

## STREET USE (SPECIAL EVENT) PERMIT APPLICATION

### Applicant

Randy Wiessinger  
Wisconsin Law Enforcement Memorial  
P.O. Box 2733  
Madison, WI 53701  
Email: Rpw@wiessinger.Com  
Phone: (608) 516-6767

### Contact During Event

Randy Wiessinger  
Wisconsin Law Enforcement Memorial  
P.O. Box 2733  
Madison, WI 53701  
Email Rpw@wiessinger.Com  
Phone: (608) 516-6767

### Event Information

Name of Event: Annual Law Enforcement  
Memorial Ceremony

Event Type: One Day

Estimated Attendance: 300

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:

Annual memorial ceremony on capital square Hamilton St corner

### 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

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Capitol Square: ☒

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☐

Street Names and Block Numbers:

## Event Dates

| Setup Date | Setup Time | Event Start Date | Event Start Time | Event End Date | Event End Time | Cleanup Completed Date | Cleanup Completed Time | Rain Date |
|------------|------------|------------------|------------------|----------------|----------------|------------------------|------------------------|-----------|
| 05/20/2022 | 9:30am     | 05/20/2022       | 11:30            | 05/20/2022     | 1:00pm         | 05/20/2022             | 1:30pm                 |           |

## Temporary (Picnic/Beer) Licenses

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

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

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

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

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

If the Temporary (Picnic/Beer) License is denied will the event occur?: **No**

## Street Use Event Vending License

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

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

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

Estimate number of vendors:

## Public Amplification Permit

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

Will there be Public Amplification?(\$):

☐

| Start Date | Start Time | End Date   | End Time | Rain Date |
|------------|------------|------------|----------|-----------|
| 05/20/2022 | 12:00pm    | 05/20/2022 | 1:00pm   |           |

### 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:

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### Equipment Rental - Downtown events only.

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

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

### Marketing

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

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

Event Website:

Notes:

## Acknowledgement

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

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

I have read the Acknowledgement: ☒

## Indemnification

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THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

