

Special Event Permit Application

Allow 60 days for review

Event Information

Event Name: Mt. Calvary Luth. Church Picnic Date(s): Sun., Sept. 13, 2026
Type of Event: Church Picnic Organization (if any): Mt. Calvary Luth. Church
Hours: 11:15am - 2:30pm Estimated Attendance #: 100

Event Organizer Information

Contact Name: Dean Ticks Secondary Contact: Pastor Jesse Johnston
Address: N8728 Coop Road - Harrison, WI 54952
Phone: 9202576198 / 9205406779 Email: deanjticks@gmail.com/pastor@mtcalvary.net

Do you intend to have the following: "Yes" answers may require special approval.

- | | | |
|---------------------------|--|---|
| 1. Serving Alcohol | No ☒ Yes ☐ | If yes, a liquor license may be required |
| 2. Food Sales | No ☒ Yes ☐ | If yes, contact Calumet Co. Health Dept. |
| 3. Amplified Sound | No ☒ Yes ☐ | If yes, purpose/type _____ |
| 4. Tents or Stage | No ☒ Yes ☐ | If yes, a Temporary Use Permit may be required |
| 5. Village Park Rental | No ☒ Yes ☐ | If yes, a separate application is required |
| 6. Mechanical Rides | No ☒ Yes ☐ | If yes, Certificate of Insurance is required |
| 7. Bounce House | No ☒ Yes ☒ | If yes, Certificate of Insurance is required |
| 8. Fireworks | No ☒ Yes ☐ | If yes, contact the Community Risk Reduction Officer |
| 9. Public Event | No ☐ Yes ☒ | If yes, Certificate of Insurance may be required <small>only non-church members will be in car show</small> |
| 10. Street Closures | No ☒ Yes ☐ | If yes, Street Names: _____ |
| 11. Rental Barricades | No ☒ Yes ☐ | If yes, contact Harrison Public Works Department |
| 12. Emergency Action Plan | No ☐ Yes ☒ | A plan is required for all events |

I have read and understand the **Special Event Guidelines & Requirements** attached to the application. I also understand this application does not ensure the issuance of a permit and that all event organizers and participants must comply with all applicable village ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities and fireworks permits are in addition to the fees submitted for this application. I further understand that an incomplete application may be cause for denial of the event.

Dean J. Ticks
Event Organizer Signature

8/17/26
Date

FOR OFFICE USE

Village Board: Approved ☐ Denied ☐ Date: / /

Reason(s) for denial: _____

Clerk Signature

 / /
Date

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Special Event Guidelines & Requirements

Guidelines:

- Special events include but are not limited to park events, block parties, fun runs, marathons, parades, and festivals.
- Applications must be submitted to the Village Clerk no less than 60 days before the event.
- Any person or group requesting assistance from Harrison Fire Rescue (for traffic control, first-aid tents, etc.) must contact the Community Risk Reduction Officer (CRRO) at least 60 days before the event to ensure adequate staffing.
- All state laws regarding intoxicants must be adhered to. In addition, the permit does not relieve any individual or party from any village ordinance (including noise and alcohol.)
- If applicable, the Event Organizer must reserve the Park Shelter with payment through the Village Hall.
- The Event Organizer is responsible for all staff working at the event, except where the Village determines qualified personnel are required.
- The Event Organizer is responsible for all equipment used to manage the event. When village equipment is requested, such as traffic barricades or cones, the placement of village equipment will be under the direction of the Public Works Operations Manager. The cost to repair or replace lost or damaged equipment will be charged to the Event Organizer.
- Street parties shall start no earlier than 10:00 am and shall terminate no later than 10:00 pm.

Requirements:

Emergency Action Plan (EAP):

- An EAP must be completed by the Event Organizer and approved by the CRRO prior to the event.

Street Closures/Barricade Delivery and Pick up:

- If the event requires street closures or re-routing of traffic, the Event Organizer will be required to notify affected residences and businesses by mail two weeks before the event.
- Street barricades are available from the village to rent for a fee.
- If Harrison Public Works is providing street closing barricades:
 - Delivery will occur the day before your event, or on last working day for weekend events.
 - Barricades will be delivered to the Event Organizer listed on the application.
 - Pickup will take place the day after the block party, or on Monday for weekend events.
- Remove all items from the street, including the barricades, by 10:00 pm.
- No post holes/tent stakes can be put in the pavement or the road right-of-way.
- Access for Emergency Vehicles must be maintained at all times during the event.

