

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Gold Wing Road Riders Association Wing Ding 36 Grand Parade
Event Organizer/Sponsor Gold Wing Road Riders Association and the Greater Madison Convention ³ Visitors Bureau
Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 615 East Washington Ave.

City/State/Zip Madison Wisconsin 53703

Primary Contact Janine Wachter FAX 608-258-4950

Work Phone 608-441-3949 Phone During Event 608-628-1382

E-mail Wachter@visitmadison.com

Website www.visitmadison.com

Secondary Contact Kevin Thomas

Work Phone 602-952-2050 Phone During Event 623-217-1958

E-mail Kevin@kktevents.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 400-600 motorcycles (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 Motorcycle Parade

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: _____

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7/5/14 Rain Date(s) None

Event Start Date(s)/Time(s) 7/5/14 7 AM Set-Up Date(s)/Time for Event 7/5/14 6:30 AM

Event End Date(s)/Time(s) 7/5/14 9:15 AM Take-Down Time 7/5/14 9:30 AM

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

I/We waive the 21-day decision requirement.

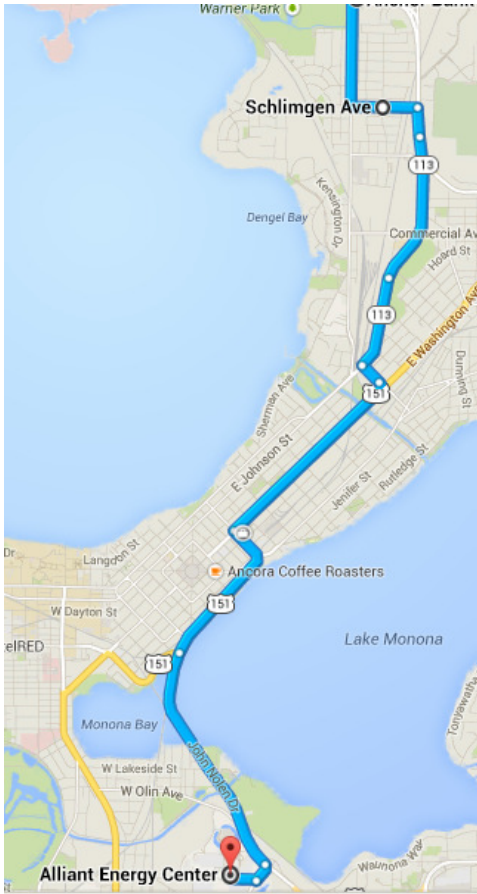
JW (PLEASE INITIAL)

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 Janine Wachter Date 3/5/14

Parade Route Map



2929 N Sherman Ave, Madison, WI 53704

- ↑ 1. Head south on N Sherman Ave toward Windom Way 0.7 mi
- ↩ 2. Turn left onto Schlimgen Ave 0.2 mi
- 0.9 mi / 2 min**

