Village of Kimberly

Special Events Guidebook

A comprehensive manual to support groups and individuals interested in hosting special events within the Village of Kimberly.

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Table of Contents

Introduction & Background 2
Village Staff Directory 3
Special Event Facilitation Considerations 4
Facilitation Requirements 4
Restroom Access 4
Parking Accommodations 5
Refuse and Clean Up 5
Tournament Specific Information 5
Site Security and General Safety 6
Site Security Planning – Parade Facilitation Requirements 6
Event Set-up and Take-Down 7
General Permit Information 7
Permit amendments or updates 7
Fees 7
Insurance Requirements 8
Attachment A: Village of Kimberly Special Event Permit Application 8
Attachment B: Incident Response Planning Document 12
Security Plan Details 12
Alcohol Sales 12
Attachment C: Village of Kimberly Insurance Requirements 13
Small Event 13
Medium Event 15
Large Event 17

Introduction & Background

A special event is defined as: any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, gatherings, festivals and athletic events which are not within the normal and ordinary use of that public premises or place or which, by nature of the event, may have a greater impact on Village services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary, or intended use of public facilities or property shall be determined by the Village Department that maintains jurisdiction over the proposed venue.

The Village of Kimberly offers and supports many events that occur throughout the year that make Kimberly a great place to live, learn, work, and play. Special events enrich residents, attract tourism and visitors, and support the local economy. If you are planning a special event, please reach out to village staff before completing event plans. Working with village staff to support you in this process will ensure you meet deadlines and will enhance the overall success of your event.

Please read this manual completely, even if you have hosted an event in the past, to ensure you are submitting all the required elements needed for a permit application. The Village of Kimberly wants to ensure that your event will be safe and enjoyable for all who attend. If you are unsure if your event meets the definition of a special event, please reach out to the Village's Community Enrichment Director at hfemal@vokimberlywi.gov or call 920-788-7507.

Village Staff Directory

As you plan your special event, you may have questions pertaining to specific elements of your event. Please use this staff directory for the best department to contact regarding the different areas of expertise relevant to each department.

Department	Area of Expertise	Contact Information
Clerk's Office	Alcohol Sales Civic Wing Facility Use	920-788-7500 OR jweyenberg@vokimberlywi.gov
Outagamie County Public Health Department	Food Sales	920-832-5100
Department of Public Works	Road Closures, Parking Changes, Traffic control plan assistance	920-788-7507 OR ahuber@vokimberlywi.gov
Parks & Recreation	Park Land and Facility Use, Trail Access, Submission of Permit Application	920-788-7507 OR hfemal@vokimberlywi.gov
Police Department	Incident Response Planning	920-788-7505 OR telecommunicators@fvmpd.org
Kimberly Fire Department	Fireworks and Fire Safety	kimberlyfd@vokimberlywi.gov

Additional Inportant Contacts:

Agency	Area of Expertise	Contact Information
Outagamie County Sheriff's Dept.	Incident Response for Regional Events	920-832-5000
WE Energies	Utilities - Electric	1-800-242-8511
WE Energies	Utilities – Gas	1-800-261-5325
Diggers Hotline	Locates	1-800-242-8511
National Weather Service	Green Bay 24-Hour Hotline	1-800-788-6883
National Weather Service	Forecast Operation Desk	920-497-8771

Special event permit applications are evaluated by each appropriate department depending upon the different areas of expertise needed concerning your application. Formal recommendations for permit approval, contingencies or denial are submitted to the Village Board for consideration as part of a regularly scheduled meeting. Agendas and meeting packets are publicly posted here: https://www.vokimberly.org/government/agenda-meeting-minutes/village-board/

Special Events require Village Board approval. Do not publish information about your event if it has not yet been approved! The Event Sponsor should meet with Village Staff at least 3 months prior to the event date to allow for the approval process. Applications submitted less than 3 months of the event may serve as grounds for denial of the event permit without further consideration.

Special Event Facilitation Considerations

- ❑ Does your event include a parade or fireworks? Additional permit information may be required for a parade or if there will be fireworks. Contact the Department of Public Works at 920-788-7507.
- ❑ Will you be selling and/or serving food? You will need a temporary food-vending permit. Contact the Outagamie County Public Health Department at 920-832-5100.
- ❑ Will you be using Village streets or other public right of way? You will be required to submit a traffic control plan. You need to work with the Street Department (920-788-7507) and the Police Department (920-788-7505). Village will require you to notify surrounding businesses and residences if streets will be closed. Please include any requests for barricade, traffic cone, or no parking signage with plan. The village may choose to approve or deny rental of these items.
- ❑ Will tents or other temporary structures be erected? All tents with stakes require Diggers Hotline and private locate clearance. Any fees will be the responsibility of the Sponsor. Locate coordination is the responsibility of the event sponsor. Locates should be requested a week in advance of any tent construction.
- ❑ If your event involves multiple departments (most large events do), Village staff can arrange a meeting to facilitate the discussions with the appropriate personnel. Contact the Parks and Recreation Department 920-788-7507.
- ❑ Will you be serving or selling alcohol? You need to apply for either a Temporary Class "B" Beer or Temporary "Class B" Wine license. The cost is $10.00 and the application must be filed with the Village Clerk at least 15 days prior to Village Board approval. Forms AB-220, AB-100, and AB-101 are required (these forms are available from the Clerk's office). A licensed operator must also be present during the event.
- ❑ Will you need portable toilets? See event facilitation requirements section of this guide for park restroom capacities.
- ❑ Room capacities and rentals at the Municipal Complex must be addressed at the Village Clerk's Office 920-788-7500.
- ❑ Shelter capacities and rentals in Kimberly Parks must be adressed at the Parks Office 920-788-7507.
- ❑ Are you planning a tournament? Please make note of updated fee schedule in the "fees" portion of this document.
- ❑ Are you applying for a permit that includes a parade? Please note updated requirements for parade facilitation within the Facilitation Requirements – Site Securty Planning – Parade Facilitation portion of this guidebook.

Facilitation Requirements

Restroom Access

Toilet facilities shall be provided based on the anticipated peak crowd size in accordance with the following guidelines: One male & female toilet facility shall be provided for every 500 persons on premise. Any portable units shall be located immediately adjacent to or within the authorized area of the event. Portable toilets should be properly enclosed, in good repair, emptied when full, and a minimum distance of 100 feet away from any food preparation area. All toilet facilities, in use for an event, shall be kept in clean useable condition by the sponsor. For events facilitated in Kimberly Parks, event sponsors may request access to the park restroom facilities. The capacity of these facilities is:

Sunset Baseball Diamond - 2000
Sunset Park Shelter #1 - 1500
Sunset Lower Diamond - 1500
Verhagen Park - 750
Sunset Park Amphitheater - 500
Roosevelt Park - 500
Sunset Upper Diamond - 750

Parking Accommodations

Special events attract local and regional attendees. As a result, the identification of additional parking accommodation may be required for your event. It is the event sponsor's responsibility to develop overflow parking plans including acquiring written authorization from public and private parking lots. Events planned within public parks in Kimberly with an estimated attendance that exceeds the parking stall count for that facility should submit a parking plan with their application. Please note parking plans that rely on village-maintained parking require approval as part of the special event permitting process. Additional fees may be incurred for revenue generating facilities attached to the parking spaces identified below.