NOTE: Street closing permits will not be issued for neighborhood block parties on U.S. Highways, State Highways, County Trunk Highways, or Village Streets that serve as major traffic corridors, detour routes, or other streets that are deemed hazardous.

Amplified Music:

- All state laws and village ordinances must be adhered to.
- No person shall use or operate a P.A. system, amplifier, or device which increases the volume of voice, music, or other sounds so loud as to disturb the public peace or the quiet and peacefulness of the surrounding neighborhood without prior approval from the Village Board.

Fermented Malt Beverage Sales:

- All state laws and village ordinances must be adhered to.
- A liquor license is required for the sale of alcohol. Liquor license can be obtained from the Village Clerk.
- No alcoholic beverages, other than fermented malt beverages and wine, are allowed in any park except by special permit from the person issuing this permit.

Food Concession Sales:

- All state laws and village ordinances must be adhered to.
- Groups authorized to sell concessions must secure all necessary permits for concession operations; provide all supplies, materials, and equipment to operate concessions; keep the area around the concession operation clean. Contact the Calumet County Health Department for information regarding food preparation permits.
- Food trucks/mobile sales require a Direct Sellers & Solicitors Permit Application.

Certificate of Insurance:

- If deemed necessary by the Village Clerk, a certificate of insurance covering the event must be provided.
- A certificate of insurance is required for events open to the public. The certificate of insurance must give evidence of proper liability insurance, naming the Village of Harrison as an additional insured. A copy of an insurance policy is not acceptable.
- A certificate of insurance is required if a bounce house will be on used on Village owned property. The certificate of insurance must give evidence of proper liability insurance, naming the Village of Harrison as an additional insured.

Garbage and Recycling:

- The Event Organizer shall provide adequate garbage and recycling collection and disposal, at the Event Organizer's sole expense, and shall not rely on village waste containers to meet this requirement. The required size and number of garbage and recycling containers shall be according to state standards. <https://dnr.wisconsin.gov/topic/Recycling/awayfromhome.html>

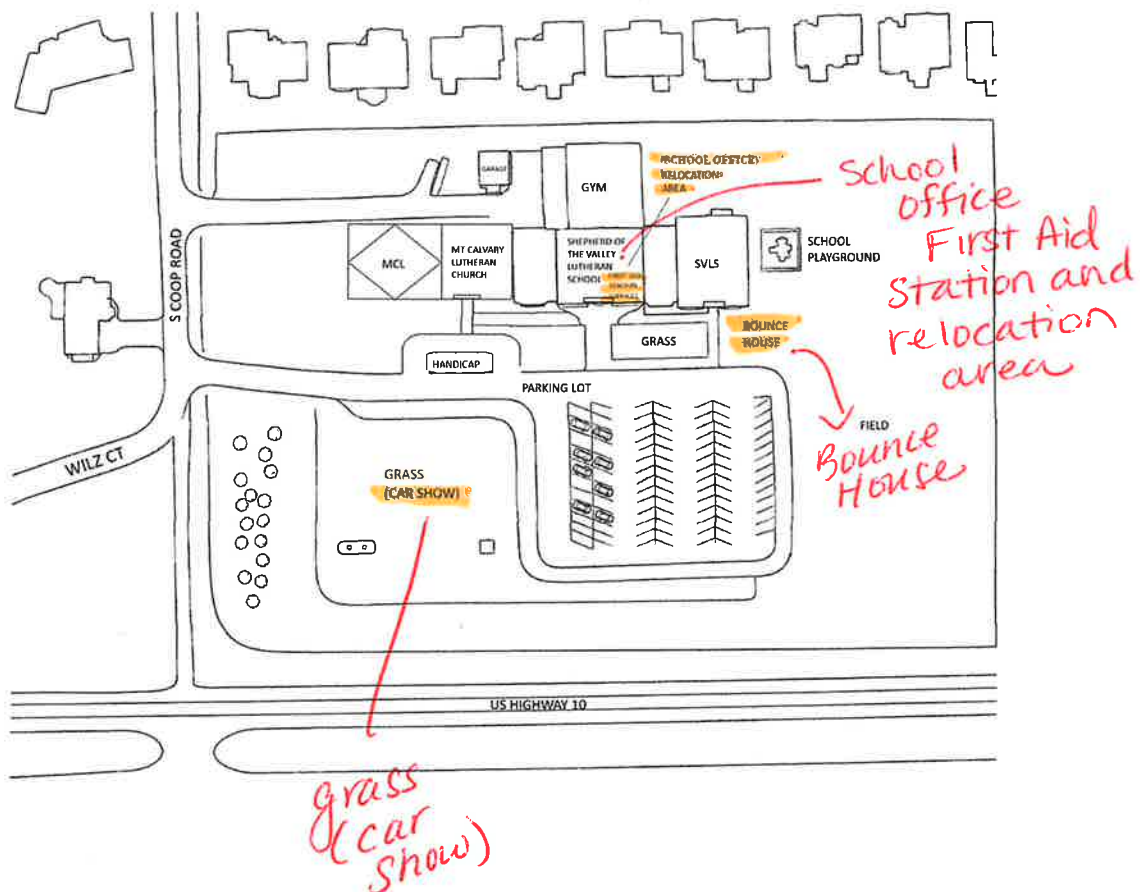
Toilets/ Sanitation Facilities:

- The Event Organizer shall ensure that adequate toilet and sanitation facilities are available to all attendees during the event, at the sole expense of the Event Organizer. Toilet facilities must comply with ADA requirements.

SPECIAL EVENT - EMERGENCY ACTION PLAN FORM

Event Name: Mt. Calvary Luth. Church Picnic
 Dates & Times of Event: 9/13/24 11:15 am - 2:30 pm
 Address of Event: N8728 Coop Rd. Harrison WI 54952
 Expected Attendance: 100
 Primary Event Organizer: Dean Ticks
 Secondary Organizer: Jesse Johnston (Pastor)

Sketch a map of the event, including:
 Entrance - Parking - Cooking - 1st Aid Station - Relocation Area



OFFICE

- E1
- L&...
- Fire Rescue Services needed? Yes ☐ No ☐
- Vehicle Threat Mitigation needed? Yes ☐ No ☐
- Missing Person Plan needed? Yes ☐ No ☐

Craig S. Johnston CRKO
 Signature Title

9/18/24
 Date

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EMERGENCY ACTION PLAN

MT. CALVARY LUTHERAN CHURCH PICNIC

Event Name: Mt. Calvary Lutheran Church Picnic
Organization: Mt. Calvary Lutheran Church
Event Location: N 8728 S Coop Rd, Harrison, WI 54952
Event Date: Sunday, September 13th 2026
Event Hours: 11:15 AM to 2:00 PM
Estimated Attendance: 100 Persons

1. PURPOSE

This Emergency Action Plan (EAP) has been prepared for the Mt. Calvary Lutheran Church Picnic at N 8728 S Coop Rd, Harrison, Wisconsin. The purpose of this plan is to establish practical procedures for responding to emergencies or hazardous conditions that could occur during the event, including medical emergencies, fire, severe weather, missing or endangered persons, and law enforcement incidents. Mt. Calvary Lutheran Church is a church and private school facility with permanent indoor facilities and established safety equipment. The property includes the church, attached school building, gymnasium, school commons, playground, parking areas, restrooms, kitchen facilities, first-aid supplies, and fire extinguishers. The event is a modest church gathering primarily intended for fellowship among church members and guests. It is not intended to be a large festival or commercial event.

2. EVENT DESCRIPTION AND SCHEDULE

The day's activities are planned as follows:

- **9:00 AM – Church Service**
 - The regular church service will be held in the church sanctuary.
- **10:00 AM – Bible Study**
 - Bible study will be held in the school commons.
- **11:15 AM – Following Bible Study – Church Picnic**
 - The picnic will primarily consist of a meal and fellowship held in the school commons.

Additional activities may include:

- Informal yard games
- A small car show
- Children's use of the existing school playground
- A possible children's bounce house
- General fellowship and outdoor activities

The car show will be located in the designated field shown on the attached site map.

The event will utilize the existing church and school facilities rather than temporary event facilities wherever practical.

