

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Jill Krynicki
Madison Opera
335 W. Mifflin St
Madison, WI 53703
Email: Krynicki@madisonopera.Org
Phone: (608) 238-8085

Contact During Event

Jill Krynicki
Madison Opera
335 W. Mifflin St
Madison, WI 53703
Email Krynicki@madisonopera.Org
Phone: (608) 238-8085

Event Information

Name of Event:

Event Type:

Estimated Attendance:

Is this a new event:

Event Additional Information

Run/Walk:

Music/Concert:

Festival:

Rally:

Parade:

Posting no parking signs or bagging meters?

Other:

If other, please describe:

Site Map

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

Capitol Square:

State Street Mall (700/900):

30 on the Square:

Other:

Street Names and Block Numbers:

333 S. Rosa Rd from Mineral Point Rd to South Hill Dr, 5600 block of South Hill Dr
No Parking marked: S Rosa Rd between Mineral Point and S. Hill
5800, 5600-5400 blocks of S. Hill
5800, 5900 blocks of Driftwood Ave

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
07/19/2023	7:00am	07/22/2023	8:00pm	07/22/2023	11:00pm	07/23/2023	5:00pm	07/23/2023

Temporary (Picnic/Beer) Licenses

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

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

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
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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.

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

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

Marketing

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?:

Event Website: <https://www.madisonopera.org>

Notes: Opera in the Park, Madison Opera's free gift to the community, is a night like no other. In beautiful Garner Park, the stars come out in the sky, the light sticks glow in the audience, and world-renowned singers share their favorite opera and musical songs with the Madison Opera Chorus and Madison Symphony Orchestra, conducted by John DeMain.

Acknowledgement

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

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

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

jk

Signature: Jill Krynicki

Date: 01/06/2023

Opera in the Park Schedule - 2023 as of 1/4/2023, subject to change

Monday, July 17					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
9:30 AM			Opera Staff Meeting, Jill picks up Park keys, no parking signs? place Panera & Jimmy Johns orders		
10:00 AM		2 Street Banners put up, meet at Rosa/Mineral Pt corner	Jill- street banners		
7:00 PM			7:00-9:30 PM Chorus Music at MOC		

Tuesday, July 18					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
AM			Jill picks up hardware store, Target		
7:00 PM			7:00-9:30 PM Chorus Music at MOC		

Wednesday, July 19					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
AM	Billy & Steve pick up Ryder truck, load items, plywood for generators at warehouse, OC, Full Compass	"No Parking" Signs put up & call in- Brian & Tim			
tbd	TD meets Sunbelt	Sunbelt (generators) arrives			
8:30pm	Security overnight detail starts		Jill meets Security		

Thursday, July 20					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
9:00 AM	TD meets Sunbelt, Security departs	Sunbelt (scaffold), Golf Carts, Total Water (9a-12p) arrive			
10:00 AM	TD places stage in park	Intellasond arrives	10:30 Pick up radios @General Communication		
12:00 PM	IA Crew Call: run cable, set side stage scaffolding & FOH, unload motors, lighting	Sunbelt Scaffold arrives		PA brings banners to park	
1:00 PM			1:00-4:00p Sitzprobe at OC		
2:30 PM	Coffee Break			Chris picks up and sets up coffee break	
4:00 PM	(Capital City tents arrives)	Capital City Tents Arrive			
5:00 PM	Dinner break - Crew leaves park, TD picks up MSO w/ Ryder				
6:00 PM	Crew call resumes, load in MSO			Kate: Karra & Adam hang banners	
7:00 PM			7:00-9:30p Chorus Music w/ John at MOC (Kathryn)		
8:00 PM	End Crew Call, lighting continues, Security arrives	Park golf carts in orch tent		Susan meets Security detail	
11:00 PM	End Lighting				

Friday, July 21					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
8:00 AM	Begin crew call, Sound work all day, Security departs				
9:00 AM	Sunbelt delivers House Lights, TD picks up generator at AtoZ	Vendors arrive: Bucky's, Sunbelt house lights. Fire Dept stopping by today		Susan & Kate do bins, PAs at office to load cars, go to park	AM Merchandise delivered to shelter
9:30 AM			Jill picks up Panera coffee/bagels		
10:00 AM	Coffee Break	Grounds Crew arrive: fencing, place program tables	Coffee Break		

12:00 PM		Start backstage set up	Pick up Jimmy Johns order		
12:30 PM	Lunch Break	Lunch Break	Lunch Break		
1:00 PM	Crew call starts, Sound continues	Finish fencing & backstage (Oakwood arriving to set up their chairs)	PVC by prog tables, Set up audience chairs		Oakwood arriving around 1pm
2:00 PM	Run intercom, RV arriving	FOH fencing up	RV Arrives		Tshirts arrive?
4:00 PM	set up staging in VIP tent	Grounds Crew VIP tent tables, PVC, rope off section for videographer near FOH	Dinner coming from caterer, Beth at Park for VIP tent layout	lights in portapotties	
5:00 PM	Sound touch ups, patch lighting	5pm Grounds Crew Released		5:00-7:00 PAs set up VIP tables, program tables, PVC	Artists Arrive, Live at 5 interviews
5:30 PM		distribute barricades			
6:00 PM	Dinner for show crew & Sound check for Kathryn	Dinner Break	Dinner Break	Karra & Adam hang banners if not Thur	
7:00 PM	Start rehearsal			Volunteer Emergency Plan Rehearsal	
10:00 PM	Night Focus				
10:30 PM	Security arrives		Jill meets Security		

