

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Concerts on the Square

Event Organizer/Sponsor Wisconsin Chamber Orchestra

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

If Yes, provide State of Wisconsin Tax Exempt Number 019619

Address 321 E Main St.

City/State/Zip Madison, WI 53703

Primary Contact Jeff Richard FAX 608-257-0611

Work Phone 608-257-0638 Phone During Event Cell: 608-332-1490

E-mail JeffRichard@WCOconcerts.org

Website WCOconcerts.org

Secondary Contact Mark Cantrell

Work Phone 608-257-0638 Phone During Event Cell: 978-833-7207

E-mail MarkCantrell@WCOconcerts.org

Annual Event? ☒ Yes ☐ No

Charitable Event? ☒ Yes ☐ No

If Yes, name of charity to receive donations: Wisconsin Chamber Orchestra

Estimated Attendance 15,000 - 20,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 5:00 pm to 8:45 pm ☒ 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: The 10 blocks of N & S Pinckney, the 10 blocks of E & W Main,

the 100 blocks of E. Wash, MLK, and King St.

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 6/24, 7/1, 7/8, 7/15, 7/22, 7/29

Event Start Date(s)/Time(s) 5pm Vending; 7pm Concert

Event End Date(s)/Time(s) 9pm End of Concert

Rain Date(s) 6/25, 7/2, 7/9, 7/16, 7/23, 7/30

Set-Up Date(s)/Time for Event Day of Concert; State 10am, City 3pm

Take-Down Time 9pm - Midnight

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 3/2/15

Wisconsin Chamber Orchestra

Concerts on the Square®

Event Schedule

Concerts on the Square

- **Wednesday, day of concert:**

- Portapotties arrive in the wee hours of morning.
- Between 9am – Noon: deliveries of tables, chairs, etc. begin arriving on the Capitol and City side of the street in approved areas.
- 10:00am: WCO Staff begins setting out signs on the Capitol lawn.
- 10:00am: East Washington meters bagged for event vehicles
- Noon: Crew, staging, and audio arrives on square and begin set up.
- 3pm: RAIN DETERMINATION IS MADE.
 - If there is a postponement, City and State agencies are notified first, contingency plans discussed and put into motion. Vendors are notified. Crew readies area for impending weather situation.
 - If there is no postponement, Table area set up completed, street closings begin. Crew begins setting up vendors in streets.
- 4:30pm: Vendors arrive on the Square, unload, and park vehicles.
- 4:30pm: Bike Valet area begins setup.
- 5:00pm: Vending opens. Table area opens. Kids Area opens.
- 5:30pm: If needed, Guest Artist sound check. Begin announcements every 15 minutes or so until concert time.
- 6:15pm: Sound check with Orchestra.
- 7:00pm: Concert begins.
- 8:45pm ish: Concert ends, vending ends. Crowd begins to disperse.
- 9:00pm: Crew begins to tear down, clean up grounds.
- 12am: Anticipated end of clean up. Traffic reopens to the public.

- **Thursday, if concert was postponed, follows the same schedule as Wednesday.**