3. EVENT ORGANIZER

Primary Event Organizer: Dean Ticks

Phone: 920-257-6198

Email: Deanjticks@gmail.com

Secondary Contact: Pastor Jesse Johnston

Phone: 920-540-6779

Email: Pastor@mtcalvary.net

The Event Organizer will serve as the primary contact for the event and will be responsible for implementing this Emergency Action Plan.

The Event Organizer or designated volunteer will:

- Monitor conditions before and during the event.
- Monitor weather conditions.
- Coordinate emergency communications.
- Direct volunteers and attendees during an emergency.
- Maintain emergency vehicle access.
- Coordinate with emergency responders.
- Suspend or terminate activities when conditions become unsafe.

EMERGENCY ACTION PLAN

MT. CALVARY LUTHERAN CHURCH PICNIC

- Communicate with church leadership and volunteers as necessary.

The Event Organizer may designate additional church volunteers to assist with emergency responsibilities.

4. EMERGENCY COMMUNICATION

For any emergency requiring immediate assistance, 911 will be called.

The person calling 911 should be prepared to provide:

1. The nature of the emergency.
2. The exact location.
3. The name of the church.
4. The caller's name.
5. A callback telephone number.
6. The specific location of the emergency on the property.
7. Any additional information requested by the 911 dispatcher.

The event location is:

- **Mt. Calvary Lutheran Church**
N 8728 S Coop Rd
Harrison, WI 54952

When practical, a designated church volunteer will meet emergency responders and direct them to the location of the emergency. Church personnel will not delay calling 911 while attempting to resolve a serious emergency internally.

5. SITE FACILITIES AND DESIGNATED AREAS

The event will take place on the existing church and school property.

The attached site map identifies the major buildings, activity areas, parking areas, and designated emergency locations.

Primary Severe Weather Shelter

- School Gymnasium - The gym will serve as the primary indoor shelter location during severe weather or other outdoor conditions requiring attendees to move inside.

Picnic Meal Area

- School Commons - The primary picnic meal will be held in the School Commons.

First-Aid Station

- School Office - The school office will serve as the designated first-aid station. First-aid kits are available on the property.

Missing Person Relocation Area

- School Office - The school office will also serve as the designated Missing Person Relocation Area. This provides event leadership with a known indoor location from which to coordinate a response if a child or other individual is reported missing or endangered.

Restrooms

- Permanent restrooms are available in both the church and school buildings.

Children's Playground

- The existing school playground will be available for children's activities.

Car Show

- The car show will be located in the designated field area shown on the site map.

Possible Bounce House

- If used, the bounce house will be located in the area identified on the site map.

6. EMERGENCY VEHICLE ACCESS

Emergency vehicle access will be maintained at all times during the event.

The Event Organizer and designated volunteers will ensure that:

- Fire lanes remain clear and unobstructed.
- Emergency access to the church and school buildings remains available.
- Building entrances and emergency exits are not blocked.
- Vehicles are parked only in appropriate parking areas.
- Sidewalks and emergency access routes remain clear.

EMERGENCY ACTION PLAN

MT. CALVARY LUTHERAN CHURCH PICNIC

- Event activities do not obstruct emergency vehicle access.
- The car show does not interfere with emergency access.
- The bounce house, if used, is positioned so that it does not interfere with emergency access.

If an emergency occurs, church volunteers may assist emergency personnel in locating the appropriate entrance or area.

7. MEDICAL EMERGENCIES

Medical emergencies may include injuries, falls, illness, heat-related illness, allergic reactions, or other medical conditions.

The **school office will serve as the designated first-aid station**, and first-aid kits will be available for minor injuries.

For a serious medical emergency:

1. Call 911 immediately.
2. Provide the 911 dispatcher with the exact location of the individual.
3. Notify the Event Organizer.
4. Have a volunteer meet emergency responders and direct them to the individual.
5. Keep the area around the individual clear.
6. Provide reasonable first aid within the capabilities and training of available individuals.
7. Do not move an injured person unless necessary to prevent additional immediate danger.
8. Follow all instructions provided by responding emergency personnel.

Church volunteers are not expected to provide medical treatment beyond their training or capabilities.

