

# STREET USE PERMIT APPLICATION

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

### EVENT INFORMATION

Name of Event SUTTENDE MAI RUN/WALK

Event Organizer/Sponsor STOUGHTON CHAMBER OF COMMERCE

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

If Yes, provide State of Wisconsin Tax Exempt Number N/A

Address 532 E. MAIN ST.

City/State/Zip STOUGHTON, WI 53589

Primary Contact JIM McNULTY

FAX 608.441.6001

Work Phone 608.444.4404

Phone During Event 608.444.4404

E-mail JMcNULTY@OAKBANKONLINE.COM

Website WWW.STOUGHTONWI.COM

Secondary Contact KIM McNULTY

Phone During Event 608.449.5354

Work Phone 608.449.5354

E-mail KMcNULTY02@GMAIL.COM

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: N/A

Estimated Attendance 1000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 7:00 to 7:30  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: W. MAIN, CARROLL, MILK FOR STAGING, ONE LOOP OF SQUARE, TO HAMILTON, JOHN NOLAN, RIMROCK.

### EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 5/16/15 Rain Date(s) N/A  
Event Start Date(s)/Time(s) 5/16/15 - 7:30 Set-Up Date(s)/Time for Event 5/16/15 - 5:00 AM  
Event End Date(s)/Time(s) 5/16/15 - 8:00 Take-Down Time 5/16/15 - 8:00 AM  
Take-Down Time: start to streets reopened