Saturday, July 22

Time	Crew	Grounds & Vendors	Jill & MO Staff	Kate & Volunteers	Misc
8:30 AM	Security departs	Prep for Grounds Crew arrival			
9:00 AM		Grounds Crew arrive: finish setting barricades, rope fence, PVC if nec	MO Staff on site for set up	Kate arrives, Get signs ready for sign volunteers, Susan arrives?	
11:00 AM		Coffee break		Begin to get tub stuff ready for volunteers, PAs arrive?	
12:00 PM				Signs & Set Up Vols	
1:00 PM		Grounds Crew released, Lunch break		Lunch break	
2:00 PM		Chocolate Shoppe arrives		Parking Vols start, PAs cover Vol check in	
3:00 PM	Light & Sound check		Start up RV		
4:00 PM				Check in Vols start	
4:30 PM		Police Capt arrive, EMS arrives, parks on basketball court	Jill orders Roman Candle for crew dinner		
5:00 PM		Police traffic control arr	Have a cart & driver at drop off for dinner guests	Tables, Golf Carts start	
5:30 PM	Voiceovers start				
6:00 PM	Dinner Break, Prelude dinner begins in VIP tent	Dinner Break, Prelude dinner begins in VIP tent, police patrol begins	Dinner Break, Prelude dinner begins in VIP tent		
6:30 PM		Bus shuttle begins for Chorus/Symphony to S. Hill Dr			
7:00 PM	Show Call				
8:00 PM	Show Start (see cue sheet)	Show start	Show start	Show start	
Intermission		Stack tables & chairs from VIP tent start to take down fencing for exit	Begin packing up	Kate & Susan pack up Shelter Table vols resume	
10:30 PM	Load out crew arrives				Post Show reception
Post Show			Signs go in Jill's car	Tear Down Vols	
12:00 AM	Security arrives	approx End of day for Event staff, park golf carts in VIP tent	approx End of day for Event staff, park golf carts in VIP tent	Park golf carts in VIP tent	
2am	End load out, park golf carts in VIP tent				

Sunday, July 23

Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
AM		Bucky's picks up Potties			
9:45 AM	Security departs	prep for Grounds Crew	Jill arrives at Park		
10:00 AM		Security departs, Grounds Crew arrive: take down fence posts, clean up park. Park golf carts in CUNA	Jill takes down parking signs, walk park for litter, park golf carts in CUNA	Clean up Vols, PAs arrive: take down parking signs, walk park for litter, park golf carts in CUNA	
1:00 PM		Capital City Tents picks up	Jill takes signs, etc to office		

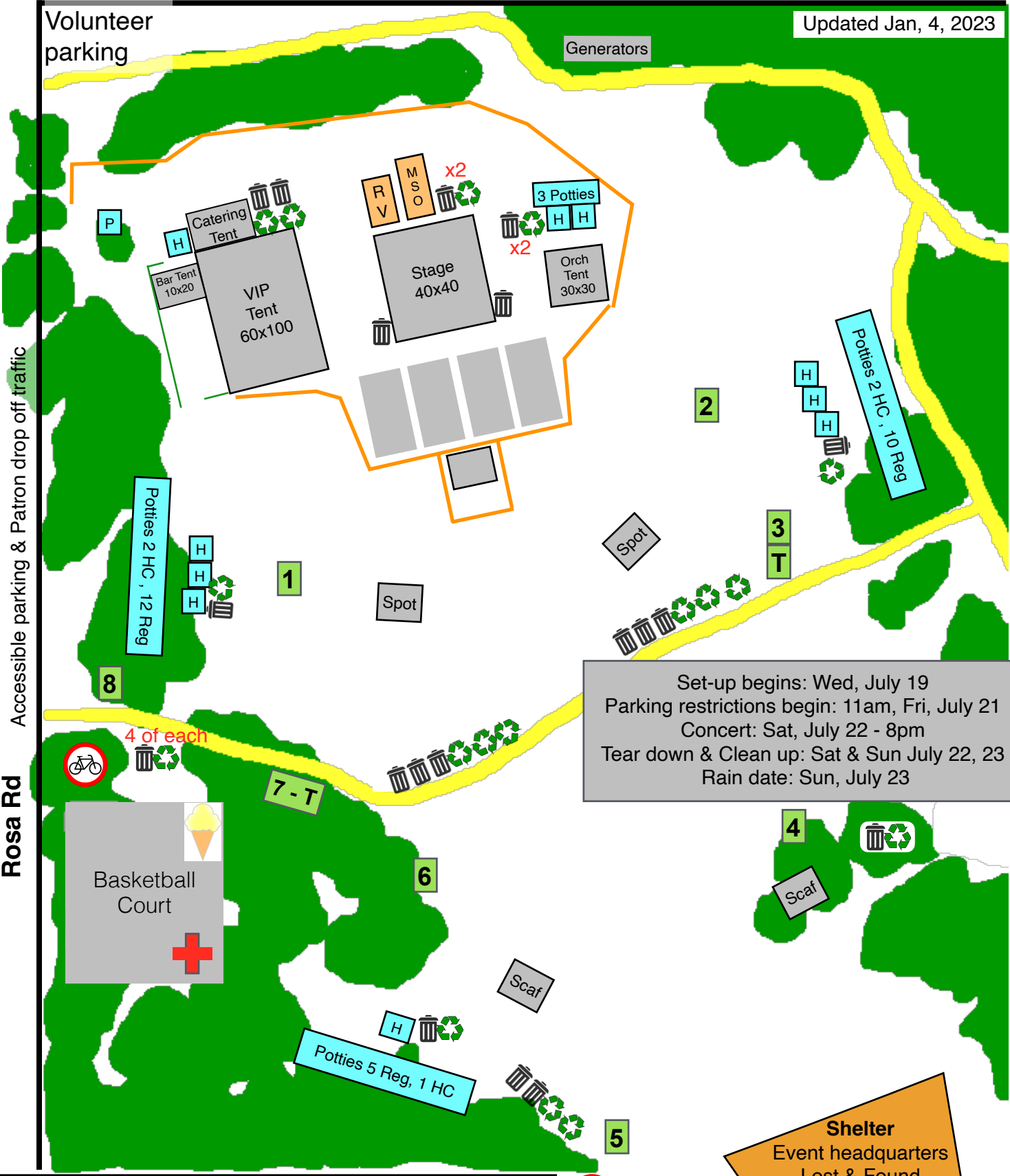
2:00 PM		Grounds Crew released			
	Billy returning OC risers, MOC stand/chairs, return Ryder Truck	Brian & Tim take fencing, etc to warehouse			
Monday, July 24					
Time	Crew	Grounds & Vendors	Jill & MO Staff	Event & Volunteers	Misc
AM		Sunbelt picks up light towers, generator, scaffolding, Premier Golf Carts picks up from CUNA	Jill returns Radios, Park keys, Jen confirms Total Water pickup		