Before the event, the Event Organizer will contact the Harrison Fire Rescue Community Risk Reduction Officer (CRRO) as requested by the Village to determine whether any additional emergency medical arrangements are necessary.

8. SEVERE WEATHER

The Event Organizer or designated volunteer will monitor weather conditions before and during the event. Weather conditions will be monitored using reliable weather information, including the National Weather Service when appropriate. If severe weather is predicted before the event, the Event Organizer will evaluate the conditions and determine whether the outdoor portion of the event should be modified, postponed, or cancelled. If severe weather develops during the event, the Event Organizer or designee will notify attendees and direct them to the appropriate indoor shelter.

Severe Weather Shelter

The **school gymnasium** will serve as the primary shelter location.

When severe weather threatens, outdoor activities will be stopped and attendees will be directed indoors.

Outdoor activities that may be suspended include:

- Car show activities
- Yard games
- Playground use
- Bounce house use
- Other outdoor activities

The church and school buildings will be used as appropriate for shelter and safety.

- **Lightning**

The event will follow the Village of Harrison's **30-30 lightning rule**. If lightning is observed and thunder is heard within approximately 30 seconds, outdoor activities will immediately stop. Attendees will be directed indoors. Outdoor activities will not resume until at least **30 minutes after the last observed thunder**.

9. FIRE

The church and school buildings are equipped with fire extinguishers and normal fire-safety equipment.

If a fire occurs:

1. Call 911 immediately.

EMERGENCY ACTION PLAN

MT. CALVARY LUTHERAN CHURCH PICNIC

2. Notify the Event Organizer.
3. Direct people away from the affected area.
4. Evacuate the affected building or area as necessary.
5. Keep emergency vehicle access routes clear.
6. Do not re-enter an evacuated building or area until authorized by emergency personnel.

Only individuals who are trained and comfortable doing so should attempt to use a fire extinguisher, and only when doing so does not place them at risk.

The Event Organizer will coordinate with the Harrison Fire Rescue CRRO regarding any specific fire-safety concerns identified before the event.

10. FOOD SERVICE AND COOKING

The primary picnic meal will be held in the **School Commons** using the existing church/school facilities.

Outdoor Cooking: No

If cooking is conducted outdoors, all applicable Village of Harrison fire-safety requirements will be followed.

Where applicable:

- A portable fire extinguisher will be readily available.
- Individuals responsible for cooking will be familiar with safe fire-extinguisher use.
- LP tanks will be properly secured.
- Cooking equipment will be operated on a non-combustible surface.
- Cooking equipment will be located the required distance from buildings, tents, canopies, and other combustible materials.
- Cooking will not be conducted beneath a tent or canopy unless applicable certification requirements are satisfied.
- Cooking equipment will be monitored while in operation.

Applicable food preparation and food safety requirements will be followed.

11. MISSING OR ENDANGERED PERSON

The **School Office** will serve as the designated Missing Person Relocation Area.

The purpose of this area is to provide a known location where the Event Organizer, church volunteers, parents or guardians, and emergency personnel can coordinate if a child or other person becomes missing or endangered.

If a person is reported missing:

1. Notify the Event Organizer immediately.
2. Obtain a description of the missing person, including name, age, clothing, and last known location.
3. The Event Organizer will coordinate an immediate search of appropriate areas of the property.
4. Volunteers will check appropriate locations, which may include:
 - Church
 - School
 - Restrooms
 - School playground
 - School Commons
 - Gym
 - Picnic areas
 - Car show area
 - Parking areas
 - Other areas indicated by the circumstances.
5. The reporting parent, guardian, or responsible individual will be directed to the **School Office**, which is the designated Missing Person Relocation Area.
6. If the person is not located promptly, or if there is reason to believe the individual may be endangered, **911 will be called.**
7. Upon arrival, law enforcement will take control of the search and investigation as appropriate.
8. Church volunteers will assist law enforcement as directed.

The School Office is also the designated first-aid station, providing a known and readily identifiable location for event leadership.

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MT. CALVARY LUTHERAN CHURCH PICNIC

12. LAW ENFORCEMENT INCIDENT

The Event Organizer will contact Harrison law enforcement before the event if the Village determines that law enforcement presence or coordination is necessary.

