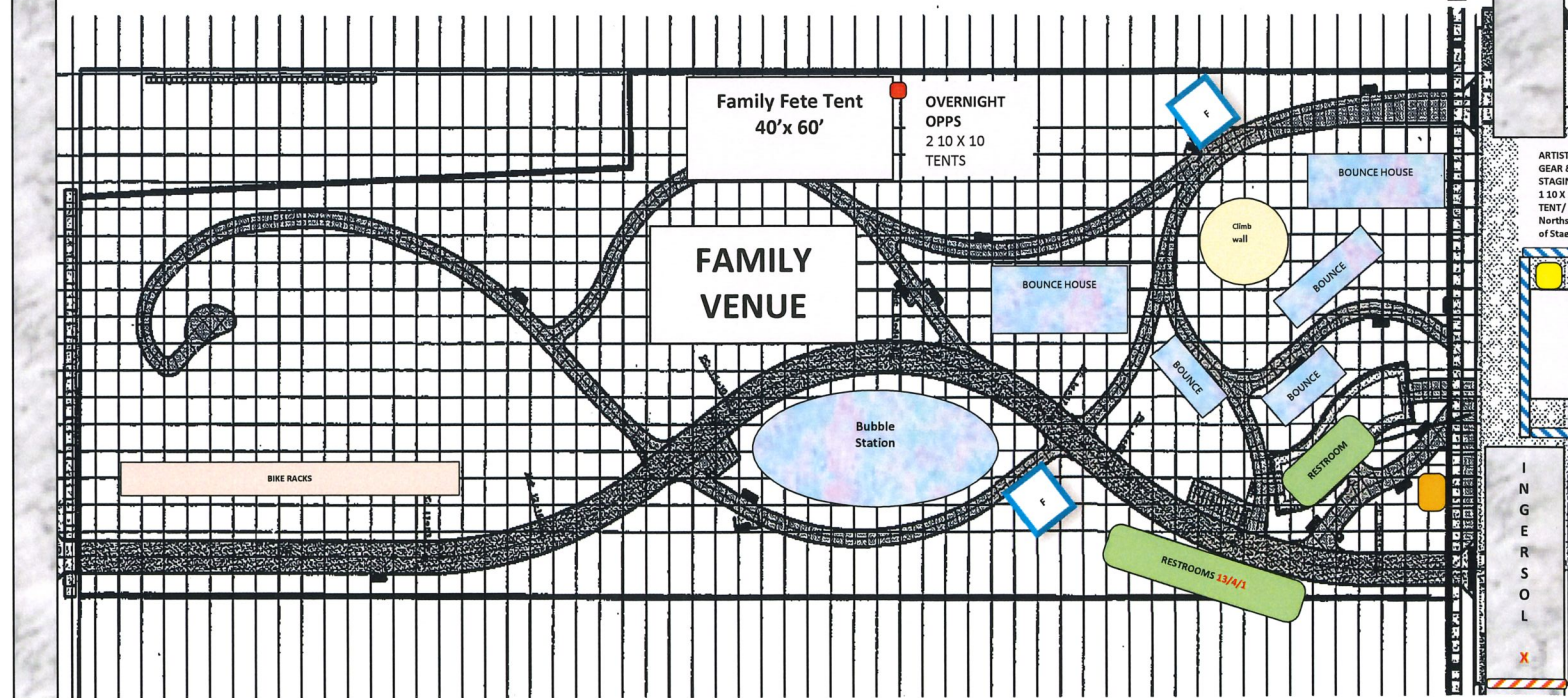
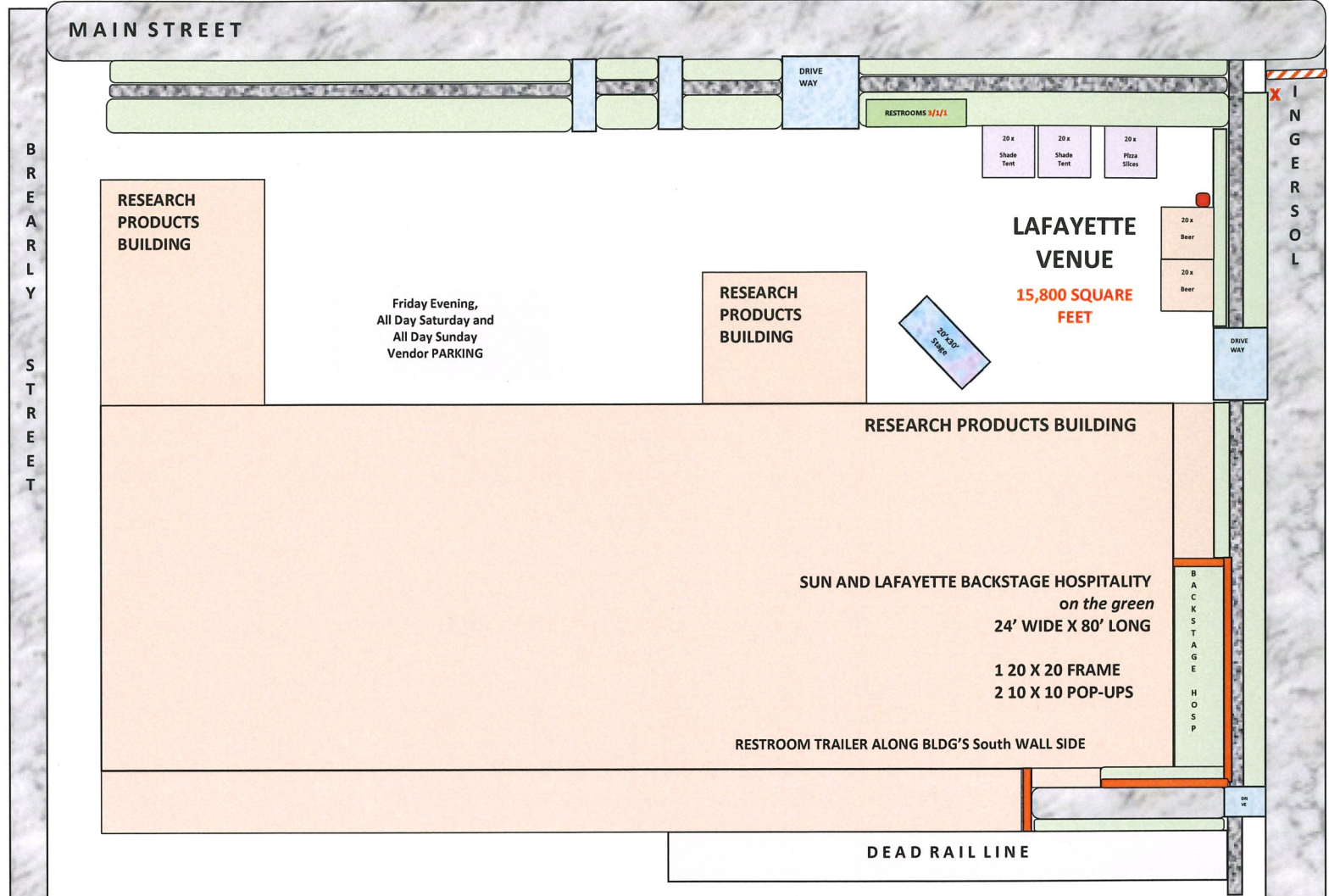
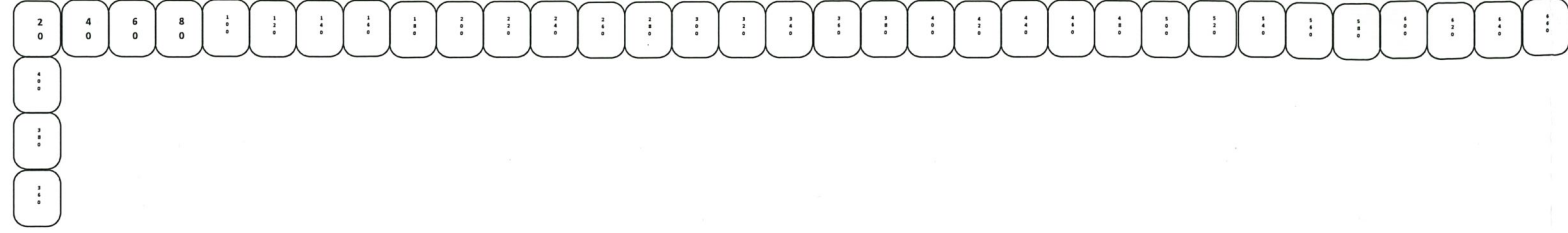
## FINAL STEP