Village maintained parking surfaces	Total parking stall count including accessible stalls
Sunset Upper Lot	140
Sunset Lower Lot w/ Auxiliary Lot	140
Sunset Shelter 1&2 Lots	40
Sunset Beach Lot	240
Roosevelt Park	45
Verhagen Park	35
Municipal Complex	98
Maple Street Public Lot	23

Refuse and Clean Up

The event sponsor must have a litter control and recycling plan in place and pick up litter before, during and after an event that is open to the public. Dumpsters and recycling bins are not provided by the village. You must provide your own or contact a private service or Outagamie County Solid Waste at 920-832-4711 for additional options.

The event organizer is responsible for providing trash cans at various locations and emptying them during the event to prevent overflow. If food vendors are a part of the event, please plan accordingly.

If proper waste management arrangements are not made by the event sponsor and the facility requires additional clean-up at the conclusion of your event, you will be charged for all the time and material needed for the clean-up efforts.

Tournament Specific Information

If you are applying for a permit concerning a tournament, please include the following information with your permit application:

- Specific field requests (Sunset Park Youth, Upper, Lower, Baseball, or Roosevelt Park Diamonds)
- Specific structure requests (Concession stands, restrooms, storage areas, etc.)
- Times of day you are requesting each diamond and structure for.
- Attach a tentative tournament schedule including start and end times for game play.
- Include specifics as to base placement for each diamond requested, pitching rubber/mound placement and chalking requests. Village staff will prep fields for the first game of the tournament, it is the tournament Head of Event responsibility for additional field prep after the first game.
- Please indicate if you are requesting any variances for your tournament (i.e. alterations to park hours, parking requirements, etc.) as these requests will be considered as part of your special event permit application request.

Please note definitions as it relates to ballfield rentals are as follows:

- Tournament Play – Revenue Generating: a revenue generating athletic event that involves the rental of one or more ball diamonds or fields and includes multiple teams and games facilitated by for-profit or private individuals, groups, or organizations.

- Tournament Play – Service Group/Non-Revenue Generating: an athletic event that involves the rental of one or more ball diamonds or fields and includes multiple teams and games facilitated by non-profit organizations or does not require pay to play fees for participants/teams.
- Day Use – Non-Tournament – Service Group/Non-Revenue Generating: athletic events that include league play with single day reservations.
- Concession Stand Rental – Tournament Play Revenue Generating: Revenue Generating tournaments using concession stands will be invoiced this fee.
- Concession Stand Rental – Tournament Play Service Group/Non-Revenue Generating: Service Groups or Non-Revenue generating tournaments using concession stands will be invoiced this fee.
- Concession Stand Restroom Access – Tournament Play Revenue Generating: Tournaments requiring public restroom access for revenue generating tournaments will be invoiced this fee.
- Concession Stand Restroom Access – Tournament Play Service Group/Non-Revenue Generating: Tournaments requiring public restroom access for non-revenue generating tournaments will be invoiced this fee.
- Concession Stand Restroom Access – Day Use Non-Tournament Service Group/Non-Revenue Generating: This is a non-tournament play fee.

Site Security and General Safety

Safety and security are paramount to the success of your event. Please note, your event may require private security. Events anticipating more than 300 attendees with an alcohol permit or 600 attendees without alcohol served are required to implement a security plan by way of completing an Incident Response Plan. Private security will be required at a ratio of 1:300 for events service alcohol and 1:600 for events without alcohol. The Police and Fire Department, depending on facts and circumstances specific to each event, shall have the discretion to modify this ratio, as they deem necessary. One member of the privately contracted security personnel must be designated as the "Head of Security," and all security personnel must be clearly identified as security. It is a requirement that security personnel and the head of security wear clothing that clearly identifies them as security. Security personnel must also be at least 18 years old, able to request help if needed, and be reachable at any time by Police or Fire/EMR personnel.

Events applicants are required to additionally identify a "Head of Event" within Attachment A of the guidebook. The identified individual deemed "Head of Event" within Attachment A may include multiple persons for events that span multiple days. Additional requirements for "Head of Event" include:

- People/person identified is available on grounds of the event and via cell phone for the entire timeframe scheduled.
- People/person will maintain absolute sobriety for their scheduled time.
- Individuals will be required to attend a pre-event planning meeting with the police department to discuss site security and expectations.
- Scheduled pre-event planning meeting is required at a minimum of 2 months in advance. Date will be scheduled with the Police Department with date identified in Attachment A.

Planning for first aid and EMS services will also be required as part of completing the IRP. The Incident Response Plan detail requirements are located in Attachment B, An IRP required to be submitted before your special event permit application will be considered for approval. Recommended changes from the police department must be adhered to regarding safety requirements for the event.

Site Security Planning – Parade Facilitation Requirements

Event sponsors that are planning a parade, please note there are additional security requirements pertaining to your special event. A parade is defined as an event occurring within the street right of way for a minimum length of 2 city blocks resulting in a curb-to-curb lane closure. Events that meet this definition will be required to provide additional security as an added layer of protection for

parade participants and attendees. Added security requirements include use of jersey barrier or heavy-duty vehicle parking across the roadway including but not limited to the following locations:

- Behind the starting point of the parade.
- Any additional points in the parade route identified by Village Staff or the Police Department as "critical" within the route.
- At the conclusion of the parade route.

Parade facilitators are required to discuss a plan for implementation with the Police Department and Village of Kimberly staff and include key identified barricade locations with a suggested barricade type (i.e. a school bus, snowplow, jersey barrier, etc.) within the mapped parade route submitted with the special event permit request. These items will be included with the request to the Village Board when determining permit approval.

Event Set-up and Take-Down

Please factor into your facility reservations or road closure requests the time it may take to set up for your event or deconstruct temporary facilities. Parks facilities that are impacted for set up and take down will be reserved for the event and charged accordingly. Additional set- up and take-down time may result in additional charges for the sponsor, please plan to the best of your knowledge when completing your permit application. Street closure or no parking requests also need to be reported accurately to assist the village departments facilitating these closures. Please note, for events that use making paint either on grass or pavement: only non-permanent markings shall be used and only with permission from the Village. Please include this information in your permit request.

General Permit Information

Permit amendments or updates

No changes may be made by the sponsor regarding items included in the approved permit application, unless written permission is requested and formally approved in writing. When questions regarding this application arise, they should be directed to the appropriate Department. If questions arise during the event, and the Department representative is unavailable, the originally approved permit application and plan shall prevail. Requested changes that impact a possible IRP must be communicated and approved with the Police Department.

Fees

The special event permit fee must be paid at the time of application submittal. For permit fees and facility rental charges, please reference the village's fee schedule here: https://www.vokimberly.org/resources/fee-schedule/ Please note separate fees for resident vs. non-resident rentals of shelter spaces and tournament vs. day use for ball diamonds and their associated concession stands.

Event staffing is the responsibility of the Sponsor, except where the Village determines that Village personnel are required. When the Village incurs additional expense, due to personnel working overtime, regular hours, setting up, or cleaning up, or costs incurred from contracted services, the cost will be charged to the Sponsor.

Equipment needed to run the event will be the responsibility of the Sponsor. The Sponsor must request the use of Village property in the open such as: Picnic Tables, garbage cans, barricades, street closing signs, cones, no parking signs, fencing, tables/chairs subject to approval of Village Staff.

Fees for operation costs (staff & equipment – facility charges are not included) are as follows:

- All for-profit events pay 100% of the village costs incurred.
- Community non-profit organizations pay 10% of village costs.
- Other non-profit organizations pay 50% of village costs.
- All for-profit AND non-profit pay 100% of contracted costs billed directly to the event holder (including police services).