○ Schlimgen Ave

Madison, WI 53704

- ↑ Head east on Schlimgen Ave toward Loftsgordon Ave 0.2 mi / 47 s

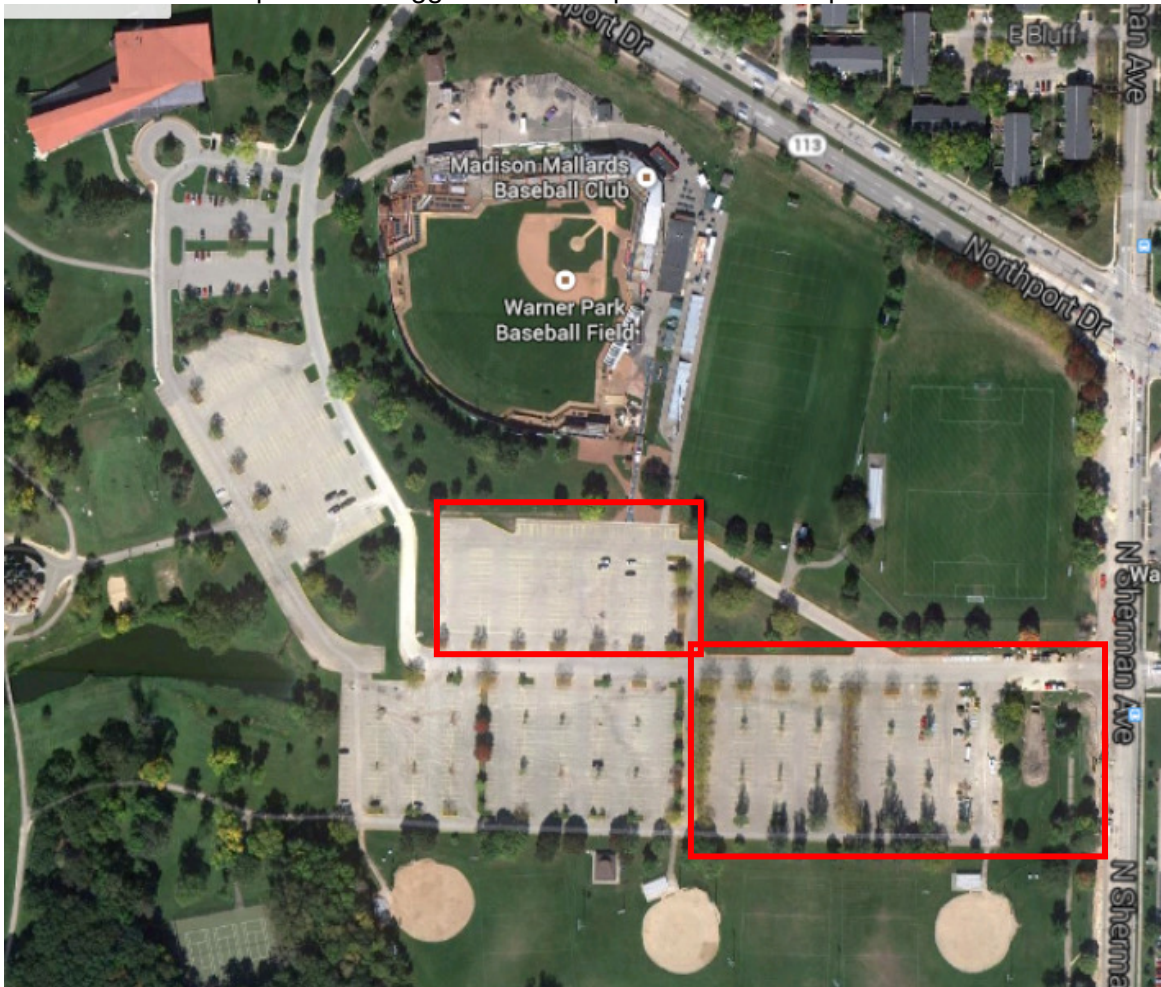
Continue on Packers Ave. Take E Washington Ave, US-151 S and John Nolen Dr to Alliant Energy Center Way in Madison

6.1 mi / 11 min

- ↘ 4. Take the 2nd right onto Packers Ave 0.2 mi
- ↩ 5. Slight left to stay on Packers Ave 1.0 mi
- ↑ 6. Continue onto Pennsylvania Ave 0.6 mi
- ↩ 7. Turn left onto N 1st St 0.2 mi
- ↘ 8. Turn right onto E Washington Ave 1.4 mi
- ↩ 9. Turn left onto US-151 S/S Blair St 1.0 mi
➊ Continue to follow US-151 S
- ↑ 10. Continue onto John Nolen Dr 1.6 mi
- ↘ 11. Turn right onto Co Rd Mm/Rimrock Rd 0.1 mi

Site Map of the Event

GWRRA anticipates that staging of the parade would fit within the parking lots nearest the Madison Mallards, as indicated in the photo above. The proposed parade route would exit Warner Park right onto Sherman road and the parade would end at the Alliant Energy Center. This exact route is still TBD based on Madison Police Department suggestions. The parade route map follows.



Madison Metro:

Madison Metro Routes Affected

Traffic Delays of 15-20 Minutes

Stop 5382	(Sherman & Trailsway heading SB): Route 22 - :50/hr
Stop 5420	(Packers Av & Schlimgen heading SB): Route 20 - :52/hr, Route 2L - :2t/hr
Stop 1829	(Johnson & Third - WB): Route 5 - :54/hr
Stop 1595	(Johnson & Thornton -EB): Route 2 - :43/hr, Route 5 - :57 /hr
Stop 1412	(E Wash & Yahara - WB): Route 6 -:18/hr
Stop 1150	(Wilson & Franklin - WB/SB): Route 4 -:20/hr. Route 7 -:29 & :59/hr
Stop 1839	(Wilson & Franklin - EB/NB): Route 4 -:27/hr, Route 7 -:25 & :55/hr
Stop 0862	(John Nolen & Olin): Route L3 -:L2/hr

Safety and Security Plan

- Participants will be marshaled and lined up in the parking lots at Warner Park near the Madison Mallards.
- KKT Event Management (www.kktevents.com) (a professional event management firm, contracted by GWRRA) will have an Event Team as well as a team of dozens of volunteers who work the staging and de-staging of the parade. Their team and volunteers have been handling the parade for years.
- A lead vehicle will be heading up the parade and the GMCVB and Gold Wing plan to work closely with Madison Police for the required and most appropriate number of officers needed along parade route.
- In the case of severe weather, the parade will be canceled based on a weather call 2 hours prior to event.
- Please also see the additional information on the attached Emergency Security and Medical Procedures Manual.

