

## STREET USE PERMIT APPLICATION

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

### EVENT INFORMATION

Name of Event Turkey Trot

Event Organizer/Sponsor All Community Events Inc.

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

If Yes, provide State of Wisconsin Tax Exempt Number \_\_\_\_\_

Address 5103 David Edwards Dr

City/State/Zip Lake Zurich IL

Primary Contact Peter Starykowiez

Work Phone 224-757-5425 x22

E-mail pstaryk@allcommunityevents.com

Website allcommunityevents.com

Secondary Contact Ryan Richards

Work Phone 608-209-6958

E-mail richards@faceofeventsllc.com

FAX \_\_\_\_\_

Phone During Event 847-344-0861

Phone During Event 608-209-6958

Annual Event? ☒ Yes ☐ No

Charitable Event? ☐ Yes ☐ No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance 500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 7am to 10:00am ☒ 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: Map attached

### EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 11/26/15

Event Start Date(s)/Time(s) 11/26/15 8:00am

Event End Date(s)/Time(s) 11/26/15 10:00am

Rain Date(s) N/A

Set-Up Date(s)/Time for Event 11/26/15 6:00am

Take-Down Time 11/26/15 12:00pm

Take-Down Time: start to streets reopened

### APPLICATION SIGNATURE

☒ I/We waive the 21-day decision requirement.

RRR (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 [Signature] For Peter Starykowiez Date 10/21/15