An invoice detailing charges for Village services will be sent to the Sponsor following the event. Payment is due within 30 days of the date of the invoice.

Insurance Requirements

Insurance requirements are determined by the size and attractions offered at your event. Please refer to the event table below to determine which level of insurance you will be required to provide. Insurance level requirements are further defined by event size in Attachment C of this guidebook. Village of Kimberly, and its officers, board members, agents, employees, and authorized volunteers shall be listed as Additional Insured on the General Liability Coverage for the event.

Event Size = Insurance Requirements	Description
Small	Event includes no physical activity by participants, no alcoholic beverages.
Medium	The event includes limited physical activity by participants, no severe exposure of spectators to hazards, crowd size less than 10,000 people. Ex. Dances, animal shows, political rallies, flea markets, parades with no floats.
Large	Events include major physical activity by participants, moderate exposure of spectators to hazards, and/or crowd sizes of 10,000-25,000 people. Ex. Team or individual sporting events, events with carnival rides, parades with floats, marathons or similar races.
Concessionaire	Concession stand operation for league and tournament activities.

Attachment A: Village of Kimberly Special Event Permit Application

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request.

This application must be fully complete and on file with the Community Enrichment Director in person at 515 W. Kimberly Avenue or electronically at hfemal@vokimberlywi.gov at least **90 days prior** to the event.

1. Application Information: Contact information for the person completing the application on behalf of an organization	
Name in First, M.I., Last Format	Date of Birth
Address	
Phone Number	Email Address

2. Organization Information: Information about the organization having the special event	
Organization Name:	Organization Email:
Organization Address:	
Organization Phone Number:	Organization Website:
Applicant's relationship to Organization:	

3. Event Details	
Name of event	Estimated event attendance:
Event Location(s)	Event Start Time(s)
Event Date(s)	Event End Times(s)

Event Rain Date (if any):	Event type (please circle): 1.Parade 2 Run/Walk 3. Festival 4. Tournament 5. Other
Event description including purpose, if event has been held before, and the buildings, parks, shelters and open spaces requested for event:	
Please include name and contact information for "Head of Event" identified for your event. If multiple "Head of Event" persons are scheduled, please include date and time schedule of all persons scheduled.	
Please share the scheduled date of pre-event planning meeting with the police department	

4. Additional Permitting Details			
1. Does your permit request include street closure or use of street right of way?	Yes ☐	No ☐	If yes, please include a traffic control plan and a copy of the mailer for affected properties with your permit application
2. Will tents or other temporary structures be erected?	Yes ☐	No ☐	If yes, please include the date in which you will schedule public and private locates at the event sponsor's cost.
3. Does your event include any kind of animals, performances, or amusement rides?	Yes ☐	No ☐	Please submit the appropriate level of insurance based on insurance parameters outlined in Attachment C
4. Are you requesting to sell or serve alcohol?	Yes ☐	No ☐	If yes, please provide correspondence and documentation of liquor license application & complete the alcohol sales portion of the Incident Response Plan in Attachment B.
5. Does your event include fireworks?	Yes ☐	No ☐	If yes, additional documentation and insurance is required.
6. Does your event anticipate an attendance of over 300 people?	Yes ☐	No ☐	If yes, please attach your detailed security plan as part of the Incident Response Plan including the contact information for the head of security.
7. Does your event include a parade?	Yes ☐	No ☐	If yes, please include parade map with barricade plan for review.

Additional required attachments for permit applications:

☐ A detailed overhead map of the event including event amenities and details.

- ☐ If you answered "yes" to any of the questions in section 4.1-5 please attached additional forms or documentation as requested in this section.
- ☐ Parking Plan: overhead map of parking accommodation, estimated parking stalls and addresses of locations, written permission to access these lots, plans for shuttles from lots further than 1 mile from event location.

Please read carefully before signing!

By signing below, I certify that I am at least 18 years of age, that I have read and understand the Special Event Policy, and that I agree to the terms and conditions contained in the Special Event Policy. My signature further confirms (i) that I understand the filing of this application does not ensure the issuance of a Special Event Permit, (ii) that the Special Event Permit Fee is non-refundable, (iii) I will be responsible for ensuring the event and event participants comply with all applicable village ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations and any other applicable laws, rules and regulations included in the Special Event Guidebook, (iv) that fees for park facilities, food sales permits, tent and fireworks permits, etc., are in addition to the Special Event Permit Fee, (v) that I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable), and (vi) that the information contained in this Application is true to the best of my knowledge. I understand that intentionally providing false or misleading information in this Application may lead to civil or criminal penalties.

INDEMNIFICATION: BY SIGNING BELOW I ACKNOWLEDGE THAT FOR GOOD AND VALUABLE CONSIDERATION, I, THE APPLICANT, ON BEHALF OF MYSELF AND THE SPONSOR/ORGANIZATION, IF APPLICABLE, AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE VILLAGE OF KIMBERLY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES AND COSTS, INCLUDING ATTORNEY FEES, ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ANY OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE VILLAGE.

I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

_____

Authorized Applicant Signature and Date

For Village Staff Use Only			
Date Application was received:		**Liquor License Submitted?**	Yes/No/Not Applicable
COI on file with appropriate level of coverage:	Yes/No	**Permit Fee Payment received:**	Resident: $50 Non-Resident: $100
Temporary Traffic Control Plan	Yes/No/Not Applicable	**Parking Plan Submitted?**	Yes/No/Not Applicable
Are locates required?	Yes/No	**Date of Locate Call In if needed:**	**Event Size/Insurance Size:** **S M L C**
Security Plan Submitted?	Yes/No/Not Applicable	**Application Approval or Denial.**	A/D
Signature of Permit Reviewer		**Date Signed**	

Attachment B: Incident Response Planning Document

Security Plan Details

Please identify a main point of contact covering the duration of your event. Events that span multiple dates or longer periods of time should identify multiple people and specify the spans of time in which they are considered the Coordinator. As a reminder, the coordinator should maintain absolute sobriety for their scheduled dates and times.

Event Board & Coordinator Contact Information			
First and Last name	Cell phone number	Date scheduled as Coordinator	Time(s)

Please provide the contracted service information for private security to include name, point of contact, and contact information: _____

Please attach a narrative outlining the event security plan, this document may be provided by the security company and should outline how many security personnel will be on site, when, where they will be located, and the objectives of their presence/services the company is providing.

Event personnel are defined as Volunteers and Staff. Please provide information on the identification of these key personnel. Please indicate the following identifiers:

1. Volunteer Shirt Color _____
2. Identifying features of shirt _____
3. Staff member coordinating the volunteers including name and phone number _____
4. Staff Shirt Color_____
5. Additional identifying information for event staff: _____

Alcohol Sales

Please provide a description of event alcohol sales as well as a description or drawing of sale locations.

_____

Please provide the manner of ID verification that will be used to identify people of legal drinking age:

_____

Please provide details on any restrictions concerning where event attendees are allowed to consume alcohol:

_____

Attachment C: Village of Kimberly Insurance Requirements

Please note this section of the guidebook is meant as a tool to assist even planners in determining what tier of event they are proposing and the correlating insurance requirements needed. Do not turn in "Attachment C" as part of your permit application, do provide your certificate of insurance listing the Village of Kimberly as an additional insured.

Small Event

It is hereby agreed and understood that the insurance required by the Village of Kimberly is primary and non-contributing coverage and that any insurance or self-insurance maintained by the Village of Kimberly, its officers, council members, agents, employees or authorized volunteers will not contribute to coverage of any loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event. Contractor/organizer shall provide proof of insurance to Village of Kimberly in writing before the event commences.

