

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Sole Burner - Madison (walk/run)Event Organizer/Sponsor American Cancer Society

Is Organizer/Sponsor a 501(c)3 non-profit agency?

☒ Yes ☐ NoIf Yes, provide State of Wisconsin Tax Exempt Number ES-1393Address 8317 Elekerberry Rd.City/State/Zip Madison, WI 53717Primary Contact Miranda Knudson FAX 608-833-1195Work Phone 608-662-7546 Phone During Event 715-828-1261E-mail miranda.knudson@cancer.orgWebsite www.soleburner.org/madison

Secondary Contact _____

Work Phone _____ Phone During Event _____

E-mail _____

Annual Event?

☒ Yes ☐ No

Charitable Event?

☒ Yes ☐ NoIf Yes, name of charity to receive donations: American Cancer SocietyEstimated Attendance 1,200+ (CERTIFICATE OF INSURANCE MAY BE REQUIRED)Public Amplification (not allowed after 11 p.m.) Hours 7A to 12P. ☒ 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: Northport Ave to Troy near Warner Park
(left side lanes only - 30 mins max closure)

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 4/17+18 Rain Date(s) N/AEvent Start Date(s)/Time(s) 7A - Registration Set-Up Date(s)/Time for Event _____Event End Date(s)/Time(s) 10A - Race Take-Down Time _____

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

 I/We waive the 21-day decision requirement.

MK (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, statutes and laws.

Signature Miranda KnudsonDate 2/19/15

Lamberty, Kelli

To: Miranda Knudson
Subject: RE: Sole Burner Madison

From: Miranda Knudson [<mailto:miranda.knudson@cancer.org>]
Sent: Friday, March 13, 2015 11:42 AM
To: Lamberty, Kelli
Subject: RE: Sole Burner Madison

Hi Kelli,

Attached is the EAP filled out. Please let me know if there is anything I missed!

Here is our timeline of events for the day of:

7-8:45 a.m. Registration
9 a.m. CapSpecialty Kids fun run
9:50 a.m. Race Warm Ups
10 a.m. 10K Run begins
10:05 a.m. 5K Run begins
10:10 a.m. 5K Walk begins

I've also attached our brochure with additional race information for your reference. The runners and walkers are typically all off the entire course by 11:30 a.m., with the event wrapping up at noon. The beginning portion of the race (where we're looking to have street access) will take approximately 30 minutes to get everyone off and evened out onto the sidewalks.

My committee route coordinator will forward turn by turns, and I will pass them along to you as soon as I hear from her. Thanks!

Miranda Knudson | Community Manager, Special Events

Midwest Division | American Cancer Society, Inc.

8317 Elderberry Rd

Madison, WI 53717

Phone: 608.662.7546 | Fax: 608.833.1195

cancer.org | 1.800.227.2345



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mediately.



Schedule of Events

Saturday, April 18, 2015

Mallards Stadium at Warner Park - Madison

- 7-8:45 a.m. Registration
- 9 a.m. CapSpecialty Kids fun run
- 9:50 a.m. Race Warm Ups
- 10 a.m. 10K Run begins
- 10:05 a.m. 5K Run begins
- 10:10 a.m. 5K Walk begins

No bikes, rollerblades, or dogs permitted (except service animals). Please keep strollers to the right of the course. Refreshments will be available after the race.

Parking

Free parking is provided. Preferential parking will be available for survivors.

Routes

Online interactive route will be available in March.

Event Details

For the most current event information, visit soleburner.org/Madison

- Kids fun run
- 5K walk/run
- 10K run
- Separate runner and walker start times
- Running awards per age group
- Medals for Kids fun run finishers

Event Registration

Early registration now through April 17:

- Adults: \$25
- Children (12 and under): \$15

Day of Event: April 18

- Adults: \$30
- Children (12 and under): \$20

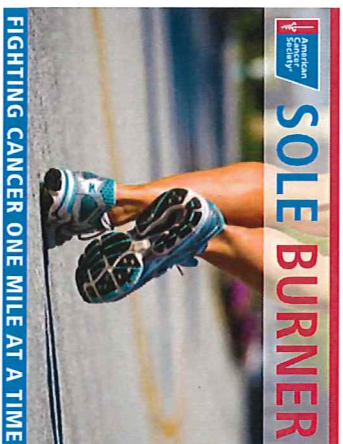
The deadline to register online and receive an event T-shirt is April 12 at 11:59 p.m. (Registrants after that time will receive a T-shirt while supplies last at the time of packet pick-up.)

New for 2015!

- Kids fun run around Mallards Stadium
- New event website with online registration and team fundraising
- Multiple packet pick-up locations



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American Cancer Society Sole Burner

April 18, 2015

7 a.m. Registration
9 a.m. Kids Fun Run
10 a.m. Race
Mallards Stadium at Warner Park –
Madison