### STREET EVENT APPLICATION SUBMISSION AND FOLLOW-UP

Application attached.







- 20 by Frame Tent over Picnic Table
- 10 by WIL-MAR logo Tents
- 10 by First Aid, Grnds, Backstage Tents
- Snow Fence
- Stage Fence
- Vehicle Barrier
- Bull Horn, Fire Extinguisher/First Aid
- EMERGENCY VEHICLE ACCESS POINTS  
Coordinated with EMT's and/or officers on grounds  
Which include:

- Lite Purple: Tent Seating
- Blue Shade: Food Vendors
- Orange Shade: Beer/Water
- Road

WASTE AND RECYCLING CONTAINERS  
INDIVIDUAL WASTE AND RECYCLING CONTAINERS  
SPREAD THROUGHOUT THE GROUNDS

DUMPSTER LOCATION:  
4 PLACED ON PRIVATE PROPERTY  
OFF S. BREARLY ST.

NOTE FOR PARK MAINTENANCE STAFF

We'll need access to all Ingersoll Street sidewalk/other ground holds and Show Power on Tuesday morning July 9

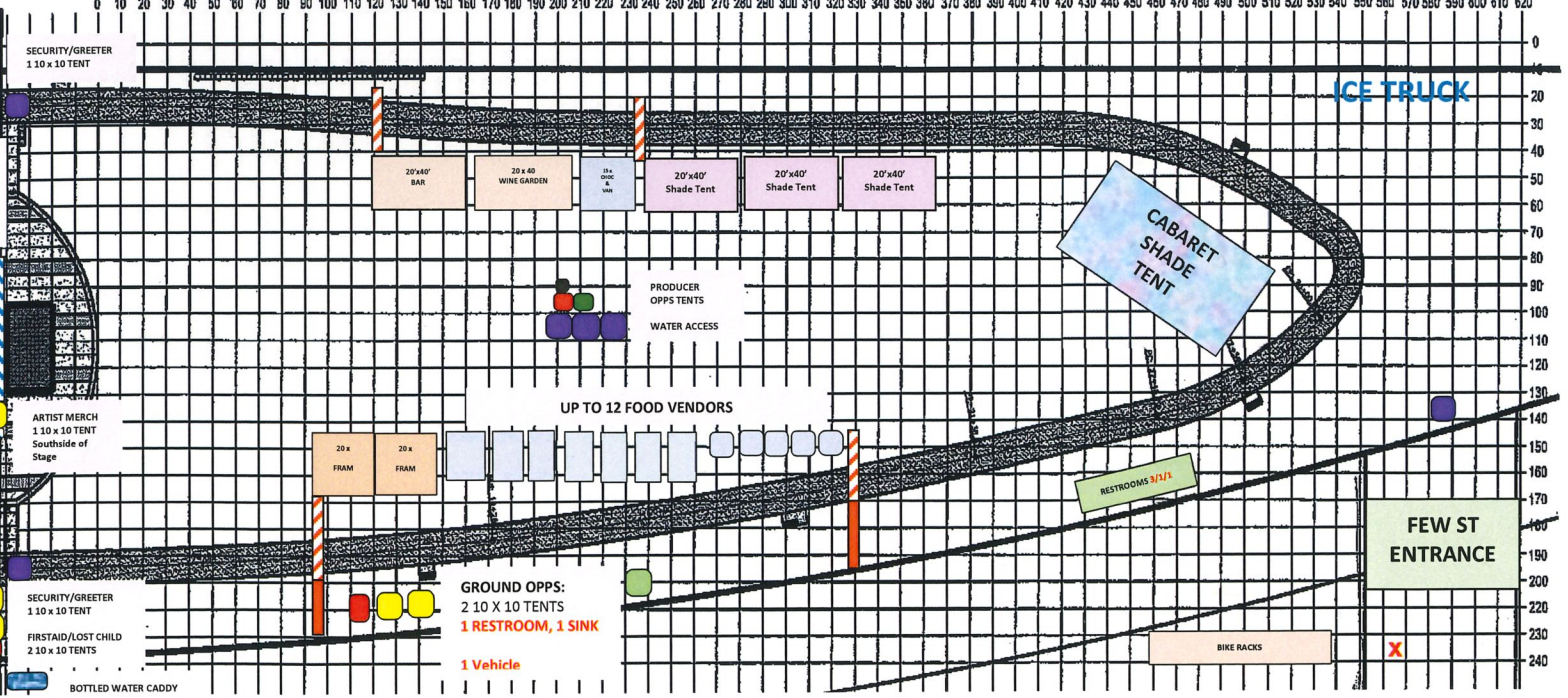
Our electrician will coordinate with you.

