

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Run for Literacy

Event Organizer/Sponsor Literacy Network

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

If Yes, provide State of Wisconsin Tax Exempt Number 015411

Address 1118 S. Park St.

City/State/Zip Madison, WI 53715

Primary Contact Jen Davie

Work Phone 608-244-3911

E-mail jdavie@litnetwork.org

Website www.litnetwork.org

Secondary Contact Jeff Burkhardt

Work Phone 608-244-3911

E-mail jeff@litnetwork.org

FAX _____

Phone During Event 630-967-4397

Phone During Event 608-669-4447

Annual Event? ☒ Yes ☐ No

Charitable Event? ☒ Yes ☐ No

If Yes, name of charity to receive donations: Literacy Network

Estimated Attendance 1000

Public Amplification (not allowed after 11 p.m.) Hours _____ to _____ (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

☐ 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: 400 block of State Street & Brown between Gorham + Gilman

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) _____

Event Start Date(s)/Time(s) Sun, Oct. 23rd 7am

Event End Date(s)/Time(s) Sun, Oct. 23rd 2pm

Rain Date(s) N/A

Set-Up Date(s)/Time for Event _____

Take-Down Time _____

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, statutes and laws.

Signature [Signature]

Date 12-21-15

Main Event Organizer
Event Coordinator
Run Event Produced By
Race Director

Literacy Network
Jen Davie (630) 967-4397
Literacy Network
Jen Davie (630) 967-4397