COMMERCIAL GENERAL LIABILITY COVERAGE

Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form CG 00 01, including coverage for Products Liability, Completed Operations, Contractual Liability (including joint negligence coverage), and Explosion, Collapse, Underground coverage with the following minimum limits and coverage:

Each Occurrence limit $ 1,000,000
Personal and Advertising Injury limit $ 1,000,000
General aggregate limit (other than Products–Completed Operations) **per event/location** $ 2,000,000
Products–Completed Operations aggregate $ 2,000,000
Fire Damage limit — any one fire $50,000
Medical Expense limit — any one person $5,000

BUSINESS AUTOMOBILE COVERAGE – If used before, during or after the event (Clean-up, etc.)

Automobile Liability coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of $1,000,000 combined single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1– "Any Auto" basis.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY - as required by Wisconsin State Statute or any Workers Compensation Statutes of a different state. Also, if applicable the work coverage must include Maritime (Jones Act) or Longshore & Harbor Worker's Compensation Act coverage.

Must carry coverage for Statutory Workers Compensation and an Employers Liability with limits of:

$100,000 Each Accident
$500,000 Disease Policy Limit
$100,000 Disease – Each Employee

LIQUOR LIABILITY - If the event holder is selling alcoholic beverages, then Liquor Liability with the following limits must be carried: Limits - $1,000,000 each occurrence/$2,000,000 aggregate

APPLICABLE REQUIREMENTS AND PROVISIONS FOR LIABILITY INSURANCE

Primary and Non-contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by Village of Kimberly

Acceptability of Insurance – The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.

Additional Insured - On the Commercial General Liability Coverage, Business Automobile Coverage and Liquor Liability the Village of Kimberly, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds. On the Commercial General Liability, including Liquor Liability the additional insured coverage must be as provided on ISO Forms CG 20 10 (ongoing operations) and CG 20 37 (completed operations) or their equivalent.

Waivers of Subrogation - All event liability, workers compensation, and property policies, as required herein, must be endorsed with a waiver of subrogation in favor of the Village of Kimberly, its officers, council members, agents, employees, and authorized volunteers.

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention in the organizer's policy must be declared to the Village of Kimberly and satisfied by the organizer.

Evidence of Insurance – A copy of the Certificate of Insurance must be on file with the Village of Kimberly prior to the event.

Limits and Coverage- The insurance requirements under this Agreement shall be the greater of the minimum limits and coverage specified herein, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits. No representation is made that the minimum insurance requirements stated hereinabove are sufficient to cover the obligations of Contractor under this Agreement.

Claims Made Coverage – If any coverage is maintained on a claims-made basis, the following shall apply:

The retroactive date must be shown and must be before the date of the contract or the beginning of the contract services.

Insurance must be maintained, and evidence of insurance must be provided for a minimum of three years after completion of the contract services.

If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the contract, Contractor must purchase an extended reporting period for a minimum of three years after completion of the contracted services.

Cancellation/Non-Renewal – No policy of insurance required to be maintained hereunder shall be cancelled, non-renewed, or voided without 30 days prior written notice to Village of Kimberly, except where cancelation is due to the non-payment of premiums, in which event, 10-days prior written notice shall be provided.

Medium Event

It is hereby agreed and understood that the insurance required by the Village of Kimberly is primary and non-contributing coverage and that any insurance or self-insurance maintained by the Village of Kimberly, its officers, council members, agents, employees or authorized volunteers will not contribute to coverage of any loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event. Contractor/organizer shall provide proof of insurance to Village of Kimberly in writing before the event commences.

COMMERCIAL GENERAL LIABILITY COVERAGE

Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form CG 00 01, including coverage for Products Liability, Completed Operations, Contractual Liability (including joint negligence coverage), and Explosion, Collapse, Underground coverage with the following minimum limits and coverage:

Each Occurrence limit $ 2,000,000
Personal and Advertising Injury limit $ 1,000,000
General aggregate limit (other than Products–Completed Operations) **per event/location** $ 4,000,000
Products–Completed Operations aggregate $ 4,000,000
Fire Damage limit — any one fire $50,000
Medical Expense limit — any one person $5,000

BUSINESS AUTOMOBILE COVERAGE – If used before, during or after the event (Clean-up, etc.)

Automobile Liability coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of $1,000,000 combined single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1– "Any Auto" basis.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY - as required by Wisconsin State Statute or any Workers Compensation Statutes of a different state. Also, if applicable the work coverage must include Maritime (Jones Act) or Longshore & Harbor Worker's Compensation Act coverage.

Must carry coverage for Statutory Workers Compensation and an Employers Liability with limits of:
$100,000 Each Accident
$500,000 Disease Policy Limit
$100,000 Disease – Each Employee

AIRCRAFT LIABILITY (including helicopter) – Owned, Non-Owned or hired.

If this exposure exists, the Aviation/Aircraft Liability limits must be at least $5,000,000 per occurrence and at least $10,000,000 in the aggregate for bodily injury and property damage. Any liability exclusions relating to slung cargo must be deleted.

UNMANNED AIRCRAFT LIABILITY – if the event includes the use of, or operation of any unmanned aircraft then unmanned aircraft liability insurance must be carried with a limit of $1,000,000 per occurrence for bodily injury liability, property damage liability and invasion of privacy liability.

LIQUOR LIABILITY - If the event holder is selling alcoholic beverages, then Liquor Liability with the following limits:

Limits - $1,000,000 each occurrence/ $1,000,000 aggregate
APPLICABLE REQUIREMENTS AND PROVISIONS FOR LIABILITY INSURANCE

Primary and Non-contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by Village of Kimberly

Acceptability of Insurance – The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.

Additional Insured - On the Commercial General Liability Coverage,

Business Automobile Coverage, Aircraft Liability (if exposure exists), and Liquor Liability the Village of Kimberly, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds. On the Commercial General Liability including Liquor Liability, Aircraft Liability, the additional insured coverage must be as provided on ISO Forms CG 20 10 (ongoing operations) and CG 20 37 (completed operations) or their equivalent.

Waivers of Subrogation All event liability, workers compensation, and property policies, as required herein, must be endorsed with a waiver of subrogation in favor of the Village of Kimberly, its officers, council members, agents, employees, and authorized volunteers.

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention in the organizer's policy must be declared to the Village of Kimberly and satisfied by the organizer.

Evidence of Insurance – A copy of the Certificate of Insurance must be on file with the Village of Kimberly prior to the event.

Limits and Coverage- The insurance requirements under this Agreement shall be the greater of the minimum limits and coverage specified herein, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits. No representation is made that the minimum insurance requirements stated hereinabove are sufficient to cover the obligations of Contractor under this Agreement.

Claims Made Coverage – If any coverage is maintained on a claims-made basis, the following shall apply:

The retroactive date must be shown and must be before the date of the contract or the beginning of the contract services.

Insurance must be maintained, and evidence of insurance must be provided for a minimum of three years after completion of the contract services.

If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the contract, Contractor must purchase an extended reporting period for a minimum of three years after completion of the contracted services.

Cancellation/Non-Renewal – No policy of insurance required to be maintained hereunder shall be cancelled, non-renewed, or voided without 30 days prior written notice to Village of Kimberly, except where cancelation is due to the non-payment of premiums, in which event, 10-days prior written notice shall be provided.