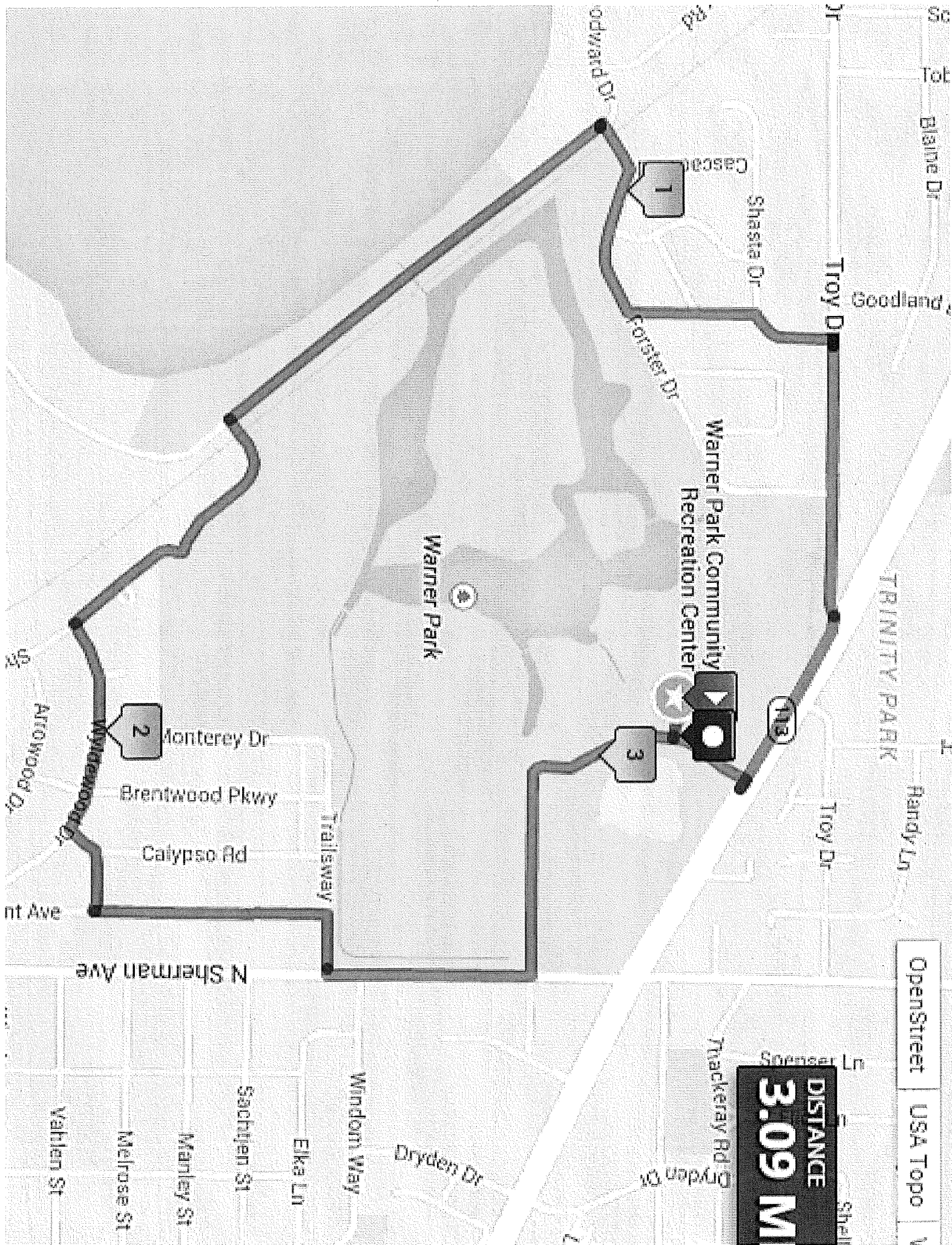
Visit soleburner.org/Madison to register.

Thank you to our sponsors.



cancer.org | 1.800.227.2345

DISTANCE
3.09 M



(113)

Debra Ln

Upminster

USA 1000

World 1

Wheeler Rd

Monica Ln

Northland Dr

Delaware

DISTANCE
6.33 MI

Cherokee Marsh
- Mendota Unit

Meadow Ridge
Conservation Park

Green Ave

Knutson Dr

Kennedy Rd
Bonnet Ln
Elgar Ln
School Rd

Mandrake Rd

Esch Ln

Lake View Woods

Lake View Ave

N Sherman Ave

Pine View Dr

2

3

Wendell Dr

4

1

Forster Dr

Warner Park

5

Fremont Ave

Manle
Melros
Vahlen
Huxley St
Ruskin St

Maple Bluff

Welf Dr

Hooker Ave
N Sherman

Troy Dr

Harper Rd

6

Dryden

Tennys

Pom

Am

OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

I. GENERAL

The "American Cancer Society Sole Burner Madison" will be held April 25, 2015 at Mallards Stadium/Warner Park 2930 N. Sherman Ave.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "American Cancer Society Sole Burner Madison" (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 PRIMARY CONTACT: Miranda Knudson 608-662-7546 or 715-828-1261

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 have on-site EMS (Ryan Brothers)
3. We will have on-site Police or Security (TBD)

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 or his/her designee will be identified as such **Miranda Knudson** 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 **Miranda Knudson** 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** 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 **Miranda Knudson**
6. Parking for vendor and staff vehicles will be Mallards Parking lot and surrounding parking lots
7. Parking for attendee vehicles will be Mallards Parking lot and surrounding parking lots
8. **Contact Information**

Primary Contact	Miranda Knudson	715-828-1261
Secondary Contact	Laurie Bertrand	920-366-2677
Emergency	Dane County 911 Center	911

Madison Fire Department

Non-Emergency

Fire Inspector (608) 266-4420
Division Chief (608) 266-4420

Madison Police Department

Non-Emergency

Field Lieutenant (608) 261-9694
Executive Captain (608) 261-9694