

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Madison Mini-Marathon

Event Organizer/Sponsor: Vision Event Management

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: 17401 Tiller Ct., STE A

City/State/Zip: Westfield, IN 46074

Primary Contact: Jeff Graves

Work Phone: 317-294-3622

Email: jeff@visioneventmanagement.com

Phone During Event: 317-294-3622

Website: Madisonminimarathon.com

FAX: 317-245-2463

Secondary Contact: Jim Furuya

Work Phone: 317-201-9511

Email: jim@eventfuel.net

Phone During Event: 317-201-9511

Annual Event?

☒ Yes ☐ No

Charitable Event?

☒ Yes ☐ No

If Yes, Name of charity to receive donations: Girls on the Run of South Central Wisconsin

Estimated Attendance: 4000

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):

☒ Yes ☐ No

Hours: 6:00 AM to 11:00 AM

EVENT CATEGORY

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

☐ Other: _____

LOCATION REQUESTED

☐ Capitol Square (note specific blocks below)

☐ State St. Mall/800 State Street

☐ 30 on the Square (aka top of 100 block of State Street)

☒ Other (specific blocks/streets requested below)

Street Names and Block Numbers: See Attached

EVENT DATE(S)/SCHEDULE

Date(s) of Event: 8/22/21 7/24/2021

Event Start and End Times: 7:00 AM - 11:00 AM

Rain Date (if any): N/A

Set-Up Start Time: 2:00 AM

Take-Down Start Time and End Times: 11:00 AM - 12:00 PM

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

11/15/21

STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup on sidewalks, terraces or parking, and ends when the street is re-opened for normal use.
- The schedule should encompass all activities planned for the event, such as:
 - » Vending: food, beverages and/or merchandise
 - » Music/Performances
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

Friday, July 23, 2021

6:00 a.m. to 8:00 p.m. - Setup of Runner services area and site on Langdon & Park

Saturday, July 24, 2021

2:00 a.m. - Park St. to close from University to Observatory for setup of start/finish lines; Langdon to close from Park to Lake for setup of start line

5:00 a.m. - Aid Stations on course begin to setup

5:00 a.m. - Course setup begins with cones, barricades, etc.

6:30 a.m. - Streets on course begin to close

7:00 a.m. - Half Marathon & 5K start

8:00 a.m. - Post-race party begins

10:00 a.m. - Kids Race

10:48 a.m. - Last Half Marathon participant finishes

12:00 p.m. - Langdon re-opens

12:00 p.m. - Post-race Party Finishes

12:30 p.m. - Park reopens



Site Layout

14th Mile
Post-Race Party

Beer

Restrooms



Gear
Check

VIP
Lounge

Memorial
Union

Alumni
Park

Red
Gym

Info Tent/
Illini Badger
Challenge

Will
Call

Langdon Street

J I H G F E D C B A

Half
Marathon
Start

Race
Merchandise

Water
Station

Chocolate
Milk

5K Staging

State
Historical
Society

Volunteers

Restrooms



Library
Mall

Library

Park Street



5K Start &
Half Marathon &
5K Finish Line

State Street Mall

East
Campus Mall

Kids' Run
Start & PPU

University Ave.