## 2024 FETE DE MARQUETTE SUN, LAFAYETTE & FAMILY VENUES

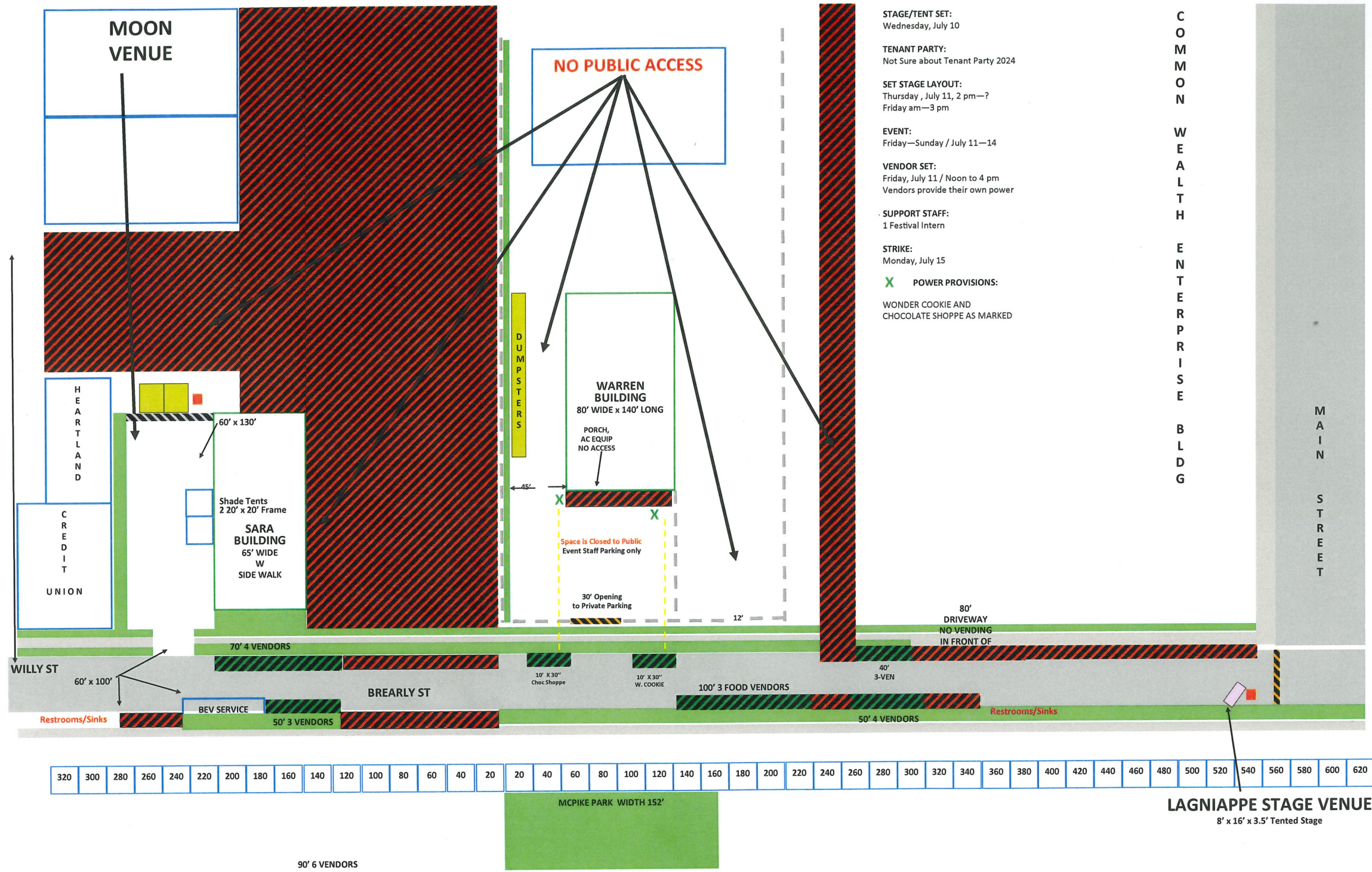
### McPike Park & Research Products

Main Space: 200' wide x 160' Deep = 32,000 square feet  
32,000 divided by 10 = 3,200 capacity  
3,200 capacity x 0.15 = 480 inches exit requirement  
480 inches divided by 12 = 70 feet of exit  
Both stage north and south have more than 70 feet.

### SUN VENUE







**STAGE/TENT SET:**  
Wednesday, July 10

**TENANT PARTY:**  
Not Sure about Tenant Party 2024

**SET STAGE LAYOUT:**  
Thursday, July 11, 2 pm—?  
Friday am—3 pm

**EVENT:**  
Friday—Sunday / July 11—14

**VENDOR SET:**  
Friday, July 11 / Noon to 4 pm  
Vendors provide their own power

**SUPPORT STAFF:**  
1 Festival Intern

**STRIKE:**  
Monday, July 15

**POWER PROVISIONS:**  
X WONDER COOKIE AND CHOCOLATE SHOPPE AS MARKED

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- 10 x 10 vendors
- Empty street/curb space
- 20 x 20 frame tent
- Vehicle Barrier
- Snow Fence
- Stage Fence
- Staging
- Extinguisher, First Aid, Bull Horn
- BEV SERVICE

**LAGNIAPPE STAGE VENUE**  
8' x 16' x 3.5' Tented Stage



## 2024 FETE DE MARQUETTE— BARRICADE PLAN

20 Barricades  
4 Road Closed Signs

4 Barricades and 1 Sign each to:  
Ingersoll and Main  
Ingersoll and Wilson  
Brearly and Main  
Brearly and North side of Williamson

4 barricades and no signs to:  
Ingersoll and Wilson

4 Terrace Road Closed  
Ahead Signs and Platforms

1 Platform and 1 Sign each to:  
Ingersoll and SS of E. Washington  
Ingersoll and NS of Williamson  
Brearly and SS of E. Washington  
Brearly and NS of Williamson

**10 Bike Racks**  
to McPike Park Few  
Street Entrance

Delivery of All Barricade/Bike Racks:  
Monday or Tuesday  
July 8 or 9, anytime.





#### FOUR (4) DUMPSTER LOCATION

**Organizer will have area for dumpsters marked with cones.**

**Should there be a problem,  
Call Gary at 606-235-2925.**

## Emergency Action Plan Template Form B

This Emergency Action Plan (EAP) template is designed and intended to assist event organizers in planning and operating a safe community event. This plan template, or custom plan, must be used for events with an estimated attendance of 1,000 people or more. Events with an estimated attendance exceeding 10,000 people may not use this template and must develop a custom Emergency Action Plan.