Wellspring Church-
Volunteer parking

South Hill Dr- Crew Parking

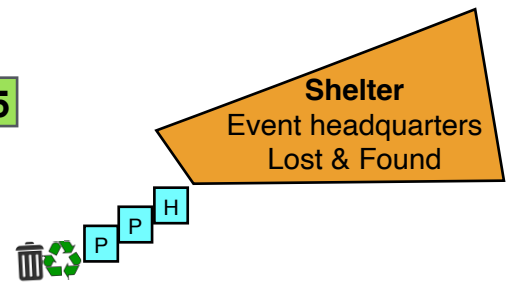
Opera in the Park 2023

Updated Jan, 4, 2023



Set-up begins: Wed, July 19
 Parking restrictions begin: 11am, Fri, July 21
 Concert: Sat, July 22 - 8pm
 Tear down & Clean up: Sat & Sun July 22, 23
 Rain date: Sun, July 23

Key: # Program table, trash/recycling, handwashing
 Bike parking, Chocolate Shoppe Stand
 Ambulance & First Aid tent, fencing, T-shirt table



Madison Opera – Opera in the Park

Emergency Evacuation Plan

as of July 12, 2022

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Madison Opera – Opera in the Park

Emergency Evacuation Plan

as of July 12, 2022

Emergency Plan Overview

Group Leaders:

Event Staff: Jill Krynicki (Event Manager) (608) 333-5443

Opera Staff, Conductor, Principals: Kathryn Smith (General Director) (253) 376-7067

Symphony: Ann Bowen (608) 516-1248

Chorus: Anthony Cao (608) 239-7869

Crew: Billy Larimore (Technical Director) (608) 345-9180

Volunteers: Susan Rathke (Volunteer Coordinator) (608) 345-2870

CUNA After-Hours Security (608) 665-7031

Inclement Weather

During set up hours:

Group Leaders on site will monitor for heavy rain, extreme heat, or dangerous weather in the Park. In the event of heavy rain or dangerous weather, Group Leaders should use their best judgement in determining whether to wait it out or to evacuate the Park.

For extreme heat:

“Extreme heat” is defined by the CDC as “temperatures that are much hotter and/or humid than average.” In Madison, local weather services issue “extreme heat warnings” the same way they do other inclement weather warnings; all warnings should be taken seriously. Group Leaders should give personnel frequent breaks in shade, encourage drinking fluids frequently, using sunscreen, and wearing sun-protective clothing. Water and sports drinks are provided at the Park, and shade can be found under the shelter, trees, tents or personal vehicles with air conditioning.

All personnel should self-monitor for signs of heat-related illness, and be aware of symptoms in their colleagues.

Tips for preventing heat-related illness as recommended by the CDC:

<https://www.cdc.gov/disasters/extremeheat/heattips.html>

For the Friday in-park rehearsal:

If heavy rain, extreme heat, dangerous weather, or any other unforeseen occurrence causes a delay or change in the 7pm dress rehearsal, the procedures to change it will start by 4:45pm.

The decision to continue forward, delay, relocate, or postpone the rehearsal will be made by Kathryn Smith, General Director, who will immediately inform Jill Krynicki. If the rehearsal is moved indoors, it will be moved to the Overture Center. See Inclement Weather Protocol sheet (attached).

For the day of the performance:

If heavy rain, extreme heat, dangerous weather, or any other public safety issue arises that will affect the concert, the decision to either continue as scheduled or postpone until Sunday will be made by 4:45pm by Kathryn Smith, General Director. See Inclement Weather Protocol sheet (attached).

