STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant	Contact During Event
Pancreatic Canc Action Network	Dawn Pratt
Pancreatic Cancer Action Network C/O Event 360	
1500 Rosecrans Ave Suite 200 Manhattan Beach, CA 90266	
Email: Dpratt@event360.Com	Email Dpratt@event360.Com
Phone: (872) 310-4170	Phone: (872) 310-4170

Event Information

Name of Event:	PanCAN Purp	leStride		Event Type:	One Day		
Estimated Attend	dance: 8	50		Is this a new	event:		
Event Addition	al Informatio	n					
Run/Walk:		M	Music/Cond	cert:			
Festival:			Rally:		M		
Parade:			Posting no	parking signs o	or bagging	g meters?	
Other:							
If other, please d	escribe:						

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:	Warner Park 1600 Northpoint Dr. Madison, WI 53704

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
04/28/2023	8:00 am - 5:00 pm	04/29/2023	8:00 am	04/29/2023	11:00 am	04/29/2023	5:00 pm	

Temporary (Picnic/Beer) Licenses

Visit the <u>City of Madison City Clerk's Office</u> website under heading "Temporary Picnic/Be	er License" to apply.		
Will beer/wine be sold?(\$): No			
Will beer/wine be served (Free of charge)?: No			
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?:	Νο		

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:	R
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
04/29/2023	7:00 am	04/29/2023	11:00 am	

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 <u>Madison Fire</u> 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 <u>Special Duty Police Officers</u> or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact <u>Central District MPD</u>, (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 <u>Police</u>, <u>Traffic Engineering</u> and <u>Madison</u> <u>Metro</u> 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	t rental from the	City of Madison?(\$):	No	
Trash Barrels:	0			
Recycling Barrels:	0			
Dumpsters:	0			
Electrical Adaptors:	0			

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?:

Yes

Event Website: www.pancan.org

Notes: PanCAN PurpleStride, is the ultimate event to end pancreatic cancer. Join the movement to change the lives of pancreatic cancer patients.

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 :	st	
Signature:	Slade Thompson	
Date:	01/03/2023	



PURPLE STRIDE

TAKING STEPS TOGETHER TO END PANCREATIC CANCER

MADISON

Saturday April 29, 2023 Warner Park 1600 Northport Dr., Madison, WI 53704 **Registration Opens 8:30 AM** Walk Starts 10:00 AM **1 Inch = 45 Feet**



PANCREATIC CANCER ACTION NETWORK

TAKING STEPS TOGETHER TO END PANCREATIC CANCER

MADISON

71

Saturday April 29, 2023 Warner Park 1600 Northport Dr., Madison, WI 53704 Registration Opens 8:30 AM Walk Starts 10:00 AM

5 Troy D V Spenser Ln N VOV Troy Dr **SYMBOLS Troy Dr** Northoor Start/Finish Novick-D₁ Becker Dr Water Station Thackeray Rd P Parking Mile Marker Forster Dr Course Length 2.1 miles **Browning Rd SAFETY PLAN** Northport Dr Cones V Barricades (P) Police (0) AV6 V Volunteer (6-12) 2 **(P**) **ROUTE RULES** No driving on the park path. Cones placed on the north side of • Trailsway by 8:00a on 4/30. Windom Way V Trailsway Elka LN V



EMERGENCY RESPONSE PLAN

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QUICK RESPONSE TEAM (QRT)

ONSITE QUICK RESPONSE TEAM

Purpose: Rapid and organized response to an emergency within the main event site and course. Onsite Command Center: This will be located at the Volunteer Check-In Tent and serve as the meeting place for the Onsite Quick Response Team in the event of an emergency to determine a plan.