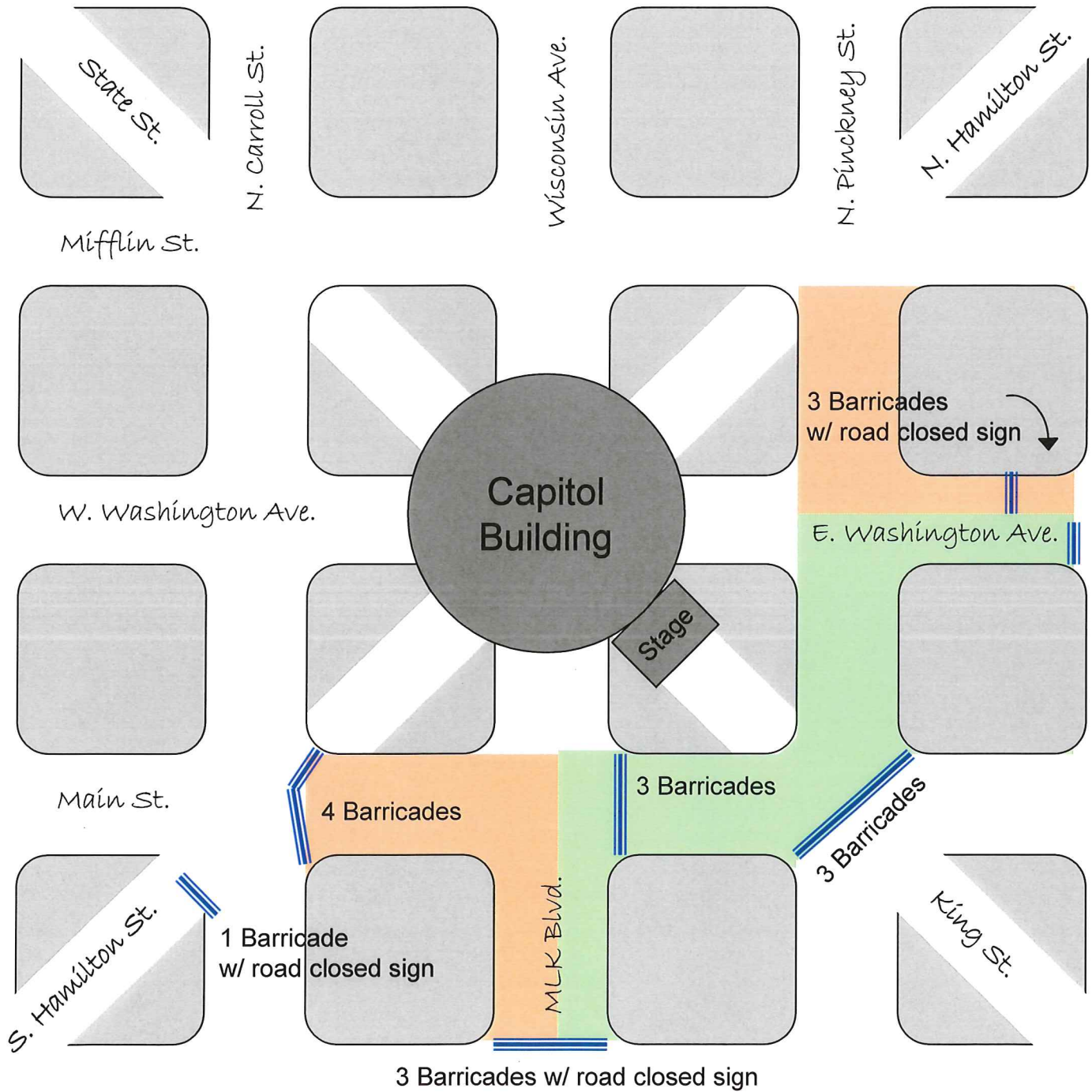


Concerts on the Square

Barricade Locations and Street Closings

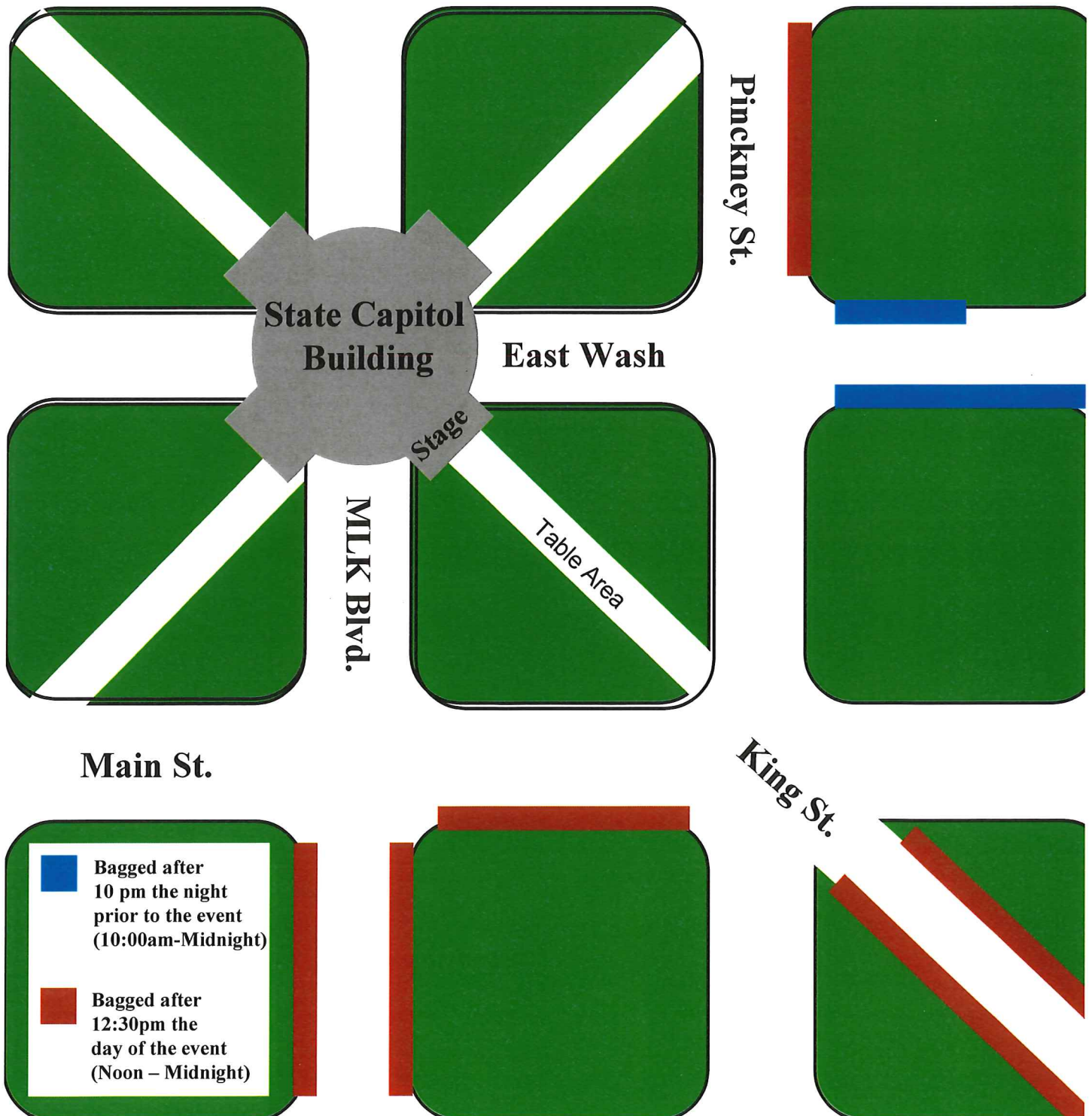
King Street Corner

Summer 2015

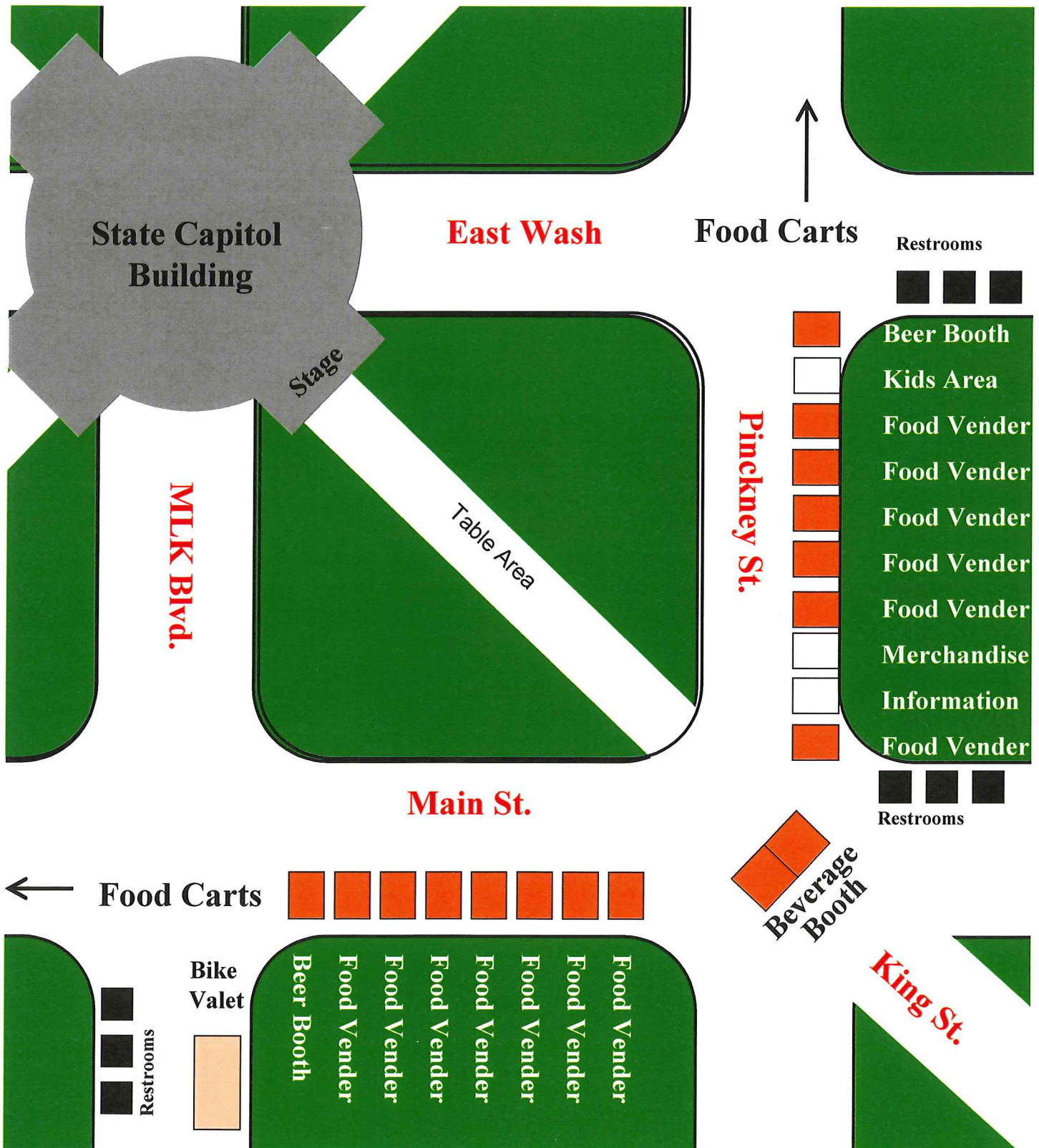


Concerts on the Square 2015

Event Parking



Concerts on the Square 2015



**Wisconsin Chamber Orchestra
Concerts on the Square®
Safety and Security Plan**

Security Personnel at Concerts on the Square includes:

- 2 City of Madison Police Officers
- 2 State Capitol Police Officers
- 2 private Security Guards, 1 posted at the Beverage Booth, the other at the Corner of E. Wash and Pinckney to keep the intersection clear.
- 100+ Volunteers, 20 Crew members and WCO Staff.

How we help ensure Safety at Concerts on the Square:

- Staff is connected via 2-way, 4 channel Motorola radios with a 2 mile radius. Channel 4 is reserved solely for Emergency situations.
- Staff is connected to the City agencies and the Capitol via cell phones and through frequent personal contact throughout the event.
- WCO Staff, Crew and Volunteers follow set protocols for a variety of Safety and Security concerns.
- First Aid is available at the Information Booth. First Aid kits are located at the Information Booth, at the Stage and at the Crew home base.