Emergency Evacuation Only

If an emergency situation arises requiring the immediate evacuation of the park, Volunteers, Event Staff, Opera Staff, and Police will be directed to their evacuation assignments. All available Police and Fire personnel will be directed to assist with the evacuation.

A public address message will be given by General Director Kathryn Smith directing all persons to immediately evacuate the park, return to their vehicles, and leave the area. Volunteer golf cart drivers should use their carts to assist those who need extra assistance exiting the park. Crew should assist with evacuating the stage. A traffic evacuation plan will be implemented to facilitate the expeditious departure of traffic (see Attachment A).

Barricades should be dropped off by Traffic Engineering at each intersection during event set up (see Attachment C).

Depending on the cause of the evacuation, everyone will be asked to either leave the area or stand by and be available at a nearby location. If asked to stand by, they should move to CUNA Garage A (see Attachment B) and remain there until directed. If asked to leave the area, Event Manager Jill Krynicki, Technical Director Billy Larimore, and Opera Staff should regroup at the Madison Opera Center; all others should go home or to a safe location.

Event Manager Jill Krynicki and General Director Kathryn Smith will be in contact with the Police and Fire for the “all clear”.

Public Address Announcement – *Emergency Evacuation Only*

“Due to circumstances beyond our control, we regret to inform you that this event must be cancelled. You must leave the park immediately. Please return to your vehicles in an orderly fashion and leave the area.”

Emergency Evacuation Requiring Shelter

If an emergency situation arises requiring shelter, a public address announcement will be given by General Director Kathryn Smith directing all persons to evacuate to shelter. All available Police and Fire personnel will be directed to assist with the evacuation.

Staff, Principals, Chorus, Symphony, Crew, and Volunteers should seek shelter in CUNA Garage A, located at ground level immediately west of Rosa Rd and south of Driftwood Ave (see Attachment B). CUNA Security Staff will be contacted by Event Manager Jill Krynicki over radio to provide access to Garage A.

All patrons should evacuate the park and seek shelter elsewhere. Anyone unable to seek shelter immediately (i.e. traveling on foot, bicycle, public transportation, etc.) should shelter in CUNA Garage A. The garage does not have the capacity for all patrons.

Volunteers should gather in the front left corner of the garage. Staff should gather in the front of the garage. Chorus should gather on the left side of the garage. Symphony and Crew should gather in the front right corner. Any patrons should gather in the back of the garage.

Event Manager Jill Krynicki and General Director Kathryn Smith will be in contact with Police and Fire for the “all clear”.

Public Address Announcements – *Emergency Evacuation Requiring Shelter:*

“A tornado warning/severe thunderstorm warning is in effect. You must leave the park immediately and seek shelter. Please return to your vehicles in an orderly fashion and leave the area. ”

Emergency Evacuation for Criminal Act

In the event of a criminal act, leave all belongings and evacuate the park as quickly as possible. A public address announcement will be given by General Director Kathryn Smith directing all persons to evacuate, if it is safe to do so.

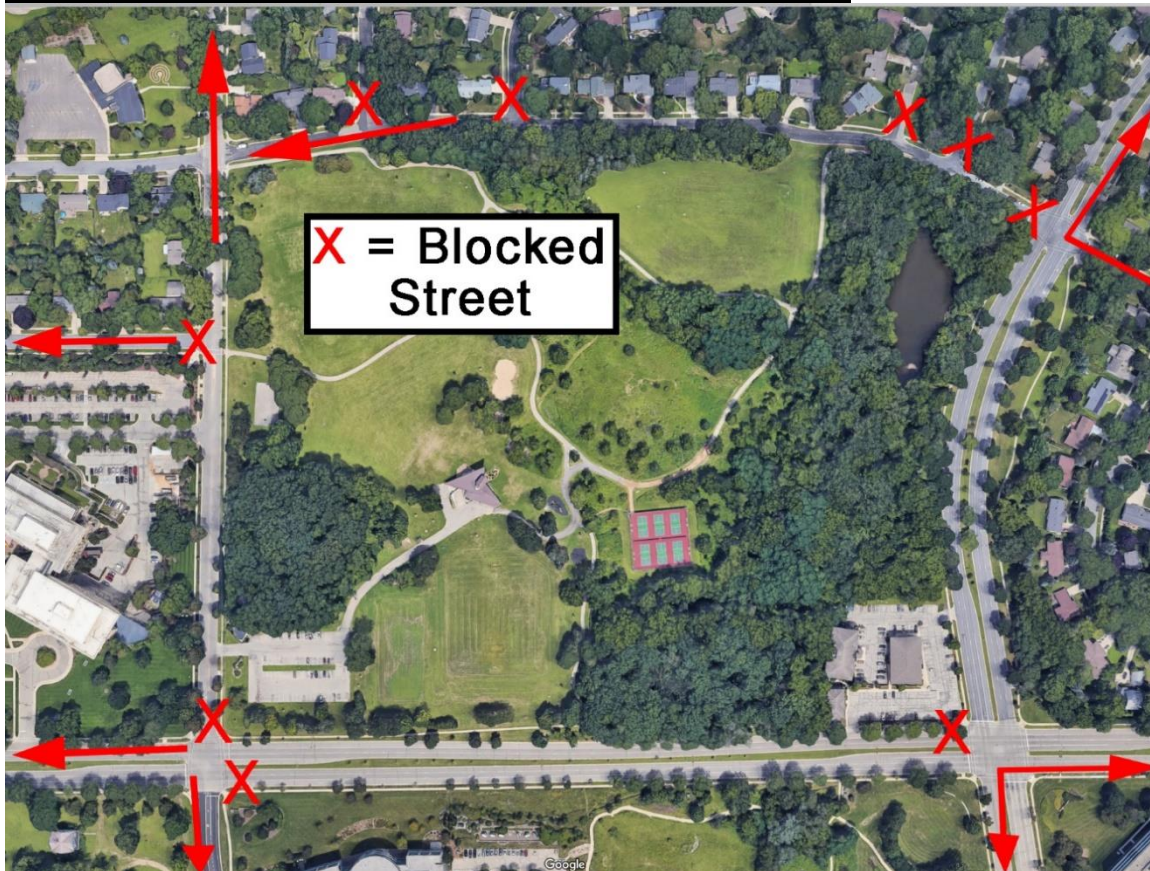
Do not evacuate to CUNA Garage A in this circumstance – leave the area.