Police estimates:

South on Sherman- 1 officer at Northport (Squad) and 1 at park entrance

L on Schlimgen- 2 officers at Schlimgen (Squad)

R on Packers- 1 officer to stop in-bound (Squad), 2 officers at Commercial (Squad), 1 officer at E. Johnson and Pennsylvania, 1 officer on 1st Street and E Johnson (Squad)

L on First- 2 officers (Squad)

R on E Washington- 2 officers (Squad), 2 officers (Squad) at Baldwin, 2 officers (Squad) at Ingersoll, 2 officers (Squad) at Paterson, 1 officer (Squad) at Livingston

L on Blair - 2 officers (Squad)

Blair becomes 151/John Nolen Drive-3 officers (Squad), 1 officer (Squad) at Monona Terrace light, 2 officers (Squad) at Broom St. light, 2 officers (Squad) at Northshore light, 2 officers (Squad) at Lakeside St light, 2 officers (Squad) Olin Ave light

R into Alliant Energy Center, John Nolen gate will be open for access for the parade

One lead and one tail plus 2 floats and Carl= 34 officers, plus 2 floats, plus 1 lead and 1 tail, plus Carl and 18 squad locations (32 officers needed at squad intersections)=39 officers

Certificate of Insurance

The GMCVB has a certificate on file with the City of Madison. Please also see attached.

Clean Up and Recycling Plan

- KKT Event Management will have an Event Team to make sure no trash is left in Warner Park's parking lot.

Notification Requirements

- Since the parade will have over 300 participants/viewers, we have notified Alders Larry Palm and Anita Weier, of our intention for the event and that the GMCVB is working with the Northside Business Council as our event timelines overlap. Please see copy from e-mail, attached.
- This event will necessitate traffic detours and/or parking restrictions. City of Madison Police, City of Madison Traffic Engineering and Madison Metro has been consulted.
- The GMCVB will work with area media to notify residents of parade route and will post on public calendars throughout the Greater Madison area.

Accessibility

All activities are barrier-free and offer equal opportunities for access.

For questions regarding this application, please contact Janine Wachter.

JANINE WACHTER, CMP

DIRECTOR OF CONVENTION & EVENT SERVICES

GREATER MADISON CONVENTION & VISITORS BUREAU, 615 E. WASHINGTON AVE > MADISON, WI 53703, WWW.VISITMADISON.COM

E > WACHTER@VISITMADISON.COM

D > 608.441.3949; T > 800.373.6376 x3949; F > 608.441.7010

The information in this e-mail is confidential and intended for addressee only.

**** Beginning Northside Independence Day Application:**

The *Northside Independence Day: A Family Celebration* is being planned and led by a volunteer group of Northside residents, facilitated by the Northside Planning Council, which is acting as fiscal and insurance agent for the event. In addition, other agencies are participating in various aspects of the event: Madison School Community Recreation is providing equipment and supplies for games and contests, North-East Senior Coalition is providing supplies for games, American Legion is providing volunteers and supplies for a first aid area. The event is planned to take place on Saturday, July 5th at Warner Park.

This event is also being planned in coordination with the Gold Wings Road Riders Association's 36th Wing Ding Grand Parade, scheduled to depart from Warner Park at 8:30 am on July 5th. The Greater Madison Area Convention and Visitors Bureau is handling all the permitting and logistics for the Wing Ding week, including the parade permit for the 5th. As part of the coordination between the two events, the GMACVB parade permit application will include the Northside Independence Day parade information and route in addition to the Gold Wings information; the Northside Independence Day parade will follow immediately after the Gold Wings parade, following their route down Sherman Avenue until Trailsway Drive, when the Northside Independence Day parade will turn onto Trailsway and make its way back to the Warner Park shelter via park paths.