Every event is different, and an event specific EAP is required.

In accordance with the Street Use Permit process and Madison General Ordinances, an EAP is required.

**Name of Event:** Fête de Marquette

### Type of Event (check all that apply)

Run/Walk ☐ Festival ☒ Concert ☐ March/Rally ☐ Event in a Madison Park ☒

Event on a Madison Street, Sidewalk, and/or Parking Lane ☒ Other ☐

If other, please describe: \_\_\_\_\_

### Event Features (check all that apply)

Alcohol Sales ☒ Live Music ☒ Temporary Structures ☒ Food/Vendors ☒

Fencing/Enclosures ☒ Heating/LP Use ☐

### Emergency Contact Information

Provide the name and phone number for at least one person that will be the emergency contact for first responders before and throughout the duration of the event:

Name: Gary Kallas Phone Number: (608) 235-2925

Name: Devin Abshere Phone Number: (608) 228-9692

Name: Tony Anderson Phone Number: (608) 213-4735

### Event Safety

Name(s) of individual(s) responsible for event safety to include planning, event operations and event clean up: Gary Kallas, Devin Abshere, Tony Anderson

Phone Number: (608) 235-2925 Email: garyk@wil-mar.org



### Event Capacity

State the estimated number of attendees over the duration of the event: Please refer to attached summation/map

State the estimated maximum number of attendees at any one time during the event: See attached summation/map

Specify the date, time, and describe the reason for the estimated maximum number of attendees at that time:

Based on 15 year historical experience with Fête.

Please refer to the attached summation/map.

Specify the date and time of scheduled performances or programs that may cause attendees to gather in one area:

Please refer to the attached summation/map.

All stage performances require a capacity approved by the Madison Fire Department.

Not applicable \_\_\_\_ Will be submitted ☒

All events where people are confined by fences, barriers, or restricted from unrestricted and open ingress/egress require a capacity approved by the Madison Fire Department.

Not applicable \_\_\_\_ Will be submitted ☒

### Crowd Managers

Trained (certified) crowd managers are required for a gathering of more than 1000 people. No fewer than one trained crowd manager for each 250 people (if over 1000 people) in attendance at the event shall be on-site at all times.