## Street Use Permit Supporting Documents

### Event Schedule:

11/26/2015 – Thanksgiving Day

6:00 am –set-up in Vilas Park

7:00 am – set-up starts on the course

Announcements start in park

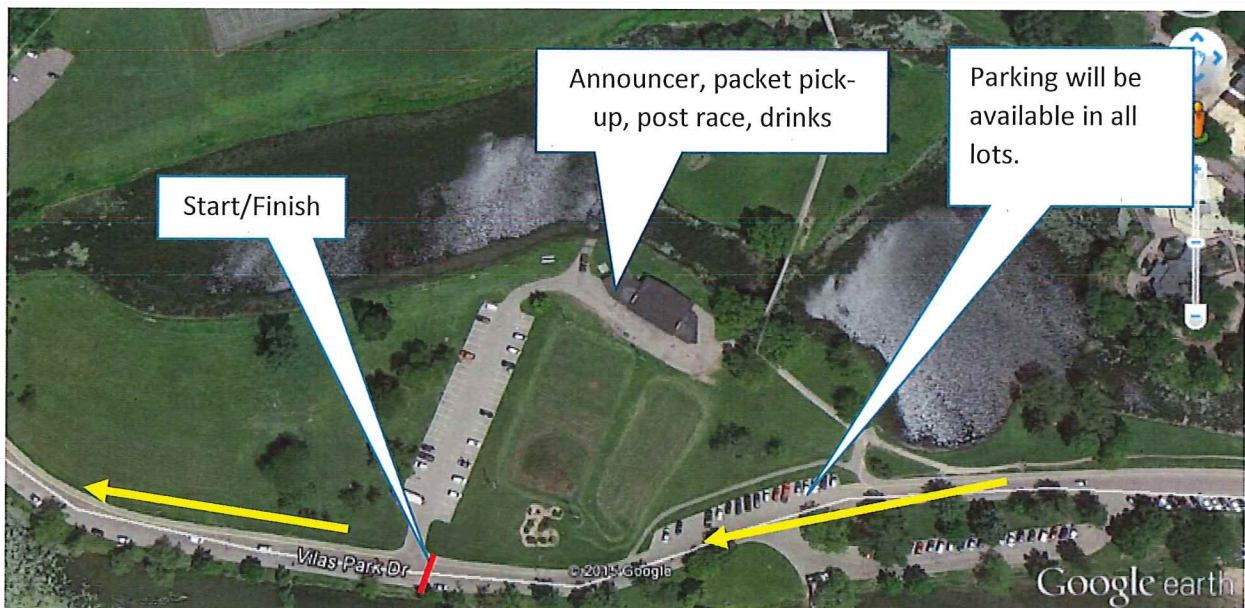
Packet pick-up begins

8:00 am – Race Start

10:00 am – Course Clear

12:00 pm – Event complete, and park clear

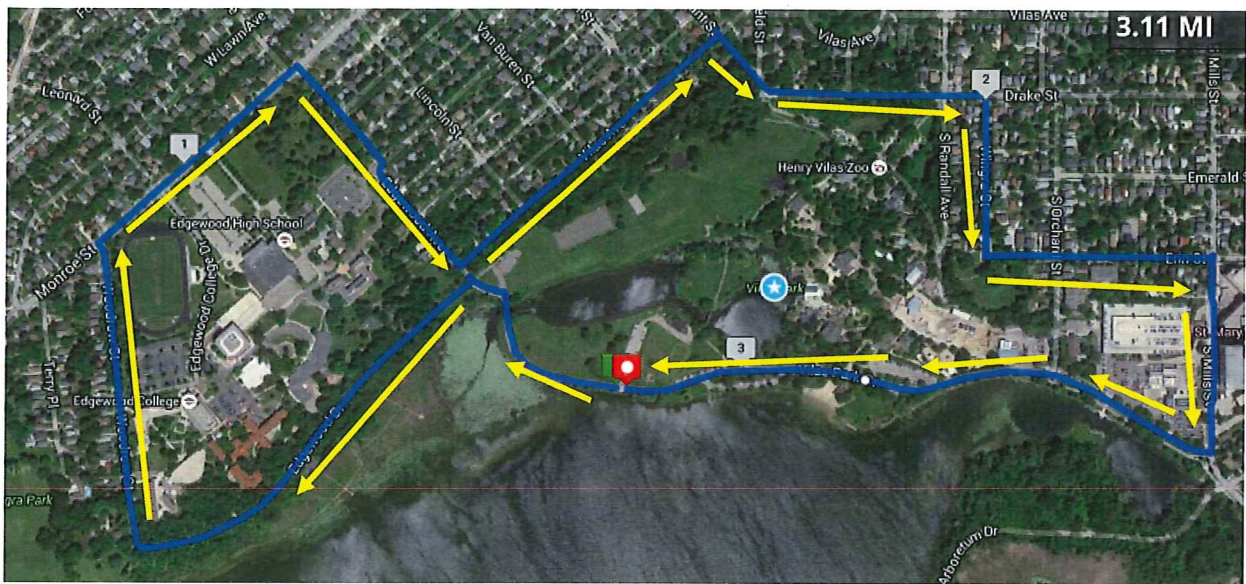
### Event Site Map:



### Safety and Security Plans:

Event site will be staffed with employees and volunteers. Race Personnel will be in contact via radios and cell phones. Parking will be available in the park and ingress/egress using designated coned lanes for parking lot access. As lots fill, they will be coned off to try to minimize back-ups along park

### Route Map:



### No Parking:

Woodrow St. – East side of street from Edgewood Bike Path to Monroe St.

Monroe St. – South side of street from Woodrow to Edgewood Ave.

Edgewood Ave – West side of street from Monroe St. to Vilas Ave.

Vilas Ave – South side of street from Edgewood Ave to Grant St.

Grant St. – West side of street from Vilas Ave. to Drake St.

Drake St. – South side of street from Vilas Ave. to Wingra St.

Wingra St. – West side of street from Drake St. to Erin St.

Erin St. – South side of street from Wingra St to S. Mills St.

Mills St. - West side of street from Erin St. to Vilas Park Dr.

road. People will also be instructed to utilize neighborhood parking if necessary while abiding to all posted no-parking signage. On course runners will be directed via signage, cones and volunteers.

### **Trash and Recycling:**

Trash and recycling will be collected in appropriate, labeled, containers. Trash and recycling will be removed at the end of the event

### **Aldermanic and Neighborhood Notification: October 22, 2015**

**Event Bicycle Parking:** Bike racks will be provided for people to ride to the event and secure their bicycles.

### **Route Description:**

Start – Vilas Park Dr at driveway to shelter – whole road

Vilas Park Dr. to Edgewood Dr. – whole road

Left on Edgewood Dr. to Woodrow St. – whole road

Right on Woodrow St (runners on right side of street in coned lane) to Monroe St.

Right on Monroe St. (runners on right side of street in coned lane) to Edgewood Ave.

Right on Edgewood Ave. (runners on right side of street in coned lane) to Vilas Ave.

Left on Vilas Ave. (runners on right side of street in coned lane) to Grant St.

Right on Grant St. (runners on right side of street in coned lane) to Drake St.

Left on Drake St. (runners on right side of street in coned lane) to Wingra St.

Right on Wingra St. (runners on right side of street in coned lane) to Erin St.

Left on Erin St. (runners on right side of street in coned lane) to S. Mills St.

Right on S. Mills St. (runners on right side of street in coned lane) to Vilas Park Dr.

Right on Vilas Park Dr. (runners on right side of road in coned lane to Finish

# Emergency Action Plan And Protocol

Updated for 2015 Turkey Trot

This outline will serve as a guideline for All Community Events, Inc. to handle emergency situations during the Turkey Trot

**Race Command - all people in direct radio communications**

Peter Starykowicz – Race Director

Ryan Richards – Course Director

Lori Cerniglia – Start/Finish

Peter Verstegan – Course/Site

Communications to spectators will be made via loudspeaker announcements located the Start line and at the finish line.

**Hospital Transports**

The primary hospital for transports is St. Mary's, located at 700 S. Park St. This is due to proximity to event site. UW Hospital located at 600 Highland Ave. and Meriter Hospital, located at 202 S. Park St. are also available depending on level of trauma or choice of patient. Madison Fire and EMS is the primary transporter for the event.