Concerts on the Square ~ Wisconsin Chamber Orchestra

Emergency and Rain Plan

Updated 3/2/2015

Purpose

The purpose of the WCO Rain and Emergency Plan is to provide WCO staff, volunteers, and crew with a quick reference to emergency procedures so as to effectively respond to rain or crisis in a manner that will provide efficient and effective results, while providing safety for all.

The WCO plan is summarized in the following pages in a way that will, when followed, give the reader immediate instructions to deal with the situation at hand. When followed, this information will prevent or limit damage to life, limb or property.

Preparedness is key. Stay Calm.

Channel 4 on the radios is reserved for emergencies. Please be aware the public may be within hearing of a crew member's radio and ask everyone to go to Channel 4 and avoid using words like "emergency, accident, injured".

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Chain of Command

When faced with a crisis or emergency situation, a major factor in efficient operation is to follow the chain of command. This will provide the necessary organization and leadership to assist in crisis management.

Executive Director

Mark Cantrell



Administrative and Production Staff

Jeff Richard

Sue Ellen Maguire

Carl Wilder

Anitra Hovelson

Missie Bradley

Kate Martin



Event Crew / Volunteers / Sound Crew

The Executive Director is the spokesperson for the Wisconsin Chamber Orchestra. All media inquiries about incidents covered in this manual should be directed to the Executive Director.

Medical Emergency

- 1) **Stay calm.** Be careful not to move victim unless absolutely necessary.
- 2) **Notify a staff member immediately (navy blue shirts with the WCO logo).** Staff is trained on how to direct emergency response personnel to and through the event (see below).

-**Staff contact points:** staff or radio communication to staff is available at the following places:

- Information Booth
- Stage
- All Hospitality entrances to table area

- 3) **Stay with the victim** and provide comfort and assistance. If you are trained in CPR and First Aid, administer as appropriate.

- 4) **CPR Notes: (Compression Only)**

- Open airway (tilt head back)
- Check breathing
- Check pulse (5 seconds)
- Administer chest compressions at 100 per minute
- If victim starts breathing, roll to side; otherwise continue compressions.

- 5) **Info. Booth Staff Direction:**

- a) Ask caller to give **call back info.** (cell number, radio frequency)
- b) **Ask for location of victim**
- c) **Ask for symptoms**
- d) **Tell caller to stay by the victim**
- e) **Call 9-1-1**
- f) Direct emergency response personnel to the **nearest intersection** to the incident:
 - Inn on the Park corner (W. Main / S. Hamilton / S. Carroll)
 - M&I Bank/Starbucks corner (Main and Martin Luther King)
 - Isthmus Newspaper / Topsy Cow / Walgreens, Ancora Coffee (E. Main / S. Pinckney / King)
 - US Bank corner (Pinckney and E. Washington)
 - The Old Fashion (N. Pinckney / N. Hamilton / E. Mifflin)
- g) Tell emergency response personnel that a staff member will meet them on the corner.
- h) **Answer remaining questions** from emergency operator
- i) **Summon Capitol Police** to the incident at 266-8797.
- j) Summon one **staff member to the corner**
- k) Summon **two staff to the incident** assist and keep the area from getting congested.
- l) Doug is the spokesperson for the WCO. Forward media inquiries to Mark.

- 6) **Fill out a report** (located in the back of this binder)

First Aid

1) Stay calm

2) Notify a staff member immediately (navy blue shirts with WCO logo).

-**Staff contact points:** staff or radio communication to staff are available at the following places:

- Information Booth
- Stage
- All Hospitality entrances to table area

3) Location of First Aid kits:

- Information Booth
- Stage Manager Trunk
- Main Hospitality
- WCO office/warehouse

4) Staff Direction:

a) When administering First Aid remember to **protect yourself:** gloves, goggles, bodily fluid barriers...

b) **Ensure area is safe**

c) Generally – **when in doubt call for help:**

-**Insect bites:** retrieve epinephrine pin for victim; help them administer (if necessary); call for help

-**Allergic reaction:** respond with epinephrine pen, if available. **WE DO NOT ADMINISTER!** You may take the victim's hand and help him/her administer the pen, but we do not do it without the victim's assistance. If possible retain sample of substance that caused reaction for emergency response personnel.

