

# STREET USE PERMIT APPLICATION

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

## EVENT INFORMATION

Name of Event Take Our Daughters and Sons To Work Day

Event Organizer/Sponsor Womens Issues Committee + Dane County Executives Office

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

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

Address 210 MLK, Jr. Blvd #403 & 421

City/State/Zip MADISON, WI 53703

Primary Contact Lisa Olmsted

FAX 267-9671

Work Phone 262-4447

Phone During Event 609-334-1514

E-mail lolmsted@cityofmadison.com

Website \_\_\_\_\_

Secondary Contact Jeff Kostelic

Work Phone 262-3197

Phone During Event \_\_\_\_\_

E-mail Kostelic.jeff@countyofdane.com

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance 150 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours \_\_\_\_\_ to \_\_\_\_\_  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: 200 block of MLK, Jr. Blvd.

## EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 4/24/14    Rain Date(s) N/A

Event Start Date(s)/Time(s) 4/24 @ 8:00 AM    Set-Up Date(s)/Time for Event \_\_\_\_\_

Event End Date(s)/Time(s) 4/24 @ 1:00 PM    Take-Down Time \_\_\_\_\_

Take-Down Time: start to streets reopened

## APPLICATION SIGNATURE

\_\_\_\_\_ I/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 Lisa A. Olmsted    Date 3/4/14

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MMB

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Dane County Bear Cat

Madison Police Dept.  
Canine Unit & Officer

Madison Police Hazmat  
Unit

Madison Recycling Truck

Madison Fire Dept. Truck #1 & Ambulance

Dane Co. Snow Plow

Madison Forestry Truck

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CCB

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Take Our Daughters and Sons to Day MLK Blvd. Participants  
2014

## Take Our Daughters and Sons To Work Day

Thursday, April 24, 2014 Room 201 - City-County Building

8:30 AM to 4:00 PM

### **"Plant a Seed, Grow a Future "**

*Celebrating 21 years of Take Our Daughters*

- |                     |   |
|---------------------|---|
| 8:30 to 9:00 A.M.   | <u>Registration and Breakfast Pickup</u>  |
| 9:00 to 9:20 A.M.   | Welcome by Mayor Paul Soglin and<br>County Executive Joe Parisi -<br>Room 201 CCB   |
| 9:20 to 9:30 A.M.   | Camp Hero Scholarship Program - Lt. Jennifer<br>Roman, Madison Fire Department  |
| 9:45 to 10:45 A.M.  | Planting Exercise with Lisa Niesen, Horticulturist,<br>Monona Terrace Rooftop - 1 John Nolen Drive                        |
| 10:45 to 11:45 A.M. | Exhibits on MLK, Jr. Blvd.  |
| 12:00 to 1:00 P.M.  | Lunch on your own   |
| 1:00 - 2:00 P.M.    | City Channel Workshop - <b>Group A</b><br>Room 260 - MMB<br>Henry Vilas Zoo Workshop - Room 354 - CCB<br><b>Group B</b>   |
| 2:00 to 3:00 P.M.   | Henry Vilas Zoo Workshop - Room 354 - CCB-<br><b>Group B</b><br>City Channel Workshop - Room 260 - MMB-<br><b>Group A</b> |
| 3:00 - 4:15 P.M.    | Food Issues Discussion - Mary Carpenter, Dane Co.<br>Farmer's Market and Public Health Dept.                              |

# **OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE**

## **I. GENERAL**

The "Take Our Daughters and Sons To Work Day" will be held April 24, 2014 at 210 Martin Luther King, Jr. Blvd. Room 201, City/County Building and 200 Block of MLK, Jr. Blvd. (for vehicle display).

## **II. PURPOSE**

- A.** This emergency action plan predetermines actions to take before and during the Take Our Daughters and Sons To Work Day (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B.** Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

## **III. ASSUMPTIONS**

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

## **IV. BASIC PLAN**

### **A. Emergency Action Plan (EAP) Event Representative**

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as Lisa Olmsted (608) 334-1514.

### **B. Emergency Notification**

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

PHONE NUMBER HERE)

3. We will not have on-site Police or Security but you can contact Lisa Olmsted @334-1514 in case of emergency.

### **C. Severe Weather**

1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast web site at <http://forecast.weather.gov/MapClick.php?CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0>
2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such Lisa Olmsted and will be responsible to monitor the weather conditions before and during the event.
3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee Lisa Olmsted or Kathi Hurtgen at 444-4986 will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the event of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

### **D. Fire**

1. If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard.
2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
3. If cooking is intended, you must contact the fire department and -
  - a) Must have a valid fire extinguisher, 2A10BC
  - b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
  - c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.

- d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines
- 5 All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
- 6 Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

**E. Medical Emergencies**

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
2. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
  - a) nature of emergency
  - b) precise location
  - c) contact person with callback number

**F. Law Enforcement**

1. The need for constant Law Enforcement presence at this event **has not** been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
2. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
  - a) nature of emergency
  - b) precise location
  - c) contact person with callback number

**G. Emergency Vehicle Access**

1. Access for Emergency Vehicles will be maintained at all times.
2. 20' Fire Lanes are required to be kept open at events.
3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane

4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
5. Crowd control will be managed by n/a
6. Parking for vendor and staff vehicles will be (n/a)
7. Parking for attendee vehicles will be 200 block of MLK, Jr. Blvd.

**V. Contact Information**

<b>Primary Contact</b>	<b>Lisa Olmsted</b>	<b>608-334-1514</b>
<b>Secondary Contact</b>	<b>Kathi Hurtgen</b>	<b>608-444-4986</b>
<b>Emergency</b>	Dane County 911 Center	911

**Madison Fire Department**

Non-Emergency

Fire Inspector	Jerry McMullen	(608) 266-4420
Division Chief	Ron Schwenn	(608) 266-4420

**Madison Police Department**

Non-Emergency

Field Lieutenant	David McCaw	(608) 261-9694
Executive Captain	Carl Gloede	(608) 261-9694

**VI. Event Area Map (attached next page)**