

# STREET USE PERMIT APPLICATION

LFD 22042

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

## EVENT INFORMATION

Name of Event Madison Mini-Marathon + 5k + Kids Run

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 Same

E-mail Chad@visioneventmanagement.com

Website www.madisonminimarathon.com

Secondary Contact Jeff Gross

Work Phone 317-294-3622 Phone During Event Same

E-mail Jeff@visioneventmanagement.com

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: UW Women's Health

Estimated Attendance 5500 (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 Attached

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 8-20-11 Rain Date(s) N/A

Event Start Date(s)/Time(s) 7am Set-Up Date(s)/Time for Event 2am

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

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

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

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

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

Signature [Signature] Date 1-25-11



***August 20, 2011***

## ***Event Schedule***

### **Friday, August 29, 2011**

10:00 a.m. – 9:00 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 20, 2011**

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

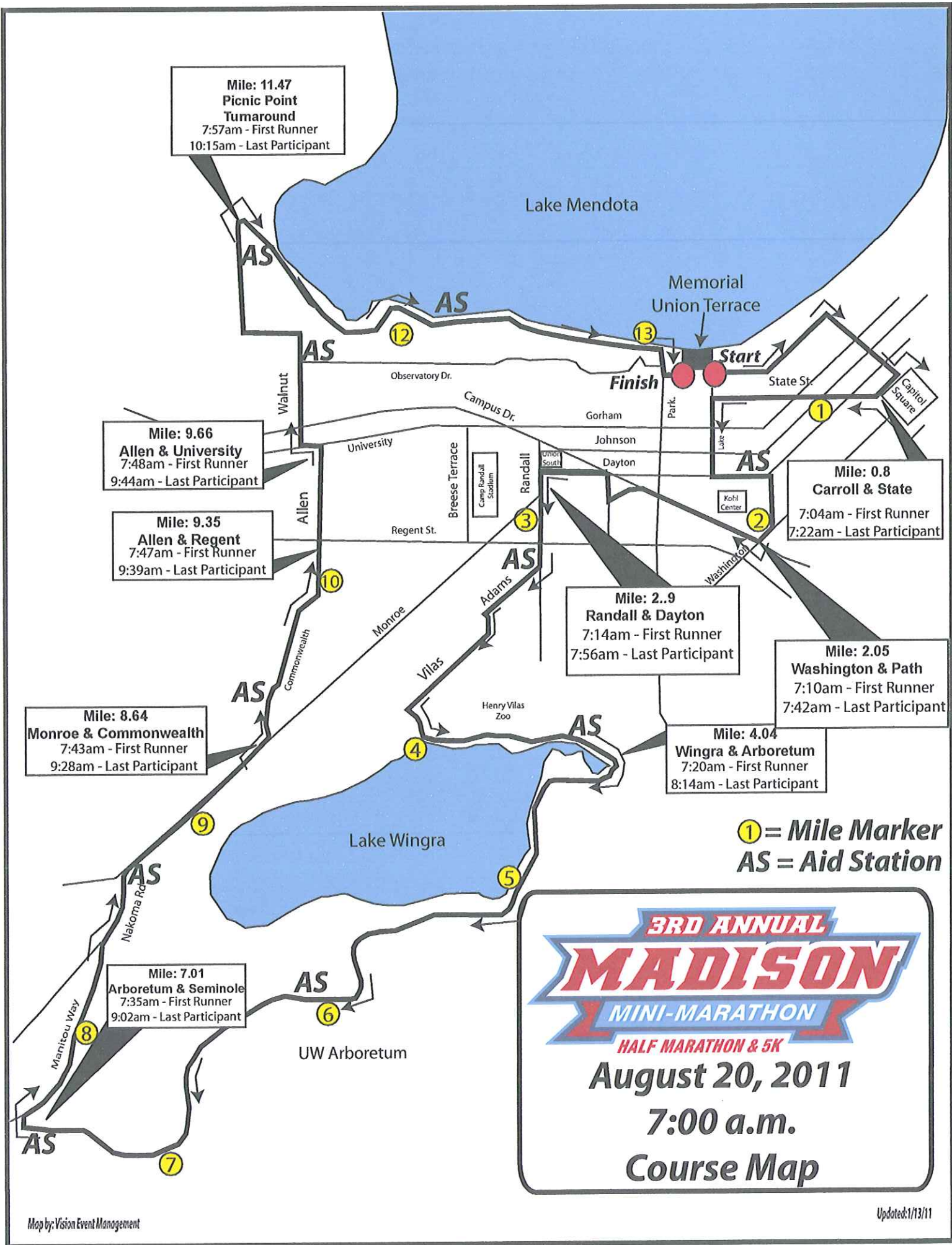
8:00 a.m. – Post-race Party begins

10:00 a.m. – Kids Race

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

11:00 a.m. – Langdon re-opens

12:00 p.m. – Post-race Party finishes



**Mile: 11.47**  
**Picnic Point**  
**Tumaround**  
 7:57am - First Runner  
 10:15am - Last Participant

**Mile: 9.66**  
**Allen & University**  
 7:48am - First Runner  
 9:44am - Last Participant

**Mile: 9.35**  
**Allen & Regent**  
 7:47am - First Runner  
 9:39am - Last Participant

**Mile: 8.64**  
**Monroe & Commonwealth**  
 7:43am - First Runner  
 9:28am - Last Participant

**Mile: 7.01**  
**Arboretum & Seminole**  
 7:35am - First Runner  
 9:02am - Last Participant

**Mile: 0.8**  
**Carroll & State**  
 7:04am - First Runner  
 7:22am - Last Participant

**Mile: 2.05**  
**Washington & Path**  
 7:10am - First Runner  
 7:42am - Last Participant

**Mile: 2.9**  
**Randall & Dayton**  
 7:14am - First Runner  
 7:56am - Last Participant

**Mile: 4.04**  
**Wingra & Arboretum**  
 7:20am - First Runner  
 8:14am - Last Participant

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

**3RD ANNUAL**  
**MADISON**  
**MINI-MARATHON**  
**HALF MARATHON & 5K**  
**August 20, 2011**  
**7:00 a.m.**  
**Course Map**

**2011 Madison Mini-Marathon  
Course Description  
Saturday, August 20, 2011**

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

- NE on Langdon
- SE on Wisconsin
- SW on Mifflin
- West on State Street
- South on Lake
- East on Dayton
- South on Bedford
- West on Washington
- NW on Path
- North on Mills
- West on Dayton
- South on Randall
- SW on Adams
- 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 Commonwealth Ave.
- 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 20, 2011**  
**7:00 a.m.**  
**5K Course Map**