Positions of responsibility at **PanCAN** Staffed Events:

- Event Lead (EL) (PanCAN Staff Member) Immediately reports to the onsite command center. Is responsible for all initial decision making. Manages the Quick Response Team with the response to the emergency and evacuation of participants (if applicable). Deploys additional resources as needed. Will make all calls to 911 and will contact National Command center and provide ongoing updates.
- Site Lead (SL) (PurpleStride Chair) Responds, as directed by EL, to the scene of the emergency and evaluates the situation. Provides EL with a rapid assessment and initiates appropriate actions to control the incident if possible. Begins to clear the immediate area if appropriate.
- Vendor Lead (VL) (Logistics Chair) As Directed by EL, responds to the incident scene and assists SL with clearing participants and volunteers. Assists in ensuring safe evacuation or reroute of participants and directs them to a safe location as directed by EL. Assists in bringing emergency vehicles into the event area. Directs participants coming off the course directly to the evacuation area.

Positions of responsibility at Event 360 Staffed Events:

- Event Lead (EL) (Event 360 Staff Member) Immediately reports to the onsite command center. Is responsible for all initial decision making. Manages the Quick Response Team with the response to the emergency and evacuation of participants (if applicable). Deploys additional resources as needed. Will make all calls to 911 and will contact National Command center and provide ongoing updates.
- Site Lead (SL) (PurpleStride Chair) Responds, as directed by EL, to the scene of the emergency and evaluates the situation. Provides EL with a rapid assessment and initiates appropriate actions to control the incident if possible. Begins to clear the immediate area if appropriate.
- 2nd or 3rd Event 360 Staff Member As Directed by EL, responds to the incident scene and assists SL with clearing participants and volunteers. Assists in ensuring safe evacuation or reroute of participants and directs them to a safe location as directed by EL. Assists in bringing emergency vehicles into the event area. Directs participants coming off the course directly to the evacuation area.



OVERVIEW

Pre-planning, preparation and communication are essential to a rapid, accurate and calm response to an onsite emergency. The Onsite Command Center is at the core of all event day communications and is anticipated to be the first to either identify or to be notified of any emergency, and due to this will be the lead in the local response to any emergency. The Onsite Command Center with information received from personnel and volunteers, may escalate the situation to include local authorities as may be necessary.

Safety is a crucial component of every operational plan and execution decision. The Event Production Team (Event Lead, Site Lead, Vendor Lead, Course Lead, Event Day Volunteer Lead, Registration Lead) utilizes the Emergency Response Plan to respond to, manage, and minimize the impact of any incident that may occur during the event.

PurpleStride has a medical team primarily composed of Emergency Medical Technician's (EMT) and a local ambulance/Emergency Medical Service (EMS) that is fully equipped to administer first aid and stabilize patients prior to transport from the event as may be necessary.

In Case of Any Emergency

- Event Lead will report the situation to the National Command Center immediately or in an extreme life-threatening situation, call 911 first and then contact the National Command Center to advise them about the incident. Be prepared to provide location of incident, number of victims involved, condition of victims (i.e., type of injury or illness, conscious and breathing) and what assistance is needed.
- All staff roles, announcements and directions during an emergency will be initiated from the Event Lead.
- Local Emergency Services (Fire, Police or EMS) personnel have authority over any emergency situation. Follow their commands and assist as requested. Notify the National Command Center when local emergency services personnel arrive.
- If you are in an emergency situation and you or another person are in immediate danger, respond quickly to remove yourself or others out of danger then report the situation to the Event Lead.
- If you are aware of an emergency situation but unsure about what to do, notify the Event Lead and wait for further instructions.
- Incident Report Form in all cases an Incident Report Form should be completed.
 - This report should be filled out by the injured party or if they are unable by the Event Lead.
 - The report should be signed by the Event Lead and submitted to the National Command Center within 24 hours. Email can include either an attached photo of the legibly written report or a typed report.

In Summary

Event Lead (PanCAN or Event 360 staff on site) is overall accountable for implementation of the Emergency Response Plan — but here are the two things all volunteers should know how to respond to:

- Life threatening emergency
 - Point and make eye contact with the nearest person
 - Instruct them to call 911
 - Contact EMS on site (via radio)



- o Contact Event Lead (via radio or cell phone)
- Event Lead activates quick response team (via radio "Activate Quick Response Team and meet at Volunteer Check-In Tent)
- o Event Lead contacts National Command Center
- Non-life-threatening emergency
 - Contact EMS on site
 - Contact Event Lead (via radio or cell phone)
 - o Event Lead contacts National Command Center

Key Priorities

Regardless of the situation and severity there are some actions and priorities that are consistent. (These appear in order of importance although some may occur simultaneously).