Literacy Network will procure necessary Permits and Insurance

Estimated number of participants – 600 runners

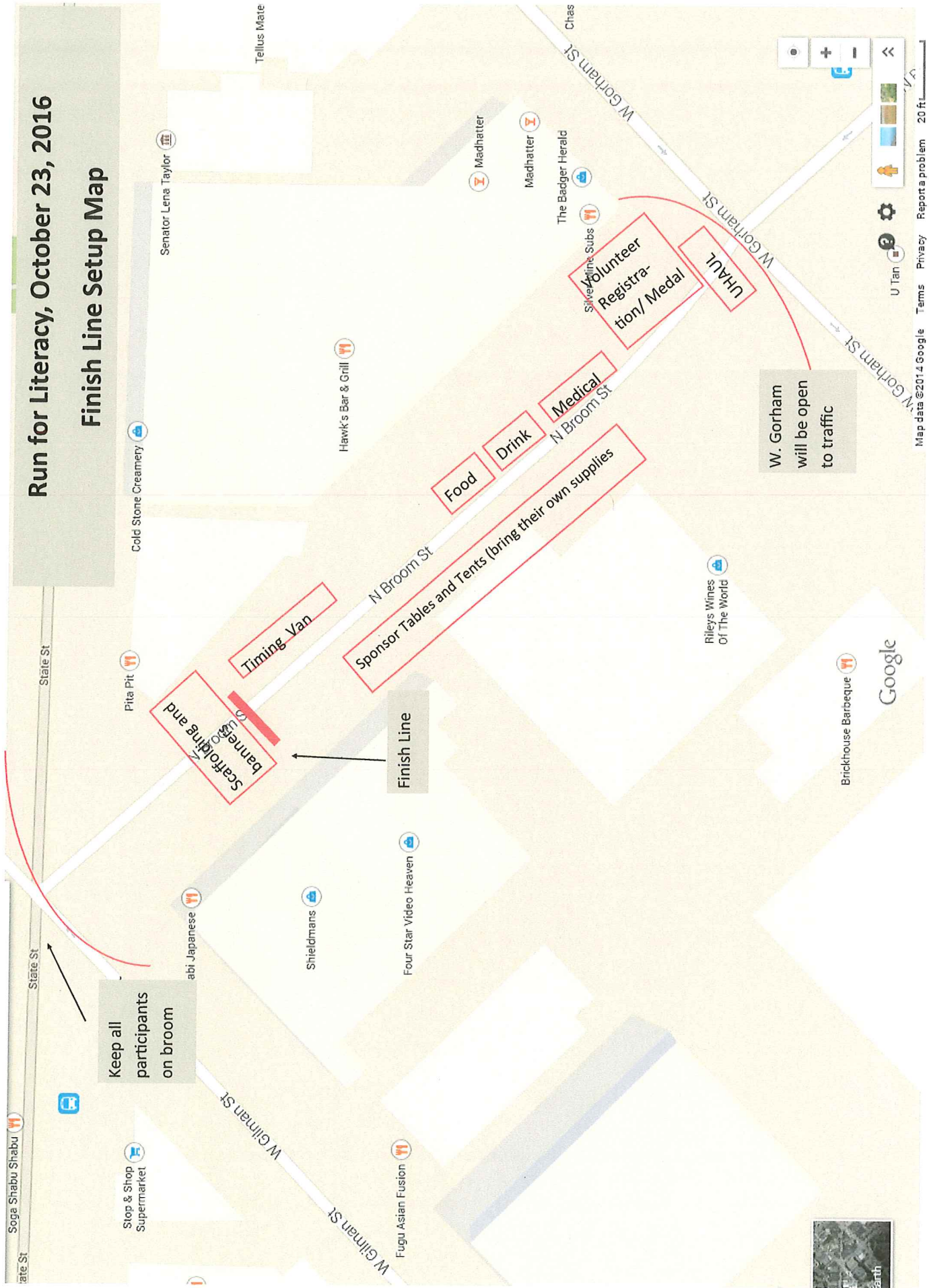
Detailed Timeline With Traffic Control

Sunday, October 23, 2016

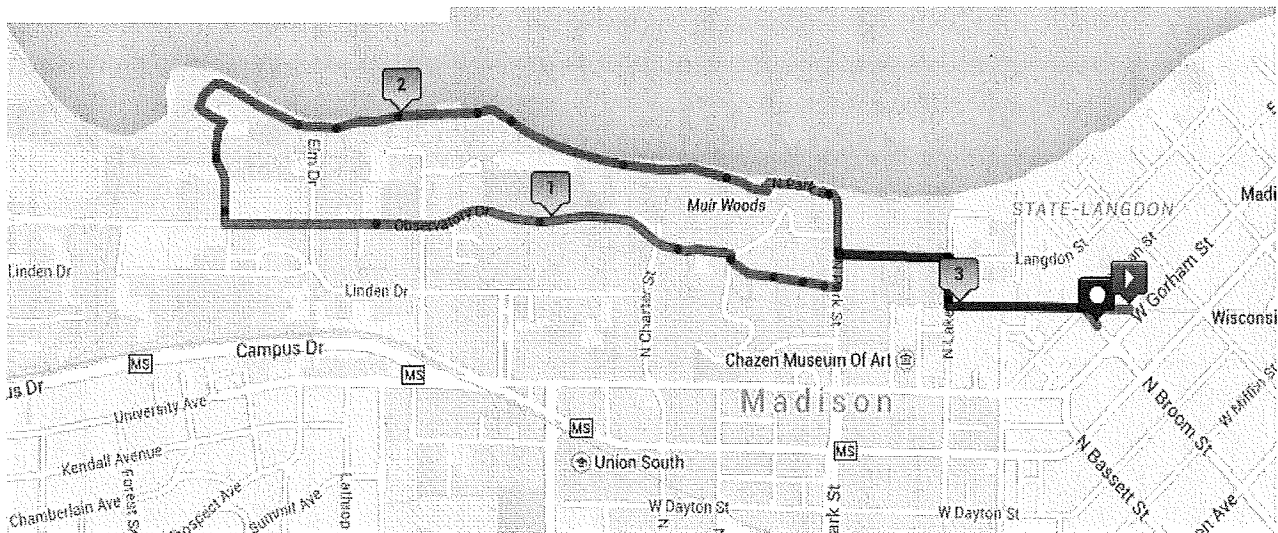
07:30am - Set up Start and Finish Line area
07:30am - Set-Up Registration and Packet Pick-Up inside of A Room of One's Own and near the Canterbury Apartments (Gorham Street)
08:30am - Begin walk-up registration near Start Line
07:30am - Set up cones, aid stations, barricades and mile markers along courses
08:30am - Race Announcer will begin making announcements
10:00am - Race Course Sentries (Course Marshals) arrive at assigned posts along the courses
10:00am – Police Department Traffic Control arrives at the following Locations
Officer 1 – Corner of State St/Gorham Street
Officer 2 – Corner of Lake Street/State Street
Officer 3 – Corner of Landgon Street/Park Street
Officer 4 – Corner of Gorham Street/Broom Street
10:25am - National Anthem
10:30am - Traffic Control starts
10:30am - 10K Run begins/5K Run begins/5K Walk immediately following
11:30am – Volunteers start course clean-up
11:45am - Awards Ceremony begins
12:15pm - Last participants should be finished
12:15pm - Volunteers finish course clean-up
12:15pm - Remove cones, barricades, mile markers and aid stations
12:15pm - Remove and recycle all trash on course
01:30pm – All Traffic Control ends, roads completely open