It is hereby agreed and understood that the insurance required by the Village of Kimberly is primary and non-contributing coverage and that any insurance or self-insurance maintained by the Village of Kimberly, its officers, council members, agents, employees or authorized volunteers will not contribute to coverage of any loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event. Contractor/organizer shall provide proof of insurance to Village of Kimberly in writing before the event commences.

COMMERCIAL GENERAL LIABILITY COVERAGE –

Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form CG 00 01, including coverage for Products Liability, Completed Operations, Contractual Liability (including joint negligence coverage), and Explosion, Collapse, Underground coverage with the following minimum limits and coverage:

Each Occurrence limit $ 3,000,000
Personal and Advertising Injury limit $ 1,000,000
General aggregate limit (other than Products–Completed Operations) **per event/location** $ 5,000,000
Products–Completed Operations aggregate $ 5,000,000
Fire Damage limit — any one fire $50,000
Medical Expense limit — any one person $5,000

BUSINESS AUTOMOBILE COVERAGE – If used before, during or after the event (Clean-up, etc.)

Automobile Liability coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of $2,000,000 combined single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1– "Any Auto" basis.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY – as required by

Wisconsin State Statute or any Workers Compensation Statutes of a different state. Also, if applicable to the work coverage must include Maritime (Jones Act) or Longshore & Harbor Worker's Compensation Act coverage.

Must carry coverage for Statutory Workers Compensation and Employers Liability with limits of:
$100,000 Each Accident
$500,000 Disease Policy Limit
$100,000 Disease – Each Employee

Employer's Liability limits must be sufficient to meet umbrella liability insurance Requirements

UMBRELLA COVERAGE provides coverage at least as broad as all the underlying liability policies with a minimum limit of $2,000,000 each occurrence and $2,000,000 aggregate, and a maximum self-insured retention of $25,000. The umbrella must be primary and non-contributory to any insurance or self-insurance carried by Village of Kimberly.

AIRCRAFT LIABILITY (including helicopter) – Owned, Non-Owned or hired.

If this exposure exists, the Aviation/Aircraft Liability limits must be at least $5,000,000 per occurrence and at least $10,000,000 in the aggregate for bodily injury and property damage. Any liability exclusions relating to slung cargo must be deleted.
UNMANNED AIRCRAFT LIABILITY – if the event includes the use of, or operation of any unmanned aircraft then unmanned aircraft liability insurance must be carried with a limit of $1,000,000 per occurrence for bodily injury liability, property damage liability and invasion of privacy liability.

LIQUOR LIABILITY - If the event holder is selling alcoholic beverages, then Liquor Liability with the following limits:

Limits - $1,000,000 each occurrence/ $2,000,000 aggregate

APPLICABLE REQUIREMENTS AND PROVISIONS FOR LIABILITY INSURANCE

Primary and Non-contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by Village of Kimberly

Acceptability of Insurance – The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.

Additional Insured - On the Commercial General Liability Coverage,

Business Automobile Coverage, Aircraft Liability, Umbrella Liability, and Liquor Liability the Village of Kimberly, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds. On the Commercial General Liability including Business Auto, Liquor Liability, Aircraft Liability, and Umbrella Liability the additional insured coverage must be as provided on ISO Forms CG 20 10 (ongoing operations) and CG 20 37 (completed operations) or their equivalent.

Waivers of Subrogation All event liability, workers compensation, and property policies, as required herein, must be endorsed with a waiver of subrogation in favor of the Village of Kimberly, its officers, council members, agents, employees, and authorized volunteers.

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention in the organizer's policy must be declared to the Village of Kimberly and satisfied by the organizer.

Evidence of Insurance – A copy of the Certificate of Insurance must be on file with the Village of Kimberly prior to the event.

Limits and Coverage- The insurance requirements under this Agreement shall be the greater of the minimum limits and coverage specified herein, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits. No representation is made that the minimum insurance requirements stated hereinabove are sufficient to cover the obligations of Contractor under this Agreement.

Claims Made Coverage – If any coverage is maintained on a claims-made basis, the following shall apply:

The retroactive date must be shown and must be before the date of the contract or the beginning of the contract services.

Insurance must be maintained, and evidence of insurance must be provided for a minimum of three years after completion of the contract services.

If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the contract, Contractor must purchase an extended reporting period for a minimum of three years after completion of the contracted services.

Cancellation/Non-Renewal – No policy of insurance required to be maintained hereunder shall be cancelled, non-renewed, or voided without 30 days prior written notice to Village of Kimberly, except where cancelation is due to the non-payment of premiums, in which event, 10-days prior written notice shall be provided.

Concessionaire

It is hereby agreed and understood that the insurance required by the Village of Kimberly is primary and non-contributing coverage and that any insurance or self-insurance maintained by the Village of Kimberly, its officers, council members, agents, employees or authorized volunteers will not contribute to coverage of any loss. All insurance shall be in full force prior to commencing work and remain in force until the concession is completed/over (including cleanup if any) or the length of time that is specified in a contract.

Contractor/organizer shall provide proof of insurance to Village of Kimberly in writing before the event commences.

COMMERCIAL GENERAL LIABILITY COVERAGE –

Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form CG 00 01, including coverage for Products Liability, Completed Operations, Contractual Liability (including joint negligence coverage), and Explosion, Collapse, Underground coverage with the following minimum limits and coverage:
Each Occurrence limit $ 1,000,000
Personal and Advertising Injury limit $ 2,000,000
General aggregate limit (other than Products–Completed Operations) **per event/location** $ 2,000,000
Products–Completed Operations aggregate $ 2,000,000
Fire Damage limit — any one fire $50,000
Medical Expense limit — any one person $5,000

BUSINESS AUTOMOBILE COVERAGE– If used before, during or after the event (Clean-up, etc.)

Automobile Liability coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of $1,000,000 combined single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1– "Any Auto" basis.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY - as required by

Wisconsin State Statute or any Workers Compensation Statutes of a different state. Also, if applicable to the work coverage must include Maritime (Jones Act) or Longshore & Harbor Worker's Compensation Act coverage.

Must carry coverage for Statutory Workers Compensation and Employers Liability with limits of:
$100,000 Each Accident
$500,000 Disease Policy Limit
$100,000 Disease - Each Employee

LIQUOR LIABILITY - If the event holder is selling alcoholic beverages, then Liquor Liability with the following limits: Limits - $1,000,000 each occurrence/ $2,000,000 aggregate

APPLICABLE REQUIREMENTS AND PROVISIONS FOR LIABILITY INSURANCE

Primary and Non-contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by Village of Kimberly

Acceptability of Insurance – The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.

Additional Insured - On the Commercial General Liability Coverage, Business Automobile Coverage and Liquor Liability the Village of Kimberly, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds. On the Commercial General

Liability including Liquor Liability the additional insured coverage must be as provided on ISO Forms CG 20 10 (ongoing operations) and CG 20 37 (completed operations) or their equivalent.

Waivers of Subrogation All event liability, workers compensation, and property policies, as required herein, must be endorsed with a waiver of subrogation in favor of the Village of Kimberly, its officers, council members, agents, employees, and authorized volunteers.

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If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the contract, Contractor must purchase an extended reporting period for a minimum of three years after completion of the contracted services.

I. Cancellation/Non-Renewal – No policy of insurance required to be maintained hereunder shall be cancelled, non-renewed, or voided without 30 days prior written notice to Village of Kimberly, except where cancelation is due to the non-payment of premiums, in which event, 10-days prior written notice shall be provided.