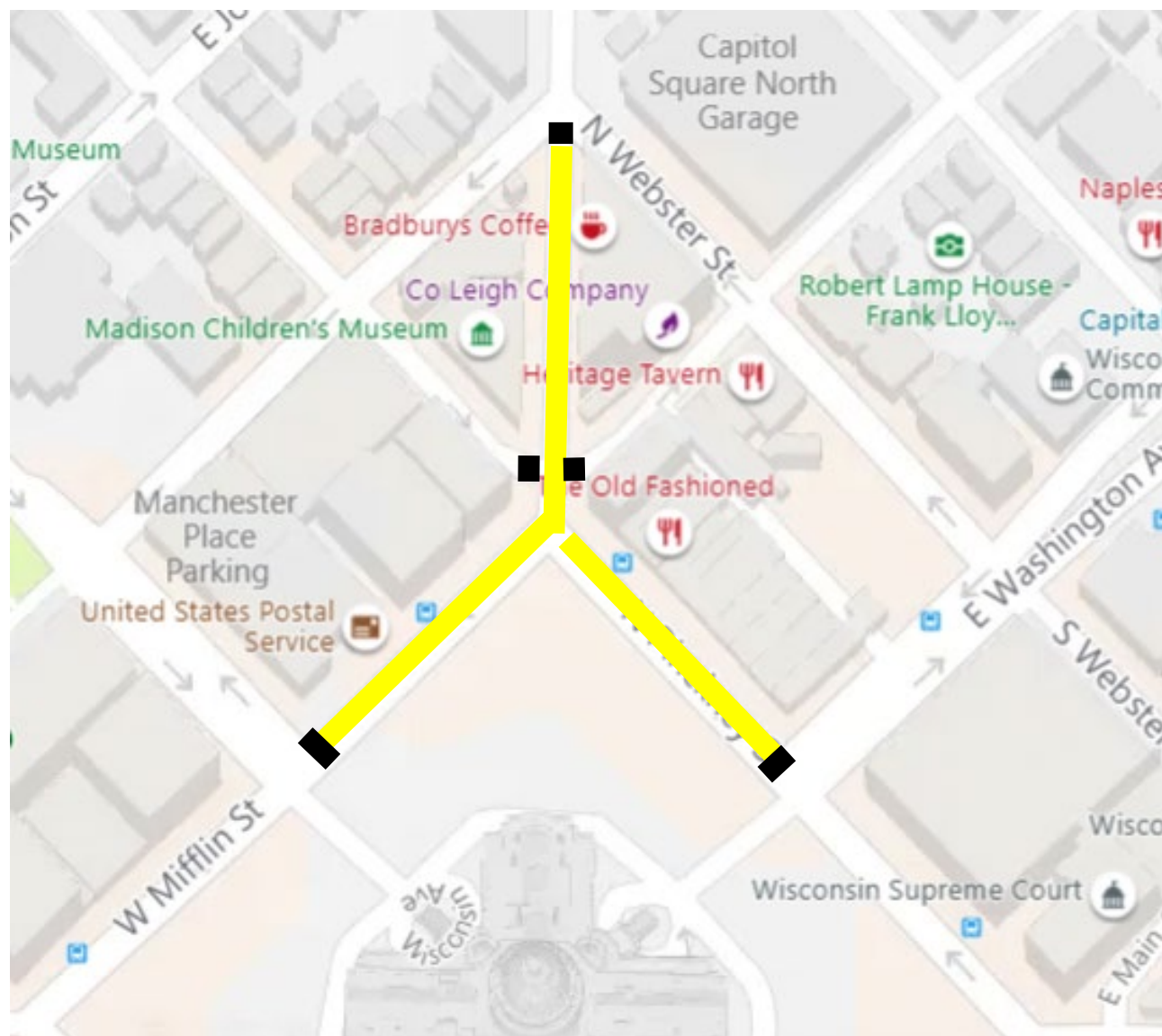
I have read the Acknowledgement: ☒

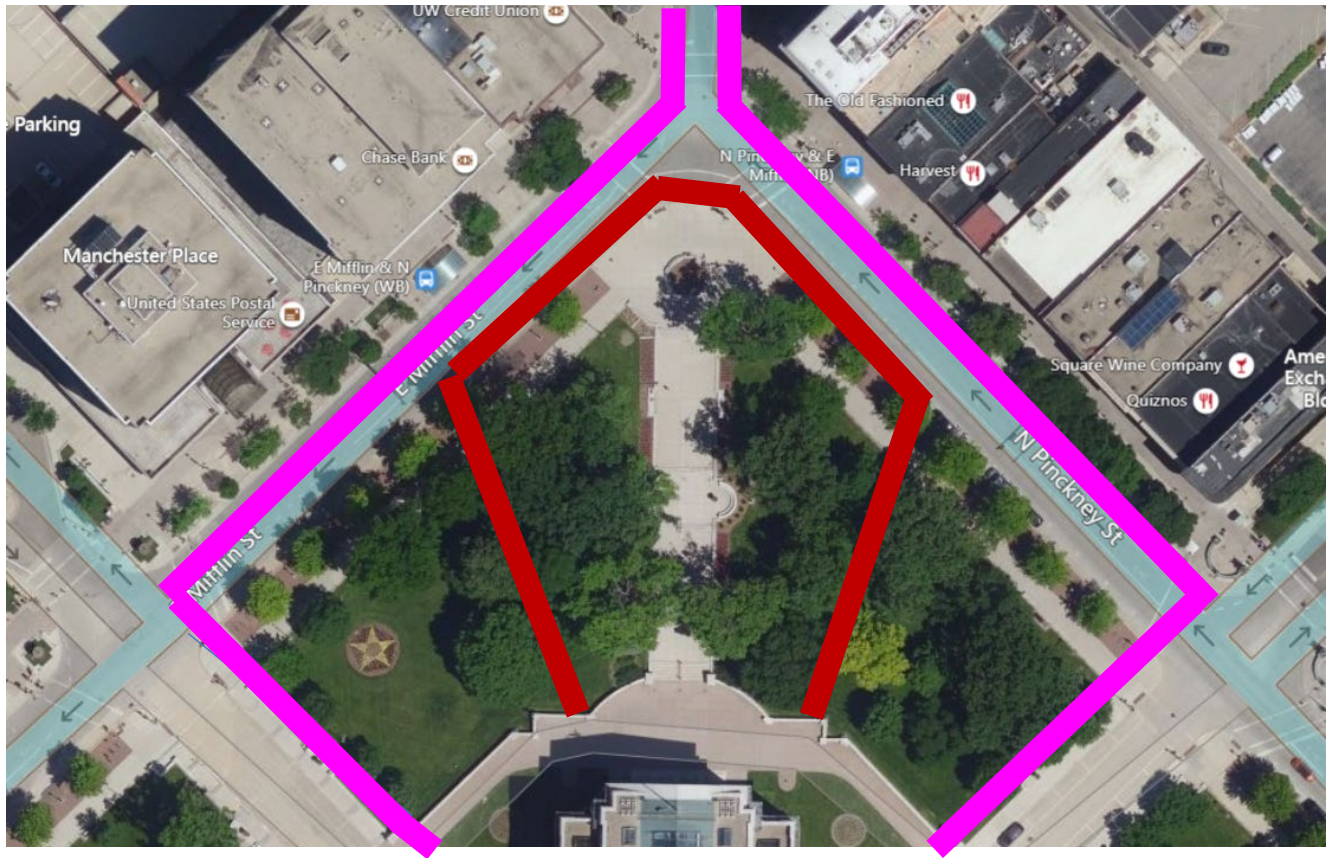
## Signature

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Signature: RANDALL P WIESSINGER

