

## STREET USE (SPECIAL EVENT) PERMIT APPLICATION

### Applicant

Nita L Brooks  
Vision Event Management  
16851 Southpark Drive  
Ste. 100  
Westfield, IN 46074  
Email:  
Nita@visioneventmanagement.Com  
Phone: (317) 809-9662

### Contact During Event

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### Event Information

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**Name of Event:**   
Madison Min-Marathon Half Marathon 5k

**Event Type:**

**Estimated Attendance:**

**Is this a new event:**

### Event Additional Information

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**Run/Walk:**       **Music/Concert:**

**Festival:**       **Rally:**

**Parade:**       **Posting no parking signs or bagging meters?**

**Other:**

**If other, please describe:**

### Site Map

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Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

A helpful online resource for route mapping is: [Map My Run](#)

**I understand I must attach site map and route map with this application, if applicable:**

## Location Information

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Capitol Square:

State Street Mall (700/900):

30 on the Square:

Other:

Street Names and Block Numbers:

## Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
08/16/2019	6:00 am	08/17/2019	7:00 am	08/17/2019	10:45 am	08/17/2019	12:30 pm	

## Temporary (Picnic/Beer) Licenses

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Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

Will beer/wine be served (Free of charge)?:

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: \*

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

If the Temporary (Picnic/Beer) License is denied will the event occur?: Yes

## Street Use Event Vending License

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If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

Will food and/or merchandise be sold?(\$):

Estimate number of vendors:

## Public Amplification Permit

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If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

Start Date	Start Time	End Date	End Time	Rain Date
08/17/2019	6:00 am	08/17/2019	11:00 am	

### SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

### RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

### Equipment Rental - Downtown events only.

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Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

### Marketing

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Conditional approval of the event is required before promoting, marketing or advertising the event.

Do you want this included in the Madison Parks calendar of events?:

## Acknowledgement

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If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement:

## Indemnification

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THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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.

I have read the Acknowledgement:

## Signature

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Signature: Nita Brooks

Date: 12/01/2018

August 18, 2018  
Site Layout

14th Mile  
Post-Race Party

Beer

Restrooms



Gear Check

VIP Lounge

Memorial Union

Alumni Park

Red Gym

Lake Street



Chocolate Milk

Info Tent/  
Illini Badger  
Challenge

Will Call

Langdon Street

J I H G F E D C B A

Half  
Marathon  
Start

Water  
Station

Park Street

State  
Historical  
Society

Volunteers

Restrooms



Library

Library  
Mall

State Street Mall

State Street

5K Start &  
Half Marathon &  
5K Finish Line

This way  
to staging

East  
Campus Mall

University Ave.