- Ensure the safety of all staff, volunteers, participants, sponsors, and vendors.
 - This may mean finding temporary shelter for participants, evacuating participants from the course to an area of safety, or even cancellation of the event.
- Inform the staff, volunteers, participants, sponsors, and vendors (EMS, jurisdictions, etc.).
 - Approved verbiage will be provided by the National Command Center (via Event Lead).
 - Event Lead will disseminate key message points as needed (ex. DJ to read from stage, for volunteers over the radio).
- Ensure the comfort of all staff, volunteers, participants, sponsors, and vendors
 - Responses to this priority may include: distributing more ice and beverages, relocating event elements to a more comfortable location, providing entertainment until normal operations resume, distributing solar blankets, hand warmers, ponchos or warm beverages.
- Remain fiscally responsible by reducing possible damage to property and equipment.
 - Responses to this priority may include: rearranging of tents or other equipment to reduce turf/ground damage, removal of banners or other elements in heavy winds, installing ground cover in high traffic areas, adjustment of traffic plans, etc.
- Resume normal operations as soon as reasonable.
 - While responding to adverse conditions consideration should be given to whether a response dramatically hinders or easily facilitates the resumption of normal operations.

CONTAINMENT OF AN EMERGENCY

Working with the Participants

- Clear and consistent communication to the participants is essential to preventing chaos and frustration, as well as maintaining control of the situation.
- Staff and volunteers should only give directions via bullhorn (PA System) to participants when you have been given clear message points from the National Command Center, i.e., the exact location of the collection point.
- Ensure everyone has been moved away from the location of the emergency and is out of danger.
- Notify participants that an emergency situation has occurred at the event and where it has occurred and that their cooperation is needed to maintain a clear area around the situation. Event staff and volunteers should be placed around the situation for security and safety of the participants, the victims, and the rescuers.
- If it is determined that the event is to be closed, be prepared to notify the participants and volunteers of how and when this will occur and what they will need to do to leave the event safely.

Working with the Public

- Onsite staff/volunteers are prohibited from speaking to members of the media and/or news outlets if/when a crisis arises. All media inquiries should be directed to PanCAN Public Relations: Julie Vasquez 310.697.9129
- Local authorities should be directed to the Onsite Command Center (Volunteer Check-In Tent).

EMERGENCY SCENARIOS

Medical Emergency

- Remain calm
- For life threatening medical emergencies
 - Point and make eye contact with the nearest person
 - Instruct them to call 911
 - Radio EMT/Ambulance
 - Provide nature of emergency (ex: who, what, where etc.)
 - Notify Event Lead
 - Event Lead activates Quick Response Team
- For non-life-threatening medical attention
 - Radio EMT/Ambulance
 - Provide nature of emergency (ex: who, what, where etc.)
 - EMT will determine further necessary action
 - Notify Event Lead
- Event Lead Contacts National Command Center
- Event Lead to listen and gather as much information as possible to complete an "Incident Report Form". If appropriate, you may ask follow-up questions. Please note, EMT may not be able to provide specific information. The essential information to collect includes: participant name, type of injury, treatment provided, destination if participant is transported for additional treatment. Additional



information would include any obvious cause of injury, and if that cause can be mitigated to prevent injury to other participants.

Bomb Threat

- Most bomb threats are received by phone. Bomb threats are serious until determined otherwise.
- Call 911 and provide as much detail as possible.
- Notify Event Lead.
- Local Emergency Services (Fire, Police or EMS) directions will always take precedence.
- Event Lead contacts National Command Center.
- Event lead activates Quick Response Team.
- Event Lead (and QRT) complete the Homeland Security Bomb Threat Checklist (Last Page).
- <u>Immediately cease to use all two-way communication!</u> This includes cell phones, walkie talkies and other two-way radio devices. (Radio signals have the potential to detonate a bomb.) Ensure this is <u>communicated to all participants.</u>
- Event Lead will issue the announcement which will provide actions to be taken by the participants to evacuate the event and/or the "all clear" to return to the event.
- Assist Emergency Services as may be necessary.