-**Choking:** administer abdominal thrusts (Heimlich maneuver)

-**Apparent heart attack** (uncomfortableness, numbness, short breath, sweat, nausea, lightheadedness): calm victim, lie victim down or sit quietly, loosen clothes and jewelry. Remember: these victims are often in denial. **Call 911 immediately.**

-**Apparent fainting** (dizziness caused by sudden movement, heat, bad news, etc.): lie victim down, elevate feet, fan, give drink of water...

-**Diabetic reaction** (sudden change in behavior, sleepiness, hunger, thirst, sweating, seizure...): give victim something with real sugar, sit quietly or lie down.

-**Stroke** (facial droop on one side, weakness on one side, trouble speaking or understanding, severe headache, confusion, dizziness, loss of balance): keep victim safe.

-**Seizure:** protect victim by moving objects out of victim's way, place a pad or towel under victim's head

-**Burns:** remove clothing, clean area under cool running water for 15-30 minutes, cover burn with clean dressing

d) **Do not dispense or administer internal medicine.** Victims must do this themselves. Walgreens on the Square is open until 9:00 pm on Wednesdays

5) Fill out a report (located in the back of this binder)

Missing Persons

- 1) **Calm** person down.
- 2) **All lost persons** should be escorted to the **Information Booth**.
 - From Lost Persons:
 - Description of lost person's clothing
 - Names of other party members
 - Phone number
 - Address
 - Get as much information possible
 - NOTE: We do not release children to anyone but their parents!
- 3) **All people looking** for missing persons should be escorted to the **Information Booth**.
 - From People Reporting Lost Persons:
 - Name, gender, age, hair color
 - Description of clothing
 - Location where last seen
- 4) **Notify Capitol Police**
- 5) **Notify all staff**
- 6) If a CHILD or disabled adult is **not found within 30 minutes**, an announcement may be made from the stage
- 7) Notify city police if the child or disabled adult is not found within 30 minutes following the announcement from the stage. If an individual searching for a lost party would like the police notified earlier, comply.
- 8) Once a **person is found**, **notify the Information Booth**. The Information Booth will notify the appropriate parties.
- 9) The Information Booth will **notify the Capitol and city police** about the found person.

Severe Weather and/or Rain

Severe Weather

- 1) In the event of severe weather, or impending severe weather (including damaging winds), Mark will inform Jeff of the decision to encourage audience members to leave the Square, seek shelter in the State Capitol or nearby buildings.
- 2) -Mark will tell Stage Manager to inform the Musicians to take shelter and to make way for the public to enter building (i.e. case instruments)

-Jeff will call the Capitol Police to request that the State Capitol doors be unlocked to permit people to seek shelter.

-Mark will ask Norman to make an announcement encouraging audience members to seek shelter, and informing them that the Capitol Building has been unlocked for their use.
- 3) -Jeff will radio Anitra who will tell the volunteers to take cover

-Jeff will radio crew to take cover

-Mark trouble-shoots

Bottom Line – personal safety for ourselves, crew, musicians, vendors and public, are always top priority. The rest is covered by insurance.