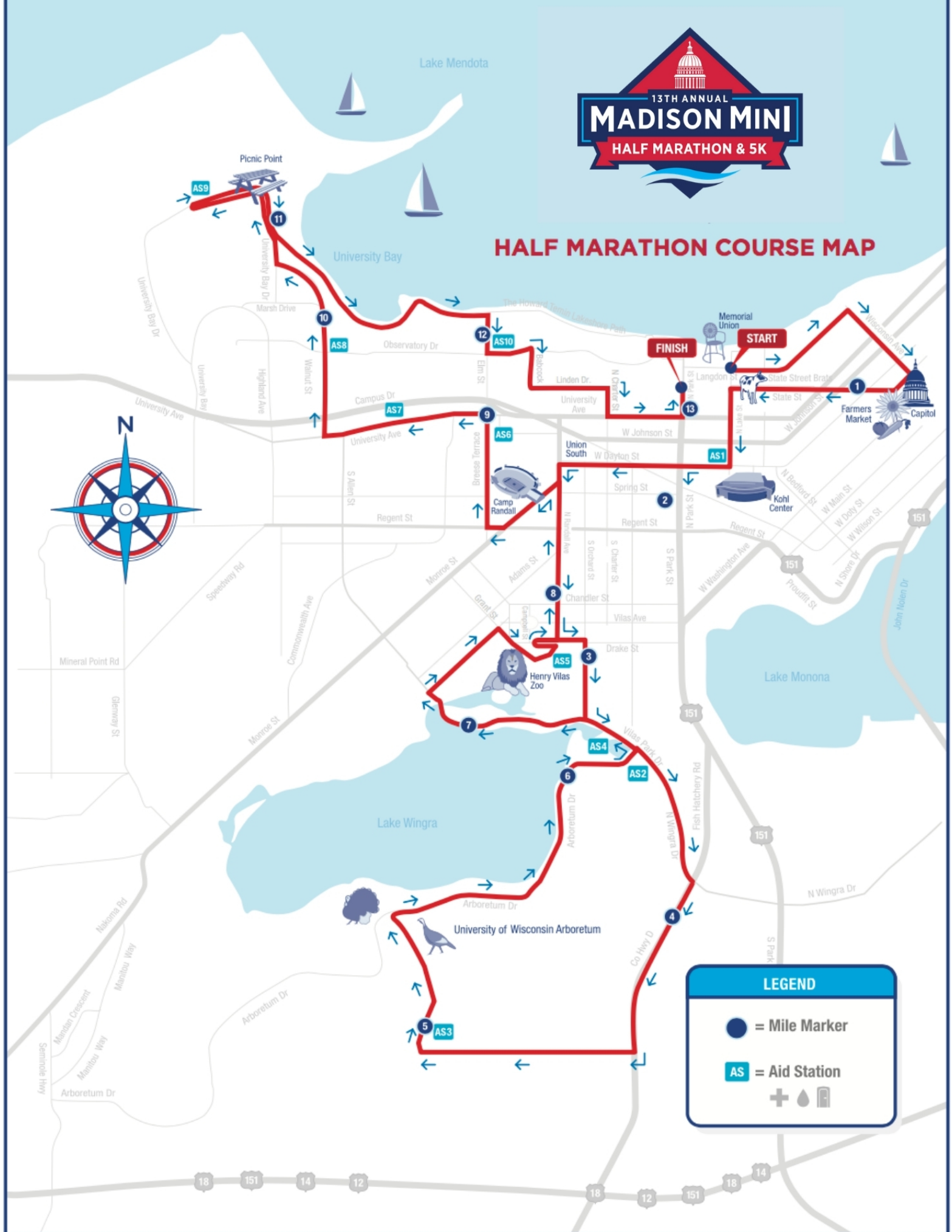
Lake Street



State Street




HALF MARATHON COURSE MAP



LEGEND

 = Mile Marker

 = Aid Station



5K COURSE MAP



2021 Madison Mini-Marathon

Course Description

Saturday, July 24, 2021

Start: Lake Street & Langdon Street

- NE on Langdon
- SE on Wisconsin
- SW on Mifflin
- West on State Street
- South on Lake
- West on Dayton
- South on Randall
- East on Drake St
- South on S Orchard St
- East on Vilas Park Dr
- SE on S Mills St
- SE on N Wingra Dr
- SW on Fish Hatchery Rd
- West on Carver St
- NE on Balden St
- East on Arboretum Dr
- NW onto Wingra Dr
- West on Vilas Park Dr
- NW on Edgewood Ave
- NE on Vilas Ave
- SE on Grant St
- Zoo Parking lot
- West on Drake
- U-Turn
- East on Drake
- North onto S Randall
- North on N Randall Ave
- SW on Monroe St
- SW on Little St
- North on N Breese Terrace
- West on University Ave
- North on Walnut St
- NW on Willow Dr
- North on University Bay Dr
- North onto Lake Mendota Dr
- East on Howard Temin Lakeshore Path
- South on Elm
- East onto Observatory Dr
- South on Babcock
- East on Linden
- South on N Charter St
- East on University Ave
- North on N Park

Finish: Park Street & State Street Mall/Bascom Hill

**2020 Madison Mini-Marathon
July 24, 2021
Emergency Procedures
Updated 1/20/2021**

Please Review this Document Prior to the Event!

Time Line

- 3:00 a.m. Road Closures start Park from University to the lake and Langdon from Lake Street to Park Street
- 6:15 a.m. – Medical Debrief at MFD Station 1 and distribution of EMS resources,
- 6:30 a.m. – Medical Debrief at Medical Tent
- 7:00 a.m. – Half Marathon Start, Lake & Langdon Streets (2,750 participants)
- 7:00 a.m. - 5K Start, Park Street and State Street Mall (850 participants)
- 10:00 a.m. – Mini Kids’ Run, Park Street and University (100 kids)
- 10:45 a.m. – Last participant crosses finish line
- Noon – Langdon Street re-opens
- 12:30 p.m. Park Street re-opens

**In regard to any emergency event, no one should speak to any media representative except for:
Jeff Graves**

The above may empower the Medical Director of the Madison Mini-Marathon to comment on any details.

Command Group Meeting Area

The Command Group will meet in the Founders Room 2nd Floor Theatre Wing of Memorial Union. We will implement the following procedures depending on the emergency presented.

If an emergency occurs before the start of the race, Command Group members not at the finish line will conference call into the Command Room to make any decisions.

In the event of inclement weather conditions or any safety-related events along the Half Marathon or 5K course or start/finish areas, the following people will meet in the Command Room:

<u>Command Group</u>		<u>Phone #'s</u>
Jeff Graves	President, VEM	317-294-3622
Chad Antcliff	Race Command	317-333-1092
Dave McCaw	Madison Police Department	608-445-0039
Jerry Buechner	Fire Department	608-618-0499
Kacey Kronenfeld	Medical Director	262-483-3496
Brent Gruber	UW Police Department	608-220-7893
Natalie Ames	Race Command support	219-863-1325

Yellow ones need to confirm new people

The Command Group will be called to the Command Room via: Radios/Cell Phones

VEM will be monitoring weather for continual updates on information regarding the weather conditions. The Command Group will be the key decision-makers will make the decision on the continuation, continuation with yellow or red flags, termination, or delay of the event.

In addition, the following people should also report to the Command Room to assist in relaying the information to the necessary people:

Scott Ball 510-334-0793
PUBLIC RELATIONS REPRESENTATIVE

All communications done by radio will be pre-raced with "STAFF ONLY". Staff on radio should turn down volume on their radio or go to a location where they are out of public view. If a staff member is in a position where they cannot be out of public view, they need to turn down radio and alert the Command Room via radio, cell phone or text, they need to be notified a different way other than radio.