Event Cancellation

- If conditions are such that we cannot guarantee the safety of our participants, Event Lead contacts National Command Center who will make the final decision whether we need to cancel the event.
- Reasons may include but are not limited to extreme heat/cold or prolonged severe weather conditions.
- Onsite Command Center will issue an announcement with directions for the participants.

Fire/Explosion

- Call 911 and provide as much detail as possible. If known, provide information regarding hazardous materials involved.
- Notify Event Lead.
- Local Emergency Services (Fire, Police or EMS) directions will always take precedence.
- Event Lead contacts National Command Center.
- Event lead activates Quick Response Team.
- Event Lead and QRT to review and implement event evacuation plan (as necessary).
- Onsite Command Center will issue the announcement which will provide actions to be taken by the participants to evacuate the event and/or the "all clear" to return to the event.
- Assist Emergency Services as may be necessary.

Lightning

- Lightning is the most consistent and significant weather hazard that can interrupt an event and jeopardize the health and safety of participants.
- The National Command Center monitors weather constantly during the event and therefore would notify event staff and volunteers of pending significant weather that may include lightning.
- The National Severe Storms Laboratory (NSSL), National Collegiate Athletic Association (NCAA) and the National Athletic Trainers' Association (NATA) recommend the use of the flash-to-bang ratio to help determine when cover should be taken. This method requires no equipment and is



an easy way to determine the distance from the last lighting strike. To use the flash-to-bang method, begin counting on the lightning flash, and stop counting when the associated thunder is heard. Divide this number (in seconds) by 5 to determine the distance (in miles) to the lightning flash. For example, if the time in seconds between the lightning being spotted and the thunder being heard is equal to 30, divide that by 5, and you get 6 (30/5=6). Therefore, that lightning flash was approximately 6 miles away from the observer. (National Command Center can walk you through this process).

- Notify Event Lead.
- Event Lead contacts National Command Center (includes approximate distance away). Event Lead activates the Quick Response Team.
- Event Lead will notify staff and lead volunteers via radio and have the DJ notify all participants (via PA system) to evacuate to appropriate shelter. QRT to assist, as necessary.
- The primary choice for a safe location from lightning hazard is any substantial building. The secondary choice for a safe location from lightning hazard is a fully enclosed vehicle with a metal roof and the windows closed. Convertible vehicles, golf carts, etc., are not adequate areas of shelter. High places and open fields, isolated trees, rain or picnic shelters, baseball dugouts, communication towers, flagpoles, bleachers, metal fences, convertibles, golf carts or any type of water should be avoided.
- Event Lead will wait at least **30 minutes** after the last lightning flash or sound of thunder to resume the event. Each time lightning is seen or thunder is heard the 30-minute clock should be reset. A blue sky or lack of rainfall is not an adequate reason to resume the event, as lightning can strike far from where it is raining.

Missing or Unaccompanied Found Child

- Notify Event Lead.
- Event Lead contacts National Command Center.
- Event Lead gather information & make an announcement over the radio (omitting child's name) to:
 - \circ $\,$ Search for the missing child and escort him/her to the stage
- Do not make an announcement from the stage. If child is NOT found, Event Lead should escalate search by:
 - o Having DJ make an announcement from the stage
 - o Gauging parental concern
 - Continuing the search
 - Calling 911
- If child IS found, determine:
 - If the child appears to have been lost and unharmed, the child should be reunited with the searching family member at the stage.
 - Provide update of situation via radio and officially cancel search
 - o If the child is found or spotted and suspicious behavior is suspected, call 911
 - Event lead should serve as on-site point of contact when law enforcement arrives.
 - Event lead should officially cancel search when appropriate.
- Provide National Command Center with update.