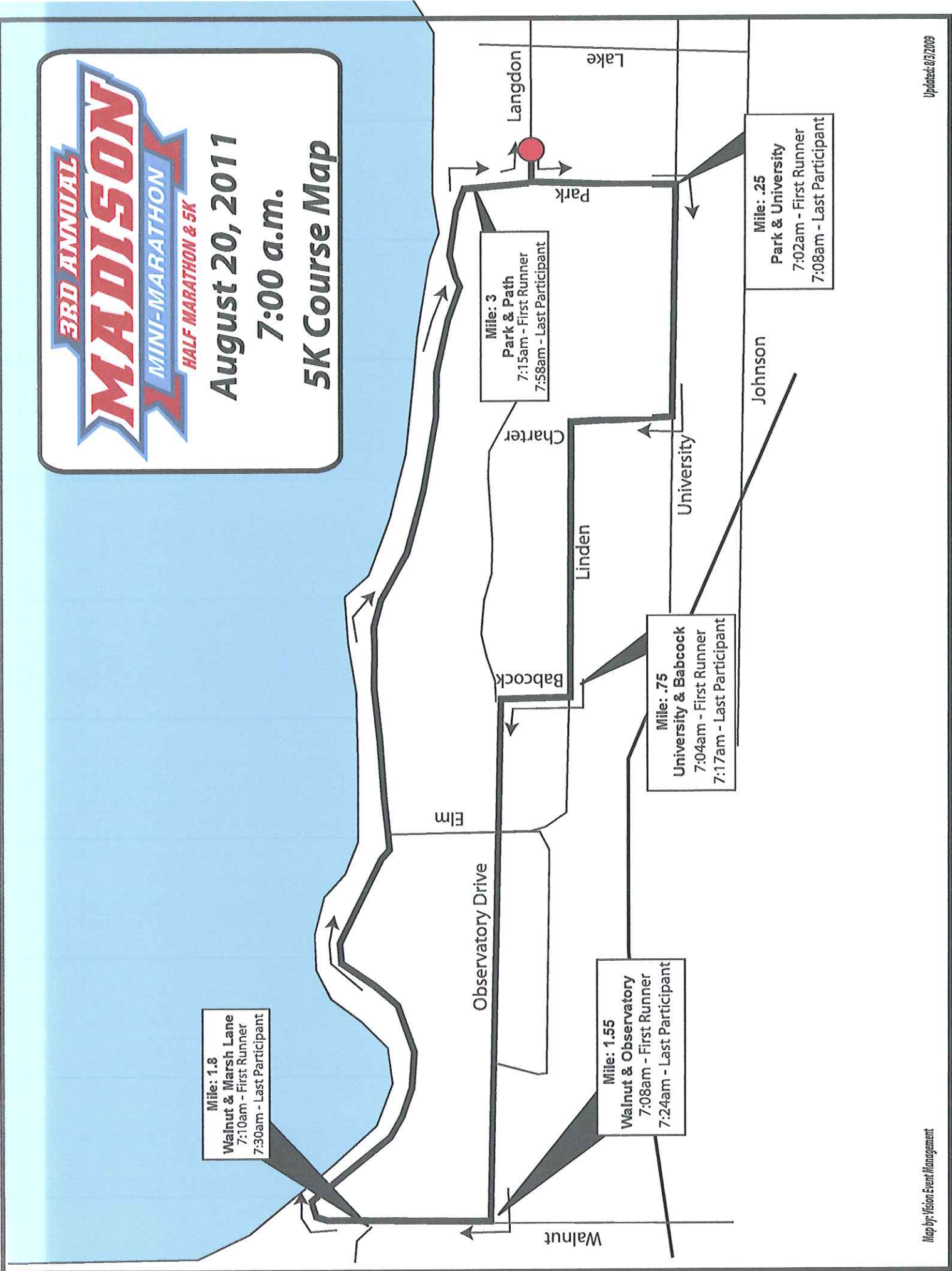
**Mile: 1.8**  
**Walnut & Marsh Lane**  
 7:10am - First Runner  
 7:30am - Last Participant