Information will be relayed to the following people:

<u>Responsibility</u>	<u>Contact #'s (Radio Channel)</u>
Command Room	PD FD Medical Director EMS Any other Public Safety Agency Course Section Leaders Aid Station Leaders Runner Services Information Tent Gear Check Transportation
Jeff Graves	Start Line Coordinator Finish Line Coordinator Timing & Scoring Race Photography Race Announcer
Scott Ball	Volunteer Leaders and volunteers Call and text status updates
Alexa Lingg	Facebook Twitter Website Texting Updates

Emergency Plans

Inclement Weather Plan

If severe weather or the threat of severe weather becomes a concern, the Command Group will meet to determine the status of the event. Information will be relayed to the Race Staff via the above relay plan.

Severe weather can include, but is not limited to:

Lightning	Windy
Heat	Tornado
Humidity	

Other Public Safety Emergency

If a public safety emergency or the threat of an emergency becomes a concern, the Command Group will meet to determine the status of the event. Information will be relayed to the Race Staff via the above relay plan.

Inclement Weather Emergency Evacuation Plan

- Once the Command group determines weather related evacuation is warranted the **COMMAND GROUP** will initiate the process of contacting the Race Staff via the above contact procedure.
- Participants and spectators will be notified via the Announcer and Race Staff. They will be informed to **SEEK SHELTER** in the following locations. Each staff member assigned to a location. A Command Runner will bring a megaphone to your location to make announcements regarding updates on the status of the race.
 - UW Memorial Union (Jill Schmidt, 608-609-2726)
 - State Street Ramp (Cayce Chenault, 630-965-1096)

After the all clear is given, participants and spectators will be allowed to exit the area.

Flag Warning System

The Flag Warning System will be used to relay to the participants and volunteers the status of the race with respect to weather and safety conditions.

The following has been distributed to the participants in the Confirmation Email, Facebook, event web site and in displays at the Packet Pick-Up.

Flag Warning System

A Yellow Flag? A Black Flag? There will be a simple flag color system along the course to help warn participants of weather related or course related problems. Flags are located at each mile marker along the course.

Green Flag – Everything is Normal

Yellow Flag – The heat index is at a point where runners/walkers should slow their pace if they are sensitive to the heat. Participants should be aware of their hydration level.

Red Flag – Dangerous weather. Participants should slow down and increase their hydration and if they are sensitive to heat or humidity should not run. Timing of the event has stopped and no awards will be given out at this time. Race Photography and Entertainment as stopped.

Black Flag – Race has been cancelled due to extreme weather or course emergency. Events such as lightning, tornado, or human disaster has or is occurring and all participants need to seek shelter immediately. Participants will be evacuated from the route.

Inclement Weather Emergency Evacuation Plan

- In the event of severe weather during the event the following will be asked to seek appropriate shelter.
- All Race Staff will be notified via radio or cell phone. Any committee member in the affected areas should immediately begin notifying the general public and volunteers.
- Jill Schmitz will make announcement from the main stage.
- Jenny Adler will be responsible for contacting Race Announcer. Race Announcer will make the PA announcement (Start Line area if prior to race start or finish line area after race start).
- Jeff Graves will make an announcement at the start line. Start Line volunteers will be responsible for sweeping the Start Line area

For all emergency requests contact Command: Chad Antcliff (317-333-1092)

Medical Emergencies (Finish Area medical open 6:00 a.m. – 11:00 a.m.)

Assess the situation at the finish line

- ❑ Any request for medical needs should be directed to Command.
- ❑ Do not attempt to help an injured person other than to let them know you are calling for medical support; **do not comment on the accident to anyone**
- ❑ Speak slowly and clearly – do not yell. Give your name, location and your request for medical personnel.
- ❑ Example: Command from (your name)...request medical back up for sprained ankle at the Massage Area. Please confirm.
- ❑ Provide the medical contact with the following information: Which part of the street you are on (northside, southside, middle) and a prominent landmark that describes your position and their bib number.
- ❑ Remain with the person until FIRST AID arrives, upon their arrival; let Command know they are treating the person.
- ❑ Gather information for the Event Incident Report (**note:** for medical situations involving race participants during the race, the Event Incident Report is not necessary)
- ❑ If you do not have a radio available, call Chad Antcliff and follow their directions.

Non-Medical Security Situation at the finish line

- ❑ Any request for security needs should be directed to Command.
- ❑ Locate the nearest landmark and relay that as your location go or send someone to that marker to guide security to the location of the incident.
- ❑ For any type of security issue (suspicious character, fighting, etc): call the Command Room and request security. Speak slowly and clearly. Give your name, location and your assessment of the situation.

- ❑ The person who initially called in the situation should notify Command once the situation is under control and inform them of the outcome.
- ❑ Gather information for the Event Incident Report

Medical Emergencies on Course

- ❑ Assess the situation
- ❑ To speed response time, any request for medical needs should be directed to a uniformed police officer or medical team. If none of the previous are nearby, use a cell phone and call Chad Antcliff.
- ❑ Do not attempt to help an injured person other than to let them know you are calling for medical support; **do not comment on the accident to anyone**
- ❑ Speak slowly and clearly – do not yell. Give your name, location and your assessment of the situation.
- ❑ **If you are at the Start Line**, specify where you are located on.
- ❑ **If you are on the course**, please be as detailed as possible. Include the nearest home street address, cross street or landmark and the side of the street where medical is needed.
- ❑ Remain with the person until FIRST AID arrives.
- ❑ Gather information for the Event Incident Report (**note**: for medical situations involving race participants during the race, the Event Incident Report is not necessary)
- ❑ If you do not have a radio available, call Chad Antcliff and follow their directions.
- ❑ Additionally, there will be 3 ambulances as well as 5 bicycle teams on course leading and monitoring runners throughout the event. Bicycle leads will be tasked with circling back around to follow the last participants and assist in maintaining safety and as an additional awareness to motorists whom may be traveling near the course area.
- ❑ Medical Personnel throughout the course will communicate via radio to the command tent to facilitate appropriate transport decision making.