Note: Some security services have trained crowd managers

Number of trained crowd managers on-site at all times: Please refer to attached summation/map

### Event Pause, Postponement and Cancellation

Specify the name and phone number for the individual that will determine when the event may be paused, postponed, or cancelled.

Note: This is not the Madison Police Department or the Madison Fire Department.

Name: Gary Kallas Phone Number: (608) 235-2925

### Event Evacuation and Emergency Shelter

Emergency shelter location(s): Utility/bathroom building, Wil-Mar Neighborhood Center,  
Giant Jones Brewery, Working Draft Brewery

List emergencies that will cause evacuation or emergency sheltering:

<u>Fire</u>	<u>Bomb Threat</u>	<u>Vehicle through Barricade</u>
<u>Severe thunderstorm</u>	<u>Active Shooter</u>	<u>Air Quality</u>
<u>Tornado</u>	<u>High Wind</u>	<u>Civil Unrest</u>

This section should be coordinated and reference the hazards and emergency action section of the EAP.

### Emergency Announcements and Notifications

Emergency announcements and notifications must be scripted before the event to ensure uniform and prompt delivery of safety and protective actions. Script Prepared: Yes ☒

Emergency announcements will state:

**Attention, Fête attendees. This is an emergency evacuation announcement.**

**For your safety, please stay calm and follow these stage-specific directions:**

**Sun Stage** - Evacuate west along Ingersoll St or east along Few St    **Lagniappe Stage** - Evacuate west on S Main St  
**Lafayette Stage** - Evacuate west along Main St    **Moon Stage** - Please evacuate south towards Willy St  
**Family Stage** - Evacuate west towards Brearly St

**Stay tuned to our social media channels for further updates. Your cooperation is essential for the safety of all. Thank you.**

Describe the methods and means to notify all event attendees, vendors, and staff:

Gary Kallas will alert crowd managers to initiate broadcast of the specified emergency notification to all guests. Emergency announcements will be shared across all official social media platforms of the event to reach attendees, vendors, and staff who may not be within immediate earshot of the PA systems. In the event of power failure, emergency announcements will be made via megaphone bullhorn at each designated stage venue.

Specify the means of communication between event organizers, staff, volunteers, and personnel responsible for initiating and/or communicating emergency notification and warnings:

A dedicated phone group text will serve as the primary communication channel between event organizers, staff, volunteers, and personnel tasked with initiating and/or disseminating emergency notifications and warnings. This ensures a rapid, direct line of communication for coordinating responses and sharing critical information in real-time.

## Weather Monitoring

All events must have someone tasked with monitoring the weather before and during the event. All threatening and active severe weather requires actions to protect all attendees, staff, volunteers, and vendors.

Name of individual assigned to monitor the weather: Devin Abshire

Name of the contracted weather monitoring service (as applicable): National Weather Service

The scope of services include: Emergency weather notifications, monitoring throughout event

Event will utilize the Large Event Weather Support program offered by the National Weather Service.

Yes ☒ No ☐

- Events must have an anticipated attendance (at one time) over 1000 people.
- The required NWS form is available at <http://www.weather.gov/mkx/eventsupport> and must be submitted by a representative of Madison Emergency Management.
- Madison Emergency Management Coordinator for the City of Madison can be contacted at [CityEOCManager@CityofMadison.com](mailto:CityEOCManager@CityofMadison.com)

## Event Security

Contracted private security (not Madison Police) will be provided: Yes ☐ No ☒

If security will be contracted, how many personnel will be on-site? n/a

Provide the name of the security service: n/a

Provide a description of the scope of services to be provided by the security service.

n/a

Provide the means of communications between the security service and event management.

n/a - please see attached summation / map

Event will include a defined perimeter with fencing or other barrier. Yes ☒ No ☐

## Coordination with the Madison Police Department

Will the event contract for services with the MPD? Yes ☒ No ☐

Describe scope of services requested: Patrolling of event grounds parameter and monitoring of emergency communications with EMT services.

Name and phone number of the individual to meet MPD in the event of an incident/emergency:

Name: Devin Abshire Phone Number: (608) 228-9692

### Emergency Medical Services

What methods of emergency service(s) will be provided?

Limited to dialing 911 for medical emergencies. \_\_\_\_

First-aid station staffed by:

Volunteers: Yes ☒ No \_\_\_\_ Contracted medical professionals: Yes ☒ No \_\_\_\_

Name of contracted service: JamCare

Number of personnel on-site at all times: Please refer to attached summation/map

### Coordination with Madison Fire Department

Will the event contract for emergency medical services with the MFD? Yes \_\_\_\_ No ☒

If yes, please complete a Special Event EMS Request Form and submit to Division Chief David Crossen.

Email: [DCrossen@CityofMadison.com](mailto:DCrossen@CityofMadison.com)

Phone Number: 608-266-4256 or 608-266-4420 and ask for Division Chief of Special Events.

Contact Assistant Chief Jeff Larson to discuss coordination for an emergency response and if there will be any requirements for on-site MFD personnel, excluding EMS which is covered by the Special Event EMS Request Form mentioned above.

Email: [JtLarson@CityofMadison.com](mailto:JtLarson@CityofMadison.com)

Phone Number: 608-266-5946 or 608-266-4420 and ask for Assistant Chief of Fire Operations.

Will the event be holding a meeting with organizers, staff, volunteers, or vendors prior to the event?