Run for Literacy, October 23, 2016

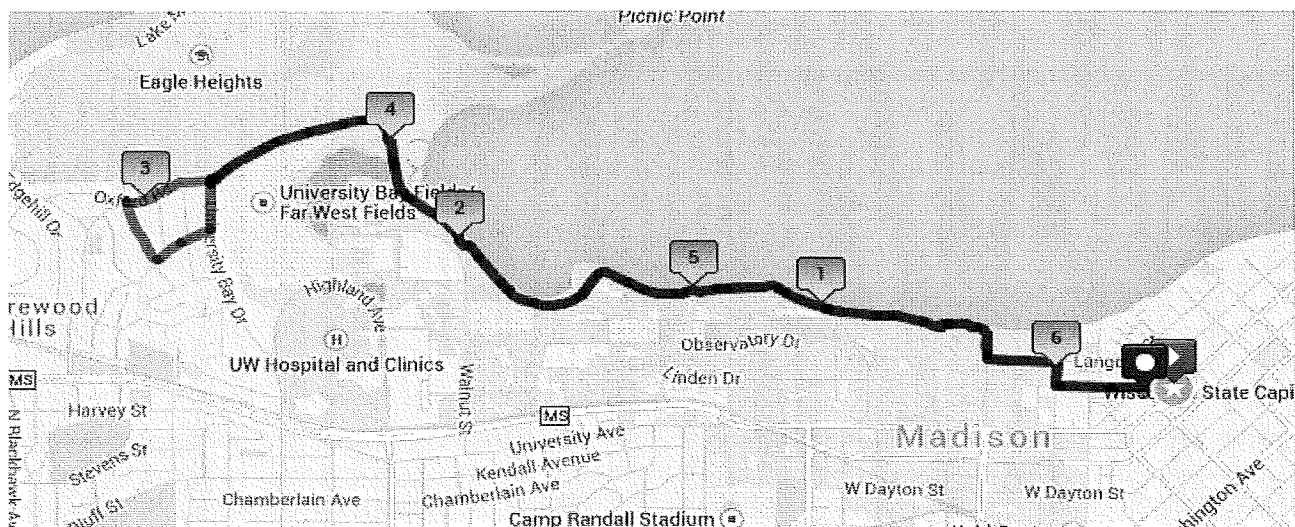
Finish Line Setup Map



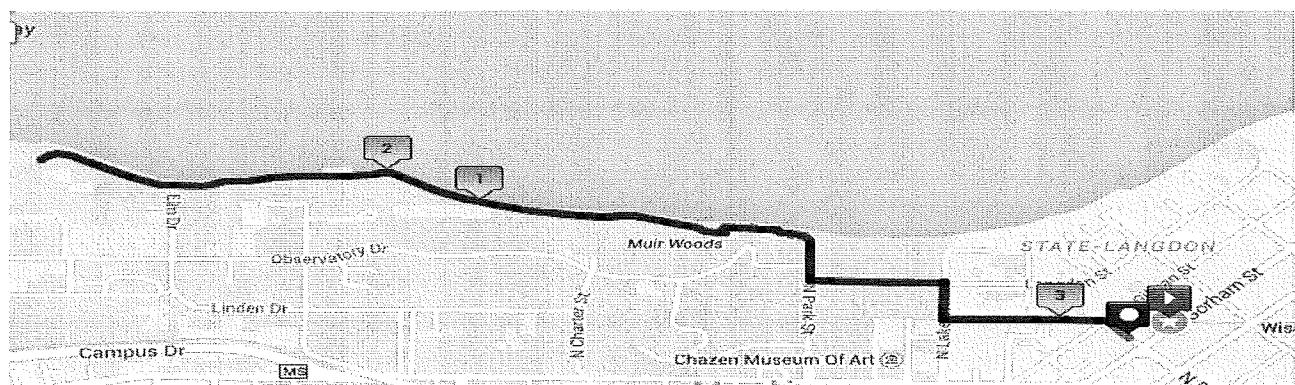
Run for Literacy 5K Walk Course



Run for Literacy 10K Run Course



Run for Literacy 5K Run Course



Safety Plan

Event Command

Command Post will be located in a tent near the Start / Finish Line area. The Race Director will be the Commander for the event. If a major emergency incident occurs, Command of the Incident will be handled by a Unified Command made up of Madison Police, Madison Fire, and the Race Director.

Communications

Cell phones will be used for routine race communications.

Madison Fire Department and Madison Police Department will use their own radio communication system as needed. A public address system will be used at the Start / Finish Line area.