Hospital Transports: The primary hospital for transports is SSM Health St. Mary's Hospital (700 South Park Street Madison, WI 53715). Other hospitals include UW Hospital (600 Highland Ave, Madison, WI 53792) and Meriter Hospital (202 S. Park Street, Madison, WI 53715). These hospitals will be used by choice of patient/guardian and/or in the case of less severe injuries. Madison Fire Department are the primary 'on site' transporters for the event and dispatched per direction of on-site medical director; however, medical emergencies that exceed or overwhelm race medical resources, will be dispatched through the 911 system and dedicated to the local service provider for all respective territories of the course area.

Medical Area: The race medical area will be located adjacent to the Start/Finish line on Library Mall. The medical area is designed to triage and to treat minor injuries and provide initial stabilization for more serious injuries. The area is staffed by SSM Health and Madison Emergency Physician Staff along with an ambulance to take medical transports to local area hospitals if necessary.

Non-Medical Security Situation

- ❑ Any request for security needs should be directed to Command.

- ❑ Locate the nearest landmark and relay that as your location go or send someone to that marker to guide security to the location of the incident.
- ❑ For any type of security issue (suspicious character, fighting, etc): call the Command Room and request security. Speak slowly and clearly. Give your name, location and your assessment of the situation.
- ❑ The person who initially called in the situation should notify Command once the situation is under control and inform them of the outcome.
- ❑ Gather information for the Event Incident Report

General Conduct during Emergency or Urgent Situations

- Do not make any comment to the media
- Never Run
- Remain Calm at all times
- Assess the situation before taking action
- Remember to gather information for the Event Incident forms

Lost Persons

- ❑ The Information Tent will coordinate the Lost Persons process.
- ❑ The Information Tent will open a Lost Persons report form. This form must be closed-out prior to the end of the event.
- ❑ The Information Tent will remain open and staffed until the Finish Area is cleared of all participants and spectators.
- ❑ Lost Person Coordinator: Ivy Lewis

At the Information Tent

- ❑ Ask the person if who they are missing is lost or they can't find them. If they can't find them, check with Command to see if they've finished.
- ❑ If the person is missing, complete the Lost Persons Report
- ❑ **Describing a Child.** Please include the child's name, age, clothing description, and other identifying characteristics. If referring to the child's race say Caucasian, African-American, Asian, or Hispanic. If the child has some sort of physical or mental handicap, please refer to them as a special needs child.
- ❑ Once the report is completed, the Lost Person Coordinator, located in the Info Tent, will put the call out to everyone in the Finish Area. (Command, Ask Me, Staff)
- ❑ Encourage the person filing the report to notify someone if they find the person on their own so we don't continue to search.
- ❑ If there has been no success after 10 minutes of everyone being notified, please notify everyone the person is still lost and continue to do so until the person is found.
- ❑ If there is a success, please notify everyone the person has been found. Also note on their missing person form they have been found.

Somewhere in Rest & Recovery

- ❑ Ask the person if who they are missing is lost or they can't find them. If they can't find them, direct them to the computer lookup folks located in the Info tent.
- ❑ If the person is missing, encourage them to go to the Info Tent.
- ❑ If they choose not to go to the Info Tent, take the report yourself.
- ❑ Notify the Info Tent you are taking the report and have someone come to your location to get the report.

- ❑ **Describing a Child.** Please include the child's name, age, clothing description, and other identifying characteristics. If referring to the child's race say Caucasian, African-American, Asian, or Hispanic. If the child has some sort of physical or mental handicap, please refer to them as a special needs child.
- ❑ Once the report is completed, the Lost Person Coordinator, located in the Info Tent, will put the call out to everyone in the Post-Race Area. (Command, Ask Me, Staff)
- ❑ Encourage the person filing the report to notify someone if they find the person on their own so we don't continue to search.
- ❑ If there has been no success after 10 minutes of everyone being notified, please notify everyone the person is still lost and continue to do so until the person is found.
- ❑ If there is a success, please notify everyone the person has been found. Also note on their missing person form they have been found.
- ❑ If the person was last seen near the Start Line, take the parent to the nearest police officer.

Lost Child is found

- ❑ The Info Tent should be notified and the person should be taken to the Info Tent.
- ❑ Stay with the child until the Lost Person Coordinator can take charge of the child. **DO NOT LEAVE THE CHILD UNATTENDED!**
- ❑ Complete the lost persons form, so we have it on file when someone comes looking for them.
- ❑ Once the report is completed, the Lost Person Coordinator, located in the Info Tent, will put the call out to everyone in the Finish Area. (Command, Ask Me, Staff)
- ❑ If there has been no success after 10 minutes of everyone being notified, please notify everyone the person is still lost and continue to do so until the person is found.
- ❑ If there is a success, please notify everyone the person has been found. Also note on their missing person form they have been found.