Attachment D:

Event planners are welcome to use the following Incident Response Planning information to assist with event security planning. Special event permit applicants are not required to submit this information with their permit application, it is merely meant as a template to assist with event planning and site security.

The purpose of this emergency plan is to prepare event officials for either a natural or man-made disaster during the special event. The Emergency Plan implemented in this document is hereby established to safeguard lives and properties in the event an emergency or incident occurs during the event.

ASSUMPTIONS

The event is subject to numerous hazards. Potential emergency incidents during this event could include one or more of the following:

- Natural – weather related incidents such as severe storms, tornadoes, etc.
- Technological – incidents such as fire, explosion, structure collapse, hazardous materials release
- Transportation – motor vehicle accidents
- Medical Emergencies – personal health or accident related
- Civil Disorder – domestic situations
- Miscellaneous Emergencies

The Incident Command System will be used to manage all emergencies, and an Incident Command Post will be set up.

EMERGENCY PLANNING REQUIREMENTS

- **Police Department Requirements**

  1. To provide contact information to the event coordinator.
  2. Notify the event coordinator as soon as possible of any imminent or potential emergency situations.
  3. Assume responsibility for decision on event operation when an emergency arises or is imminent (restricting areas /cancellation of events/event evacuation/restricting traffic or patron access or exit, etc.).
  4. Assist with notification of other emergency organizations (EMT, Fire Department, County Sheriff's Dept., County Emergency Management, etc.) if assistance is needed.
  5. Return the event to normal operations as soon as feasible to the event coordinator.
  6. Provide directions to the event coordinator of their responsibilities or assistance that may be required.
  7. Assist with Incident Command Post and designated media spokesperson if necessary.
  8. Work with event coordinators and other emergency agencies to determine methods for public notification/awareness.

- **Event Coordinator/Board Requirements**

  1. Establish contact with the police department.
  2. Ensuring the safety of all Patrons/Volunteers/Staff is of primary importance in any emergency.
  3. Adhere to all directives and requirements from the Incident Command in emergency situations.
  4. Complete all required permit information.
  5. Submit to Village required liability insurance permits.
  6. Provide the wind rating for (all/general gathering only) tents.
  7. Establish a procedure for internal communication with operations staff in case of emergency procedure.

8. Assist with communication with patrons/volunteers on emergency directives as provided by the Police Department or Incident Command.
9. Ensure training of all staff and volunteers in emergency response procedures.
10. Defer all media comments regarding emergency situations to the police department or designated spokesperson who will coordinate with the event spokesperson.
11. In an emergency the event coordinator will respond to the designated Incident Command Post.

- **Event Staff /Volunteers Requirements**

1. Ensue the safety of all Visitors is primary importance in any emergency.
2. Adhere to all directives and requirements from the police department in emergency situations.
3. Assist with communication to patrons/volunteers on emergency directives as provided by the police department or Incident Command.
4. Defer all media comments in an emergency to the police department or designated spokesperson.
5. People must protect themselves first, then proceed to assist others if possible.
6. Cease all outside activity when the possibility of lightning is present. Unplug all electrical equipment if possible.
7. During severe weather secure all tools and equipment if possible. (Ensure that anything that can blow away is brought indoors or fastened down).
8. If you are injured, remain as you are. First Responders will be along shortly, and a head count will be taken.
9. After an emergency event if you escape injury, make yourself available to others who may not have been so fortunate.
10. Use phone only for emergencies.

SCHEDULE OF EVENTS

Prepare a formal schedule of events

INCIDENT COMMAND SYSTEM AND EVENT COORDINATION

The event coordinator is ultimately responsible for all events and functions held or related to it. In the situation that outside events are held on the event grounds, the event sponsors shall be responsible for the time and area related to the sponsored event.

The police department on-scene supervisor will serve as initial Incident Commander in all emergency incidents or situations. The Incident Command will be transferred immediately to the appropriate emergency response agency upon their arrival and situation briefing. At that time, the Event Coordinator will work with Incident Command.

The following resources will be on or near the event grounds:

- Incident Command Post.
- Police.
- Medical First Responders.

- Ambulance.
- Fire Truck.

The Incident Command Post shall be off-limits to staff, vendors and volunteers during the operational time of the Incident Command Post.

Only command staff, section chiefs or other people authorized by the IC shall be permitted within the Incident Command Post.

A. LINES OF AUTHORITY/ORDER OF SUCCESSION

1. The line of succession for the event coordination of the event is as follows:
    a. Name, Position, Home, Work and Cell:
    b. Name, Position, Home, Work and Cell:
    c. Name, Position, Home, Work and Cell:
2. If there is an absence, disability, or incapability of the event coordinator in line of succession then the line of succession will follow the order of the Incident Commander.
3. The line of succession shall remain in effect until a senior member of the line of authority for the event is present or a mutual agreement to release and accept command is made between the above-listed event officials.

B. STAFF AND VOLUNTEER ACCOUNTABILITY

The accountability of all staff and volunteers working on the event grounds shall be maintained as follows:

Checking In:

1. All event staff and volunteers will check in with (name and position) located at (location) for checking in.

Checking Out:

1. All event personnel will check out with (name and position) located at (location) to sign out and turn in their respective identification badge.

Personnel no longer serving in an official capacity and who will become a spectator on the event grounds will be required to change out of their respective uniforms/T-shirt.

C. EMERGENCY FUNCTIONS

1. Incident Command Post

The Incident Command Post for the event operations will be at (location) (on/near) the event grounds.

2. Communications
    a. Event staff and volunteers will communicate using (private radio/walkie talkie and list channel).
    b. Incident Command and the event coordinator will communicate by (private radio/cell phones, etc).
    c. The event coordinator will maintain a communications link on the grounds to/and with the Outagamie County Communication Center/911.

d. The event coordinator will communicate emergency information with spectators/attendees by (loudspeaker systems, bull horn, etc.) See Attachment # 1 for the announcements.

e. In the event an emergency occurs the event coordinator and Incident Command will confer before any emergency action is taken and announced. In extreme life safety circumstances Incident Command will initiate and communicate emergency actions first to the public and update the event coordinator/board as soon as possible.

f. Additional resources are available through Outagamie County to disseminate emergency warning and notification to the public by:

- Emergency media release to local television, radio and newspaper services
- Outdoor Warning System using a siren with a continuous sound for two – three minutes

g. The event coordinator, or their designee, shall answer all follow-up inquiries from news media regarding the situation, but only regarding event inquiries. Information about emergency response agencies shall be provided by their Public Information Officer.

3. Incident Management

a. Upon declaration of an emergency, the emergency response team and the event coordinator shall report to the Incident Command Post. The event coordinator will be a liaison between the Incident Command and the event.

b. The (Name) event (will/will not) provide on-site security. Security will be on the event grounds from __(time range) __ and the Security base of operations will be _(location).

c. Event Security Personnel will assist in maintaining the safety and welfare of all people on the grounds during the event. They will function under the direction of the _(Title)_ and shall assist in crowd control to expedite a safe, prompt exit from the grounds in normal or emergency times.

d. Event Volunteers/Staff are expected to assist the general public.

e. Any requested mutual aid for law enforcement, fire and/or EMS will report to (location), receive a situation briefing and directed to the appropriate location and task.