Race Director – Jen Davie cell # (630) 967-4397

Executive Director – Jeff Burkart cell # (608) 669-4447

In the event that a runner or spectator is in need of assistance, staff members and volunteers will call the Race Director (as well as 911 directly if there is a life threatening emergency). The caller will need to be prepared to give the following information:

- Nature of the emergency

- Location

- Bib number if a runner is involved

- Callback number & Name

If 911 is called directly by any staff or volunteer, the caller will then immediately contact the Race Director by cell phone as soon as possible.

Medical Emergencies

Trained Personnel

There will be 2 CPR certified personnel throughout the course at all times.

Medical Director

Mary Ann Comparin will serve as the Medical Director and will coordinate with our staff and volunteers. Mrs. Comparin will be at the Finish Line medical area during the event. (Tentative for 2016, Mary Ann has served in this role for many years. If she is unable to attend we will find a suitable substitute.)

Nurses

We will have volunteer Nurses at the 10K Aid Station, to monitor the participants.

Aid Stations

Each of the Aid Stations will be supplied with water. Personnel will also be equipped numbers to contact the Race Director or Medical Director as needed.

Aid Station Locations

- Start/Finish Line near Broom St/State St
- Lakeshore Path (near Willow Street)
- Lakshore Path (near Corner of University Bay Drive and Oxford Ave)

Finish Line Medical Tent

The finish line medical tent will be equipped with water, sports drink, food and standard portable medical kits for sprains, cuts etc.

Emergency Procedures

Our Emergency Action Plan document is distributed to all necessary personnel. The document has a list of names and numbers to contact for different types of emergencies (weather, fire, injury, etc.). The Race Director, Nurses and Medical Director will have access to this document.

First Aid Medical Emergencies

First Aid kits will be on hand at the First Aid tent and the Aid Stations during the event.

For Severe Injuries:

- 1) If a person is seriously injured or violently ill, call 911 immediately. An ambulance will be sent to your location, do not drive the ill or injured person anywhere for medical assistance.
- 2) Staff will provide minor first aid as possible. For serious injuries, do not move the injured person, make the injured person as comfortable as possible and wait for the Paramedics.
- 3) Obtain the following info and communicate it with the Race Director:
 - Nature of the emergency
 - Location
 - Bib number if a runner is involved

If possible also get the name of any witness to the event

- 4) Clear the area of bystanders in a quick, calm, assertive and polite manner.
- 5) Assist Paramedics as needed.

Weather Emergencies

Jen Davie, Literacy Network Event Director, is in charge of monitoring weather conditions. Weather forecasts and current conditions will be monitored through WeatherUnderground (www.weatherunderground.com), AccuWeather (www.accuweather.com) , and Channel 15 (www.nbc15.com/weather).

Pre-Event:

If severe weather is predicted prior to the event, Jen Davie will evaluate the conditions and determine if the event will remain scheduled. It is rare that a race will be cancelled before the day of the race but if it is, the cancellation will be immediately posted on the race website and notification will be sent to the runners via the email or social media contacts.

Day of the Event:

If questionable weather begins to occur immediately prior to or during the event, Jen Davie will evaluate the conditions and determine if the event will remain open. If severe weather begins to occur during the event, Race Director Jen Davie will call volunteers and staff working the event to inform them. All staff will also announce to any bystanders/observers that a hazardous weather condition exists and people should seek shelter.

Lightening - This event will follow the 30-30 Rule for lightning.

Prior to the start of the race - 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. If the race cannot be safely started within two hours of its original posted start time, the race will be cancelled.

Lightening - continued

During the race – If lightning is observed and thunder is heard within 30 seconds, the event will be cancelled.

Additional Items

Fire / Fire Safety

No specific fire hazards have been identified as an increased risk of fire at this event. No open flames or cooking of any type will be present at this event.

Lost Persons

The Command Post tent/nurse station will serve as the designated lost person area. In the event that a person becomes lost or separated from friends/family, all event staff and volunteers will be advised to escort the missing person to this location. Staff will be asked to follow these instructions:

If you are relaying a report of a lost person, please give a full description including the missing person's name, height, weight, hair color, age, and clothing so the police can be alerted.

If you find a lost person, please do the following:

For lost children: Escort the lost child to the Command Post tent yourself, or have another staff person do it. Do not turn the child over to anyone other than staff or family.

For lost adults: Direct them to the Command Post tent. Use discretion; an adult may also need an escort.

The Command Post will contact the Police for assistance.

Madison Metro Buses

All Madison Metro Bus Stops are rerouted per the street use permit.

Alder Notification

None needed per the City of Madison.

Trash and Recycling plan: Our 100+ team of volunteers will be responsible for our trash and recycling collection and clean up at the end of the race. We will provide our own trash cans at the water stations and finish line which will be emptied and taken to back to Literacy Network to be disposed of. No City of Madison containers will be used.