Active Shooter Protocol

First please understand

RUN: Evacuate If Possible

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical, e.g. number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

HIDE: Hide silently in as safe a place as possible

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person's view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights
- Silence phones and turn off other electronics.
- Close windows, shades and blinds, and avoid being seen from outside the room, if possible.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.
- Remain in place until you receive an "all clear" signal from Blackboard Connect.

FIGHT: Take action to disrupt or incapacitate the shooter

- As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible.
- Call 911 when it is safe to do so.

Immediately after an incident:

- Wait for Local Law Enforcement officers to assist you out of the building, if inside.
- When law enforcement arrives, students and employees must display empty hands with open palms.

Note:

- Understand that gunfire may sound artificial. Assume that any popping sound is gunfire.
- If there are two or more persons in the same place when a violent incident begins, you should spread out in the room to avoid offering the aggressor an easy target.
- Be mindful that violent attacks can involve any type of weapon, not just a gun. Knives, blunt objects, physical force or explosives can be just as deadly as a gun. The suggested actions provided here are applicable in any violent encounter.

- Plan ahead: Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with limited mobility.

Active Shooter

First, please understand that the safety of employees, volunteers, participants and spectators is the priority during an active shooting incident.

1. Quickly determine the most reasonable way to protect your own life. Realize that Participants may instinctively follow your lead as a person with a staff shirt and radio.
2. Calmly announce via the radios that there is an active shooter, the shooter's location if known for certain, and that the area needs to be evacuated immediately.
3. If your life is not at risk, inform all to evacuate the area.
4. Use your cell phone to call 911 and follow instructions from dispatch
5. Do not attempt to move wounded folks
6. Evacuate the area as soon as possible. Be sure to bring your radio to remain in contact; do not give specific information as not to let the shooter overhear. Be mindful of your radio volume as not to inform the shooter of your location. If you need to go radio-silent, inform others if possible.
7. Leave the doors to the (Command Post) unlocked.
 - a. In 2019, will be located in the UW Union Founders Room, 2nd Floor Theater Wing Madison. This space will be considered the (initial) Incident Command Post in the event of an emergency situation.
8. If evacuation is possible, find a business/restaurant or other building that has doors that can be locked. Allow access to as many guests as possible before securing. Barricade the door with heavy furniture, if possible, and position yourself away from any windows.
9. Put your phone on silent but keep it on
10. Only take action against an active shooter as your last resort if your life is in imminent danger.
11. Follow Police officers' instructions when law enforcement arrives.
12. Come to the Command as soon as it is safe to do so.
 - a. Note: If an incident occurs involving an active shooter, the fair would not resume, nor would it be rescheduled

Evacuation Communication

When an evacuation takes place, it might not always be clear when an incident is over, or when it is safe to come out of hiding. It is important to wait for law enforcement to give an all clear. It is likely that Jeff or Chad will receive an all clear via phone, because the event cell phone number is included in this Emergency Action Plan. That said, once Jeff or Chad receives an all clear:

1. First, call or text Chad at (317) 333-1092 to let her know that law enforcement has secured the area and given an all clear.
2. Chad will text all staff, to relay that message.
3. All staff will each have a group of people that they will text to help get the word out to every staff member.

When safe, Lisa Hancock will develop a public communications strategy with input from Jeff Graves and Public Safety Officials

Use of 2-way Radios/Cellular Phones:

- The Race committee has the use of 2-way radio communication
- Be selective of what you are saying over the radios
- Never allow your voice to become hysterical
- Relay on the FACTS of the situation – NEVER make a comment like, “We really messed up....” Or “We’re in big trouble....”
- Always remember that many people around you will hear every word you say given the size of the event.
- Always remember that many people around anyone with a radio scanner will hear every word you say
- Remain calm at all times.
- Except for lost children, only refer to a participant by their bib number when communicated to Medical or Command Group.

All emergency and/or security situations at must be relayed to Command for documentation purposes.

All committee members and Ask Me volunteers will have Event Incident Report forms to fill out. Gather all necessary information at the time of the incident and fill out the form as soon as possible. These forms should be returned to Jeff Graves immediately after the event.

Madison Mini-Marathon
Lost Person Report

Time of Report: _____ am/pm EVENT: _____

Missing Person:

Name: _____

Age: _____

Physical Description/Clothing: _____

Location last seen:

Time last seen:

Did the child/person have a favorite game/place, etc. during the event?:

Reporting Info:

Name of person making report:

Phone number where you can be reached today:

Relationship to missing person:

Madison Mini-Marathon staff/volunteer:

Time missing person is found: _____

Notes/Actions Taken:

Madison Mini-Marathon Event Incident Report

All information provided should be completed as soon as possible and ensure a copy of this report is given to Jeff Graves.