**Mile: 1.55**  
**Walnut & Observatory**  
 7:08am - First Runner  
 7:24am - Last Participant

**Mile: .75**  
**University & Babcock**  
 7:04am - First Runner  
 7:17am - Last Participant

**Mile: 3**  
**Park & Path**  
 7:15am - First Runner  
 7:58am - Last Participant

**Mile: .25**  
**Park & University**  
 7:02am - First Runner  
 7:08am - Last Participant



**2011 Madison Mini-Marathon  
5K Course Description  
Saturday, August 20, 2011**

***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**

**Memorial  
Union**

**Finish  
Line**

**Langdon Street**



**Library  
Mall**



**State  
Historical  
Society**

**Kids  
Start**

**Park Street**

**Library Mall Path**

**Lathrop**



**3RD ANNUAL  
MADISON  
MINI-MARATHON  
HALF MARATHON & 5K**

**August 20, 2011  
Kid's Race  
Course Map**

**University Avenue**

## 2011 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
1	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	Southbound lanes	No Southbound	7:00	7:55
19	PO	Lake & University	1.48	7:08	7:34	Participants head S on Lake	Southbound lanes	No Southbound	7:00	8:00
20	7	Lake & Conklin	1.53	7:08	7:34	Participants head S on Lake	Southbound lanes	No Southbound	7:00	8:00
21	PO	Lake & Johnson	1.56	7:08	7:35	Participants head S on Lake	Southbound lanes	No Southbound	7:00	8:00
22	PO	Lake & Dayton	1.64	7:08	7:36	Participants head S on Lake	Eastbound Lanes	No Eastbound	7:00	8:00
23	8	Dayton & Frances	1.68	7:08	7:37	Participants head E on Dayton	Eastbound Lanes	No Eastbound	7:00	8:00
24	9	Dayton & Marion	1.75	7:09	7:37	Participants head E on Dayton	Eastbound Lanes	No Eastbound	7:00	8:00
25	10	Dayton & Bedford	1.79	7:09	7:38	Participants head E on Dayton	Eastbound Lanes	No Eastbound	7:00	8:00
26	11	Bedford & Mifflin	1.86	7:09	7:40	Participants head S on Bedford	Southbound lanes	No Southbound	7:00	8:00
27	PO	Bedford & Washington	1.94	7:09	7:40	Participants head W on Washington	Southbound lanes	No Southbound	7:00	8:00
28	12	Washington & Path	2.05	7:10	7:42	Participants head W on Washington	Westbound Lane		7:00	8:00
29	13	Path & Mills	2.59	7:13	7:51	Participants head NW on Path	Trail		7:00	8:10
30	PO	Dayton & Mills	2.66	7:13	7:53	Participants head N on Mills	Southbound lanes	No Southbound	7:00	8:10
31	14	Dayton & Charter	2.74	7:13	7:53	Participants head W on Dayton	Eastbound Lanes	No Eastbound	7:00	8:10
32	15	Dayton & Orchard	2.82	7:14	7:54	Participants head W on Dayton	Eastbound Lanes	No Eastbound	7:00	8:10
33	PO	Dayton & Randall	2.9	7:14	7:56	Participants head S on Randall	Northbound Lanes	No Northbound	7:00	8:10
34	16	Randall & Monroe	2.95	7:14	7:56	Participants head S on Randall	Northbound Lanes	No Northbound	7:00	8:10
35	17	Randall & Spring	3	7:15	7:58	Participants head S on Randall	Northbound Lanes	No Northbound	7:00	8:10
36	PO	Randall & Regent	3.13	7:15	8:00	Participants head S on Randall	Northbound Lanes	No Northbound	7:00	8:10
37	18	Randall & Adams	3.22	7:16	8:01	Participants head SW on Adams	Northbound Lanes	No Northbound	7:00	8:10
38	PO	Adams & Oakland	3.35	7:16	8:02	Participants head SW on Adams	Northbound Lanes	No Northbound	7:00	8:20
39	PO	Adams & Garfield	3.48	7:17	8:06	Participants head SE on Garfield	Northbound Lanes	No NE Bound	7:00	8:20
40	PO	Garfield & Chandler	3.5	7:17	8:06	Participants head S on Chandler/Garfield	Northbound Lanes	No Northbound	7:00	8:20
41	PO	Garfield & Vilas	3.58	7:18	8:07	Participants head SW on Vilas	Northbound Lanes	No NE Bound	7:00	8:20
42	PO	Vilas & Grant	3.62	7:18	8:08	Participants head SW on Vilas	Northbound Lanes	No NE Bound	7:00	8:20
43	19	Vilas & Harrison	3.7	7:18	8:09	Participants head SW on Vilas	Northbound Lanes	No NE Bound	7:00	8:20
44	20	Vilas & Van Buren	3.8	7:19	8:10	Participants head SW on Vilas	Northbound Lanes	No NE Bound	7:00	8:20
45	21	Vilas & Lincoln	3.87	7:19	8:11	Participants head SW on Vilas	Northbound Lanes	No NE Bound	7:00	8:20
46	PO	Edgewood & Adams								
47	22	Vilas & Edgewood Ave.	3.95	7:19	8:12	Participants head E on Vilas Park Drive	Northbound Lanes	No NE Bound	7:05	8:30