4. Medical Emergencies

a) Onsite medical care is under (Event Board or Incident Command) is provided by (agency name or private organization) and medical personnel are located at (location). A first aid tent/stand is at (location).

b) The _____ First Responders and Gold Cross Ambulance will respond to medically dispatch 911 phone calls at the event.

c) The police department will monitor ___ channel and restrict traffic to allow the First Responders and Gold Cross onto and off the premise.

d) Patients requiring additional medical attention are transported by Gold Cross Ambulance or a mutual aid agency to either Appleton Medical Center or St. Elizabeth's Hospital in Appleton.

e) Trauma patients are transported to Theda Clark Medical Center in Neenah unless another hospital is designated for the patient.

5. Air Medical Transport

a) In cases of a medical emergency requiring air medical transport, the Incident Commander will notify the Communication Center to request Theda Star for air transport and the fire department for landing zone setup.

    a. Theda Star communications (dispatch) will contact other medical resources if necessary.

b) Air to ground communications should be established as soon as possible and will be conducted on MARC 2 (Outagamie County "Air Ops."

c) The Landing Zone is located at _____.

d) It is the Fire Department's responsibility to set up, maintain and operate the helicopter landing zone for air transport.

e) The fire department should oversee the landing zone until the helicopter is out of the area.

f) See Outagamie County Fire/EMS Association SOG 1-24 for further information.

EMERGENCY RESPONSE ACTIONS

1. Severe Thunderstorms

A severe thunderstorm can produces one inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour. These storms also have lighting strikes and can produce tornadoes with little or no advance warning.

Common hazards from severe thunderstorm during an outdoor event:

- Straight-line winds: risk of collapsing tents, flying debris, and down tree branches causing injuries and/or fatalities
- Lightning strikes: risk of fire, injuries and/or fatalities
- Hail: risk of injuries and damage to temporary structures and unprotected equipment
- Flash flooding: 6" of water can cause vehicles to stall or loss of control and 12" of water will cause many cars to float.

The Incident Command Post will monitor the weather using NOAA weather radio or text notification system. The NWS Green Bay website is a resource for monitoring weather along with the local media.

a) Severe Thunderstorm Watch

This is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area over the next 4 - 8 hours.

a. IC will notify event coordinator and public safety personnel.

b. The event coordinator will notify their volunteers by (communication method) and attendees by (communication method) of the watch.

c. IC and the event coordinator will assess which events are scheduled during the watch time period and the potential impact on the schedule if shelters are required.

d. IC and the event coordinator reviews the plans for Severe Thunderstorm Warning and solve any issues if sheltering is required.

e. IC and the event coordinator monitor the radar and watch the weather.

b) Severe Thunderstorm Warning

This is issued when a severe thunderstorm produces hail one inch or larger in diameter and/or winds equal or exceed 58 miles an hour. People at outdoor events in the affected area should seek safe shelter immediately.

a. Upon notification of the Severe Thunderstorm Warning for Outagamie County the Incident Commander will assess if the event is in the path of the storm and notify the event coordinator.

b. The event coordinator will notify event staff by (communication method) and announce the Severe Thunderstorm Warning and to assist visitors to the shelters.

c. The Incident Command Post will notify public safety personnel by (communication method).

d. (Event staff person) will announce on the (communication method) of the Severe Thunderstorm Warning to all attendees using the announcement in Attachment # 1 and direct visitors to shelters located at (location).

e. Incident Command Post staff and event coordinator must take shelter five minutes before the storms arrival and monitor the weather for the storm to pass.

f. After the threat from the thunderstorm has passed the IC will notify event coordinator. Event staff can notify the attendees to return from the shelter location.

2. Tornadoes

A Tornado is a violently rotating column of air within a thunderstorm able to cause devastating destruction. The most common hazard from a tornado during an outdoors event are winds from 65 – 200+ mph winds causing:

- Flying debris including cars
- Destroyed buildings
- High potential for injuries and fatalities
- Blocked roads preventing travel

In rare cases the National Weather Service will predict a tornado outbreak and the Incident Commander and event coordinator should decide if the event is cancelled, postponed or shortened.

a) Tornado Watch

This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area over the next 4 – 8 hours.

a. Incident Commander will notify event coordinator and public safety personnel of the warning.

b. The event coordinator will notify their volunteers by (communication method) and attendees by (communication method) of the watch.

c. Incident Commander and the event coordinator will assess which events are scheduled during the watch time period and the potential impact on the schedule if shelters are required.

d. Incident Commander will assess how long it will take to evacuate the event attendees and reach the shelter location.

e. Incident Commander and the event coordinator reviews the plans for Tornado Warning and solve any issues if sheltering is required.

f. Incident Commander and the event coordinator monitor the radar and weather watch.

b) Tornado Warning

A tornado has been sighted or indicated by weather radar. Take shelter immediately.

a. Upon notification of the Tornado Warning for Outagamie County the Incident Commander will assess if the event is in the path or near the storm and notify the event coordinator.

b. The event coordinator will notify event staff by (communication method) and to activate the sheltering plan.

c. The Incident Commander will notify public safety personnel by (communication method.)

d. (Event staff person) will announce on the (communication method) of the Tornado Warning to all visitors and direct them to the shelters located at (location).

e. ICP staff and event coordinators must take shelter five minutes before the storm arrives and monitor the weather for the storm to pass.

f. After the threat from the storm has passed the Incident Commander will notify the (Event Coordinator/Board). Event staff can notify the visitors to return from the shelter location.

Emergency Shelters

a. In the event that a situation arises that is or may potentially be hazardous to the health and safety of the attendees of the (Event Name), event staff/volunteers shall direct visitors and guests to an emergency shelter. The shelters shall be opened under the direction of the (Event Coordinator/Board) and the Incident Commander.

b. Critical Indicators for sheltering in place:

- The event is short term, < 1 hour
- There is no time to evacuate the grounds, or the process of evacuating will do more harm.
- Significant infrastructure damage has occurred to the grounds or the immediate area preventing self-evacuation of the grounds.

c. It is estimated to take (minutes) for visitors and volunteers to walk to the location and take shelter.

d. A decision to evacuate must be made (of minutes) before any severe weather impacts the event grounds to allow time for visitors, volunteers and public safety to shelter. Failure to evacuate places put people's lives at risk.

e. Minors without adult supervision and others seeking assistance or transportation shall be brought to the shelter with at least two event staff and volunteers for supervision and accountability

f. Emergency shelters on event grounds are in the following locations:

(list shelters on-site, who has key access, phone numbers, back up contact, which doors and rooms to use, handicap accessible doors)

g. Emergency shelters not located on the _____ property:

(list shelters on-site, who has key access, phone numbers, back up contact, which doors and rooms to use, handicap accessible doors)

h. See Attachment # 1 for public announcements on weather and evacuation.

Medical Emergency

The following guidelines shall be followed during a first aid emergency by event staff and volunteers:

a. Call the (First Aid Tent or First Responders) by (communication method) of the medical emergency. Provide the location and the medical emergency

OR

Dial 911 or instruct a by-stander to dial 911. Provide the following information:

- Your name
- Location of the emergency
- Any available details of accident or illness

b. Contact the (Event Coordinator/Board) by (communication method).

c. The (Event Coordinator/Board) will send an event staff or volunteer to meet the emergency unit if dispatched and assist emergency personnel to the location of the victim.

d. Do not move injured or ill person unless it is necessary to avoid further injury, such as a fire or tornado. Do not touch any bodily fluids.

e. Reassure the accident victim or ill person that emergency assistance is on the way.

f. If trained, begin rendering first aid including CPR if necessary. A First Aid Kit(s) and an AED are located _____ and can be requested by contacting (person and phone number).