Yes ☒ No \_\_\_\_

If so, will there be a request or opportunity for the Madison Fire Department to attend and present fire safety information as it pertains to the event (cooking, LP gas and canopy safety)?

Yes \_\_\_\_ No ☒

To schedule a representative of the Madison Fire Department, please contact Scott Strassburg.

Email: [SStrassburg@CityofMadison.com](mailto:SStrassburg@CityofMadison.com)

Phone: 608-261-9843 or 608-266-4420 and ask for Scott Strassburg.

Name and phone number of individual assigned to meet the Madison Fire Department in the event of an emergency:

Name: Devin Abshere Phone Number: (608) 228-9692

### Stages, Raised Platforms, Temporary Structures, and Tents

Contract(s) require vendors to provide a flame-spread certificate for all fabric materials.

Yes ☒ No ☐

Contract(s) require vendors to provide an event specific post set-up certificate of structural stability.

Yes ☒ No ☐

Contract(s) require vendors to provide a high wind safety plan to outline actions prior to and during high winds. (Ex: retract wing walls, secure hanging lights and sound equipment, lower video screens, evacuate area around stage/structure).

Yes ☒ No ☐

### Canopies (10 x 10 pop-up style)

Vendor and exhibitor agreements state that all canopies must comply with the Madison Fire Department canopy safety guidelines.

All canopies shall be weighed to withstand 35 MPH winds.

All canopies shall be taken down or the fabric removed when winds exceed 35 MPH, or the NWS issues a high wind advisory or severe thunderstorm warning.

Is there cooking at the event? Yes ☒ No ☐

If there is cooking at the event, vendor and exhibitor have an agreement that cooking is not allowed under a canopy. Yes ☒ No ☐

### Site Map Requirements

The site map submitted with the application includes the following, as required by the fire code:

- ✓ Fire lanes and emergency access into, through and out of the event area. ☒
- ✓ Egress and escape routes for attendees, vendors, staff and volunteers. ☒
- ✓ Location of emergency medical services. ☒
- ✓ Vendor and concession locations. ☒
- ✓ Location of fire extinguishers. ☒
- ✓ Perimeter fencing and access control. ☒
- ✓ Vehicle barriers. ☒

### Event Safety Inspections

Within 30-minutes of the start of the event and every 120 minutes throughout the event, Devin Abshere (name of individual or operation position) will conduct a safety inspection of the event. The event safety inspection must be specific to the event. The Event Safety Inspection Checklist addendum to this EAP may be used.

## EAP Distribution and Training

The EAP must be distributed to all staff, vendors, contractors, participating agencies, and volunteers.

Event Staff ☒ Vendors ☒ Crowd Managers ☒ Security ☒ Performers ☒ Promoters ☒  
Volunteers ☒ Contractors ☒ EMS ☒ Others \_\_\_\_\_

Event specific training in the use and responsibilities associated with this EAP shall be provided to event personnel. At a minimum, the following personnel will receive training:

Event Staff ☒ Crowd Managers ☒ Security ☒

## Hazard, Prevention Methods, Protective and Emergency Actions

Community events face natural, and human caused hazards. Event planners and operators must be prepared to deal with hazards and safeguard attendees from such hazards. Prevention and protective actions must be event specific.

- Prevention actions are things that you do before the hazard to prepare for an imminent threat or emergency.
- Protective actions are positive steps to protect people and minimize the adverse impact of an emergency or imminent threat.

The individual or operational position responsible for each action must be stated.

Examples:

### Hazard – Fire

1. Prevention Actions:
  - a. Invite MFD to vendor training.
  - b. Provide all vendors with fire safety information.
  - c. Pre-event fire safety inspection by: (Name of staff person responsible for safety).
2. Protective and Emergency Actions:
  - a. Call 911
  - b. Evacuate area.
  - c. Deploy fire extinguisher.

### Hazard – High winds or severe thunderstorm

1. Prevention Actions
  - a. Continuous weather monitoring.
  - b. Alert all staff and vendors of any weather threats.
2. Protective and Emergency Actions
  - a. Notify ALL staff, volunteers, vendors, and attendees.
  - b. Take down canopies.
  - c. Cancel and evacuate event.
  - d. Direct attendees to shelter locations: (List of locations).

## Worksheet for Hazards

### High Winds

#### Prevention Actions

- A) Continuous monitoring of conditions via national weather service.
- B) Alert all staff and vendors of any weather threats.
- C) Establish open line of communication between organizers, staff, volunteers, and touring personnel.

#### Protective and Emergency Actions

- A) Provide real-time information via PA system and social media alerts.
- B) Take down canopies and lower any rigged truss/sound.
- C) Evacuate the area, following designated evacuation routes.

### Medical Emergency

#### Prevention Actions

- A) JamCare and certified first aid responders on site.
- B) Open line of communication with crowd managers, stage/touring personnel, and event staff.
- C) Signs indicating location of emergency aid station.
- D) Provide MFD map with designated access points for service

#### Protective and Emergency Actions

- A) Refer/contact JamCare for assistance.
- B) Call 911 to initiate transport for affected individual(s).
- C) Staff to remove/replace barriers as needed to allow for emergency personnel to access park grounds

### Extreme Heat

#### Prevention Actions

- A) Continuous monitoring of conditions via national weather service
- B) Alert all staff and vendors of any weather threats

#### Protective and Emergency Actions

- A) Provide extra water to event staff, artists, and volunteers.
- B) Refer any suspected heat stroke to JamCare.
- C) Call 911 and remove/replace barriers to allow for emergency access to grounds



## **Severe Thunderstorm**

### **Prevention Actions**

- A) Continuous monitoring of conditions via national weather service.
- B) Alert all staff and vendors of any weather threats.
- C) Keep open line of communication between organizers, staff, volunteers, and touring personnel

### **Protective and Emergency Actions**

- A) Lower canopies, lower any rigged truss/sound
- B) Provide real-time information via PA system and social media alerts.
- C) Evacuate the area, following designated evacuation routes.