48	23	Vilas Park Drive & Wingra & Orchard	4:57	7:23	8:23	Participants head E on Vilas Park Drive	All Lanes	No traffic	7:05	8:30
49	PO	Wingra & Mills	4:73	7:23	8:25	Participants head S on Trail by Mills	Southbound lanes	No Southbound	7:05	8:30
50	24	Wingra & Haywood & Arboretum Drive	4:77	7:24	8:26	Participants head W on Arboretum Drive	Westbound Lanes	No Westbound	7:05	9:20
51	25	Arboretum Drive & Seminole Highway	7:72	7:38	9:13	Participants head N Mainou Way	Northbound Lanes	No Northbound	7:30	9:15
52	26	Seminole Highway & Manitou Way	7:77	7:39	9:14	Participants head N Mainou Way	Northbound Lanes	No Northbound	7:30	9:15
53	27	Manitou Way & Iroquois	7:82	7:39	9:14	Participants head N Mainou Way	Northbound Lanes	No Northbound	7:30	9:15
54	28	Manitou Way & Country Club Road	7:96	7:40	9:18	Participants head N Mainou Way	Northbound Lanes	No Northbound	7:30	9:15
55	PO	Manitou Way & Nakoma Road	8:42	7:42	9:24	Participants head NE on Monroe	Northbound Lanes	No Northbound	7:30	9:15
56	29	Nakoma Road & Spring Trail	8:58	7:43	9:27	Participants head NE on Monroe	Northbound Lanes	No Northbound	7:30	9:15
57	30	Odana & Monroe & Nakorna	8:66	7:43	9:29	Participants head NE on Monroe	Northbound Lanes	No Northbound	7:30	9:15
58	31	Monroe & Lewis Court	8:72	7:43	9:29	Participants head NE on Monroe	Northbound Lanes	No Northbound	7:30	9:15
59	32	Monroe & Glenway	8:8	7:44	9:30	Participants head NE on Monroe	Northbound Lanes	No Northbound	7:30	9:15
60	33	Monroe & Copeland	8:85	7:44	9:31	Participants head NE on Monroe	Northbound Lanes	No Northbound	7:30	9:15
61	34	Monroe & Western	8:9	7:44	9:32	Participants head NE on Monroe	Northbound Lanes	No Northbound	7:30	9:15
62	35	Monroe & Gilmore	8:96	7:45	9:33	Participants head NE on Monroe	Northbound Lanes	No Northbound	7:30	9:15
63	36	Monroe & Arbor Drive	9	7:45	9:34	Participants head NE on Monroe	Easternmost NB Lane	No Northbound	7:30	9:45
64	37	Monroe & Pickford	9:13	7:45	9:35	Participants head NE on Monroe	Easternmost NB Lane	No Northbound	7:30	9:45
65	38	Monroe & Crandall	9:19	7:46	9:37	Participants head NE on Monroe	Easternmost NB Lane	No Northbound	7:30	9:45
66	PO	Knickerbocker & Monroe	9:24	7:46	9:37	Participants head NE on Monroe	Easternmost NB Lane	No Northbound	7:30	9:45
67	39	Monroe & Sprague	9:31	7:46	9:38	Participants head NE on Monroe	Easternmost NB Lane	No Northbound	7:30	9:45
68	PO	Monroe & Commonwealth	9:35	7:46	9:38	Participants head NE on Commonwealth	Southwest Bound Lanes	Cross traffic stopped for participants	7:40	9:50
69	40	Commonwealth & Gregory	9:47	7:47	9:42	Participants head NE on Commonwealth	Southwest Bound Lanes	No SW Bound	7:30	9:50