Found/Missing Child

A lost child is not uncommon, but consideration must always be given to the possibility of criminal involvement in such cases. In the event that a child is reported missing, the following guidelines should be followed.

a. Found Child

- Contact the (Event Coordinator/Board) who will request a Police Officer to the location
- Attempt to obtain name of child and the parent's name if possible.
- If unable to obtain the child's or parent's name, use a description of the child in the announcement.
- Use the public address system to announce the parents' name and location to meet.
- ONLY the Police Officer should verify the adult's reporting to pick up the child are the parents or legal guardian. Also, the Officer should verify the child was lost because of negligence or by accident.
- After the Officer verifies the child belongs with the adult the child can be released.

Missing Child

- Immediately contact the event coordinator who will request an Officer at the location.
    - If a Missing Child notice is given by a parent, guardian, or other responsible individual, note the present time and gather the following information: family member's name, address, child's name, description/clothing, location child was last seen and time the child was noted missing.
    - The Officer will request to make an immediate announcement over the public address system.
    - The reporter should be requested to remain at the location while others look for the child. If the reporter insists on searching, advise that it is necessary that they return to the (location) if they are successful in finding the child because a report to law enforcement will be made after a designated lapse of time.
    - If the search for the Lost Child is not successful, after a (five/ten/fifteen minutes) the Officer shall radio the 911/Communication Center to notify authorities of the missing child.
    - The designated "Lost Child Recover Center" will be the _____.

Fire

a. Upon discovery of a fire, call 911 from a safe area and provide the following information: your name, where the fire is located and details of the fire emergency.

b. Contact the Event Coordinator/Board.

c. The Event Coordinator/Board will immediately contact the IC.

Evacuate the immediate area.

d. IC will send Fire Fighters or Police Officers to the location to control the scene,

Bomb Threat

If a bomb threat is reported, the following guidelines should be followed:

a. Any person receiving a bomb threat should remain calm and obtain as much information as possible, including:

- Where is the bomb?
- When will it go off?
- What does the bomb look like?
- Why was the bomb put there?
- How did the bomb get there?

b. Listen to any possible background noises, e.g., music, train, machinery, or other identifiable sounds.

c. Write down the exact words of the caller and characteristics of the caller's voice and speech. Note the time.

d. Contact 911 and then notify the event coordinator.

e. If a local area search is directed, IC will direct the public safety agencies and request staff/volunteers make a visual check of their area for anything unusual or suspicious. DO NOT TOUCH or move anything unusual or suspicious.

f. If a suspicious package is discovered, do not turn on/off lights, use a cell phone or other electronic devices. Clear the building immediately and contact (911 or IC).

g. If evacuation is ordered, event staff/volunteers shall assist visitors with evacuating the grounds.

8. Civil Disturbance/Disorderly Conduct

Event staff/volunteers are encouraged to notice and pay attention to any situation that seems unusual, even during the light atmosphere of the event. If any scene looks extremely suspicious, event officials should report the suspicious activity to the (Event staff or Public Safety personnel).

a) Non-Emergency

If an individual is acting in a suspicious or hostile aggressive manner (distraught, harassing, or abusively angry person), even if that person is not violent and no immediate threat is present, staff/volunteers should:

a. Notify (Either to Event staff or Public Safety personnel).

b. Do not argue with him/her. Act in a courteous manner and try to calm the person down. There may be situations where you can use your customer service skills, best judgment and experience to help defuse the situation.

c. Keep distance between yourself and the individual.

d. Become aware of escape routes.

e. Be ready to summon Law Enforcement if the situation escalates to an emergency.

f. Contact 920-788-7505 to report non-emergency events involving suspicious activity that is not life threatening.

b) Emergency

If it is reasonable to believe that an individual is acting in a manner that poses an immediate threat to you or others, staff/volunteers should:

a. Seek safety by leaving the area if possible.

b. Notify (Either to Event staff or Public Safety personnel).

c. Contact 911 and provide the following information: Name, location and the specifics of the event in a clear and concise manner.

d. Make no attempt to control a violent individual.

B. TRANSPORTATION PLAN

1. Main Routes

a. The main routes into the event grounds are (list them) and will be labeled by the event staff.

2. Shuttles/Buses
    a. Shuttles will be used from the _____ parking lots to the event grounds
    b. Valley Transit route will drop off and pick up at _____.
3. Public Safety Traffic Routes
    a. All emergency and non-emergency traffic for police, fire and EMS will be: _____
4. Entrance and Exits
    a. The entrances to the event are: _____
    b. The exits for the event are: _____
5. Evacuation Routes
    a. If the IC orders an evacuation of the event grounds because of life safety concerns the following will be implemented: (List the routes for pedestrians to walk to their cars and also for traffic to exit onto the roads. List any mutual aid assistance)
6. The peak hours of travel to and from the event will be _____ though there will be traffic throughout the day.

Attachment 1 – Weather Emergency Notifications

SEVERE THUNDERSTORM WATCH (ADVISORY)

"Attention all _____ Visitors and Volunteers. Outagamie County is now under a Severe Thunderstorm Watch. The National Weather Service has indicated that conditions are favorable for Severe Thunderstorms in our area. We will keep you informed of further developments. **(REPEAT TWICE)**

SEVERE THUNDERSTORM WARNING (ACTION)

"Attention all _____ Visitors and Volunteers. _____is now being evacuated. Outagamie County is under a Severe Thunderstorm Warning. The National Weather Service has indicated that storms with heavy rain, high winds and/or hail are approaching our area. Please evacuate the grounds and go to (shelter location)." **(REPEAT TWICE)**

TORNADO WATCH (ADVISORY)

"Attention all _____ Visitors and Volunteers. Outagamie County is now under a Tornado Watch. The National Weather Service has indicated that conditions are favorable for severe thunderstorms capable of producing tornados in our area. We will keep you advised of further developments." **(REPEAT TWICE)**

TORNADO WARNING (ACTION)

"Attention all _____ Visitors and Volunteers. _____is now being evacuated. Outagamie County is now under a Tornado Warning. Please evacuate the grounds and exit the parking area in an orderly fashion. If you see a tornado, seek shelter in a low-lying area or where directed by emergency personnel. **(REPEAT TWICE)**

GENERAL SEVERE WEATHER ANNOUNCEMENT (ADVISORY)

"Attention all _____ Visitors and Volunteers, Outagamie County may be experiencing severe weather later in the day. Please be aware of changing weather conditions. We will keep you informed of further developments. **(REPEAT)**

GENERAL SEVERE WEATHER EVACUATION ORDER (ACTION)

"Attention all _____Visitors and Volunteers, _____ is now being evacuated. The National Weather Service has indicated that severe storms are in or are approaching our area. Please evacuate the grounds and exit the parking areas in an orderly fashion." **(REPEAT TWICE)**

Attachment 2, Found and Missing Persons Notification

1) FOUND CHILD/ADULT

"Attention _____, a (child/adult) has been separated from their party. Their first name is (persons given name). They are located at (location). We are looking for (name of family/party). Please contact the nearest Police Officer or (event) personnel if you have information concerning this person. Thank you." **(REPEAT TWICE)**

2) MISSING CHILD/ADULT

"Attention _____ visitors, a missing (child/adult) has been separated from their party. Their first name is (persons given name). They are (age) . They are wearing (clothing description). Please contact the nearest Police Officer or (event) personnel if you have information concerning this person. Thank you." **(REPEAT TWICE)**