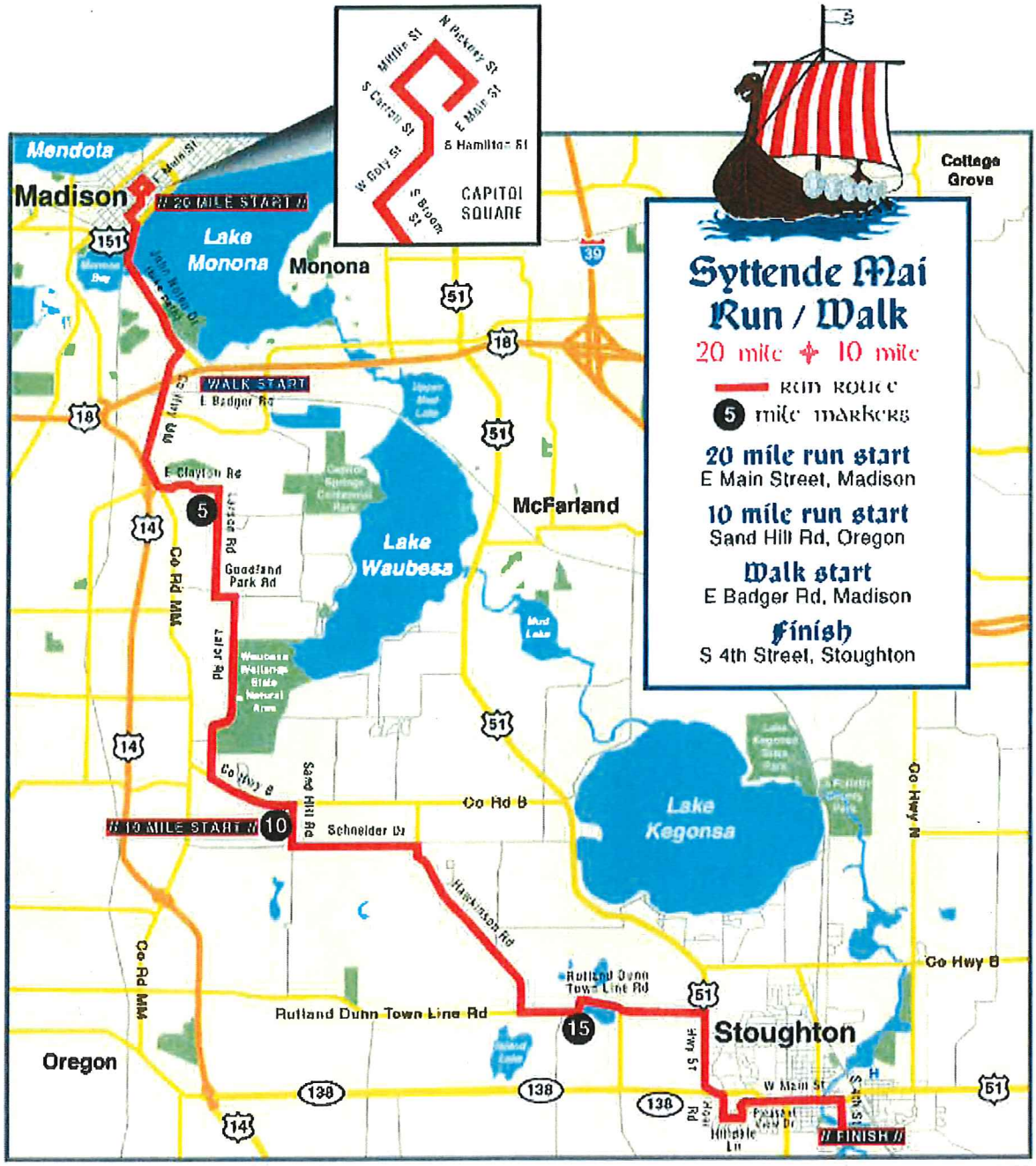
### APPLICATION SIGNATURE

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

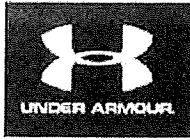
Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the 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 [Signature] Date 3/6/15







EVEN OUR EXTRAS HAVE AN EDGE.

SHOP NOW

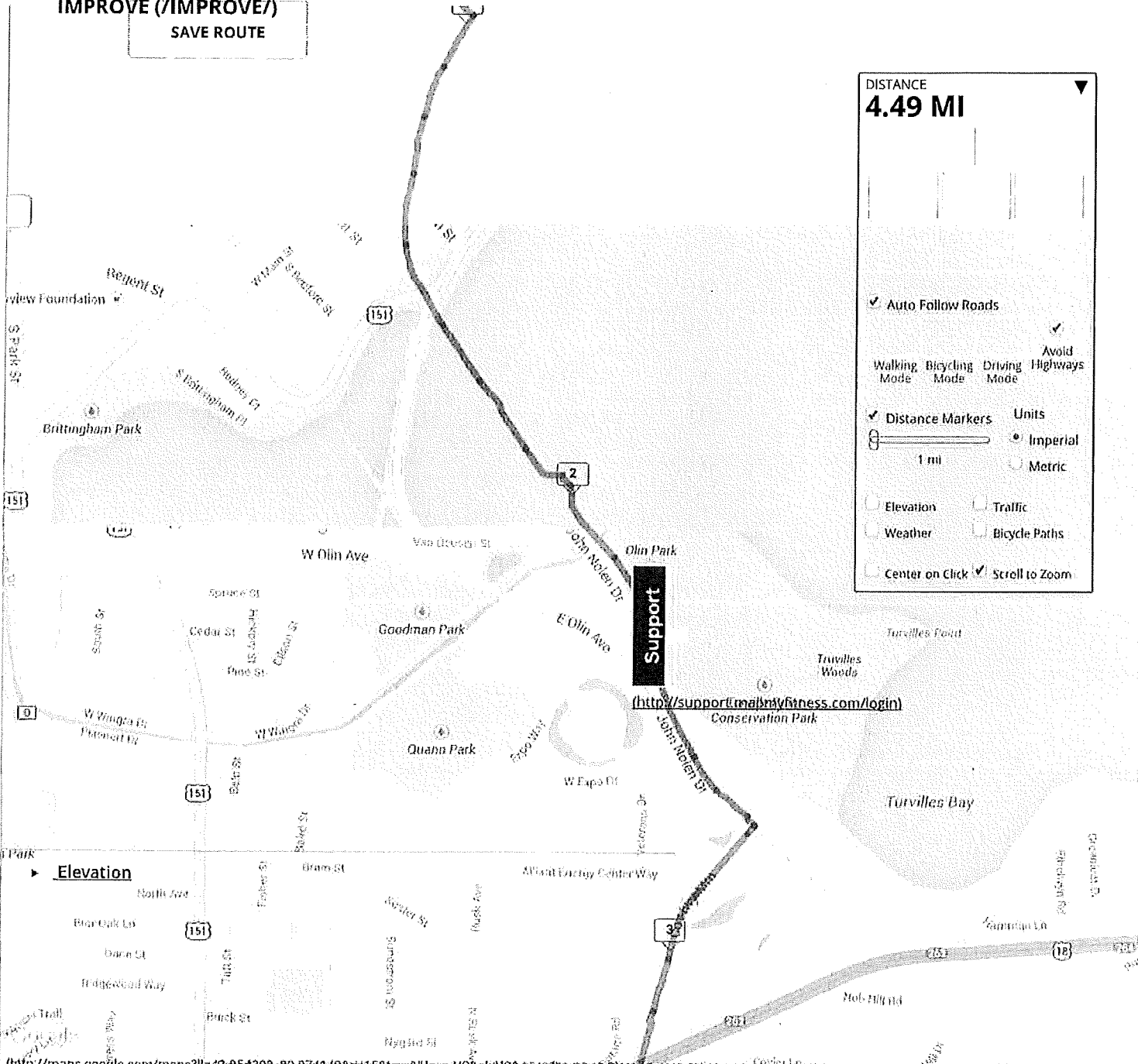
(http://mvp.mapmyrun.com)