70	41	Commonwealth & Keyes	9:56	7:48	9:43	Participants head NE on Commonwealth	Southwest Bound Lanes	No SW Bound	7:30	9:55
71	42	Commonwealth & Fox & Leonard	9:64	7:48	9:43	Participants head NE on Commonwealth	Southwest Bound Lanes	No SW Bound	7:30	9:55
72	43	Commonwealth & Fox	9:67	7:48	9:44	Participants head NE on Commonwealth	Southwest Bound Lanes	No SW Bound	7:30	9:55
73	44	Commonwealth & Hillington	9:75	7:48	9:45	Participants head NE on Commonwealth	Southwest Bound Lanes	No SW Bound	7:30	9:55
74	45	Commonwealth & Rugby	9:81	7:49	9:46	Participants head NE on Commonwealth	Southwest Bound Lanes	No SW Bound	7:30	10:00
75	PO	Commonwealth & Allen	9:89	7:19	9:47	Participants head N on Allen	Southwest Bound Lanes	No Southbound	7:30	10:00
76	46	Allen & Hollister	9:96	7:50	9:49	Participants head N on Allen	Southbound Lanes	No Southbound	7:30	10:00
77	47	Allen & Rowley	10:02	7:50	9:50	Participants head N on Allen	Southbound Lanes	No Southbound	7:35	10:00
78	PO	Allen & Regent	10:08	7:50	9:51	Participants head N on Allen	Southbound Lanes	No Southbound	7:35	10:05
79	48	Allen & Chadbourne	10:14	7:50	9:52	Participants head N on Allen	Southbound Lanes	No Southbound	7:35	10:05
80	49	Allen & Van Hise	10:19	7:51	9:52	Participants head N on Allen	Southbound Lanes	No Southbound	7:35	10:05
81	50	Allen & Chamberlin	10:28	7:51	9:54	Participants head N on Allen	Southbound Lanes	No Southbound	7:35	10:05
82	51	Allen & Kendall	10:35	7:51	9:55	Participants head N on Allen	Southbound Lanes	No Southbound	7:35	10:05
83	PO	Allen & University	10:4	7:52	9:56	Participants head W on University	Westbound Lanes	Cross traffic stopped for participants	7:40	10:05
84	PO	University & Walnut	10:46	7:52	9:57	Participants head N on Walnut	Northbound Lanes	No Northbound	7:35	10:10
85	52	Walnut & Linden	10:68	7:53	10:01	Participants head N on Walnut	Northbound Lanes	No Northbound	7:35	10:10
86	PO	Walnut & Observatory	10:75	7:54	10:02	Participants head N on Walnut	Northbound Lanes	No Northbound	7:35	10:10
87	53	Walnut & University Bay Drive	10:92	7:54	10:04	Participants head W on Marsh	Westbound Lanes	No Westbound	7:35	10:10
88	54	Marsh Lane & Walnut	11:07	7:55	10:06	Participants head N on University Bay Drive	Northbound Lanes	No Northbound	7:35	10:10
89	PO	Willow & University Bay Drive	11:21	7:56	10:09	Participants head N on University Bay Drive	Northbound Lanes	No Northbound	7:35	10:10
90	55	Picnic Point Turnaround	11:47	7:57	10:15	Turn E onto Path				
91	56	Lakeshore Trail & Park	13	8:05	10:32	Participants head S on Park	Path	No Northbound	7:20	10:45
92	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			