Natural Disaster

- Call 911 and provide as much detail as possible.
- Notify Event Lead.
- Local Emergency Services (Fire, Police or EMS) directions will always take precedence.
- Event Lead contacts National Command Center.
- Event lead activates Quick Response Team.
- Onsite Command Center will issue the announcement which will provide actions to be taken by the participants to evacuate the event and/or the "all clear" to return to the event.
- Assist Emergency Services as may be necessary.

Nearby Activity/Active Shooter

- In the event of protests or other non-life-threatening disturbances, follow the lead of local law enforcement and monitor local news. In the event of a nearby active shooter or other dangerous activity follow the Run, Hide, Fight survival strategy. This strategy should be used with immediate verbal instructions and from a microphone if safe to do so.
- Run
 - o Leave your belongings behind
 - Evacuate whether others agree to follow
 - Help others escape, if possible
 - Do not attempt to move the wounded
 - o Prevent others from entering an area where the active shooter may be
 - Announce via radio to halt the race and get people off course (provide direction away from harm)
- Hide
 - o Hide in an area out of the shooter's view
 - Lock door or block entry to your hiding place
 - Silence your cell phone and remain quiet
- Fight
 - Fight as a last resort
 - Attempt to incapacitate the shooter
 - Act with physical aggression
 - Improvise weapons or throw items
 - o Commit to your actions
- Call 911 when it is safe to do so and provide as much detail as possible

 Event.
- Notify Event Lead.
- Local Emergency Services (Fire, Police or EMS) directions will always take precedence.
- Event Lead contacts National Command Center.

Riot

- Call 911 and provide as much detail as possible.
- Notify Event Lead.
- Local Emergency Services (Fire, Police or EMS) directions will always take precedence.
- Event Lead contacts National Command Center.
- Event Lead activates Quick Response Team.
- Event Lead and QRT to review and implement event evacuation plan (as necessary).



- Onsite Command Center will issue the announcement which will provide actions to be taken by the participants to evacuate the event and/or the "all clear" to return to the event.
- Assist Emergency Services as may be necessary.
- Keep participants in areas away from confrontation.

Terrorism

- Call 911 and provide as much detail as possible.
- Notify Event Lead.
- Local Emergency Services (Fire, Police or EMS) directions will always take precedence.
- Event Lead contacts National Command Center.
- Event lead activates Quick Response Team.
- Event Lead and QRT to review and implement event evacuation plan (as necessary).
- Onsite Command Center will issue the announcement which will provide actions to be taken by the participants to evacuate the event and/or the "all clear" to return to the event.
- Coordinate with local authorities to receive updates on situation.

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

- If a bomb threat is received by phone:
- 1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- 2. Listen carefully. Be polite and show interest
- 3. Try to keep the caller talking to learn more information.
- 4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- 5. If your phone has a display, copy the number and/or letters on the window display.
- 6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- 7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.
- If a bomb threat is received by handwritten note:
- Call
- Handle note as minimally as possible.
- If a bomb threat is received by e-mail
- Call

Stains

· Do not delete the message

Signs of a suspicious package:

- No return address Poorly handwritten
- Excessive postage
 - Incorrect titles

Misspelled words

Foreign postage

- Strange odor
- Strange sounds Restrictive notes
- Unexpected delivery

* Refer to your local bomb threat emergency response plan for evacuation criteria

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?

• What does it look like?

• What kind of bomb is it?

What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located?
- (background/level of noise)
- Estimated age
- Is voice familiar? If so, who does it sound like?

• Other points:

Raspy □ Slow □ Slurred □ Soft □ Stutter

Caller's Voice	Background Sound
Female	Animal noises
Male	House noises
Accent	Kitchen noises
Angry	Street noises
□ Calm	Booth
Clearing throat	PA system
Coughing	Conversation
Cracking Voice	Music
Crying	Motor
Deep	Clear
Deep breathing	Static
Disguised	Office machine
Distinct	Factory machin
Excited	Local
Laughter	Long distance
🗆 Lisp	
Loud	Other Information
Nasal	
Normal	
Ragged	
Rapid	

ckground Sounds Threat Language □ Incoherent Message read Taped message Irrational Profane

Well-spoken

- Office machinery Factory machinery
- Local Long distance

her Information

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