A. Complete Event Schedule

In addition to the parade, the Northside Independence Day event will include speeches by elected officials, an Open Mic for local musicians, games and contests for all ages and food vendors invited and selected by the planning team. All food vendors will be responsible for securing their own individual permits. These elements of the event will run as follows:

Proposed Schedule of Events

- 8:00** Games area set up, first aid tent set up, PA system install
- 8:00 – 9:00** Parade preparation, bicycle decorating, Gold Wing staging
- 8:30** Gold Wings Ride start (parade permit application submitted by Greater Madison Area Convention and Visitors Bureau)
- 9:00** Northside Parade (same permit application as Gold Wings)
- 10:00** Program (Speeches, reenactments, etc.)
- 10:00** Food vendors set up
- 10:30 -3:00** Games and Activities
- 11:00 – 2:00** Open Mic
- 11:00 – 3:00** Food vendors open
- 3:00 – 4:00** Clean up, tent take down

The planning team is working with the American Legion, United Way of Dane County, local neighborhood associations and scouting troops to recruit volunteers for set-up and clean-up as well as specific duties during the event. The planning team will act as event monitors and emergency contacts.

B. Site Map of Event

Please see attached map.

C. Safety and Security Plans

The essential elements of the security and safety plan are first aid and lost child needs. The American Legion Post 501 has volunteered their trained safety and first aid members to serve in the first aid tent. This tent will be rented and set up adjacent to the Warner Park shelter, for maximum visibility and access to water and power. Tent rental will be coordinated by the Northside Planning Council.

Part of first aid is preparing for heat and humidity in July. The planning team is submitting a request to the Madison Water Utility to have the Water Wagon on site during the event, providing free drinking water. The planning team will provide cups and water bottles for use with the Water Wagon.

Lost children will be brought to the first aid tent as well, as it will be a centrally located place and visible. Volunteers in the first aid tent will be provided with walkie-talkies to communicate with the event monitors. If a lost child is brought to or finds their way to the first aid tent, all pertinent information about them will be shared with all event monitors, who will be located throughout the event area and wearing recognizable t-shirts for easy identification.

In addition, staff inside the Warner Park Community and Recreation Center will be informed about the first aid and lost children procedures, and will also have walkie-talkies to communicate with event monitors in case a child or parent comes inside to look for each other.

The Northside District of Madison Police has been informed about the event, and will continue to be keep up to date on plans as they move forward.

D. Clean Up and Recycling Plan

The planning team is meeting with Paolo Verde Waste Planning to discuss the possibilities for diversion of maximum amount of waste generated through the event into composting or recycling facilities, similar to what was done at the Marquette Neighborhood's Fete de Marquette last year. At a minimum, the planning team will work with City Parks staff to rent and install sufficient numbers of trash and recycling barrels to forestall littering, and will assign volunteers to monitor those barrels throughout the event and empty them when necessary.

E. Notification Requirements

Alder Anita Weier (District 18) has been participating in the planning team meetings, as her district encompasses half of the Northside area. Alder Larry Palm (District 12), whose district includes the other half of the Northside and Warner Park, has been kept informed about the planning work, and invited to meetings.

G. Accessibility

Warner Park is generally accessible to disabled patrons. There are paved paths throughout the planned event area, usable by wheelchairs. Warner Park has designated handicapped parking spaces as well. The planning team is renting portable toilets for the day, and will include several handicapped accessible toilets in their rental agreement.

Notifications:

From: Palm, Larry [mailto:district12@cityofmadison.com]
Sent: Tuesday, February 11, 2014 3:26 PM
To: Wachter, Janine
Subject: RE: Gold Wing Road Riders Association Parade

Excellent! Thank you for the information,

Larry

Alder Larry Palm, City of Madison, District 12
[District 12 Website](#) [Signup for District 12 emails](#)

From: Wachter, Janine <wachter@visitmadison.com>
Sent: Tuesday, February 11, 2014 1:56 PM
To: Palm, Larry
Subject: Gold Wing Road Riders Association Parade

Dear Alderman Palm,

I wanted to let you know that we (Greater Madison Convention & Visitors Bureau) are currently working with a group of Northsiders that have been meeting with you and Anita Weier regarding the Northside Family Fourth of July event to take the place of R&B. I am been working with the Gold Wing Road Riders Association on their Wing Ding 36 event to be held at Alliant Energy Center July 2-5. Their event also includes a parade among other events off-site from Alliant Energy Center. We have proposed the route to begin at Warner Park with a pancake breakfast with Madison Mallards prior and the route to take the group back to Alliant Energy Center. In learning of the event, I contacted Karen Bassler. She and I have agreed that we can work together to make both of these events successful. I have attached our permit application for more information about the event and reference to our plans. I welcome any questions you may have. Thank you.