When you are in a safe location, inform your group leader and write down any details you remember from the incident. Group Leaders should check in with their group members and make sure they are all accounted for (have a group roster for this purpose).

Event Manager Jill Krynicki and General Director Kathryn Smith will check in with Group Leaders and will be in contact with Police and Fire for any further guidance.

Public Address Announcement – *Emergency Evacuation for Criminal Act*
“May I have your attention. Due to an emergency situation in the park, evacuate the park immediately.”

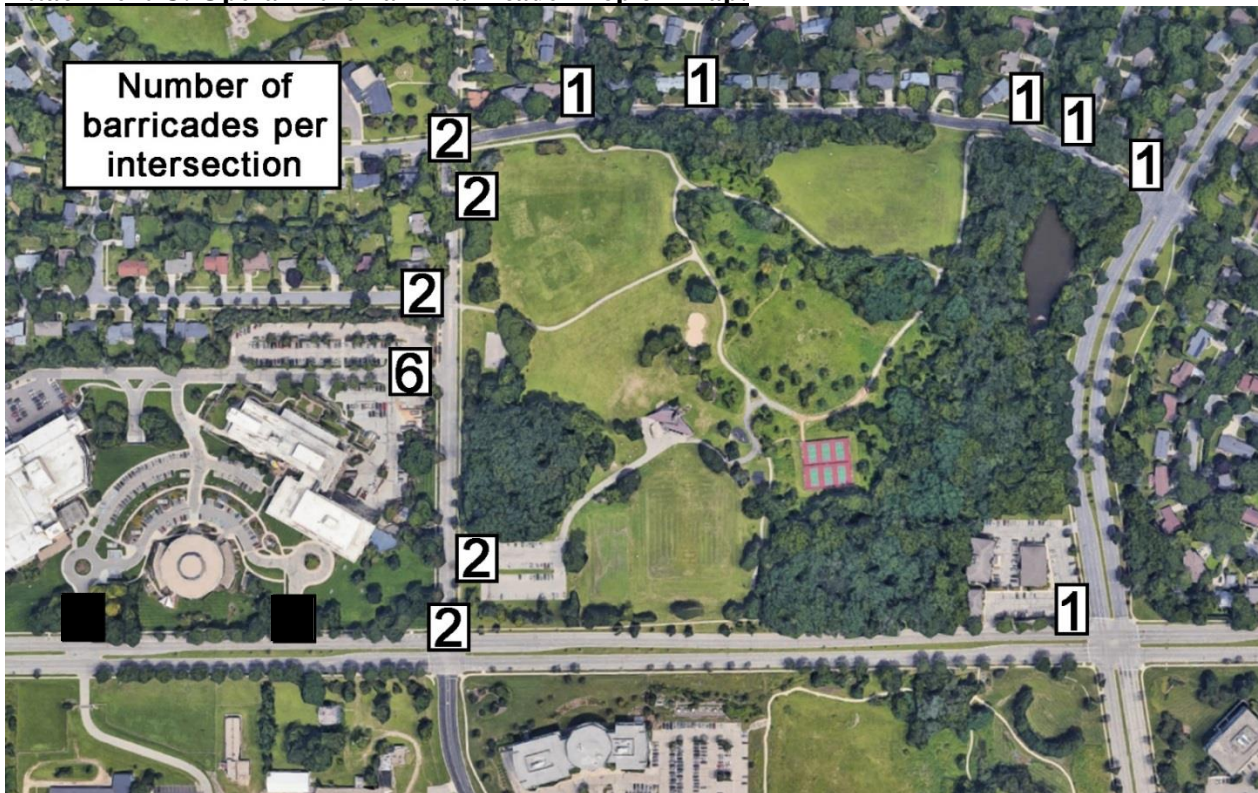
Attachment A – Emergency Evacuation Only Barricade placement:



Attachment B: Evacuation Route to Garage A



Attachment C: Opera in the Park Barricade Drop off Map:



See additional sheets: Group Leaders, Volunteer & Staff, Symphony, and Chorus Information Sheets

Madison Opera – Opera in the Park
Emergency Plan
as of July 12, 2022

Group Leader Information Sheet

Group Leaders:

Event Staff: Jill Krynicki (Event Manager) (608) 333-5443
Opera Staff, Conductor, Principals: Kathryn Smith (General Director) (253) 376-7067
Symphony: Ann Bowen (608) 516-1248
Chorus: Anthony Cao (608) 239-7869
Crew: Billy Larimore (Technical Director) (608) 345-9180
Volunteers: Susan Rathke (Volunteer Coordinator) (608) 345-2870
CUNA After-Hours Security (608) 665-7031

If an emergency situation arises requiring the evacuation of Garner Park, you will be needed to assist in clearing the area and/or moving patrons and participants to a safe location.

