

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Dane County Fire Chief's Parade

Event Organizer/Sponsor: City of Madison Fire Department

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

MANDATORY: State Sales Tax Exemption Number: ES#: _____

OPTIONAL: Federal Tax Exempt Number: _____

Address: 314 W. Dayton Street

City/State/Zip: Madison, WI 53703

Primary Contact: Ed Ruckriegel Work Phone: 608-266-4457

Email: eruckriegel@cityofmadison.com Phone During Event: 608-520-1117

Website: www.madisonfire.org FAX: 608-267-1100

Secondary Contact: Bernadette Galvez Work Phone: 608-261-9844

Email: bgalvez@cityofmadison.com Phone During Event: 608-279-7168

Annual Event? ☒ Yes ☐ No

Charitable Event? ☐ Yes ☒ No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 2,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.): ☐ Yes ☒ No

Hours: _____ to _____

EVENT CATEGORY

☐ Run/Walk ☐ Music/Concert ☐ Festival ☐ Rally ☐ Parking (i.e., bagging meters)

X Other: Parade/Display of Fire Vehicles

LOCATION REQUESTED

X Capitol Square (note specific blocks below) ☐ State St. Mall/800 State Street

X 30 on the Square (aka top of 100 block of State Street) X Other (specific blocks/streets requested below)

Street Names and Block Numbers: Capitol Square, Wisc. Ave to State St. to W. Wash, N. Lake and Langdon

EVENT DATE(S)/SCHEDULE

Date(s) of Event: Oct 9, 2016 Event Start and End Times: 1:00pm – 3:00pm

Rain Date (if any): None Set-Up Start Time: 11:30am

Take-Down Start Time and End Times: 3:15pm

TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event? ☐ Yes ☒ No

If class B license is denied, will the event(s) occur? ☐ Yes ☐ No

_____. By initialing, I/we waive the 21-day decision requirement.

APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

Applicant Signature _____ Date _____

STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas

Remember to include:

- Emergency vehicle access lanes (minimum of 20').
- Accessible paths for wheelchairs as well as disabled parking spaces.

EVENTS INCLUDING A RUN, WALK OR PARADE

If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, tknight@cityofmadison.com.

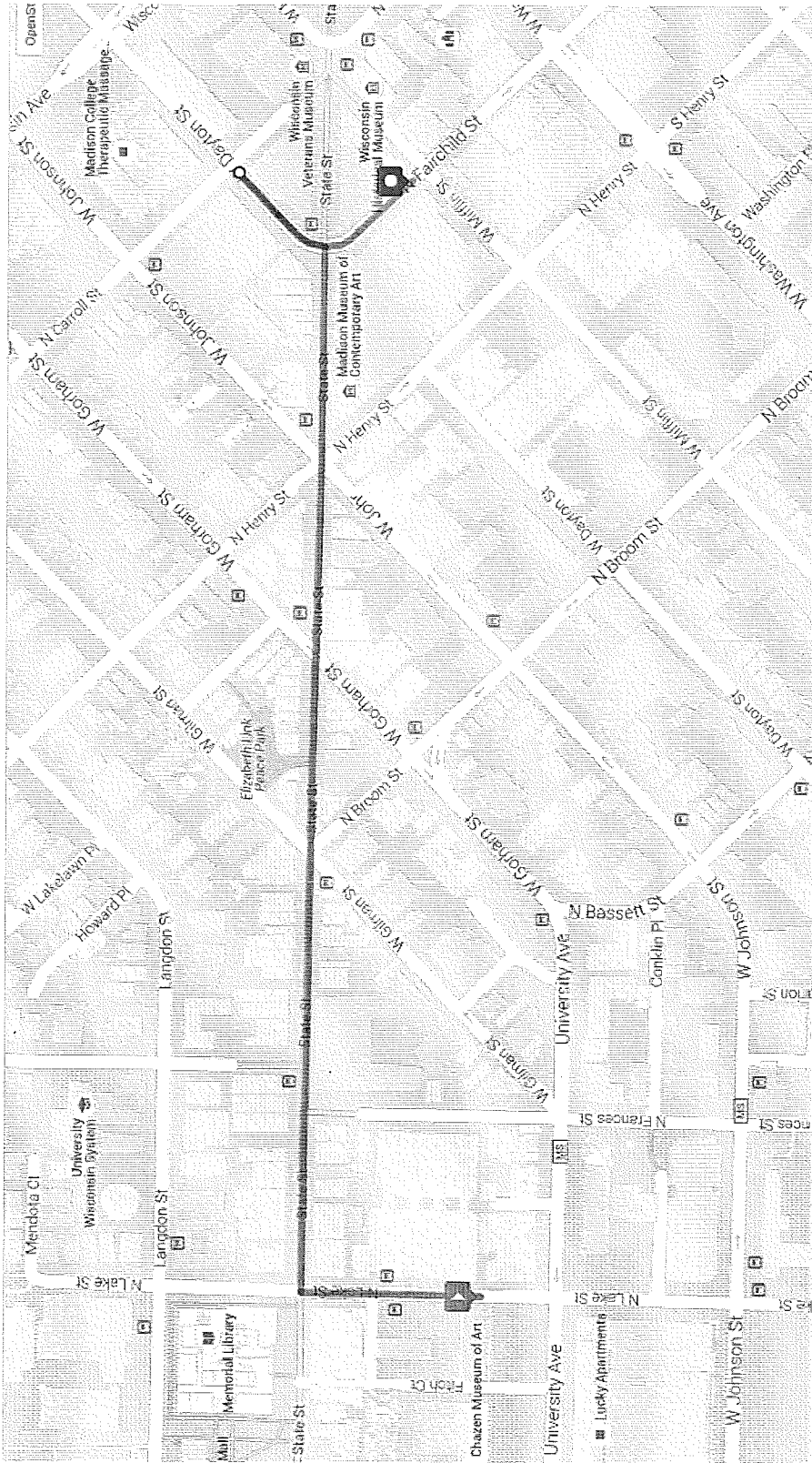
A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