Jim (/my\_home/)

MY HOME (/)

DISCOVER (/US/)

IMPROVE (/IMPROVE/) SAVE ROUTE



DISTANCE  
**4.49 MI**

Auto Follow Roads

Walking Mode    Bicycling Mode    Driving Mode    Avoid Highways

Distance Markers    Units

Imperial     Metric

Elevation     Traffic

Weather     Bicycle Paths

Center on Click     Scroll to Zoom

Support

(http://support.mapmyfitness.com/login)

Elevation



**OUTDOOR SPECIAL EVENT  
EMERGENCY ACTION PLAN (EAP)  
Syttende Mai Run/Walk - May 16, 2015**

**I. GENERAL**

The Syttende Mai Run/Walk will be held the morning of May 16, 2015, starting near the Capitol Square in Madison and running to Stoughton.

**II. PURPOSE**

- A.** This emergency action plan predetermines actions to take before and during the Syttende Mai Run/Walk (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 Jim McNulty, Co-Race Director, Cell Phone – 608-444-4404.

**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.

2. We will not have on-site EMS at the start or during the race. There will be EMS at the end of the race (City of Stoughton and Stoughton Hospital)
3. We will have on-course Police and Security/Traffic Control. It is a combination of City of Madison, Town of Madison, Dane County Sheriff and City of Stoughton Officers and Deputies.

#### **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 will be identified as such 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 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 Law Enforcement presence at particular traffic-related locations at this event has 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 throughways.
5. Crowd control will be managed by Jim McNulty at the race start, Kim McNulty and volunteers at the finish.
6. Parking for vendor and staff vehicles will be on MLK Blvd per City of Madison Permitting.
7. Parking for attendee vehicles will be on MLK Blvd per City of Madison Permitting.

**V. Contact Information**

<b>Primary Contact</b>	<b>Jim McNulty</b>	<b>608-444-4404</b>
<b>Secondary Contact</b>	<b>Kim McNulty</b>	<b>608-449-5354</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)**

Recycling Plan  
Syttende Mai Run  
City of Madison Street Use Permit

The Syttende Mai Run/Walk will support recycling by focusing on the following points:

- Encouraging online entrances to minimize paper use and waste
- Providing water at the race start in bulk containers and attempting to procure containers using recycled materials.
- Any waste generated at the start, at mid-race aid stations and the finish will be collected and recycled as much as possible within ordinances in the specific municipalities involved. This collection will be made possibly via event volunteers and course marshals using containers procured by the event or available public containers as marked.