It is important to provide a calm and confident demeanor while the evacuation is underway. Please maintain a calm demeanor throughout the evacuation process, as it will significantly reduce the anxiety of others.

Think about what you should do in each of the following scenarios:

Inclement Weather

During set up hours:

Group Leaders on site will monitor for heavy rain, extreme heat, or dangerous weather in the Park. In the event of heavy rain or dangerous weather, Group Leaders should use their best judgement in determining whether to wait it out or to evacuate the Park.

For extreme heat:

“Extreme heat” is defined by the CDC as “temperatures that are much hotter and/or humid than average.” In Madison, local weather services issue “extreme heat warnings” the same way they do other inclement weather warnings; all warnings should be taken seriously. Group Leaders should give personnel frequent breaks in shade, encourage drinking fluids frequently, using sunscreen, and wearing sun-protective clothing. Water and sports drinks are provided at the Park, and shade can be found under the shelter, trees, tents or personal vehicles with air conditioning.

All personnel should self-monitor for signs of heat-related illness, and be aware of symptoms in their colleagues. Tips for preventing heat-related illness as recommended by the CDC:
<https://www.cdc.gov/disasters/extremeheat/heattips.html>

For the Friday in-park rehearsal:

If heavy rain, extreme heat, dangerous weather, or any other unforeseen occurrence causes a delay or change in the 7pm dress rehearsal, the procedures to change it will start by 4:45pm.

The decision to continue forward, delay, relocate, or postpone the rehearsal will be made by Kathryn Smith, General Director, who will immediately inform Jill Krynicki. If the rehearsal is moved indoors, it will be moved to the Overture Center. See Inclement Weather Protocol sheet (attached).

For the day of the performance:

If heavy rain, extreme heat, dangerous weather, or any other public safety issue arises that will affect the concert, the decision to either continue as scheduled or postpone until Sunday will be made by 4:45pm by Kathryn Smith, General Director. See Inclement Weather Protocol sheet (attached).

Emergency Evacuation Only

If an emergency situation arises requiring the immediate evacuation of the park, a public address announcement will direct all persons to immediately evacuate the park, return to their vehicles, and leave the area. Volunteer golf cart drivers should use their carts to assist those who need extra assistance exiting the park. Maintain a calm demeanor and encourage the crowd to walk to their vehicles to leave the area.

Depending on the cause of the evacuation, Event Staff and Opera Staff will be asked to either leave the area or stand by in CUNA Garage A (See attachment A) and remain there until directed. If asked to leave the area, Event Manager Jill Krynicki, Technical Director Billy Larimore, and Opera Staff should regroup at the Madison Opera Center; all others should go home or to a safe location. Principals should meet Kathryn Smith at Stage Right to be escorted to Staff vehicles to evacuate.

Event Manager Jill Krynicki and General Director Kathryn Smith will be in contact with the Police and Fire for the “all clear”.

Who	Where	To evacuate the Park:
Jill Krynicki (Event Staff) (608) 333-5443	Backstage Right	Radios CUNA Security on channel 1 to alert them of evacuation. Helps evacuate stage, then either evacuates to Opera Center or Garage A
Kathryn Smith (Opera Staff, Conductor, Principals) (253) 376-7067	Backstage Right	Announces the evacuation on emergency PA mic, leads Principals to Staff cars, then either evacuates to Opera Center or Garage A.
Susan Rathke (Volunteers)	Shelter	Oversees Volunteers, who direct patrons to the closest exit and help via golf carts. Put cash boxes in program bins, leave bins at tables, then leave the park via car.
Billy Larimore (Crew) (608) 345-9180	Backstage	Turns on House Lights if possible; then either evacuate to Opera Center or Garage A.
Crew	Backstage	Help evacuate performers off stage, then leave the park via cars.
Lights, Sound Personnel	Tech Tent	Leave on lights and sound systems, then leave the park via cars.
Opera Staff	VIP Tent	Direct VIP patrons to closest exit; direct caterers to evacuate; help evacuate Principals via cars; then either evacuate to Opera Center or Garage A.
Ann Bowen (Symphony) (608) 516-1248	Backstage Right	Help evacuate Symphony off stage / to bus, then leave the park.
Anthony Cao (Chorus) 608-239-7869	Backstage Left	Help evacuate Chorus off stage / to bus, then leave the park.
Traffic Officers	Streets	Implement emergency evacuation traffic plan.

Emergency Evacuation Requiring Shelter

If an emergency situation arises requiring shelter, a public address announcement will be given by General Director Kathryn Smith directing all persons to evacuate to shelter. All available Police and Fire personnel will be directed to assist with the evacuation.

Staff, Principals, Chorus, Symphony, Crew, and Volunteers should seek shelter in CUNA Garage A, located at ground level immediately west of Rosa Rd and south of Driftwood Ave (see Attachment B). CUNA Security Staff will be contacted by Event Manager Jill Krynicki over radio to provide access to Garage A.