- A helpful online resource for route mapping is [Map My Run](#).

Provide Detailed Event Site Map:

At 11:30am, fire vehicles from around Dane County will stage on N. Lake Street starting at 11:30am. At 1:00pm, the rigs will be led by Pipes and Drums at 1:00pm and slowly drive up State Street with walkers. Firefighters will then park their trucks on N. Carroll and W. Mifflin Streets so families can talk to the fire crews and climb on the vehicles. The event will end by 3:00pm.

Dane County Fire Chief's Parade Route



STREET USE PERMIT APPLICATION – TRASH AND RECYCLING PLAN

Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and clean up.

City containers are available for use:

Trash or recycling barrels, minimum of 8 @ \$12.50 each = \$100

If City containers are not used, please provide name of collection agency providing equipment and service for the event.

Any group that leaves the area in a condition that requires special clean up by park crews will be charged the full cost of clean-up.

If you need assistance with your recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

DETAIL TRASH AND RECYCLING PLAN:

Participants of the Dane County Fire Chief's Parade will have minimal trash. Jr. Firefighter helmets may be handed out to the children, but crews will be responsible for their empty boxes.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

Oct. 9, 2016

The "Dane County Fire Chief's Parade" will be held Sun, ~~Oct 2, 2016~~ at N. Lake, State Street, N. Carroll and W. Mifflin Street.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Dane County Fire Chief's Parade" (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 Ed Ruckriegel.

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 / ☐ will not have on-site EMS (Ed Ruckriegel 608-575-9856)
- 3. We ☒ will / ☐ will not have on-site Police or Security (Ed Ruckriegel 608-575-9856)

C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast website.
- 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 Ed Ruckriegel 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 Ed Ruckriegel 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 / ☐ has not 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: Ed Ruckriegel, City Fire and Police Departments.
- 6. Parking for vendor and staff vehicles will be: Vehicles will be participating in parade.
- 7. Parking for attendee vehicles will be: Vehicles will be participating in parade.

V. CONTACT INFORMATION

Primary Contact	Ed Ruckriegel	608-575-9856
Secondary Contact	Bernadette Galvez	608-279-7168
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345

STREET USE MARKETING INFORMATION

MARKETING OF EVENT

Conditional approval of the event is required before promoting, marketing or advertising the event.

How will this event be marketed, promoted, or advertised? Backpack flyers, posters and social media.

Will there be live media coverage during the event and where will the media vehicles be parked?

PARKS DIVISION CALENDAR OF EVENTS

The City of Madison Parks Division provides a calendar of events on the internet, in a number of publications and at kiosks located throughout downtown. The information from your permit application is considered public and is used in developing the calendars.

Your event will only be included on the calendars if all permits and applications are approved 60 days in advance (for printed form of calendar) and 30 days in advance (for internet calendar) and your event is open to the public. If this section is not filled out, we will assume you do not want to be included on the calendars.

Official Name of Event Dane County Fire Chief's Parade

Location N. Lake Street, State Street, N. Carroll and W. Mifflin Streets

Public Contact Phone 608-266-4709

Admission Cost Free

Date(s) of Event Sun, Oct 2nd, 2016

Beginning/End Time of Event 1:00pm - 3:00pm

Website www.madisonfire.org

Two sentence description of event (for Internet calendar)

Opening of Fire Prevention Week - Fire rigs parade and display up State Street
Display on the Capitol Square so families can meet firefighters and climb on
rigs

POSTERS FOR CAPITOL SQUARE/STATE STREET KIOSKS

Madison Parks Mall Staff maintains the various enclosed kiosks on the Capitol Square and State St. **Please be aware that this is NOT a high priority for staff.** The posters are changed approximately every 2-3 weeks - depending on staff availability and maintenance duties. It is your responsibility to ensure that you have taken care of other ways to promote your event. You may drop off 12 posters, one month in advance of your event, at the Madison Parks Office, 210 MLK Jr. Blvd, Suite 104.

Last years poster.

Dane County

Fire Truck Parade

Sunday, October 4, 2015

Parade starts at 1:00 p.m.
on State Street
& ends on
the Capitol Square

Brought
to you
by the
Dane County
Fire Chiefs
Association
and the
City of Madison
Fire Department