The Gold Wing Road Riders Association (GWRRA) is hosting its 36th Wing Ding in Madison, WI at Alliant Energy Center July 2-5, 2014. GWRRA is working with the Madison Mallards to host a pancake breakfast from 7:00 a.m. until 8:30 a.m. on Saturday, July 5. Each year as part of their Wing Ding, they host a grand parade to showcase their motorcycles and share their event with the hosting community.

They would like to stage their grand parade in Warner Park's parking lot the morning of Saturday, July 5. They anticipate approximately 400-600 motorcycles will participate in the parade. The Greater Madison Convention & Visitors Bureau is contracted to provide logistics for the parade including, all permits, licenses, escorts, police and security. This event is also being planned in coordination with The Northside Independence Day: A Family Celebration. Please see more information and the Northside application, attached.

Background on Wing Ding

What is Wing Ding? Wing Ding is Gold Wing Road Riders Association's (GWRRA's) annual convention, get-together, party, etc. It is our once-a-year chance for our Members, and everyone else who wants to see the world's largest Gold Wing trade show, to gather to party! The show moves to a different city every year and is held over the 4th of July holiday for four days of FUN, Food, Entertainment, Shopping, Education, Riding and Meeting old and new Friends.

Best,
Janine



Security, Crisis Communication & Medical Services/Procedures Manual

Security, Crisis Communication & Medical Services/Procedures Manual

July 1 - 5, 2014

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SECTION I: SECURITY & CRISIS

I. INTRODUCTION

The purpose of this plan is to provide a coordinated response by personnel in the event of an emergency or medical issue, in order to provide for the survival and safety of all participants and spectators. It is intended to address anticipated problems and give specific instructions to all event staff inside and around the facility to effectively evacuate patrons in an orderly fashion.

It is essential for Visit Madison and the Gold Wing Road Riders Association (GWRRA) to be prepared for any major catastrophe or natural disaster which may arise during an event. Visit Madison, GWRRA, and the event staff are charged to make every effort to protect lives and property within the facility during an emergency situation.

This policy establishes the official procedures for implementing any action for any foreseeable emergency that could endanger lives of personnel or patrons within the facility. They are as follows:

- A. Establish guidelines that provide the procedure necessary to facilitate the immediate response of the facility and events staff to a disaster or emergency situation.
- B. Establish fundamental assumptions, policies and procedures.
- C. Assign specific functional responsibilities to appropriate personnel and events staff
- D. Identify actions that personnel and event staff are tasked to provide in response to emergency situations.

This plan applies to all employees of the venue and all other staff who are involved in and responsible for a particular event. It describes specific actions to be taken by all event staff and departments who are providing response assistance. Response assistance includes but is not limited to those activities which support efforts to save lives, protect public health and safety and protect property.

II. INFORMATION MANAGEMENT

- A. Effective management of a critical incident can protect the integrity of the GWRRA and Visit Madison, and even enhance its reputation. A critical incident can be an opportunity for management to demonstrate its primary concern for the people in its organization as well as the public interest. Skillful handling of such an incident also enables management to demonstrate its ability to address a problem or issue with careful consideration, openness and honesty. By taking prompt action, then communicating clearly and effectively about the action, management can shorten the life of a critical incident and reduce its impact.
- B. Definition of a Critical Incident. A critical incident is any venue-related incident with the potential for negative impact on attendees, volunteers, spectators, event staff, the venue, Visit Madison or GWRRA. Examples of a critical incident are as follows:

1. Severe weather
2. Lightning
3. Fire
4. Bomb threat
5. Earthquake
6. Explosion
7. Personnel conflicts

C. How to Handle a Critical Incident.

1. All event staff are responsible to report any critical incident to **Kevin Thomas, GWRRA Event Director at (623)217-1958**. If an event staff member reports a critical incident to the director, he will notify **Judy Frankel 800.373.6376 x3958, who will inform all relevant staff and the PIC at each of the affected facilities.**
2. The site director will brief Kevin Thomas or an authorized designee.
3. A public safety professional will determine if the situation is legitimate and a response is required. If time does not permit, the site director will make the decision.
4. Should the decision be made to evacuate the venue or portions of the venue, Kevin will make sure that the instructions given to each agency are clear and consistent and do not conflict with this plan.
5. Any media contacts during an emergency should be closely coordinated with the Event Management, the Greater Madison Convention & Visitors Bureau Marketing Dept and public safety professionals (law enforcement, fire, EMS) and any release of information to the media should be unified in message content with the Event Management & the Greater Madison Convention & Visitors Bureau Marketing Dept.