All patrons should evacuate the park and seek shelter elsewhere. Anyone unable to seek shelter immediately (i.e. traveling on foot, bicycle, public transportation, etc.) should shelter in CUNA Garage A. The garage does not have the capacity for all patrons.

Volunteers should gather in the front left corner of the garage. Staff should gather in the front of the garage. Chorus should gather on the left side of the garage. Symphony and Crew should gather in the front right corner. Any patrons should gather in the back of the garage.

Event Staff should be the last individuals to enter the shelter area. Event Manager Jill Krynicki and General Director Kathryn Smith will be in contact with the Police and Fire for the “all clear”.

Who	Where	To evacuate to shelter:
Jill Krynicki (Event Staff) (608) 333-5443	Backstage Right	Radios CUNA Security to alert them to open Garage A; helps evacuate stage; then evacuates to Garage A
Kathryn Smith (Opera Staff) (253) 376-7067	Backstage Right	Announces the evacuation on emergency PA mic if possible (page 3), leads Conductor and Principals to Garage A
Tim Ross, Brian Weinkauf	Park	Go directly to Garage A to meet CUNA Security and usher evacuees inside.
Susan Rathke (Volunteers)	Park Shelter	Oversees Volunteers, who help patrons via golf carts. Put cash boxes in program bins, leave bins at tables, then evacuate to Garage A. Volunteers gather in left front corner of Garage A to be counted
Crew	Backstage	Help performers off stage, lead them to Garage A. Crew gathers in front right corner of Garage A to be counted
Ann Bowen (Symphony) (608) 516-1248	Backstage Right	Help evacuate Symphony off stage, and lead them to Garage A. Gather in front right corner of Garage A to be counted
Anthony Cao (Chorus) 608-239-7869	Backstage Left	Help evacuate Chorus off stage, and lead them to Garage A. Gather in left side of Garage A to be counted
Opera Staff	VIP Tent	Direct patrons to vehicles, then evacuate themselves to Garage A
Billy Larimore (Crew) (608) 345-9180	Backstage	Turns on House Lights if possible, then evacuates to Garage A. Meet Crew in front right corner of Garage A
Lights, Sound, Video Personnel	Tech Tent	Leave on lights and sound systems, then evacuate to Garage A. Meet Billy in front right corner of Garage A to be counted

Emergency Evacuation for Criminal Act

In the event of a criminal act, leave all belongings, leave lights and sound systems on, and evacuate the park as quickly as possible. Kathryn Smith will give a public address announcement to direct all persons to evacuate, if it is safe to do so.

Do not evacuate to CUNA Garage A in this circumstance – leave the area.

When you are in a safe location, check in with your group members and make sure they are all accounted for (have an extra group roster for this purpose). Write down any details you remember from the incident.

Event Manager Jill Krynicki and General Director Kathryn Smith will check in with Group Leaders and will be in contact with Police and Fire for any further guidance.

cont.

Attachment A: Evacuation Route to CUNA Garage A:



Madison Opera – Opera in the Park
Emergency Plan
as of July 12, 2022

Volunteers & Staff Information Sheet

If an emergency situation arises requiring the evacuation of Garner Park, you will be needed to assist in clearing the area and moving patrons and participants to a safe location.

It is important to provide a calm and confident demeanor while the evacuation is underway. Please walk calmly to your assignment and maintain a steady demeanor throughout the evacuation process, as it will significantly reduce the anxiety of others.

Think about what you should do in each of the following scenarios:

Inclement Weather

Group Leaders on site will monitor for heavy rain, extreme heat, or dangerous weather in the Park. The decision to delay, relocate, or postpone will be made by 4:45pm by Kathryn Smith, General Director, and the Inclement Weather Protocol will be activated to inform all participants.

Emergency Evacuation Only

If an emergency situation arises requiring the immediate evacuation of the park, a public address announcement will direct all persons to immediately evacuate the park, return to their vehicles, and leave the area.

Volunteers, Event Staff, and Opera Staff should maintain a calm demeanor and encourage the crowd to walk to their vehicles and leave the area. Volunteer golf cart drivers should use their carts to assist those who need extra assistance exiting the park. Crew should assist with evacuating the stage. Volunteers and Crew should leave the area after others have evacuated. Symphony and Chorus members should return to the bus or vehicles and leave the area. Principals should meet Kathryn Smith at Stage Right to be escorted to Staff vehicles to evacuate.

Depending on the cause of the evacuation, Volunteers and Staff will be asked to either leave the area or stand by and be available at a nearby location. If asked to stand by, they should evacuate to CUNA Garage A and remain there until directed.

The traffic evacuation plan will be implemented by Police to facilitate the evacuating vehicles.

Event Manager Jill Krynicki and General Director Kathryn Smith will be in contact with the Police and Fire for the “all clear”.

Emergency Evacuation Requiring Shelter

If an emergency situation arises requiring shelter, a public address announcement will direct all persons to seek shelter.

Volunteers should urge patrons to evacuate the park quickly. Maintain a calm demeanor. Inquiries from patrons should be answered with comments encouraging them to continue moving. Volunteer golf cart drivers should use their carts to assist those who need extra assistance. Any patrons who cannot seek shelter (i.e. on foot, bicycle, or public transportation) can shelter in CUNA Garage A. However, the garage does not have the capacity for all patrons.

Volunteers and Staff should evacuate to shelter in CUNA Garage A. Volunteers should gather in the front left corner of the garage. Staff should gather in the front of the garage.