1. DATE OF EVENT: _____ 2. EVENT: _____

3. TIME OF INCIDENT: _____ 4. TIME OF REPORT: _____

5. PERSON(S) INVOLVED: _____

(Please include full name and contact information)

6. WEATHER SITUATION: _____

7. CAUSE OF INCIDENT: _____

(Please attach additional sheet(s) if needed)

8. SITUATION (Who, What, When, Where and Why): _____

(Please attach additional sheet(s) if needed)

9. PERSON(S) CONTACTED/WITNESSES: _____

(Please include complete contact information for each person(s))

10. MEDICAL INFORMATION

A. Was Medical Treatment Required? YES / NO

B. Was First Aid Required? YES / NO

C. Was anyone transported to a Medical Facility? YES / NO

D. If anyone was transported, where were they taken? _____

E. Name of person or medical organization (i.e. Madison Fire, UW Health) administering medical treatment? _____

11. Keep a copy of this report and add it to your AFTER ACTION REPORT.

STAFF MEMBER NAME(S): _____

Madison Mini-Marathon Course Cleanup Plan

Start Line

Cleanup crew will be responsible for sweeping the start line area on Langdon Street, Library Mall and the Memorial Union, picking up trash, clothes which were tossed at the start and any remaining trash. This trash will be taken to dumpsters on Langdon Street. 100 cardboard trash boxes will be placed around the area to be used as receptacles.

Course

Each Aid Station will be responsible for cleaning the area around their station, including about ¼ mile past their station for any cups tossed after the station. They are required to do this as part of their Aid Station Manual and training. Vision Event Management on-course staff will monitor this at each station to ensure the volunteers are meeting this requirement. Volunteers will begin cleaning once the pack of runners has passed their station so they don't have to do all the cleanup after the last participant. 25 trash boxes with over 100 55-gallon trash liners will be supplied to each station to collect trash. Vision Event Management will also supply each station with 10 rakes, 10 shovels and a leaf blower to help the cleanup of cups and trash.

After the trash is picked up, bagged and stacked, it will be left at each station. Pelleterri will come through after the last participant and begin picking up the trash with a crew and a trash truck. All trash will be removed immediately following the event.

Recyclable materials will be stacked and bagged in the same process and will be ready for pickup by Pelleterri.

The directive VEM staff gives all on-course volunteers is to leave the area cleaner than it was when we arrived.

STREET EVENT MARKETING INFORMATION

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

Do you have marketing information?

☒ Yes ☐ No

If Yes, please continue. If No, skip this form.

How will this event be marketed, promoted, or advertised?

Online social media, print newsletters, posters, postcards, NBC15, ESPN Radio, email marketing

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

TBD

PARKS DIVISION CALENDAR OF EVENTS

If you want your event to be listed on City website calendars, please complete the Marketing Information form. Your event will only be included on the calendars if all permits and applications are approved 30 days in advance and your event is open to the public. If this form is not completed, the event will not be included on the calendars.

Official Name of Event: Madison Mini - Half Marathon & 5K

Location: UW Memorial Union

Public Contact Phone: _____

Website: www.madisonminimarathon.com

Admission Cost: Half Marathon: \$59.99 - \$99.99; 5K: \$30 - \$45; Kid's Run: \$20

Date of Event: July 24, 2021

Beginning/End Time of Event: 7:00 a.m. - 11:00 a.m.

Two sentence description of event (for internet calendar):

13th Annual Madison Mini-Marathon - Half Marathon & 5K

STREET EVENT AMPLIFICATION PERMIT APPLICATION

Permit fee is \$100.00.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Do you have public amplification planned for your event?

☒ Yes ☐ No

If Yes, please continue. If No, skip this form.

EVENT INFORMATION

Name of Event: Madison Mini - Half Marathon & 5K

Contact Person: Jeff Graves

Location: UW Memoiral Union

Date: 8/24/21

Type of Amplified Sound:

☐ Band

☐ DJ

☒ Sound System

☐ Speeches/Announcements

☐ Karaoke

☐ Other (please specify): _____

Hours of Amplification:

Date: 8/24/21

Time: 6:00 a.m. - 11:00 a.m.