If a law enforcement emergency occurs:

1. Call 911 when immediate assistance is required.
2. Provide the exact location and nature of the incident.
3. Do not confront or interfere with an individual involved in a potentially dangerous situation.
4. Move attendees away from the affected area when appropriate.
5. Follow instructions from law enforcement.
6. Church volunteers will assist with crowd movement as directed by law enforcement.

For non-emergency law enforcement matters, the appropriate non-emergency contact will be used.

13. EVACUATION

If evacuation of the church, school, gym, or another portion of the property becomes necessary, the Event Organizer or emergency personnel will direct attendees to a safe location.

Attendees should:

- Remain calm.
- Follow instructions from church leadership and emergency personnel.
- Use available safe exits.
- Stay away from the affected area.
- Keep emergency vehicle access routes clear.
- Assist children and individuals who may need assistance.
- Not return to an evacuated area until authorized.

Emergency personnel will have authority over evacuation and re-entry decisions once they arrive.

14. CHILDREN'S ACTIVITIES AND PLAYGROUND

The existing school playground will be available for children's activities.

Parents and guardians are responsible for the supervision of their children.

Church volunteers will monitor the general activity areas and will address obvious safety concerns when identified.

Bounce House: Pending

If a bounce house is used:

- It will be properly installed and secured.
- It will be operated according to the rental company's requirements.
- It will be supervised while in use.
- It will not be used during severe weather or unsafe conditions.
- It will be located so that it does not interfere with emergency access.

If required by the Village of Harrison, the appropriate certificate of insurance will be provided.

15. CAR SHOW

A small car show will be held in the **designated field area** identified on the attached site map.

Vehicles will be positioned so that:

- Emergency vehicle access remains unobstructed.
- Fire lanes remain clear.
- Building entrances and emergency exits remain accessible.
- Pedestrian access is maintained.
- Spectators can safely move through the area.
- Vehicles do not create an obstruction to emergency response.

Vehicle owners will be responsible for operating their vehicles safely.

Children and spectators will be encouraged to remain in designated pedestrian areas and away from moving vehicles.

If severe weather develops, car show activities will be suspended and attendees will be directed to the gym or other appropriate indoor shelter.

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16. CROWD AND ACTIVITY MANAGEMENT

This event is primarily a church gathering and picnic and is expected to have a modest number of attendees. Designated church volunteers will assist with general activity and crowd management.

Volunteers will monitor:

- General outdoor activities.
- Playground activities.
- Car show activity.
- Parking areas.
- Emergency access routes.
- Weather conditions.
- Bounce house activity, if applicable.
- General safety concerns.

Parents and guardians remain responsible for their children.

17. PARKING

Attendees will use the existing parking areas on the church/school property.

Vehicles must not be parked in a manner that blocks:

- Fire lanes.
- Emergency entrances.
- Emergency vehicle access.
- Sidewalks.
- Building exits.
- Other designated access routes.

Church volunteers may assist in directing vehicles or addressing parking concerns as necessary.

18. EMERGENCY EQUIPMENT

The following existing resources will be available during the event:

- First-aid kits.
- Fire extinguishers.
- Permanent church restrooms.
- Permanent school restrooms.
- School gymnasium for severe-weather shelter.
- School office for first aid and missing-person coordination.
- Church and school buildings.
- Existing kitchen facilities.
- Existing school playground.
- Telephone/cellular communication.
- Normal church and school emergency equipment.

Emergency equipment and access points will remain unobstructed throughout the event.

19. PRE-EVENT SAFETY CHECK

Before the event begins, the Event Organizer or designee will verify the following:

- Emergency contact information is available.
- The 911 location is known to event leadership.
- Emergency vehicle access is clear.
- Fire lanes are clear and unobstructed.
- Fire extinguishers are accessible.
- First-aid kits are available.
- The school office is identified as the first-aid station.
- The school office is identified as the Missing Person Relocation Area.
- Church and school restrooms are available.
- The gym is available as the severe-weather shelter.
- Weather conditions have been reviewed.

EMERGENCY ACTION PLAN

MT. CALVARY LUTHERAN CHURCH PICNIC

- The school playground has been visually checked.
- The car show area does not obstruct emergency access.
- The School Commons is prepared for the picnic meal.
- Any cooking equipment is positioned safely.
- The bounce house, if used, is properly installed and secured.
- Event volunteers understand their responsibilities.
- The attached site map is available to event leadership.