## **Tornado**

### **Prevention Actions**

- A) Continuous monitoring of conditions via national weather service.
- B) Alert all staff and vendors of any weather threats.
- C) Keep open line of communication between organizers, staff, volunteers, and touring
- D) Follow the 30/30 rule for lightning

### **Protective and Emergency Actions**

- A) Provide real-time information to attendees via PA system and social media alerts.
- B) Project emergency announcement via PA and post via social media.
- C) Evacuate the area, following designated evacuation routes.

## **Lost Child**

### **Prevention Actions**

- A) Designated 'Lost Child' assembly point at EMS station.
- B) Signs informing attendees upon entry of assembly point.

### **Protective and Emergency Actions**

- A) Notify all staff and security to look for the lost child.
- B) Announce a description of the lost child over the PA system.
- C) Reunite the child with their guardian at the designated 'Lost Child' assembly point.

## **Fight/Domestic Disturbance**

### Prevention Actions

- A) Open line of communication between designated crowd managers and event staff. (See attached summation and map).
- B) Designate off duty MPD officer posts throughout event grounds.

### Protective and Emergency Actions

- A) Staff to intervene and de-escalate the situation.
- B) Call local law enforcement if the situation escalates beyond control.
- C) Provide first aid and support to any individuals affected.

## **Active Shooter/Active Killer**

### Prevention Actions

- A) Conduct active shooter response training for staff and volunteers.
- B) Maintain open line of communication for crowd managers, volunteers, and staff.
- C) Prepare evacuation announcement ahead of event.
- D) Maintain emergency 20' lanes throughout the event site.

### Protective and Emergency Actions

- A) Evacuate the grounds, following designated evacuation routes.
- B) Notify law enforcement immediately.
- C) Provide real-time information to attendees via PA system and social media alerts.

## **Fire/Explosion**

### Prevention Actions

- A) Conduct pre-event fire safety inspections.
- B) Train staff and vendors on fire safety protocols.
- C) Ensure fire extinguishers and emergency exits are clearly marked and accessible.
- D) Maintain emergency 20' lanes throughout the event site.

### Protective and Emergency Actions

- A) Call 911 immediately.
- B) Evacuate the area, following designated evacuation routes.
- C) Utilize fire extinguishers if safe to do so.

## **Vehicle Through Barricade**

### **Prevention Actions**

- A) Install physical barriers around the event perimeter.
- B) Limit vehicle access to designated areas only.
- C) Conduct pre-event vehicle threat assessments.

### **Protective and Emergency Actions**

- A) Alert all personnel and attendees to evacuate the area, following designated evacuation routes.
- B) Call emergency services.
- C) Provide first aid to any injured parties.

## **Peaceful Protest (Your Event or Unrelated Issue)**

### **Prevention Actions**

- A) Monitor social media and local news for planned protests.
- B) Establish communication with protest organizers to understand their plans.
- C) Inform staff and security about potential protests and response strategies.

### **Protective and Emergency Actions**

- A) Facilitate a designated area for protest to ensure safety for all.
- B) Maintain open lines of communication with protest leaders.
- C) Monitor the protest and coordinate with law enforcement if needed.

## **Civil Unrest**

### **Prevention Actions**

- A) Monitor local news and social media for signs of brewing civil unrest.
- B) Develop a contingency plan for event shutdown or relocation if unrest threatens the event location.
- C) Brief all staff and security on signs of unrest and de-escalation techniques.

### **Protective and Emergency Actions**

- A) If unrest approaches the event area, communicate with law enforcement for support.
- B) Use PA system and social media to inform attendees of the situation and direct/evacuate them safely.
- C) Evacuate or shelter-in-place, depending on law enforcement advice and the nature of the unrest.

## **Power Failure**

### Prevention Actions

- A) Ensure all critical event functions have backup power sources, such as generators.
- B) Regularly test and maintain all electrical equipment and backup power systems before the event.

### Protective and Emergency Actions

- A) Crowd managers to immediately report potential crush/surge situations to event staff

## **Crowd Crush/Surge**

### Prevention Actions

- A) Designate crowd managers to monitor areas with high foot traffic for signs of overcrowding or distress.
- B) Implement staggered stage set times to reduce sudden crowd movements.
- C) Use barriers and signage to guide crowd flow and prevent bottlenecks.
- D) Maintain emergency 20' lanes throughout the event site

### Protective and Emergency Actions

- A) Crowd managers to immediately report potential crush/surge situations to event staff

## **Bomb, Bomb Threat or Suspicious Package**

### Prevention Actions

- A) Conduct pre-event sweeps with event leadership and MPD to identify and mitigate potential threats.
- B) Train staff and security personnel on how to recognize suspicious packages or behavior.
- C) Establish secure perimeters and access controls to minimize the risk of unauthorized entry with potentially harmful devices.

### Protective and Emergency Actions

- A) If a suspicious item is found or a threat is received staff is to notify law enforcement immediately to investigate and neutralize the threat.
- B) Communicate with event attendees, staff, and vendors through available channels, advising them of the situation and necessary actions without causing panic.
- C) Evacuate the area, following designated evacuation routes.