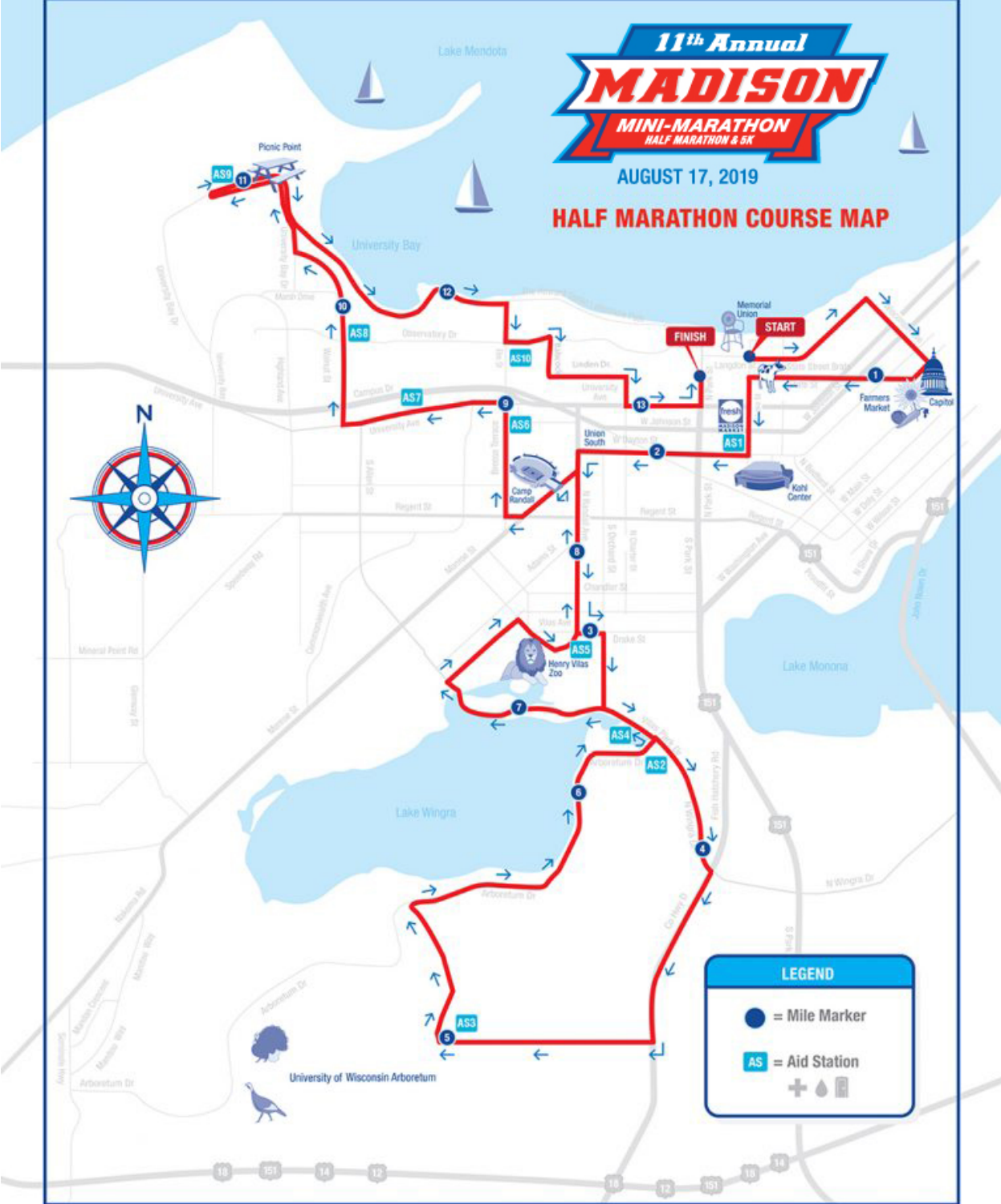
5K Staging


Kids' Run  
Start & PPU

# 11<sup>th</sup> Annual **MADISON** MINI-MARATHON HALF MARATHON & 5K

AUGUST 17, 2019

## HALF MARATHON COURSE MAP



LEGEND	
	= Mile Marker
	= Aid Station
	

11<sup>th</sup> Annual  
**MADISON**  
 MINI-MARATHON  
 HALF MARATHON & 5K

AUGUST 17, 2019

**5K COURSE MAP**



Picnic Point

Lake Mendota

University Bay

University Bay Dr

Willow Dr

Marsh Dr

Walnut St

Elm

The Howard Temin Lakeshore Path

Observatory Dr

Observatory Dr

Linden Dr

Campus Dr

Campus Dr

Union South

Linden Dr

N Charter St

University Ave

W Johnson St

Memorial Union

**START  
FINISH**

fresh  
MADISON  
MARKET

Camp Randall

Kohl Center

**LEGEND**

1 = Mile Marker

AS = Aid Station



**2019 Madison Mini-Marathon  
August 17, 2019  
Emergency Procedures  
Updated 11/12/2018**

**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 Founders Room 2<sup>nd</sup> Floor Theatre Wing of Memorial Union. 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 Room 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 Room:

**Command Group**

		<b><u>Phone #'s</u></b>
Jeff Graves	President, VEM	317-294-3622
Kevin Schott	Race Command	317-538-5857
Brian Chaney Austin	Madison Police Department	608-209-7817
Che Stedman	Fire Department	608-772-5990
Kasey Kronenfeld	Medical Director	262-483-3496
Adam Boardman	UW Police Department	608-512-3644
Natalie Ames	Race Command support	219-863-1325

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

The Weather Ops 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 Room to assist in relaying the information to the necessary people:

Scott Ball 510-334-0793  
 Theresa Pritchard 317-313-5805  
 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 Room 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 Room	PD FD Medical Director EMS Any other Public Safety Agency Course Section Leaders Aid Station Leaders Course Marshal Leaders Runner Services Information Tent Gear Check Transportation
Jeff Graves	Start Line Coordinator Finish Line Coordinator Timing & Scoring Race Photography Race Announcer
Scott Ball	Volunteer Leaders and volunteers Call and text status updates
Theresa Pritchard	Facebook Twitter Website Texting Updates
Theresa Pritchard	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 (Jill Schmidt, 608-609-2726)
  - State Street Ramp (Cayce Chenault, 630-965-1096)

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.
- Jill Schmitz will make announcement from the main stage.
- Jenny Adler 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: Kevin Schott (317-538-5857)**

### **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 Command.
- ❑ 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 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 Command 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 Ryan Griessmeyer and follow their directions.

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

- ❑ Any request for security needs should be directed to Command.
- ❑ 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.
- ❑ For any type of security issue (suspicious character, fighting, etc): call the Command Room 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 Command 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 Ryan Griessmeyer.
- ❑ 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 Kevin Schott 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 Kevin Schott. 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: Haylee Dombrowski

### **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, check with Command 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, 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 Post-Race Area. (Command, 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, 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 Command 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 Jeff Graves 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 Jeff Graves.**

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