20. EVENT CANCELLATION, SUSPENSION, OR MODIFICATION

The Event Organizer may suspend, modify, postpone, or terminate outdoor activities when conditions create a safety concern.

Circumstances may include:

- Severe weather.
- Lightning.
- Fire.
- Medical emergency.
- Unsafe property conditions.
- Law enforcement concerns.
- Other conditions presenting a significant threat to health or safety.

The Event Organizer will coordinate with emergency personnel and church leadership as appropriate.

Once emergency personnel arrive, their instructions will take priority in matters involving emergency response.

21. POST-EMERGENCY PROCEDURES

Following a significant emergency, the Event Organizer will:

1. Confirm that attendees are in a safe location.
2. Cooperate fully with emergency responders and law enforcement.
3. Document the incident as appropriate.
4. Notify church leadership.
5. Determine whether activities should remain suspended.
6. Address identified safety concerns before resuming activities.
7. Follow any instructions or recommendations provided by emergency personnel or the Village.

22. EMERGENCY CONTACT INFORMATION

EMERGENCY

- **911 – Police / Fire / Emergency Medical Services**

HARRISON FIRE RESCUE

- **Fire Inspector / Community Risk Reduction Officer**
Craig Majewski
crro@harrison.wi.gov
- **Fire Chief**
Jarred Gerl
jgerl@harrison.wi.gov

LAW ENFORCEMENT

- **Harrison Sergeant**
John McGuire
john.mcguire@calumetcounty.org
- **Calumet County Non-Emergency:**
(920) 849-2335

VILLAGE OF HARRISON

- **Village Manager**
Chad Pelishek
cpelishek@harrison.wi.gov

EMERGENCY ACTION PLAN

MT. CALVARY LUTHERAN CHURCH PICNIC

- **Public Works**
Jeff Funk
jfunk@harrison.wi.gov

23. SITE MAP

The attached Mt. Calvary Lutheran Church site map is incorporated into this Emergency Action Plan. The map identifies the church and school buildings, gymnasium, school playground, parking areas, handicap parking, car show field, grass/activity areas, possible bounce house location, first-aid station/school office, and surrounding roadways.

The **School Office** is designated as both:

- The **First-Aid Station**, and
- The **Missing Person Relocation Area**.

The **School Gymnasium** is designated as the primary **Severe Weather Shelter**.

The **School Commons** is the primary location for the picnic meal.

The **Field** is designated as the location for the car show.

24. PLAN ACKNOWLEDGMENT

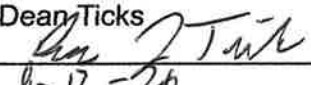
This Emergency Action Plan has been prepared for the Mt. Calvary Lutheran Church Picnic at:

- **Mt. Calvary Lutheran Church**
N 8728 S Coop Rd
Harrison, WI 54952

The plan is intended to provide practical procedures for responding to emergencies that may occur during the event. The Event Organizer and designated church volunteers will use reasonable judgment during an emergency and will follow the direction of trained emergency personnel when they arrive.

The safety of attendees, church members, guests, volunteers, and emergency responders will be the primary consideration in all emergency decisions.

Event Organizer: Dean Ticks

Signature: 

Date: 8-17-20

Secondary Contact: Jesse Johnston

ATTACHMENT A – EVENT SITE MAP

Mt. Calvary Lutheran Church / Shepherd of the Valley Lutheran School
N 8728 S Coop Rd, Harrison, WI 54952

The official site map provided with this Emergency Action Plan should be attached to this document.

Key Emergency Locations

Location	Designation
School Office	First-Aid Station / Missing Person Relocation Area
School Gym	Primary Severe Weather Shelter
School Commons	Picnic Meal Area
Field	Car Show
School Playground	Children's Activity Area
Parking Lot	General Event Parking
Church & School	Permanent Restroom Facilities

EMERGENCY ACTION PLAN GUIDE

PURPOSE

This plan outlines the procedures to follow before and during outdoor events in the Village of Harrison in case of emergencies or hazardous situations. Event organizers, management, staff, and attendees are expected to follow these guidelines to ensure safety and preparedness.