III. EVACUATION ASSIGNMENTS

Once the decision to evacuate the venue or any portion of the venue has been made, event staff will take actions outlined below.

- A. Emergency Medical Services (EMS). The emergency medical vehicle arrival and departure point is located at the main entrance of the facility. Arriving units should be advised of the appropriate entrance.
- B. Ticket Takers. Ticket takers should proceed to assigned exits as if the event were about to end and make sure the exits are clear. They should direct patrons out of the venue and make sure that patrons do not reenter. Exiting guests may want to return to the area to search for children, family members, and friends or to retrieve items left there. This is dangerous, not only for the person, but for the rest of the crowd. The patron may be headed in the opposite direction of the exiting patrons. Deal firmly with this situation and instruct the patron not to reenter the venue. If the person is seeking a lost child, direct them to the designated lost child pickup location. Lost children will be taken to this area to be reunited with parents. Assist disabled persons in any way possible.

- C. Event Staff/Facility Personnel. Staff members should assist security in performing a sweep of the venue, if a sweep is necessary or if it is safe to do so. In a full evacuation, all patrons, exhibitors, volunteers, media members, concession staff and non-essential maintenance staff must exit the venue. All areas will be inspected to look for persons who did not hear the announcement or who chose to disregard it. The most senior member of the facilities management present in the venue will be notified of the incident, at the direction of law enforcement, fire or EMS officials.
- D. Concessions and Merchandising. When the evacuation announcement has been made, all concessions stands and merchandising stands are to close immediately. Concession and merchandising staffs are to secure inventory as if the event has ended. They are to evacuate the work area.

IV. INCLEMENT WEATHER

In the event that inclement weather prohibits the continuation of outdoor activities, an air horn will sound three times to indicate it is time to evacuate the area.

- A. Lightning Policy. If available, a Lightning Detection System shall be used to monitor environmental conditions. In the absence of a Lightning Detection System, the Flash-to-Bang method will be used. To use this method, count the number of seconds from the time the lightning is sighted until the clap of thunder is heard. Divide this number by 5 to obtain how far away (in miles) the lightning is. If the flash-to-bang count is 30 seconds or less, evacuate the area immediately. Instruct the venue coordinator to announce that everyone must seek shelter immediately. *See Announcements for specific weather announcements.*
- B. High Heat/Humidity. Extra conditions (wet towels, additional ice/water and provisions for shaded area) should be taken when the environmental conditions are in the warning zone. If the venue medical staff believes that heat/humidity is reaching dangerous levels, medical headquarters shall be contacted. The Event Director will meet to confer at headquarters with Executive Director. Necessary action will be taken.
- C. Tornadoes or Severe Weather. Venue coordinators shall develop a set of recommendations for participants and spectators in the event of impending tornado or severe weather activity. The emergency action plans will call for the moving of participants to the interior walls of buildings, away from extensive unsupported ceilings or where there is a great deal of glass. Venue medical staff will recommend to the venue coordinator that event be suspended if severe weather warnings are received. Medical headquarters will have access to the continuous National Weather Service reports.

All venue coordinators and medical staff should be certain that attendees, volunteers, spectators and staff have been advised of impending inclement weather and receive directions on simple protective actions they can take if it becomes necessary. A venue coordinator or designee will:

1. Announce over the PA system that a tornado watch, tornado warning or severe thunderstorm warning has been issued. *See Announcements.*
2. Indicate where attendees, volunteers and exhibitors can go for protection in the event of high winds, hail or tornado activity.

V. ANNOUNCEMENTS

To avoid panic in a critical incident, it is of the utmost importance that the nature of the incident not be announced to the patrons, unless it is a severe weather warning.