## 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	Southbound side
Dayton	Lake	Bedford	Both Sides
Bedford	Dayton	Washington	Both Sides
Mills	Path	Dayton	Both Sides
Dayton	Mills	Randall	Both Sides
Randall	Dayton	Adams	Northbound side
Adams	Randall	Garfield	Northbound side
Garfield	Adams	Vilas	Southbound side
Vilas	Garfield	Edgewood	Northbound side
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



**August 20, 2011**

## **Summary of Medical Coverage**

### **Ambulances**

The City of Madison Fire Department will have three ambulance 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
- Dayton & Marion (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)
- Commonwealth & Allen (Mile 9.75)
- Walnut & Observatory Drive (Mile 10.75)
- University Bay Drive & Picnic Point (Mile 11.5)
- Lakeshore Path & Porter Boathouse (Mile 12.2)
- Finish Line

### **Finish Line Medical Tent**

The finish line medical tent will be staffed and equipped by the University of Wisconsin Hospital Emergency Room. Dr. Chris Zuver will serve as Medical Director and oversee the operations of the tent. A City of Madison Fire Department 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:**

- Vilas Parkway & Orchard (Mile 4.75)
- Manitou Way & Nakoma (Mile 8.42)
- Allen & Hollister (Mile 9.9)
- Walnut & Observatory Drive (Mile 10.75)
- Lakeshore Path & Porter Boathouse (Mile 12.2)
- Finish Line