Emergencies may occur at any event and can vary widely. Flexibility is essential when responding.

Potential hazards include but are not limited to:

- Fire
- Medical emergencies
- Severe weather
- Law enforcement incidents

Event Organizer

A specific Event Organizer will be assigned and will serve as the main contact for all event-related communications.

Emergency Notification

In the event of an emergency, call 911 to report the situation.

The caller should be prepared to provide the 911 operator with the following information: *the nature of the emergency, the exact location, and the name of a contact person and a callback number.*

Medical Emergencies

As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat-related as well as traumatic injuries.

Before the event, the Event Organizer shall contact Harrison Fire Rescue's Community Risk Reduction Officer (CRRO) to determine if on-site Emergency Medical Services are needed for this event.

If an incident occurs that requires Emergency Medical Services, the caller should be prepared to provide the 911 operator with the following information: *the nature of the emergency, the exact location, and the name of a contact person and a callback number.*

Missing/Endangered Person

Include a clearly marked Missing Person Relocation Area on the event site map.

If an incident occurs that requires Law Enforcement, the caller should be prepared to provide the 911 operator with the following information: *the nature of the emergency, the exact location, and the name of a contact person and a callback number.*

Severe Weather

Weather forecasts and current conditions can be monitored through the National Weather Service's Weather Forecast website: <https://forecast.weather.gov/MapClick.php?lat=44.2168&lon=-88.4118>

- **Before the event** - If severe weather is predicted before the event, the Event Organizer will evaluate the conditions and determine if the event will remain scheduled. The Event Organizer or his/her designee will be identified and is responsible for monitoring the weather conditions before and during the event.
- **During the event** - If severe weather occurs during the event, the Event Organizer or his/her designee will make notification to those attending the event that hazardous weather conditions exist and direct them to shelter.

This event will follow the **30-30** rule for lightning:

- If you see lightning and hear thunder within **30 seconds**, it means the storm is close. Stop all activities immediately and wait at least **30 minutes** after the last thunder before resuming.

Fire

Depending on the size and nature of the event, a fire inspection may be required. Before the event, the Event Organizer shall contact the Harrison Fire CRRO to determine if any specific fire hazards have been identified. The Event Organizer will coordinate with the CRRO to determine how to address any issues.

Cooking Requirements

If cooking is planned at your event, follow these safety requirements:

- A **portable fire extinguisher** must be available on-site.
- All food service staff must be trained in the safe use of fire extinguishers.
- Each cooking device is allowed to have **one** LP (liquefied petroleum) tank, which must be properly secured (e.g., tied, strapped, or chained) to prevent tipping.
- Cooking is **not allowed** under tents or canopies unless **Flame Spread Certification** is attached to tent or canopy. Cooking areas must be at least:
 - **20 feet away** from tents or canopies
 - **10 feet away** from buildings or other structures
- Cooking must take place on a **non-combustible surface**.

Law Enforcement

Before the event, the Event Organizer shall contact the Harrison Law Enforcement Sergeant to determine if their presence is needed at the event.

If an incident occurs that requires Law Enforcement, the caller should be prepared to provide the 911 operator with the following information: *the nature of the emergency, the exact location, and the name of a contact person and a callback number.*

Emergency Vehicle Access

Access for Emergency Vehicles must be maintained at all times during the event. The following requirements apply:

- **20-foot fire lanes** must remain clear and unobstructed at all times.
- Any structure or object that crosses over a street or fire lane must have a **minimum height clearance of 14 feet.**
- **Participants and spectators** must only park in approved areas and must not block fire lanes, sidewalks, or other public access routes.
- **Crowd control** will be managed by designated staff members of the Event Organizer.

PREPLANNING CONTACT INFORMATION

Harrison Fire Rescue:

Fire Inspector/CRRO	Craig Majewski	crro@harrison.wi.gov
Fire Chief	Jarred Gerl	jgerl@harrison.wi.gov

Law Enforcement:

Harrison Sergeant	John McGuire	john.mcguire@calumetcounty.org
Calumet County Non-emergency		(920) 849-2335

Village of Harrison Staff

Village Manager	Chad Pelishek	cpelishek@harrison.wi.gov
Public Works	Jeff Funk	jfunk@harrison.wi.gov