* Langdon Street from Lake to Park

* Park Street from Langdon to University

2021 Madison Mini-Marathon Intersection Timeline & Details

Intersection Number	Intersection	Mile Location	First Participant	Last Participant	Participant Detailed Instructions	Participant Lanes Used	Vehicular Traffic Instructions
Start	Langdon & Lake	0	7:00	7:10	Participants head E on Langdon	All Lanes	No traffic
2	Langdon & Howard	0.19	7:00	7:13	Participants head E on Langdon	All Lanes	No traffic
3	Langdon & Lakelawn	0.21	7:01	7:13	Participants head NE on Langdon	All Lanes	No traffic
4	Langdon & Henry	0.27	7:01	7:14	Participants head NE on Langdon	All Lanes	No traffic
5	Langdon & Carroll	0.39	7:01	7:16	Participants head NE on Langdon	All Lanes	No traffic
6	Langdon & Wisconsin	0.47	7:02	7:17	Participants head SE on Wisconsin	Southbound lanes	No Southbound
7	Wisconsin & Gilman	0.54	7:02	7:19	Participants head SE on Wisconsin	Southbound lanes	No Southbound
8	Wisconsin & Gorham	0.6	7:03	7:20	Participants head SE on Wisconsin	Southbound lanes	No Southbound
9	Wisconsin & Johnson	0.67	7:03	7:21	Participants head SE on Wisconsin	Southbound lanes	No Southbound
10	Wisconsin & Dayton	0.73	7:03	7:22	Participants head SE on Wisconsin	Southbound lanes	No Southbound
11	Wisconsin & Mifflin	0.8	7:04	7:23	Participants head NE on Mifflin	Southbound lanes	No Southbound
12	Carroll & Mifflin & State	0.87	7:04	7:24	Participants head W on State	All Lanes	No traffic
13	State & Fairchild/Dayton	0.96	7:04	7:26	Participants head W on State	All Lanes	No traffic
14	State & Johnson	1.06	7:05	7:27	Participants head W on State	All Lanes	No traffic
15	State & Gorham	1.15	7:05	7:29	Participants head W on State	All Lanes	No traffic
16	State & Gilman	1.24	7:06	7:30	Participants head W on State	All Lanes	No traffic
17	State & Lake	1.43	7:07	7:33	Participants head S on Lake	All Lanes	No traffic
18	Lake & University	1.55	7:07	7:35	Participants head S on Lake	All Lanes	No traffic
19	Lake & Johnson	1.65	7:08	7:37	Participants head S on Lake	All Lanes	No traffic
20	Lake & Dayton	1.71	7:08	7:38	Participants head West on Dayton	Westbound Lanes	No Westbound
21	Dayton & Park	1.87	7:09	7:41	Participants head West on Dayton	Westbound Lanes	No Westbound
22	Dayton & Brooks	1.89	7:09	7:41	Participants head West on Dayton	Westbound Lanes	No Westbound
23	Dayton & Mills	2.04	7:10	7:44	Participants head West on Dayton	Westbound Lanes	No Westbound
24	Dayton & Charter	2.12	7:10	7:45	Participants head West on Dayton	Westbound Lanes	No Westbound
25	Dayton & Orchard	2.21	7:11	7:46	Participants head West on Dayton	Westbound Lanes	No Westbound
26	Dayton & N Randell	2.29	7:11	7:48	Participants head S on Randall	Northbound Lanes	No traffic
27	Randell & Monroe	2.37	7:11	7:49	Participants head S on Randall	Northbound Lanes	No traffic
28	Randell & Spring	2.4	7:12	7:50	Participants head S on Randall	Northbound Lanes	No traffic
29	Randell & Regent	2.53	7:12	7:52	Participants head S on Randall	Northbound Lanes	No traffic
30	Randell & Bowen	2.58	7:13	7:53	Participants head S on Randall	Northbound Lanes	No traffic
31	Randell & Milton	2.63	7:13	7:53	Participants head S on Randall	Northbound Lanes	No traffic
32	Randell & St. James	2.65	7:13	7:54	Participants head S on Randall	Northbound Lanes	No traffic
33	Randell & Mound	2.7	7:13	7:55	Participants head S on Randall	Northbound Lanes	No traffic
34	Randell & Chandler	2.78	7:14	7:56	Participants head S on Randall	Northbound Lanes	No traffic
35	Randell & Vilas	2.85	7:14	7:57	Participants head S on Randall	Northbound Lanes	No traffic
36	Randell & Drake	2.93	7:14	7:58	Participants head E on Drake	All Lanes	No traffic
37	Drake & N Orchard	2.97	7:14	7:59	Participants head E on Drake	All Lanes	No traffic
38	Drake & S Orchard	3.03	7:15	8:00	Participants head S on S Orchard	Southbound lanes	No Southbound
39	S Orchard & Emerald	3.13	7:15	8:02	Participants head S on S Orchard	Southbound lanes	No Southbound
40	S Orchard & Erin	3.18	7:16	8:03	Participants head S on S Orchard	Southbound lanes	No Southbound
41	S Orchard & Vilas Park Dr	3.29	7:16	8:04	Participants head S on Vilas Park Dr	All Lanes	No Traffic
42	Vilas Park Dr & Mills	3.46	7:17	8:07	Participants head S on Mills	All Lanes	No Traffic
43	Mills & Wingra	3.46	7:17	8:07	Participants head SE on Wingra	Northbound Lanes	No Traffic
44	Wingra & Arb	3.49	7:17	8:08	Participants head SE on Wingra	Southbound lanes	No Southbound
45	Wingra & Midland	3.79	7:19	8:13	Participants head SE on Wingra	Southbound lanes	No Southbound
46	Wingra & Sprus	3.8	7:19	8:13	Participants head SE on Wingra	Southbound lanes	No Southbound
47	Wingra & Fish Hatchery Rd	4	7:20	8:16	Participants head SW on Fish Hatchery	Southbound lanes	No Southbound
48	Fish Hatchery & Plaenert	4.07	7:20	8:17	Participants head SW on Fish Hatchery	Southbound lane	No Southbound
49	Fish Hatchery Rd & Carver	4.45	7:22	8:24	Participants head W on Carver	Westbound Lanes	No Westbound
50	Carver & Martin	5.03	7:25	8:34	Participants head W on Carver	Westbound Lanes	No Westbound
51	Carver & Balden	5.07	7:25	8:34	Participants head NE on Balden	Northbound Lanes	No Northbound
52	Balden & Covall	5.33	7:26	8:39	Participants head NE on Balden	Northbound Lanes	No Northbound
53	Balden & Arb	5.39	7:27	8:40	Participants head E on Arboretum Dr	Northbound Lanes	No Northbound
54	Arb & Covall	5.52	7:27	8:42	Participants head E on Arboretum Dr	Northbound Lanes	No Northbound
55	Arb & Wingra	6.5	7:32	8:58	Participants head NW on Wingra	Southbound lanes	No Southbound
56	Vilas Park & Mills	6.54	7:32	8:59	Participants head W on Vilas Park Dr	Southbound lanes	No Traffic