Event Staff should be the last individuals to enter the shelter area. Event Manager Jill Krynicki and General Director Kathryn Smith will be in contact with the Police and Fire for the “all clear”.

Emergency Evacuation for Criminal Act

In the event of a criminal act, leave all belongings and evacuate the park as quickly as possible. A public address announcement will direct all persons to evacuate. Staff should help evacuate Principals.

Do not evacuate to CUNA Garage A in this circumstance – leave the area.

When you are in a safe location, check in with your Group Leader, and write down any details you remember from the incident.

Event Manager Jill Krynicki and General Director Kathryn Smith will check in with Group Leaders and will be in contact with Police and Fire for any further guidance.

Group Leaders:

Event Staff: Jill Krynicki (Event Manager) (608) 333-5443

Opera Staff, Conductor, Principals: Kathryn Smith (General Director) (253) 376-7067

Symphony: Ann Bowen (608) 516-1248

Chorus: Anthony Cao (608) 239-7869

Crew: Billy Larimore (Technical Director) (608) 345-9180

Volunteers: Susan Rathke (Volunteer Coordinator) (608) 345-2870

CUNA After-Hours Security (608) 665-7031

Attachment A: Evacuation Route to CUNA Garage A



Madison Opera – Opera in the Park
Emergency Plan
as of July 12, 2022

Symphony Information Sheet

Group Leader: Ann Bowen (608) 516-1248

If an emergency situation arises requiring the evacuation of Garner Park, you will need to know how to exit the park, where to go, and who to check in with. It is important to remain calm while the evacuation is underway.

Think about what you should do in each of the following scenarios:

Inclement Weather

Group Leaders on site will monitor for heavy rain, extreme heat, or dangerous weather in the Park. The decision to delay, relocate, or postpone will be made by 4:45pm by Kathryn Smith, General Director, and the Inclement Weather Protocol will be activated to inform all participants.

Emergency Evacuation Only

If an emergency situation arises requiring the immediate evacuation of the park, a public address announcement will direct all persons to immediately evacuate the park, return to their vehicles, and leave the area.

Symphony members should exit the stage using the nearest exit. Proceed to the bus or to your vehicles and leave the area. Inform your group leader **Ann Bowen (608) 516-1248** as soon as you are in a safe location.

Emergency Evacuation Requiring Shelter

If an emergency situation arises requiring that everyone take shelter, a public address announcement will direct all persons to seek shelter. Symphony members should exit the stage using the nearest exit. Ann Bowen will lead the Symphony members to the CUNA Garage A (see Attachment A). Once in the garage, groups should stay together to be accounted for by their Group Leaders. Symphony members should gather in the front right corner of the garage.

If you do not evacuate to CUNA Garage A, inform your group leader **Ann Bowen (608) 516-1248** as soon as you are in a safe location.

Emergency Evacuation for Criminal Act

In the event of a criminal act, leave all belongings and evacuate the park as quickly as possible. A public address announcement will direct all persons to evacuate.

Do not evacuate to CUNA Garage A in this circumstance – leave the area.

When you are in a safe location, inform your group leader **Ann Bowen (608) 516-1248**. Write down any details you remember from the incident.

Group Leader:

Symphony: **Ann Bowen (608) 516-1248**

cont.

Attachment A: Evacuation Route to CUNA Garage A



Madison Opera – Opera in the Park
Emergency Plan
as of July 12, 2022

Chorus Information Sheet

Group Leader: Anthony Cao (608) 239-7869

If an emergency situation arises requiring the evacuation of Garner Park, you will need to know how to exit the park, where to go, and who to check in with. It is important to remain calm while the evacuation is underway.

Think about what you should do in each of the following scenarios:

Inclement Weather

Group Leaders on site will monitor for heavy rain, extreme heat, or dangerous weather in the Park. The decision to delay, relocate, or postpone will be made by 4:45pm by Kathryn Smith, General Director, and the Inclement Weather Protocol will be activated to inform all participants.

Emergency Evacuation Only

If an emergency situation arises requiring the immediate evacuation of the park, a public address announcement will direct all persons to immediately evacuate the park, return to their vehicles, and leave the area.

Choristers should exit the stage using the nearest exit. Proceed to the bus or to your vehicles and leave the area. Inform your group leader **Anthony Cao (608) 239-7869** as soon as you are in a safe location.

Emergency Evacuation Requiring Shelter

If an emergency situation arises requiring that everyone take shelter, a public address announcement will direct all persons to seek shelter. Choristers should exit the stage using the nearest exit. Anthony Cao will lead choristers to the CUNA Garage A (see Attachment A). Once in the garage, groups should stay together to be accounted for by their Group Leaders. Choristers should gather in the left side of the garage.

If you do not evacuate to CUNA Garage A, inform your group leader **Anthony Cao (608) 239-7869** as soon as you are in a safe location.

Emergency Evacuation for Criminal Act

In the event of a criminal act, leave all belongings and evacuate the park as quickly as possible. A public address announcement will direct all persons to evacuate.

Do not evacuate to CUNA Garage A in this circumstance – leave the area.

When you are in a safe location, inform your group leader **Anthony Cao (608) 239-7869**. Write down any details you remember from the incident.

Group Leader:

Chorus: **Anthony Cao (608) 239-7869**

cont.

Attachment A: Evacuation Route to CUNA Garage A