**Medical Tent**

Due to the size of the event and the number of participants being around 500, there will not be an on-site medical tent.

**What Event Day Emergencies Can Occur?**

Issues that can be faced on the day of an event are:

- Severe or Extreme Weather Conditions – extreme low/high temperatures, lightning, tornados, snow
- Emergency course changes (in case of on-course fires, vehicular accidents, overnight storms or flooding)
- Accident along the course involving runner(s)
- Runner death
- Lost Child(ren)

Due to any other unforeseen emergencies that could occur on race day, we will communicate directly with emergency personnel and their respective agencies to develop the appropriate response(s) and coordinate with them to enact the public safety response plan.

**Starting Line Announcements:**

**For weather:** "Attention runners, our weather forecasters from (media partner) have informed us that (weather condition) is in our area. Because the safety and wellbeing of our runners, spectators, volunteers and safety workers along the course are foremost in our minds, we are delaying the start of the race for X minutes. Please seek shelter immediately." (update conditions at the end of the delay period and announce an additional delay, cancellation, or scheduled start)

***For emergency course changes:*** “Attention runners. The Madison Police Department has informed us that because of (flooding, water main break, tree down, fire, wires down, etc.) there will be a slight course change at mile \_\_\_\_ of the event. If you are running to that mile, be aware that extra safety personnel and markers will be on hand to direct you along the detour. Your safety and wellbeing are our main concern, so please be aware of the changes.”

***For any other delay:*** “Attention runners. Because of \_\_\_\_\_, the start of the Turkey Trot will be delayed \_\_\_\_\_ minutes. We plan to start the race at XX:XX A.M. (as soon as the situation is corrected). We will keep you updated on the start time, but please, stay near the starting line.”

### **Emergencies During Event:**

#### **Weather Related:**

If dangerous weather conditions occur during the race or temperatures become too dangerous, the Race Director, in consultation with EMS, Police and Course Director will make the decision on whether to continue the event. Runners will be notified on course by event personnel and or police on course.

#### **Inclement Weather**

If the potential exists for hazardous weather the Race Director will inform all race staff and the race announcer. Announcements will be made periodically and on a schedule to keep spectators and participants informed.

The Race Director will decide on the start of the event 20 minutes prior to published start time. If conditions prohibit the start of the race on time appropriate delays will occur until safe to do so. If conditions do not allow the race to start on time, the race will be shortened and or cancelled.

If inclement weather occurs after the race has started, athletes and volunteers are on their own to seek shelter. Due to length of the race and the proximity of the course at all times to the park, many people will simply seek shelter in their vehicles or in park shelters. Weather issues will be communicated via radio and announced via loudspeaker telling people what to do.

Should inclement weather be forecasted/threatening the race, Peter Starykowicz, Race Director will inform others of situation. Based on information received, threat of weather, location of weather, and direction of travel for weather, a decision regarding the race will be

made. If race needs to be stopped or shortened or changed, Peter Starykowicz, Race Director will make that decision. Decisions regarding the race will be communicated to race staff, aid stations, and volunteers on course via the race radios. All communications will use cell phones as back-ups and hard lines as a back up to that where possible.

### **Lost Child Plan:**

Any child that is separated from their parents, near the race site, will be brought to the finish line announcer stand. The announcer will request that the parents (by name) will come to the Finish Line Announcer's Stand. It will also be announced over race radio. Staff member **MUST** stay with child until reunited with parents. If parents approach regarding their child missing, an all call will go out over radio with description of child. Announcer will also ask for people to look for child and bring them to the announcer tower.

### **Medical Emergencies on Course or at Finish Line:**

#### **If there is serious injury along the course, CALL 911 IMMEDIATELY!**

Time is of the essence and radio or phone relays back to the Medical Director only delay treatment. Only call 911 for serious injury, not sprains or scrapes.

A water stop along the event route and a first aid kit at the Start/finish will treat minor injuries (treatment will include administering Band-Aids, wrapping sprains, providing Vaseline, etc.). This will provide more immediate treatment and will allow for providing a higher level of care for more serious injuries should it be necessary.

If a spectator is injured and needs medical attention please call 911 immediately.

**Injuries:** If someone is seriously injured during the race, the Race Director should contact the emergency contact person and or family as soon as possible. Staff should use an incident report form to collect information about the situation immediately.

**Medical personnel:** If someone is injured and needs to be transported to the medical tent or hospital, course volunteers should attempt to obtain the race number and/or name of the participant/patient. The bib number is the easiest and most expedient way to identify the person regardless of condition.

**Emergency Route Changes:** Police in that particular jurisdiction will make all final decisions regarding any route changes after consultation with Race Director. The Race Director will communicate this information to the race staff.