**2011 Madison Mini-Marathon  
August 20, 2011  
Emergency Procedures  
Updated 3/1/11**

**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 by the Command Vehicle set up in the work area of the Geist Marina. 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:

**Command Group**

Jeff Graves	President, VEM
Chad Antcliff	Race Director, Madison Mini
Cindy Mierow	Madison Police Department
Jeff Duppler	Madison Fire Department
Dr. Chris Zuver	Medical Director, UW Health
Lt. Jason Whitney	UW Police Department

**Phone #'s**

317-294-3622  
317-333-1092

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

The National Weather Service will be contacted for any information on the weather front. 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.

Key contacts:

National Weather Service

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

*Information will be relayed to the following people:*

<u>Responsibility</u>	<u>Contact #'s (Radio Channel)</u>
Command Vehicle	MPD, MFD, UWPD Water Stations, EMS, Medical

Chad Antcliff will be responsible for relaying the information to the following people:

Course Setup radio group  
Course Marshals  
Aid Station Leaders

Jeff Graves will be responsible for relaying the information to the following people:

Start Line  
Race Announcer  
Media  
Anne Gault                      Timing & Scoring  
Info/Ask Me

## Emergency Plans

### **Inclement Weather Plan**

If it is forecasted to or should start to thunder and/or lightening or temperature/humidity becomes an issue, the Command Group will meet or conference call and determine the status of the event. Information will be relayed to the Race committee 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 committee members via the above contact procedure.
- Participants and spectators will be notified via the Announcers and will be informed to **SEEK SHELTER** in the following locations.
  - UW Memorial Union (800 Langdon Street)
  - Red Gym (716 Langdon Street)
  - UW Library (728 State Street)
  - State Street-Campus Ramp (415 N. Lake Street)

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 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 that runners/walkers should slow down and drink plenty of water

Red Flag – Dangerous weather. Runners and walkers should slow down and take plenty of water. Timing of the event has stopped and no awards will be given out at this time.

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.

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

- In the event of severe weather during the event the following will be asked to seek appropriate shelter.
- All committee members 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 finish line.
- Trish Briscoe 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: Jenny Dill 317-213-6112)**

### **Medical Emergencies (Finish Area medical open 6:00 a.m. – 11:30 a.m.)**

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

- To speed response time, any request for medical needs should be directed to a uniformed police officer or medical team. If none are nearby, radio 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 assessment of the situation.
- 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.
- If possible, remain with the person until FIRST AID arrives.
- Gather information for the Madison Mini-Marathon Event Incident Report (**note:** for medical situations involving race participants during the race, the Madison Mini-Marathon Event Incident Report is not necessary)
- If you do not have a radio available, call Jenny Dill (317-213-6112) and follow their directions.

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

- To speed response time, any request for security needs should be directed to a uniformed police officer. If none are nearby, call 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, Kevin Swiontek 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 Madison Mini-Marathon 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 Water 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 Jenny Dill, 317-213-6112.
- ❑ 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.
- ❑ If possible, remain with the person until FIRST AID arrives.
- ❑ Gather information for the Madison Mini-Marathon Event Incident Report (**note**: for medical situations involving race participants during the race, the Madison Mini-Marathon Event Incident Report is **not** necessary)
- ❑ If you do not have a radio available, call Jenny Dill, 317-213-6112 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 Jenny Dill (317-213-6112). Each Water 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 Madison Mini-Marathon 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 / Lost Persons Tent will remain open and staffed until the Finish Area is cleared of all participants and spectators.



- ❑ Lost Person Coordinator: Trish Briscoe

### **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 Madison Mini-Marathon 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

Ensure a copy of this report is given to both the **EVENT CHAIRPERSON** and **MADISON MINI-MARATHON STAFF REPRESENTATIVE**. All information provided should be completed as soon as possible with the **MADISON MINI-MARATHON STAFF REPRESENTATIVE**

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): \_\_\_\_\_

EVENT CHAIRPERSON NAME(S): \_\_\_\_\_