## **Air Quality Alert**

### **Prevention Actions**

- A) Monitor air quality indexes (AQI) from local environmental agencies leading up to and during the event.
- B) Inform attendees, staff, and vendors in advance about potential air quality issues and preventive measures such as wearing masks or avoiding outdoor exposure.
- C) Have additional PPE such as masks available on site for staff and volunteers.

### **Protective and Emergency Actions**

- A) If the AQI reaches unhealthy levels, communicate the air quality alert to all event participants using the PA system, social media, and other communication platforms.
- B) Distribute PPE masks or similar protective gear to staff, vendors and volunteers, prioritizing individuals at higher risk, such as children, the elderly, and those with respiratory conditions.
- C) Adjust the schedule, or postpone the event to ensure the health and safety of all

Event Safety Inspection Checklist Addendum	Enter time when check occurs (see EAP for how often)					
	Before event					During event
Traffic management plan deployed						
Barricades in-place						
Trip hazards removed or covered						
Canopies weighed down						
Electrical cords grounded						
Grills adjacent to and not under canopies						
Propane connections and fittings tight and soap tested for tightness						
Security personnel in-place						
Weather monitoring on-going						
Fire lanes clear and unobstructed						
Capacity count on-going (only if approved capacity required)						
Exits open and unobstructed						
Fire extinguishers accessible						
Emergency medical personnel on-site (as applicable)						
Perimeter secure						
No abandoned or suspicious bags or property						
Perimeter and access control measures in place						

Please note that frequency of checks will vary depending on event. Please check your Emergency Action Plan to see how frequent checks should occur at your event. First check should occur within 30 minutes of the start of event. Use additional copies of this form as needed based on length & frequency of checks for the event.





**After Street Use Permit Approval Task List**  
**(submit information within 30 days of event)**

**Capacity Approval**

\_\_\_ Submit site plans and capacity calculations to the Madison Fire Department for approval.

Approved Capacity: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Crowd Managers**

\_\_\_ Certified crowd managers will be provided through contracted security services.

Date that contracted crowd managers received training in this EAP: \_\_\_\_\_

\_\_\_ Event staff will serve as the certified crowd managers.

Date of certification(s): \_\_\_\_\_

Certifications obtained through: \_\_\_\_\_

Date event staff crowd managers received training in this EAP: \_\_\_\_\_

**EAP Distribution and Training**

\_\_\_ EAP distributed to all event personnel.

Event Staff \_\_\_ Vendors \_\_\_ Crowd Managers \_\_\_ Security \_\_\_

Performers \_\_\_ Promoters \_\_\_ Volunteers \_\_\_ Contractors \_\_\_ Others \_\_\_

List of others: \_\_\_\_\_









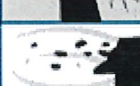

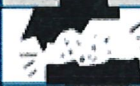


\_\_\_ Event specific training in the use and responsibilities associated with this EAP provided to event personnel. The following personnel received training:

Event Staff \_\_\_ Crowd Managers \_\_\_ Security \_\_\_ Others \_\_\_

Date of training: \_\_\_\_\_

Training provided by: \_\_\_\_\_

# Beaufort Scale

Beaufort number	Wind Speed (mph)	Seaman's term		Effects on Land
0	Under 1	Calm		Calm; smoke rises vertically.
1	1-3	Light Air		Smoke drift indicates wind direction; vanes do not move.
2	4-7	Light Breeze		Wind felt on face; leaves rustle; vanes begin to move.
3	8-12	Gentle Breeze		Leaves, small twigs in constant motion; light flags extended.
4	13-18	Moderate Breeze		Dust, leaves and loose paper raised up; small branches move.
5	19-24	Fresh Breeze		Small trees begin to sway.
6	25-31	Strong Breeze		Large branches of trees in motion; whistling heard in wires.
7	32-38	Moderate Gale		Whole trees in motion; resistance felt in walking against the wind.
8	39-46	Fresh Gale		Twigs and small branches broken off trees.
9	47-54	Strong Gale		Slight structural damage occurs; slate blown from roofs.
10	55-63	Whole Gale		Seldom experienced on land; trees broken; structural damage occurs.
11	64-72	Storm		Very rarely experienced on land; usually with widespread damage.
12	73 or higher	Hurricane Force		Violence and destruction.

## Resource and Reference Addendum

Event Safety Alliance [www.eventsafetyalliance.org](http://www.eventsafetyalliance.org)

International Code Council (Fire Code) [www.iccsafe.org](http://www.iccsafe.org)

Madison General Ordinances (Chapter 10 for Street Use Permit Requirements and Chapter 34 for Fire Code Requirements) [Code of Ordinances | Madison, WI | Municode Library](#)

National Weather Service Event Support [dssrequest \(weather.gov\)](https://www.weather.gov/dssrequest)

[National Weather Service Event Ready Guide Event Ready Guide \(weather.gov\)](#)

Crowd Manager Training [National Association of State Fire Marshals - Crowd Manager Training](#) / <https://crowdmanagers.com>

FEMA Special Events Planning Manual [Microsoft Word - SpecialEventsPlanning-JAManual.doc \(fema.gov\)](#)

Madison Fire Department Event Support Links

[USE AND OPERATIONS OF TENTS AND TEMPORARY MEMBRANE STRUCTURES](#)

(tents over 401 ft<sup>2</sup>)

[FIRE SAFETY FOR CANOPIES & COOKING](#)