Rain (or threatening rain), but not severe weather

When rain is threatening, or happening (!) we proceed as follows:

- Mark will head to the stage in order to make the rain call
- Sue Ellen will head to merchandise to pack-up with volunteers and handle money pickups
- Kate will pack up Information Booth and direct volunteers
- Anitra (main Hospitality) will head to Hospitality Areas to get things put away
- Jeff will contact operations staff to put operations plan into action:
 - Storage:
 - Crew chief will head to storage to manage equipment coming back in.
 - Stage:
 - Stage Manager
 - Ask Musicians to clear the stage – taking music with them, if possible
 - Prioritize stage tarps for crew (what gets covered; what to watch out for)
 - Piano is always first – cover and tarp
 - Secure percussion equipment
 - Assist librarian collecting any music left behind by musicians.
 - Jeff
 - Triage the stage for tarp covering (lower breakables, etc.)
 - Secure percussion equipment
 - Sand bag plastic around stage

-Crew:

If light rain, no wind, and concert is only being delayed:

- All crew members report to stage.
- Jeff will lead tarping the stage

If high winds or concert cancellation

- Team 1 drop all tents starting on MLK and moving towards KING as vendors vacate. Once done, go back and drop tables. Once complete, move to Merchandise and Info and help as needed.
- Team 2 drop all tents starting on E. WASH and moving towards KING as vendors vacate. Once done, go back and drop tables. Once complete, move to Merchandise and Info and help as needed.
- Team 3 report to stage and check with Stage Manager for any immediate emergencies. If none, split up and help Merchandise, Info and Beverage as needed.

7) Volunteers

-Balloon Team: Please make sure the helium tanks and balloon supplies have been securely moved inside before leaving the area. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-Beverage (Jim & Margie Ries/Sharon & Steve Deminsky): Please make sure the tents have been secured (or taken down) and all supplies are out of harm's way. If you are willing and able to help, please assist the crew in taking booth supplies quickly and safely to the warehouse. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-Program & Balloon Sellers: Please take your programs, aprons and all money to the Information Booth. If you are willing and able to help, please assist the crew in taking beverage and gift booth supplies quickly and safely to the warehouse. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-Kids' Area: Please secure the Kids' Area tent (take down if necessary) and aid participating group in shielding supplies/props from rain damage. If you are willing and able to help, please assist the crew in taking items from your area quickly and safely to the warehouse. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-Merchandise Booth: Please secure the Merchandise tent (take down if necessary) and shield items from rain damage. If you are willing and able to help, please assist the crew in taking items from your area quickly and safely to the warehouse. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-Stage Security (report to Stage Manager): Please check in with your area manager to lend a hand protecting items from water or wind damage on the stage. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-Table Area Detailers (Anitra Hovelson): Please secure your area, protecting items from water or wind damage. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-Table Area Greeters (Anitra Hovelson): Please secure your area, remove table skirting and take along with binder, easel and sign to the table at the end of the Main Walkway (near statue). If you are willing and able to help, please assist the crew in taking beverage and gift booth supplies quickly and safely to the warehouse. In the event of a major weather emergency or an evacuation of the Capitol Square, please report to a staff member at the WCO office (321 East Main St.) to be accounted for or call the WCO office at 257-0638 to alert staff of your safe arrival home (leave a message if no answer).

-If weather is severe, the first priority is to maintain personal safety, and the safety of patrons.

Crisis

A crisis would be a large tree falling over, explosion, gun fire, tornado, etc.

-Head for safety

-Call 911 immediately

-Contact State Capitol Command Center at 266-8797.

-Evacuate premises

-If PA system is working have Mark make an announcement to evacuate area

-If possible, **provide assistance** to injured parties until police, fire and rescue arrive

-All personnel – staff, musicians, crew, stage managers, volunteers, vendors, etc., should **check in** at the WCO office (321 East Main) or call the WCO voicemail so staff can account for everyone. If nobody is answering the phone, leave a message in the general voicemail box. As early as possible, staff will return to the office to take calls from concerned family members.

Disorderly Conduct

Confrontational individuals, fights, drunkenness, panhandlers, protesters, etc.

-Do not attempt to handle the situation. WCO has four police officers on-site who are trained to deal with these situations.

-Any person witnessing disorderly conduct should alert a staff member immediately. There is always a staff member at the Information Booth.

-The staff member will contact the police, then the Executive Director.

-If someone is not disorderly, but upset about an issue involving the WCO, contact the Executive Director.