Date: 01/31/2022





Blue line = outer perimeter (N Hamilton extends beyond map)

Red line = inner perimeter

Gate locations to be identified upon concept approval

## Wisconsin Law Enforcement State Facility Use Permit Application Addendum

To Whom it May Concern:

Given the events that transpired on May 7, 2021, during the 2021 Wisconsin Law Enforcement Memorial, and concerns of similar events to transpire during future ceremonies, Wisconsin Law Enforcement Memorial, Inc. (WLEM), is requesting the following to ensure the security and safety of everyone in attendance at the event.

1. A "Y Closure" on N. Pinckney St. from E. Washington Ave. to N. Hamilton St, then continuing on E. Mifflin St. to Wisconsin Ave. N. Hamilton St. closed from N. Pinckney St/E. Mifflin St to E. Dayton St/N. Webster St. This area will be cordoned off by barricades with access controlled by law enforcement allowing only approved participants entry. Please refer to map #1.
  - a. The sidewalk along the "outer" (city) side of N. Pinckney (accessed only from E Washington side) and E Mifflin (accessed only from E Mifflin side) would be accessible to the public to have access to the businesses on those blocks.
  - b. This request is not being made lightly, nor without recognition of the impact it will have on the public. However, previously demonstrated violence towards the memorial, and the law enforcement community that memorial represents gives us significant cause to protect the ceremony attendees from any vehicle intrusion, vehicle born attack or otherwise. Guests and survivors attending the May 7<sup>th</sup> 2021 memorial ceremony were victims of threats and intimidation, therefore we strongly feel these measures are necessary to protect all in attendance.
2. Capitol grounds from the street closure to the Capitol building to be closed to general public. Gated access that will be controlled by law enforcement to allow only approved access to uniformed law enforcement personnel, law enforcement personnel displaying proper identification, and credentialed guests. WLEM is requesting an outer and inner perimeter. Please refer to map #2.
  - a. This request is made with trepidation of the Board of Directors because for over 30 years the memorial ceremony has been open to the public. Unfortunately, the climate is such that for us to provide the safety and security of our attendees, as well as the integrity and reverence of this event, we must restrict attendance to approved attendees only. Providing both an inner and outer perimeter with gated access is the preferred way we can achieve a positive outcome for all involved.

In collaboration with Capitol Police Department and Madison Police Department, WLEM will assist in development of a detailed event security operations plan following Incident Command System principals. At a minimum, WLEM would provide liaisons to staff the event points of entry and other locations as needed so the Incident Command Post would have immediate contact with someone representing WLEM. Additionally, WLEM will provide a list of Board members who will be present during the ceremony and serve as complainants.

Craig Kolbeck, Chairman  
Wisconsin Law Enforcement Memorial



# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Annual Law Enforcement Memorial Ceremony" will be held May 20, 2022 at Capitol grounds at corner of E. Mifflin and N Pinckney Sts. Parking on Capitol Square.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Annual Law Enforcement Memorial Ceremony" (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 Randy Wiessinger.

### 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 / ☒ will not have on-site EMS (ENTER CONTACT NAME & CELL PHONE NUMBER)
- 3. We ☒ will / ☐ will not have on-site Police or Security (Randy Wiessinger 608-516-6767)

### C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the [National Weather Service's Madison Weather Forecast website](#).
- 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 Randy Wiessinger 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 Craig Kolbeck 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 / ☐ 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: Craig Kolbeck.
- 6. Parking for vendor and staff vehicles will be: public parking or designated spots on Capitol side of street).
- 7. Parking for attendee vehicles will be: Around Square and side streets - see parking map.

#### **V. CONTACT INFORMATION**

|                   |                           |                |
|-------------------|---------------------------|----------------|
| Primary Contact   | Randy Wiessinger          | 608-516-6767   |
| Secondary Contact | Craig Kolbeck             | 608-846-9854   |
| Emergency         | Dane County 911 Center    | 911            |
| Non-Emergency     | Madison Fire Department   | (608) 266-4420 |
| Non-Emergency     | Madison Police Department | (608) 255-2345 |