57	Vilas Park & S Orchard	6.7	7:33	9:01	Participants head W on Vilas Park Dr	All Lanes	No traffic
58	Vilas Park & Edgewood	7.31	7:36	9:12	Participants head W on Vilas Park Dr	All Lanes	No traffic
59	Vilas Ave & Edgewood	7.33	7:36	9:12	Participants head NE on Vilas Ave	All Lanes	No traffic
60	Vilas Ave & Van Buren	7.49	7:37	9:15	Participants head NE on Vilas Ave	Northbound Lanes	No Northbound
61	Vilas Ave & Grant	7.65	7:38	9:17	Participants head on Grant St	Southbound lanes	No Southbound
62	Grant & Garfield	7.71	7:38	9:18	Participants head S on Grant St	Southbound lanes	No Southbound
63	Zoo Entrance	7.87	7:39	9:21	Participants head East through Zoo Parking Lot	All Lanes	No Traffic
64	Drake & S Randell	7.97	7:40	9:23	Participants head E on Drake, Turn around head W on drake then N on S Randall	All Lanes	No Traffic
65	S Randell & Vilas Ave	7.97	7:40	9:23	Participants head N on S Randall	Southbound lanes	No Traffic
66	S Randell & Mound	8.12	7:40	9:25	Participants head N on S Randall	Southbound lanes	No Traffic
67	S Randell & Adams	8.22	7:41	9:27	Participants head N on S Randall	Southbound lanes	No Traffic
68	S Randell & Regent	8.28	7:41	9:28	Participants head N on S Randall	Southbound lanes	No Traffic
69	S Randell & Spring St	8.41	7:42	9:30	Participants head N on S Randall	Southbound lanes	No Traffic
70	S Randell & Monroe	8.44	7:42	9:30	Participants head SW on Monroe	Northbound Lanes	No traffic
71	Monroe and UW Police Station	8.45	7:42	9:31	Participants head SW on Monroe	Southbound lanes	No Southbound
72	Monroe & Regent	8.72	7:43	9:35	Participants head W on Regent	One Westbound Lane	One Lane Westbound Restricted
73	Regent & Breese Terrace	8.73	7:44	9:35	Participants head N on Breeze Terrace	Northbound Lanes	No Northbound
74	Breese Terrace & Chadbourne	8.79	7:44	9:36	Participants head N on Breeze Terrace	Northbound Lanes	No Northbound
75	Breese Terrace & Hoyt	8.9	7:44	9:38	Participants head N on Breeze Terrace	Northbound Lanes	No Northbound
76	Breese Terrace & Summit	8.99	7:45	9:40	Participants head W on Summit	Westbound Lanes	No Westbound
77	Breese Terrace & University	9.11	7:45	9:42	Participants head N on Lathrop	Northbound Lanes	No Northbound
78	University & Lathrop	9.18	7:46	9:43	Participants head W on University	Westbound Lanes	No Westbound
79	University & n Prospect	9.25	7:46	9:44	Participants head W on University	Westbound Lanes	No Westbound
80	University & Princeton	9.34	7:47	9:46	Participants head W on University	Westbound Lanes	No Westbound
81	University & Chamberlin	9.44	7:47	9:47	Participants head W on University	Westbound Lanes	No Westbound
82	University & Paunack Pl	9.5	7:47	9:48	Participants head W on University	Westbound Lanes	No Westbound
83	University & Forest	9.56	7:48	9:49	Participants head W on University	Westbound Lanes	No Northbound
84	Alan & University	9.62	7:48	9:50	Participants head W on University	Westbound Lanes	No Westbound
85	University & Walnut	9.69	7:48	9:51	Participants head N on Walnut	Northbound Lanes	No Northbound
86	Walnut & Campus	9.75	7:49	9:52	Participants head N on Walnut	Northbound Lanes	No Northbound
87	Walnut & Gifford	9.84	7:49	9:54	Participants head N on Walnut	Northbound Lanes	No Northbound
88	Walnut & Observatory	9.99	7:50	9:56	Participants head N on Walnut	Northbound Lanes	No Northbound
89	Marsh & Walnut/Willow	10.15	7:51	9:59	Participants head N on Willow	Northbound Lanes	No Northbound
90	Willow & University Bay Dr	10.39	7:52	10:03	Participants head N on University Bay Dr	Northbound Lanes	No Northbound
91	University Bay Dr & Lake Mendota Dr	10.87	7:54	10:11	Participants head N on Lake Mendota Dr	All Lanes	No traffic
92	Lake Mendota Dr & Lake Shore Path	10.9	7:54	10:12	Participants head E on Lake Shore Path	All Lanes	No traffic
93	Lake Shore Path & UW Marching Band Field	11.65	7:58	10:24	Participants head E on Lake Shore Path	All Lanes	No traffic
94	Lake Shore Path & Elm Dr	12.13	8:01	10:32	Participants head S on Elm Dr	All Lanes	No traffic
95	Elm & Observatory	12.15	8:01	10:32	Participants head E on Observatory	All Lanes	No traffic
96	Observatory & Babcock	12.39	8:02	10:36	Participants head S on Babcock	All Lanes	No traffic
97	Babcock & Linden	12.48	8:02	10:38	Participants head E on Linden	Westbound Lanes	No Westbound
98	Linden & Charter	12.76	8:04	10:43	Participants head S on N Charter	All Lanes	No traffic
99	Charter & University	12.87	8:04	10:44	Participants head East on University	Bus and Bike Lanes	No Traffic Restrictions
100	University & Park	13	8:05	10:47	Participants head N on Park	All Lanes	No Traffic
101	Park & State Street Mall	13.1	8:06	10:48	Participants head N on Park		