-Fill out a report.

Bomb or Personal Threat Report

Your Name: _____

If you receive a call stating that there has been a bomb planted on site, or in the Capitol building obtain as much information as possible while trying to keep the caller on the line. Proceed as follows:

- Remain calm
- Take the threat seriously
- Try to catch someone's attention while you talk to the caller
- Other person should call police for assistance.

Ask the following questions:

- Where is the bomb going to explode?
- What does it look like?
- Where is it right now?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- Where are you?
- What is your name?

Wording of call: _____

Date of call: _____ Time of call: _____ Length of call _____

Caller details: Gender: _____ Age: _____ Accent: _____

Voice characteristics:

Calm	Slow	Loud	Normal	Nasal	Raspy	Angry
Rapid	Laugh	Distant	Stutter	Deep	Excited	Soft
Crying	Slurred	Lisp	Ragged	Cracking	Familiar	Foreign
Breathing	Disguised	Clearing				

Background Noises:

Street	Airplanes	Voices	PA System	Music	Clear	Static
House (TV, dishwasher...)	Office machines	Factory machines			Animal noises	
Local Call	Long distance	Phone Booth	Other			

Language: Well spoken Foul Irrational Incoherent Taped Message

Do not hang up the phone after the call has ended.

Do not pass this information along to anyone who does not need to know, including other staff.

Medical and First-Aid Report

Your Name: _____ Date: _____

Please fill out this form following a medical emergency or distribution of First-Aid

- 1) How did you become aware of the incident? _____

- 2) Was your help requested by the victim? If so, what was said? _____

- 3) What type of aid did you offer? _____

- 4) Did you call for back-up medical assistance? _____
- 5) Was your CPR training used? Did it appear to be helpful? _____

- 6) Did the victim or others ask you to do something (perform CPR, distribute medicine, etc.) that you were unable, or refused to do? If so, what was the nature of the request and your reaction? Why?

- 7) Did anyone else assist you in providing first-aid? Who? _____

- 8) Were there any witnesses to the event? Who? _____

- 9) Describe the victim: _____

- 10) What was the condition of the victim when you last saw him/her? _____

Disorderly Conduct Report

Your Name: _____ Date: _____

Please fill out this form following any disorderly conduct incident.

- 1) How did you become aware of the incident? _____

- 2) What did the individual do? _____

- 3) How did you handle the incident? _____

- 4) Did you call for police? If so, what did the police do? _____

- 5) Was the reaction of the police satisfactory? If not, why not? _____

- 6) What was the individual's reaction to being confronted? _____

- 7) Did you get the sense that this was an isolated incident, or will the individual be back? _____

- 8) Were there any witnesses to the event? Who? _____

- 9) Describe the perpetrator: _____

Security

Resources:

- State Capitol Police
 - One officer at the back of the stage
 - One officer at the front of the table area (center of the event)
 - Also, the State Capitol has an officer posted in the Rotunda.
- City Police
 - Two officers patrolling the event
- Private Security
 - Two security officer on site beginning at 3p.m. patrolling streets, check intersections.
- Hospitality Volunteers
 - A hospitality table with a minimum of two volunteers is placed at each entrance to the table area, facing people as they approach the area. Volunteers check patrons for table passes. People are not admitted without passes, or if they do not know the name of the people they are sitting with.
- Stage Personnel
 - One volunteer is seated in the State Capitol to provide security for musicians' belongings.
 - The Stage Manager and Assistant Stage Manager are also aware of what is happening around the stage
- Site Volunteers
 - Site volunteers (program sellers, concession booths, roamers, etc.) provide additional sets of eyes and ears.
- Staff
 - Staff provide additional sets of eyes and ears, and provide key access points for others.
- Crew
 - Crew provide additional sets of eyes and ears, and provide key access points for others.

Kids' Area

- The Kids' area must always be staffed with a WCO staff member. Parents are not allowed to drop kids off at the area. They must stay at the area with their children.