Event staff should be instructed to say the following if asked “what is the matter?” or a question of sorts: “It is an emergency and for your safety, we need you to leave the area through the nearest safe exit.” **(Never tell a patron the nature of the emergency!)**

If a critical incident occurs or weather warning is issued, the event director or a designee will tell the PA announcer to make one of the following announcements:

- A. General (bomb threat, earthquake, etc..). *“May I have your attention please? It is necessary to evacuate the area. Please stay calm. Event staff and law enforcement personnel have their directions and will direct you to the closest safe area. This evacuation is for your safety. Follow all instructions, stay calm, and leave in an orderly fashion. Event personnel will direct you to the closest safe area.”*
- B. Severe weather expected but no warnings issued (prior to event starting). *“May I have your attention please? As the possibility of severe weather exists today, we would like you to take note of the closest shelter. In the event of severe weather, we will make an announcement and ask that you seek shelter.”*
- C. Severe weather. *“May I have your attention, please? The National Weather Service has issued a Severe Weather warning. It is necessary to evacuate the area [if the venue is indoors, change ‘evacuate the venue’ to ‘move to a safer location’]. Please go to the nearest shelter [or location]. This evacuation [or move] is for your safety. Stay calm and leave in an orderly fashion. Follow the instructions of event personnel. Take shelter upon leaving the venue. Please stay away from windows.”*
- D. Tornado. *See C; insert “Tornado” in place of “Severe Weather warning.”*

VI. EMERGENCY CONTACT LIST

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

Gold Wing Road Riders Association:

Kevin Thomas, GWRRA Event Planner: 623-217-1958
Kristi Thomas, GWRRA Event Planner: 623-521-2792
Abel Gallardo, President of GWRRA: 602-999-4689
Ray Garris, Director of GWRRA: 800.952.2050
Roger Losornio, Senior Mgr: 918-409-2430
Suzanne Montee, Trade Show Mgr: 623-203-5131
Parade Manager: Mike Mitchell, 804-334-5035

Greater Madison Convention & Visitors Bureau:

Judy Frankel 800.373.6376 x3958
Janine Wachter 608.628.1382

Alliant Energy Center:

Connie Atkinson, Event Coordinator 608-261-9711

Madison Police Department

911

SECTION II: MEDICAL SERVICE PROCEDURES

I. INTRODUCTION

- A. Mission. The mission of the Medical Services Committee is to ensure that first aid services are provided and available during the GWRRA Wing Ding. Appropriate records and procedures shall be maintained to ensure efficient and quality medical care.
- B. Description of Medical Services.
 1. Medical services will be limited to basic first-aid care and activation of the EMS system. This care is provided for participants, spectators, and staff.
 2. The participant is responsible for any medical expenses that he/she may incur (hospital, ambulance, medication, etc) while participating in the GWRRA Wing Ding.
- C. Scope of Practice
 1. A victim must give consent to an offer of help before a person trained in first-aid begins to provide care.
 2. The law assumes that a victim that is unconscious, badly injured, or so ill that he/she cannot respond would give consent.

3. A reasonable attempt must be made to get consent from a parent or guardian of a victim who is a minor or who is mentally or emotionally disturbed.
4. If a parent or guardian is not available, medical volunteer may give first aid without consent.
5. Good Samaritan Laws give legal protection to rescuers who act in good faith and are not guilty of gross negligence or willful misconduct. The Medical Committee is providing medical care or general care in the best interest of the participant. All medical volunteers are covered under the "[Good Samaritan Law](#)" in Wisconsin. **This does not protect medical volunteers against negligence. The law does not provide blanket immunity and only applies to emergency situations.**

Hospital/Emergency Department

Meriter Hospital, 202 S. Park Street, Madison, WI
meriter.com, (608) 417-6000

St. Mary's Hospital, 700 South Park Street, Madison, WI
stmarysmadison.com, (608) 251-6100

Middleton VA Medical Center
2500 Overlook Terrace, Madison, WI 53705
madison.va.gov, (608) 256-1901

UW Hospital and Clinics, 600 Highland Ave.,
Madison, WI 53792, uwhealth.org,
(608) 263-6400

II. COMMUNICATION, TRANSPORTATION

- A. Communication. Telephone and/or 2-way radio communication with Kevin Thomas, Event Manager; Janine Wachter, or on-site designee, and the Medical Headquarters. An emergency phone list will be available at each venue.
- B. Transportation. The EMS, spouses or friends shall handle transportation of attendees, spectators, exhibitors, volunteers or staff, whichever is deemed most appropriate.

III. PUBLIC RELATIONS

In the event of a catastrophic incident:

- A. DO NOT USE two-way radio communication.
- B. Call Medical Headquarters immediately.
- C. DO NOT SPEAK about the incident with anyone other than the Event Manager or the Venue Coordinator.
- D. AT NO TIME IS A STAFF VOLUNTEER TO SPEAK TO THE PRESS, ATTENDEES, STAFF, OFFICIALS, OR SPECTATORS OF THE EVENT REGARDING A MEDICAL INCIDENT

SECTION III: INJURY POLICIES AND PROCEDURES

I. INJURY CARE PROCEDURES

- A. Emergency Action Plans (EAP).
 1. Each venue will have an EAP.
 2. All medical personnel will have communication via two-way radio, telephone, or cellular communication.

B. Emergencies.

1. What constitutes a medical emergency?
 - i. Anaphylactic shock or other severe allergic reactions
 - ii. Heart attack, or chest pain
 - iii. Cessation or irregular breathing
 - iv. Heat related illnesses: heat stroke, heat exhaustion
 - v. Fractures
 - vi. Possible head, neck, and back injuries
 - vii. Unconscious person (s)
 - viii. Burns, stabbing, shooting
 - ix. Any injury which, in your judgment, is beyond your ability to treat.
 - x. Any injury which you are uncertain how to treat.
2. Activating EMS
 - i. **911** is dialed the same on a mobile/cellular phone as a normal phone.
 - ii. Have the following information ready to give to the dispatcher:
 - a. *Location of the emergency* (Include: street location [north, south, east, west], event venue, gate, access road, etc.)
 - b. *Type of emergency* (injury, heart attack, allergic reaction, fight, fire, etc.)
 - c. *Number of people involved.*
 - d. *Any assistance or treatment given.*
 - e. *Answer all questions the dispatcher asks.*
 - f. *Stay on the line until the dispatcher instructs you to hang up.*
3. Emergency care
 - i. Assess the injury and conduct primary survey to assess ABC's.
 - ii. Activate EMS.
 - iii. Monitor vital signs and provide appropriate first aid and/or CPR until EMS arrives.
 - iv. As soon as possible, contact Kevin Thomas about the emergency situation. Provide the individual's name, nature of injury, and severity of injury.
 - v. Provide relatives and friends of the individual with directions to the area hospital the individual is being taken to.

C. Non-emergency care procedures.

1. The venue medical team should provide initial evaluation and appropriate care for acute injuries to athletes and spectators.
2. If the injury requires further evaluation, they will be directed to the nearest medical facility.
3. The venue medical team should complete all appropriate injury forms.

D. Non-emergency injuries requiring further evaluation.

1. The medical volunteer should indicate the nature and severity of the injury.
2. The medical volunteer should indicate whether the individual is to be transported to an appropriate medical facility or the crash clinic. The medical team will provide a map with the area medical facilities.
3. The medical volunteer shall assist in preparing the individual for transportation.
4. The venue medical team will complete the appropriate forms.

II. RECORD KEEPING

- A. Proper record keeping is essential to ensure quality medical services and coverage.
- B. Any individual that is evaluated and/or treatment must have an Injury/Illness Report form completed.
- C. All forms must be turned into the Event Headquarters at the end of the day.
- D. Event Headquarters shall submit or fax GWRRA Incident Report Forms to the GWRRA on-site office on a daily basis.
- E. Emergency Medical and Safety Personnel will provide to GWRRA by August 2, 2014, a complete written medical report showing name and age of the injured party, and type of injury.
- F. Forms.
 - 1. Injury Report Form (See attached sample form)
 - i. **Complete all blanks.**
 - ii. Include date event and venue.
 - iii. Indicate if the individual refused treatment or transportation.
 - 2. Indicate if transportation was provided
 - i. Daily Log Sheet
 - a. Keep a running tally by making a hatch mark for each occurrence. At the conclusion of each day, tally the hatch marks in each box and write the total number of occurrences in the box.
 - b. Return all Daily Record Sheets to the Event Headquarters at the end of the day.



Injury Report Form

Injury Description:

	LEFT	RIGHT		LEFT	RIGHT		LEFT	RIGHT
Neck			Hand			Groin		
Shoulder			Torso			Knee		
Clavicle			Back			Leg		
Arm			Hip			Foot		
Wrist			Pelvis			Ankle		

Chest
 Ribs
 Head / Face
 Other _____

Injury:
 Laceration
 Contusion
 Concussion
 Sprain/Strain
 Fracture
 Other:

Plan of Action

First Aid Only
 On-Site Care (ATC/Physician)
 Referred to Physician
 Referred to Therapy
 Treated

Initial TX:

Evaluation / Special Tests: Pain Rating: (Least) 1 2 3 4 5 6 7 8 9 10 (Worst)

Assessment/ Treatment Plan & Goals:
