

CITY of
GENESEPO
Police Department



OPERATIONS PLAN

Geneseo Police Department
119 S. Oakwood Avenue, Geneseo, Illinois 61254

(309) 944-5141

This document outlines the emergency response plan for State Street Market, hosted by the Geneseo Chamber of Commerce.

Prepared October 1, 2025

GENERAL PURPOSE

This emergency plan aims to prepare event officials for either a natural or manmade disaster during STATE STREET MARKET event in the City of Geneseo, Illinois. The purpose of the Emergency Action Plan for the State Street Market event is to reduce the risk to life, health, participants, spectators, staff, volunteers, and emergency services personnel. This plan sets forth the procedures and planning guidelines for responding to an incident during the event. Use of this Emergency Action Plan should be coordinated with local responding agencies and personnel outlined in this plan. It is imperative that chamber employees and volunteers work in conjunction with and assist emergency response personnel as directed or instructed.

GOAL

The goal of the Emergency Action Plan for State Street Market is to be prepared for any type of anticipated emergency and execute protocols to ensure the safety and security of spectators, staff, participants, and volunteers during the event.

OBJECTIVES

1. To educate and prepare staff, volunteers, emergency services personnel, and other key stakeholders on their roles and responsibilities before, during, and after an incident.
2. To empower staff, volunteers, emergency services personnel, and other key stakeholders to act quickly and knowledgeably during an incident through the development, maintenance, and exercising of the Emergency Action Plan.
3. To provide State Street Market participants, spectators, and other members of the community with assurances that the organizers have established guidelines and procedures to respond to incidents/hazards in an effective way.
4. To maintain a normal level of emergency response resources (law, fire, EMS, 911) to the rest of the community during the event.

OVERALL INCIDENT OBJECTIVES

- A. Ensure/maintain the safety of all visitors, volunteers and staff.
- B. Direct, coordinate and control emergency response and recovery operations.

- C. Promptly notify and alert the public of hazardous conditions.
- D. Maintain law and order.
- E. Provide effective traffic management.
- F. Organize and coordinate effective damage assessment.

PLANNING TEAM + SUPPORT AGENCIES

State Street Market Emergency Action Plan was developed in collaboration with and reviewed by multiple public safety partners serving the Geneseo community including:

- Geneseo Chamber of Commerce
- State Street Market Planning Committee
- Geneseo Police Department
- Geneseo Fire Protection District
- Henry County Sheriff's Office
- City of Geneseo Public Works
- City of Geneseo Electrical Department

EVENT SPONSOR AND VENUE

The STATE STREET MARKET event is a festival/concert sponsored by the Geneseo Chamber of Commerce. This outdoor event is an open event held in the downtown State Street area. Alcohol is allowed onsite at the venue. Attendance ranges from 5,000 to 7,500 people. The event operational hours are 10:00 am to 5:00 pm while event sponsors will be on site from 5:00 am to 7:00 pm See the telephone list for Event Board and Coordinators for contact information.

ASSUMPTIONS

The STATE STREET MARKET 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 FEMA Incident Command System will be used to manage all emergencies and, should it be needed, an Incident Command Post will be set up at State and First Street.

EMERGENCY PLANNING REQUIREMENTS

Geneseo Police Department Requirements

- a) To provide contact information to the Event Board/Coordinators.
- b) Notify the Event Board/Coordinators of any imminent or potential emergency situations as soon as possible.
- c) Assume responsibility for decisions on event operation when an emergency situation arises or is imminent (restricting areas /cancellation of events/event evacuation/restricting traffic or patron access or exit, etc.).
- d) Assist with notification of other emergency organizations (EMT, Fire Department, County Sheriff's Dept., County Emergency Management, etc.) if assistance is needed.
- e) Return the event to normal operations as soon as feasible to the Event Board/Coordinators.
- f) Provide direction to the Event Board/Coordinators regarding their responsibilities or assistance that may be required.
- g) Assist with the Incident Command Post and designated media spokesperson if necessary.
- h) Work with Event Board/Coordinators and other emergency agencies to determine methods for public notification/awareness

Event Coordinator/Board Requirements

- 1. Establish a contact with Geneseo Police Department Personnel
- 2. Ensure the safety of all Patrons/Volunteers/Staff is primary importance in any emergency situation.

3. Adhere to all directives and requirements from the Police Department and Incident Command in emergency situations.
4. Complete all required street closing permit information.
5. Establish procedure for internal communication with operations staff in case of emergency procedure.
6. Assist with communication to patrons/volunteers on emergency directives as provided by the Police Department or Incident Command.
7. Ensure training of all staff and volunteers on emergency response procedures.
8. Defer all media comment regarding emergency situations the Police Department or designated spokesperson who will coordinate with the event spokesperson.
9. In an emergency situation the Event Board/Coordinator will respond to the designated Incident Command Post.

Event Staff /Volunteers Requirements

1. Ensure the safety of all Visitors is of primary importance in any emergency situation.
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 Geneseo Police Department or designated spokesperson
5. Persons 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. Rescue personnel 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. In the event of an emergency, use your phone only for emergencies.

PRE-EVENT BRIEFING

APPARENT AUTHORITIES

Depending on the nature of the emergency, various entities will be signaled as responsible. Those designations will be outlined in this document. As situations escalate, authority and responsibility may need to be turned over to the higher agency in command. The general response flow chart shall be:

- Geneseo Chamber of Commerce Staff
- Geneseo Police / Fire Departments
- Henry County Sheriff's Office who will contact as needed:
- Other law enforcement/fire agencies as needed
- Henry County Office of Emergency Management who will contact as needed:

EVENT SCHEDULE

State Street Market 2025 MASTER SCHEDULE

Saturday, October 4th

5:00 a.m. Barricades Up, Roads Closed

5:00 a.m. – 10:00 a.m. Event Set Up

5:00 a.m. – 6:00 a.m. Vendor Marking on Street

6:00 a.m. – 9:00 a.m. Vendor Access Open for Set Up

9:00 a.m. Concrete barriers & picnic tables put in place

10:00 a.m. Market Opens

10:00 a.m. – 5:00 p.m. State Street Market 2025

10:00 a.m. – 1:00 p.m. LIVE MUSIC – Paxton Sherbyn

11:00 a.m. – 2:00 p.m. LIVE MUSIC – Bugz Benson

1:00 p.m. – 4:00 p.m. LIVE MUSIC – Chloe Mae

3:00 p.m. Concrete Barriers begin to be removed

4:00 p.m. Market Closes

4:00 p.m. – 6:00 p.m. Vendor Access Open for Tear Down and Event Tear Down

6:00 p.m. Barricades Down, Roads Open

Saturday, October 4, 2025, at 0500

State Street will be barricaded off from North Street to Exchange Street. Second and First Streets will be blocked off East and West of State Streets as indicated in the below map.

These streets will be barricaded off from 5:00 am to 7:00 pm on Saturday, October 4, 2025. **Public Works will place barricades and concrete protective barriers on corners Friday Morning. The Barricades will be set up and removed by STATE STREET MARKET volunteers on October 4th. Public works will remove the concrete protective barriers on October 4th starting at 4:30 pm.**

Food vendors and delivery trucks will be parked and allowed access to Second Street. There will be food trucks set up inside the barricaded area of State and Second Streets for the duration of the event.

At 05:00 hours STATE STREET MARKET volunteers will use barricades left at the designated intersections to block off the event area.

CHAMBER OF COMMERCE

The Chamber will place Port-A-Potty's at:

- Geneseo Home Furnishings +2 regular +1 ADA & Handwashing Station
- Behind old City Hall is NOT an option for restroom placement moving forward.
- Near Central Bank Admin Center (on gravel behind building facing tracks) +2 regular +1 ADA
- Restrooms at City Hall and Central Theater will be open for use during the event as well.

On Friday, October 3, 2025, the Chamber shall place no parking signs along State Street between North and Brown Streets indicating the date and time when vehicles must be moved from the roadway.

OFFICER BRIEFING

Officers are assigned to specific areas of the event, conducting specific functions. Officers should continually move about the crowds, and not congregate as a group. Please keep in mind, with the public's awareness of recent events, the public must feel safe throughout the night.

These streets will be barricaded off from 5:00 am to 7:00 pm Saturday October 4, 2025. State Street will be barricaded off from North Street to Brown Street.

The Police Department has contacted the Railroad and requested no train traffic between 10:00 am and 5:00 pm, with slow traffic for the entire event.

- Officers Vermeire and Ingle are scheduled on this day for patrol from 5:45 am to 5:45 pm. Officers should be aware of additional traffic and pedestrians in and around the State Street area.
- Sgt. Sleaford and Officer Calhoun scheduled to begin work at 5:45 pm and should maintain extra patrol in the area of State Street until all vendors have left the area.

Drones may be flown periodically throughout the event to check the rooftops for any potential threats. If any are detected, proper action shall be initiated.

Central Bank at Center and Exchange, along with the Victory Center (VIC) are designated as handicapped parking and will be marked.

There will be no alcohol sales within the event venue however patrons, at State Street bars within the barricades, will be allowed onto the event venue with alcohol. All alcohol brought into the venue shall be purchased at downtown bars. No coolers will be allowed. Individual bars in the downtown area will be selling alcohol to those patrons of their businesses over the age of 21.

Bars shall utilize plastic cups or plastic bottles when serving customers. No glass cups or bottles will be allowed outside the bar/tavern. If a visitor is observed in possession of a glass container, direct them to the place of purchase to obtain the proper container.

As with the current City of Geneseo guidelines, customers of the downtown bars will be able to purchase their alcohol at the establishment and carry it to the event venue. The event venue shall be construed as within the barricaded area shown in the attached map. Officers should just inform anyone drinking outside the venue area of the rules and waiting to reach the venue to consume their drink.

A food court area will be set up on Second Street and State Street. Food vendors and delivery trucks will be parked and allowed access to this area for food/supply deliveries. There will be food trucks and tents set up inside the barricaded area for the duration of the event.

The Geneseo Chamber of Commerce and the Police Department will have a 10 x 10 tent set up in the area of State and First Streets. This area shall be the main staging area for police officers.

WEATHER FORECAST

Sat 04

Day

78° 

💧 31%
➡ WSW 10 mph

A shower or two around the area in the morning, then partly cloudy in the afternoon. High 78F. Winds WSW at 5 to 10 mph. Chance of rain 30%.

Night

51° 

💧 24%
➡ NNW 6 mph

Partly cloudy skies. Low 51F. Winds NNW at 5 to 10 mph.

💧 Humidity
59%

☀ UV Index
5 of 11

☀ Sunrise
7:00 am

🌄 Sunset
6:37 pm

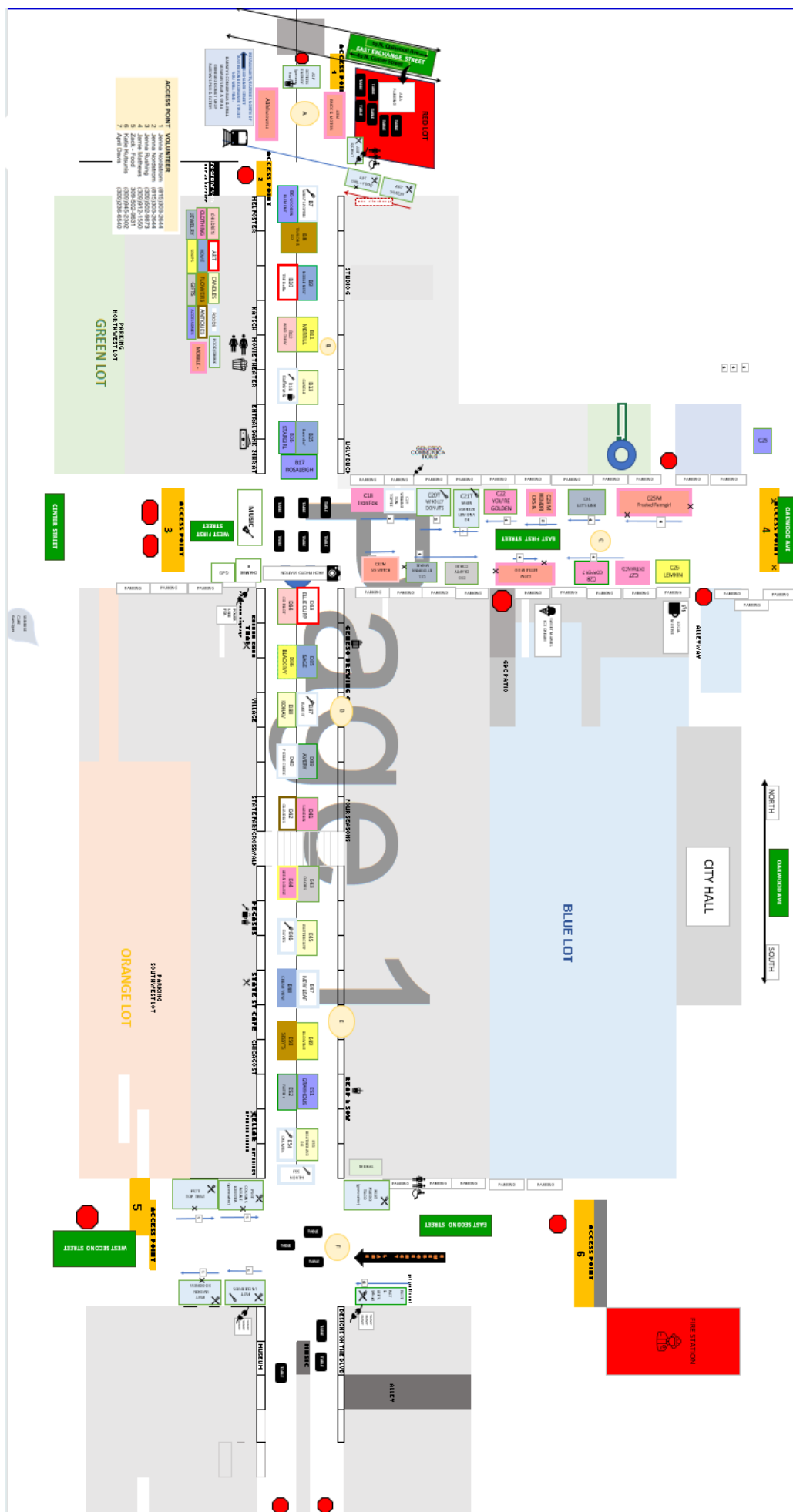
💧 Humidity
78%

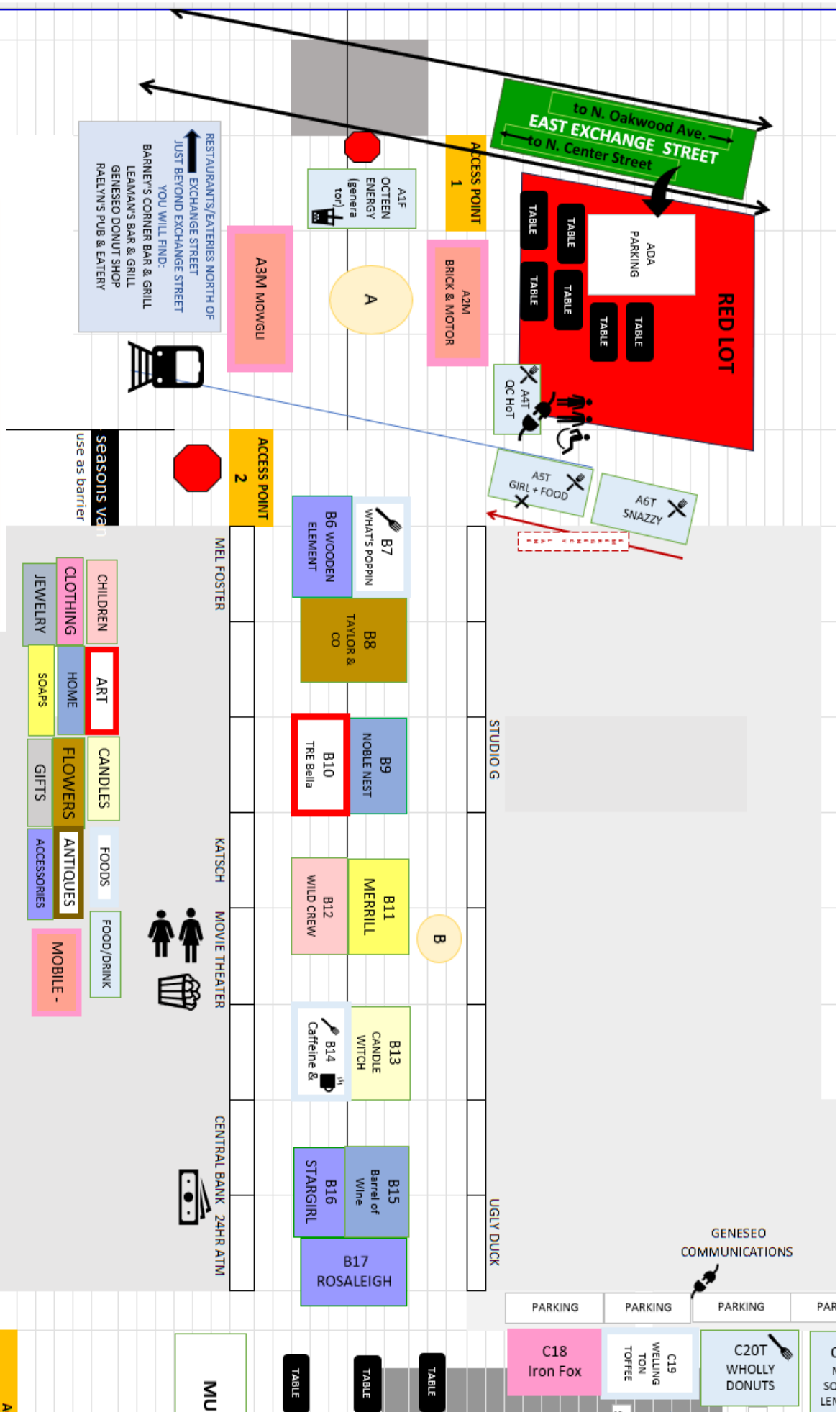
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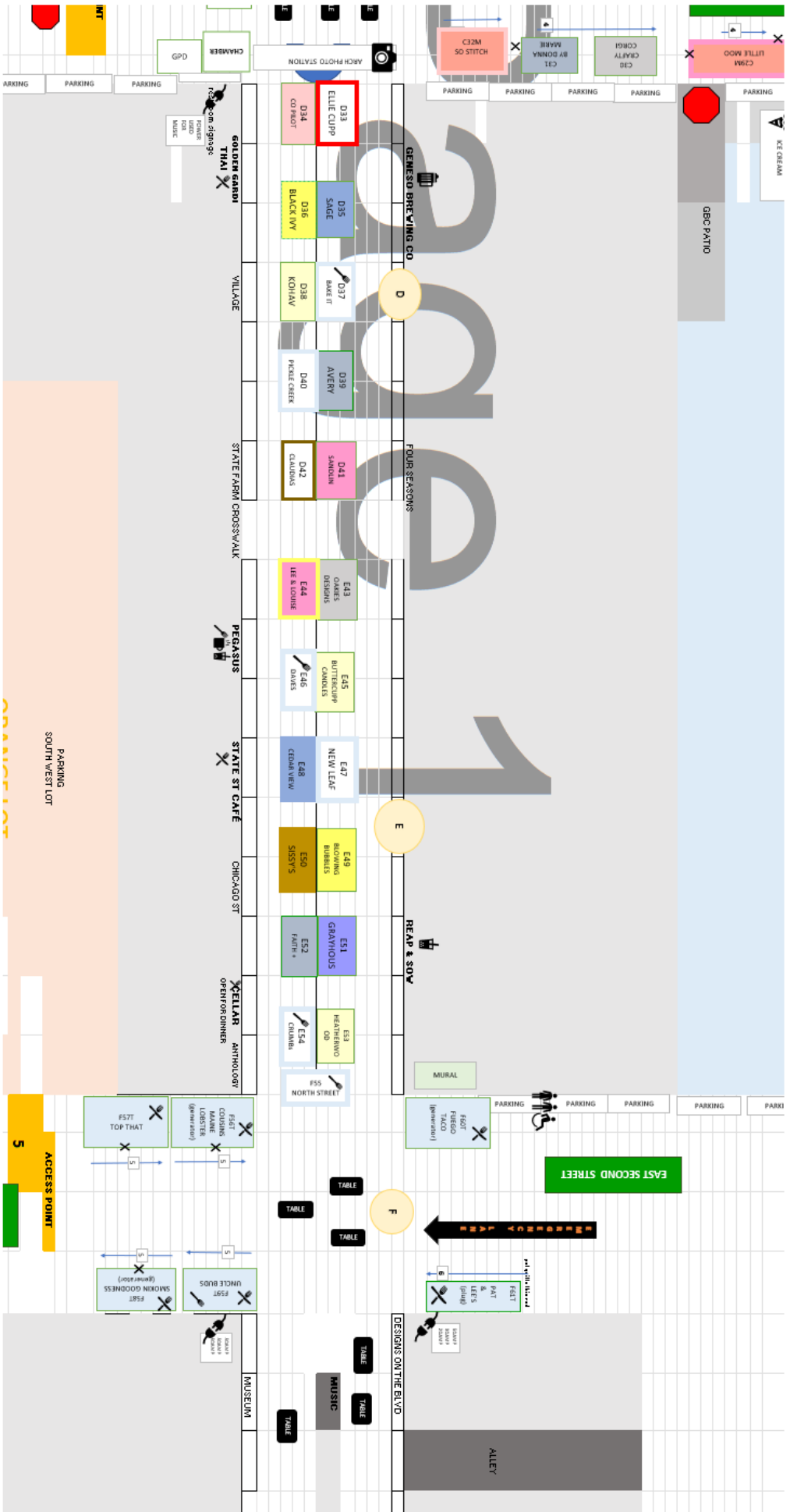
🌑 Moonrise
5:27 pm

🌑 Moonset
3:51 am

🌒 Waxing Gibbous









2025 STATE STREET MARKET

VENDORS

BRICK & MOTOR A2M
 MOWGLI OUTFITTERS A3M
 WOODEN ELEMENT B6
 WHAT'S POPPIN QC POPCORN B7
 TAYLOR & CO. FLOWERS B8
 THE NOTABLE NEST B9
 TREBELLA ART B10
 THE MERRILL SOAP COMPANY B11
 WILD CREW CLOTHING B12
 CANDLE WITCH COMPANY B13
 BARREL OF WINE DESIGNS B15
 STARGIRL DESIGNS B16
 ROSALEIGH EMBERS B17
 IRONFOX CLOTHING C18
 WELLINGTON TOFFEE C19
 YOU'RE GOLDEN CO C22
 HENDRICK + HAARS C23M
 LET'S LINK JEWELRY C24
 FROSTED FARMGIRL C25M
 LEMKIN GARDENS C26
 ENTWINED C27
 COPPER SEVEN C28
 LITTLE MOO BOUTIQUE C29M
 THE CRAFTY CORGI C30
 DESIGNSBYDONNAMARIE C31
 SO STITCH BOUTIQUE C32M
 ELLIE CUPP D33
 COPILOT CLOTHING COMPANY D34
 THE SAGE SHAMROCK D35
 BLACK IVY APOTHECARY D36
 I BAKE IT THAT WAY D37
 KOHAV CANDLE COMPANY D38
 AVERY MCCOY COLLECTION D39

VENDORS

PICKLE CREEK HERBS D40
 SANDLIN D41
 CLAUDIA'S ANTIQUES D42
 OAKIE'S DESIGNS LLC E43
 LEE & LOUISE E44
 BUTTERCUPP CANDLES E45
 DAVE'S COFFEE CAKE E46
 NEW LEAF TEAS E47
 CEDAR VIEW FARMS LLC E48
 BLOWING BUBBLES SOAPERY E49
 SISSY'S SENSATIONAL SUCCULENTS E50
 GRAYHOUSE CREATIONS E51
 FAITH & FINDINGS E52
 HEATHERWOOD CANDLE CO. E53
 CRUMB(S) E54
 NORTH STREET TREATS F55

LIVE MUSIC

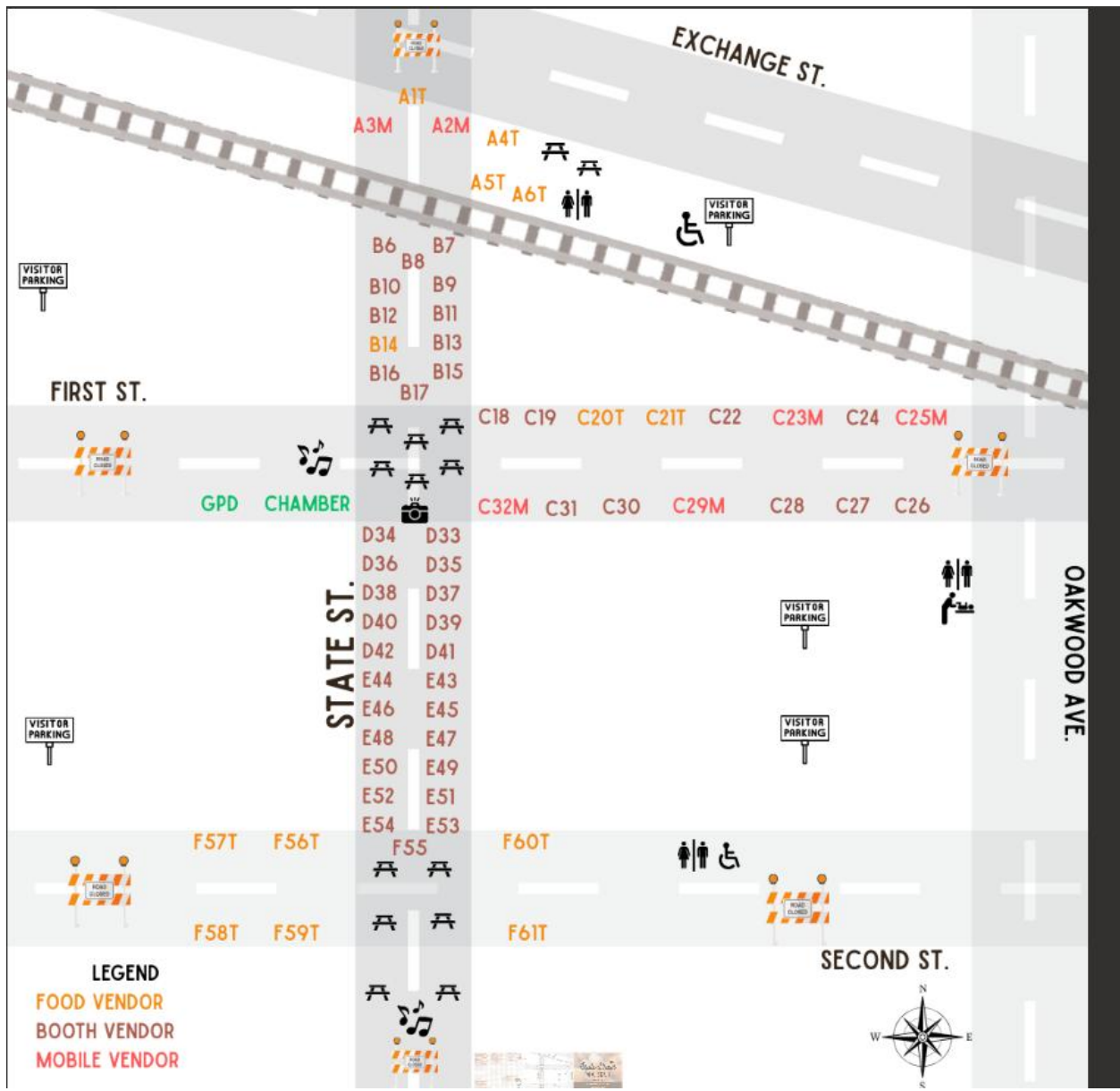
PAXTON SHERBEYN
 10:00 A.M. - 1:00 P.M.
 BUGS BENSON
 11:00 A.M. - 2:00 P.M.
 CHLOE MAE
 1:00 P.M. - 4:00 P.M.



FOOD/BEVERAGE

OCTEEN ENERGY A1T
 QC HOTDOG GUY A4T
 GIRL + FOOD A5T
 SNAZZY'S LEMONADE A6T
 CAFFEINE & CARBS B14
 HOLEY DONUTS GALVA C20T
 MAIN SQUEEZE LEMONADE C21T
 COUSINS MAINE LOBSTER F56T
 TOP THAT F57T
 SMOOKIN GOODNESS F58T
 UNCLE BUD'S APPLE CIDER SLUSH F59T
 FUEGO TACOS F60T
 PAT & LEA'S F61T





VENDORS

Business Name	Name	Address	Phone	Email	Type of food sold
Pat & Lea's	Pat Jones	9334 N 1300th Ave Osco, IL 61274	309-522- 5150	patnlea@yahoo.com	Meat
Edna Joe's Tacos	Edna Espinosa		309-525- 1729	ednajo71@gmail.com	tacos
Hot Dog Guy	Randl Besse	10 Buffalo Court LeClaire, IA 52753	(563) 508- 6226	gchotdogguy@gmail.com	hot dogs
Uncle Bud's	Brian Seals		563-349- 7890	brianseals@wasteco.com	slushies
Snazzy's Lemonade	Rusty Smet	408 nw 3rd ave Aledo, IL 61231	563-506- 0580	Smetr333@yahoo.com	lemonade and hand dipped corn dogs
Fuego Taco	Brian Garcia	148 12th St. Silvis, IL 61282	309-750- 3502	fuegotaco2021@gmail.com	Tacos
Caffeine & Carbs	Kelly Wolf	1225 S. Oakwood Ave. Geneseo, IL 61254	309-944- 3400	kelly@caffeinecarbs.com	Pastries & coffee
Main Squeeze	Delainey Chandler	119 S. Park Ave. Geneseo, IL	309-428- 0436	themainsqueeze.qc@gmail.com	lemonade and hand dipped corn dogs
Top That	Jenni Davis	Toulon, IL 61483	309-397- 7671	info@top-that.com	Mac & Cheese, potato bowls

I BAKE IT THAT WAY	Nicole Rubitsky	727 S Olive St Geneseo IL 61254	309-945- 5870	ibakeitthatway@gmail.com	Cookies, cakepops , cupcakes, specialty baked goods
North Street Treats	Jill Gephart	111 W North St	309-502- 9281	northstreettreats@yahoo.com	Baked goods: Gluten Free,

		Geneseo			Vegan, Traditional. Breads, cupcakes, cookies, granola, truffles, bars.
What's Poppin QC Popcorn & Sweets	Missy Sweeney	3671 31st avenue rock island IL	309-644-0174	whatspoppinqc@yahoo.com	Gourmet popcorn, sweet treats, candy, cotton candy and cookies.
CRUMB(s)	Chris White	19900 E 800th St. Geneseo, IL 61254	309-230-6628	Crumbs.Geneseo@gmail.com	Sourdough bread and other sourdough baked treats.
Wellington Toffee	Kevin Kellums	400 4th St W	563-370-8177	info@wellington-toffee.com	Handmade toffee (various flavors), handmade caramels, handmade clusters, popcorn, other confectionaries
The Shameless Chocoholic	Rebecca Burns	2248 State St, Bettendorf, IA, 52722	563-844-2036	Rebecca@shamelesschocoholic.com	Handmade caramel apples. Fudge, caramels, cookies, rice krispy treats,

					smares, ect
Bakes With Butters	Abigail Decker	818 Stone Church Ln. Geneseo, IL 61254	515-205-2752	abigailtornell@gmail.com	I will sell sugar cookies decorated with royal icing.
Daves Coffee Cakes	David R Barajas	Po Box 898, Rock Falls, IL 61071	815-441-4095	Davescakes76jgu@gmail.com	9" Prepackaged Coffee Cakes
Pickle Creek Herbs	Jocelyn Engman	104 S 3rd St Fairfield, IA 52556	319-541-1676	jocelyn@picklecreek.com	We make artisan-infused olive oils and vinegars, soaps, salves, and balms using the herbs, garlic, peppers, berries, and other fruits we grow on our family farm in SE Iowa.

ELECTRIC - Friday, October 3, 2025

SW corner State and 2nd-

Five 50 amp 220 outlets

Multiple 110-amp outlets

SE corner State and 2nd

50-amp 240 outlet

30-amp 120 outlet

GFCI 110-amp outlet

Railroad track area

Two 50-amp outlets

Ten 110-amp outlets

Business Name	size/shape	electric info.	
Pat & Lea's	food truck - 25'	needs big electric(220V)	State and E. Second
Edna Joe's Tacos	10'x10' tent	need to be able to plug in 3 roasters and a crock pot	Geneseo Communications
Hot Dog Guy	20'x10' tent/hot dog cart	standard 110V hookup	Central Bank
LeClaire Kettle Corn Co.	15'X15' tent	No electric required	Vendor CANCELLED
Uncle Bud's	food truck - 20'	standard 110V hookup	State and W. Second
Mi Oaxaca	food truck - 25'	needs big electric(220V)	State and W. Second
NOSH	10'x10' tent	No power needed	State and E. Second
Snazzy's Lemonade	food truck - 20'	50-amp, 240-volt, has a generator	Geneseo Communications
Fuego Taco	food truck - 25'	needs big electric(220V)	State and W. Second

Saturday, October 4, 2025

Run an electrical cord to the stage at First and State Streets. A cable floor protector will cover the cord along the pedestrian walking areas.

PUBLIC WORKS - Friday, October 3, 2025

On Friday, October 3, 2025, Public Works will place the listed barricades at the following locations on the median. Locations are marked on the below map.

- State Street- South of Exchange
 - One (1) Class II Barricade
 - Three (3) A-Frame Barricades-
 - Two (4) concrete barriers
- State Street alleys at the railroad tracks
 - One A-Frame Barricades- Southwest side
 - One A-Frame Barricade- Southeast side
 - One A-Frame Barricade- Northwest side
 - One A-Frame Barricade- Northeast side
- First Street South Alley behind 109 State Street
 - One A-Frame Barricades
- Oakwood Ave & First Street
 - Three (3) concrete barriers
 - Three (3) A-Frame Barricades
- N. State Street & First Street west side near the alley
 - Two (2) concrete barriers
 - Ten (10) Pitagon barriers
 - Three (3) A-Frame Barricades
- S. State Street & Second Street East side near the alley
 - Two (2) concrete barriers
 - Ten (10) Pitagone barriers
 - Three (3) A-Frame Barricades
- S. State Street & Second Street West Side Near Alley
 - Three (3) concrete barriers
 - Three (3) A-Frame Barricades
- Alley between 217 and 223 State Street
 - One A-Frame Barricades
- S. State between North and Second Street Southbound
 - Two (2) concrete barriers
 - Two (2) A-Frame Barricades-
- S. State between North and Second Street northbound

- One (1) Class II Barricade
- Two (2) A-Frame Barricades-
- Two (2) concrete barriers

2- Class II Barricade



25- A-Frame Barricade-

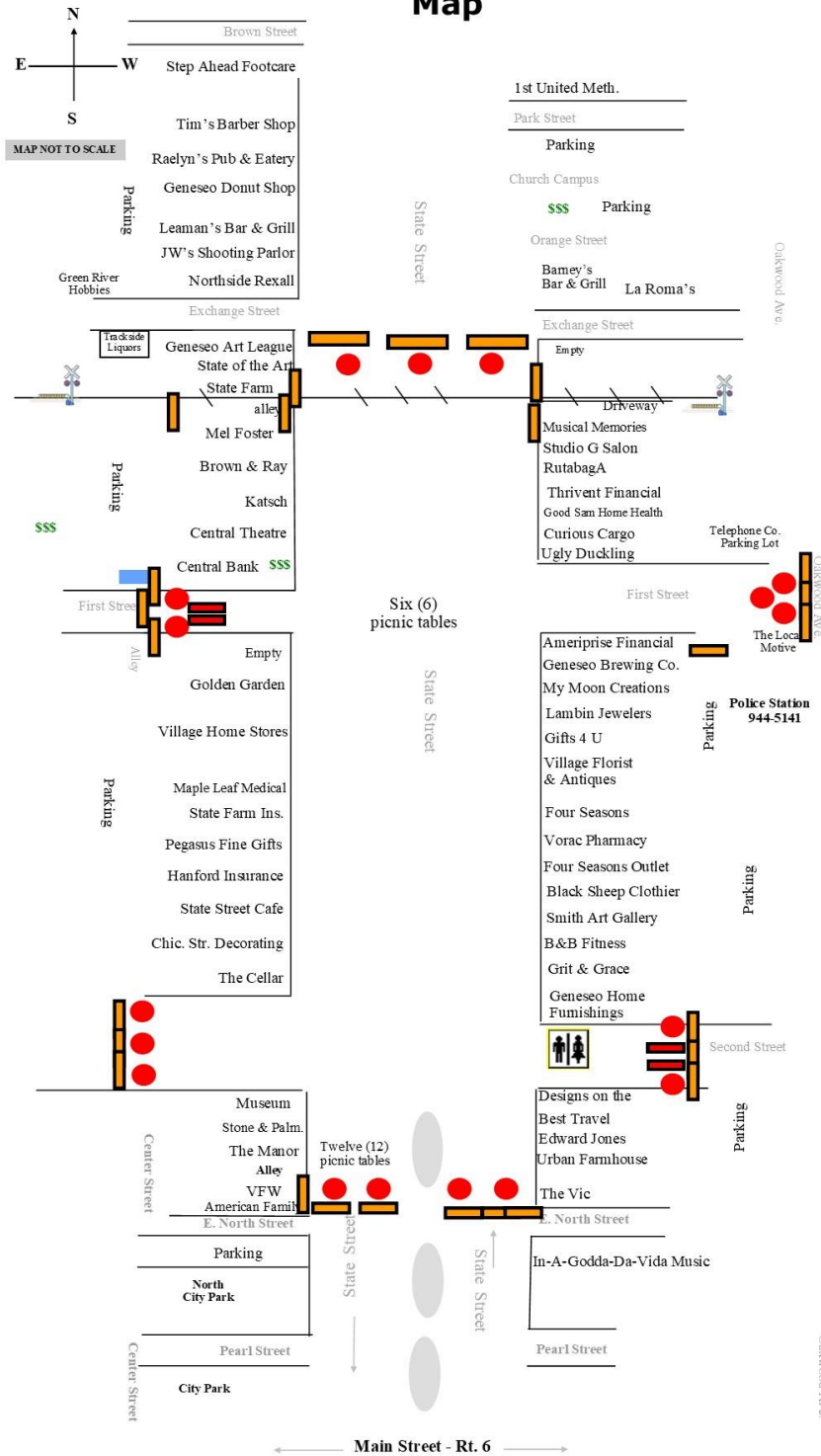


20- Pitagone Barrier

18- Concrete Barrier



Downtown Map



Saturday, October 4, 2025 at 05:00 am

State Street Market (SSM) Volunteers –

Barricades- At 05:00 hours SSM volunteers will begin to close streets using barricades left at the designated intersections to block off the event area.

Volunteers should block all streets as indicated South of Exchange Street. At this time the remaining barricades should be set up by SSM volunteers.

At the conclusion of the event SSM volunteers will remove barricades and place them on the side of the street.

Vendor Trash-

TPA volunteers will ensure that all vendor trash (boxes, large garbage bags, etc,) are removed from the area by the vendors.

Volunteer Directions

SSM 2024

Attached: Birds eye view map, detailed view of your Access Point/Pod, Jenna N graphical map, Jenna N listing of names and space, Jenna R detailed view of entry times

1. Wednesday – please text all of your VENDORS to touch base so they have your contact information.
2. Saturday morning – arrive at _____
3. You will be in charge of everyone entering at your access point
4. Problems call Zack or Jenna Rushing or Katie Kutsunis
5. Stay until all vendors have UNLOADED and REMOVED their vehicles.
6. Bring a flashlight

ACCESS POINT	VOLUNTEER	
1	Jenna Nordstrom	(815)303-2644
2	Jenna Nordstrom	(815)303-2644
3	Jenna Rushing	(309)502-9873
4	Jamie Mathews	(309)912-1550
5	Zack - Food	309-502-9631
6	Katie Kutsunis	(309)945-2302
7	April Davis	(309)236-6540

POLICE DEPARTMENT-

INCIDENT COMMAND SYSTEM AND EVENT COORDINATION

The Geneseo Chamber of Commerce is ultimately responsible for all events and functions held during the STATE STREET MARKET, or events 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 highest ranking official with the Geneseo Police Department onsite will serve as the 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, a Chamber representative, or Event Coordinator, work with the Incident Commander in the Liaison Officer role.

In the event of an emergency, the following resources will be (on/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 persons authorized by the Incident Command shall be permitted within the Incident Command Post

Incident Command Post Staff:

- Incident Commander
- PIO
- Safety Officer
- Liaison Officer (Geneseo Chamber of Commerce Committee Member)
- Operations Chief

LINES OF AUTHORITY/ORDER OF SUCCESSION

1. The line of succession for the event coordination of State Street Market is as follows:
 - a. Zack Sullivan, Chamber Director, W- 309-944-2686 Cell- 309-502-9631
 - b. Jessica Reece, Chamber Admin. Assistant, W- 404-886-1281 Cell
 - c. Name, Position, Home, Work and Cell
2. If there is an absence, disability, or incapability of the Event Board 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.

STAFF AND VOLUNTEER ACCOUNTABILITY

EMERGENCY FUNCTIONS

1. Incident Command Post

The Incident Command Post for the event operations will be at:

- Initial- Police Department tent in the area of State and First Streets
- Primary- Geneseo Police Department
- Secondary- Geneseo High School Administration

- a. Event staff and volunteers will communicate using private cellular phones. (see attached contact list)
- b. Incident Command and the Event Coordinator/Board will communicate by using private cellular phones. (see attached contact list)
- c. The Event Coordinator/Board will maintain a communications link on the grounds to/and with the Geneseo Police Department Communication Center.
- d. The Geneseo Police Department will communicate emergency information with spectators/attendees as outlined below.
- e. In the event an emergency occurs the Event Coordinator/Board 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 to disseminate emergency warnings and notifications 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 to three minutes
- g. The Board or Event Sponsor, or their designee, shall answer all follow-up inquiries from news media regarding the situation, but only in regard to event inquiries. Information about emergency response agencies shall be provided by their respective Public Information Officer(s).

State Street will be barricaded off from North Street to Exchange Street. Second, First, and Exchange streets will be blocked off East and West of State Streets as indicated in the attached map.

These streets will be barricaded off from 5:00 am to 7:00 pm Saturday, October 4, 2025. Public Works will place barricades on corners Friday Morning. The Barricades will be set up and removed by State Street Market volunteers on Saturday October 4, 2025 beginning at 5:00 am.

Officers Vermeire and Ingle will be working their regular shift from 05:45 to 17:45.

Officers should patrol the area of the State Street event and provide any traffic control assistance needed by the Chamber and State Street Market staff.

Officer -0----- will be working overtime from 9:00 am to 5:00 pm. Is assigned to walking patrol in the area of State Street Market.

Officer -----r will be working overtime from 11:00 am to 5:00 pm. Is assigned to walking patrol in the area of State Street Market.

Sgt. Sleaford and Officer Calhoun will be working 05:45 to 17:45 hours to patrol the event venue. **Henry County Auxiliary two officers** may provide an officer to assist at this location.

Auxiliary Officers need to be teamed up with a full-time officer during this event. The officers working this detail should continually patrol on foot and remain highly visible to participants and guests.

PUBLIC WORKS –

8:00 am-

Public Works will deliver 6 picnic tables to the intersection of State and First Streets and 6 picnic tables along State Street and 2nd on the West side of the boulevard (Food Court).

An outside vendor (404 RENTS) will deliver 6 picnic tables to the intersection of State and Second Streets, along with 6 tables to the Central Bank Pavillion.

Public Works will place the 12 trash cans in the area of the food court. (Chamber staff will place trash receptacles throughout the event area.

11:00 am - Chamber staff (Community Service Volunteers) will, throughout the event, ensure that trash cans are empty and available for visitors.

4:00 pm-

Public Works will pick up the 12 picnic tables and 12 trash cans.



CITY of
GENESEO

Where the *future* grows.

EVENT MANAGEMENT PLAN CHECKLIST AND GUIDE

115 S. Oakwood Avenue, Geneseo, IL 61254
Tel: 309-944-6419 Fax: 309-944-8254

Email: cityofgeneseo@cityofgeneseo.com

Event Management Plan

MUST INCLUDE EVENT SITE MAP

Knowing what to do in an emergency is a key factor that saves lives. For each type of scenario envisaged, there needs to be a planned set of actions to be taken by all those who are allocated responsibility.

EVENT DETAILS

Event Place & Time Name of Event:

Dates of Events:

... Saturday, October 4th, 2025- 5:00 am to 7:00 pm

Location of Event:

Address: *State Street area*

Details of Venue example: indoor/outdoor, city property:

..... *Various Venues, see attached site plan maps*

Details of how your event will run, including details of all activities:

..... *See attached plan*

.....

.....

.....

.....

ATTACH ADDITIONAL PAGES AS NEEDED

BARRICADES NEEDED ☒

POLICE PRESENCE REQUESTED ☒

NEIGHBORS NOTIFIED ☒

Estimated Number of People expected to attend: *5,000 – 7,000*

Date and Time Set Up Commences: *October 4, 2025, 5:00 am*

.....

Date and Time Event starts or is open to the public: *October 4, 2025, 10:00 am*
.....

Date and Time Event Finishes: *October 4, 2025, 5:00 pm*
pm.....

Date and Time dismantling commences and anticipation conclusion time: *October 4, 2025, 7:00*
pm

MULTI-DAY EVENTS- lists dates and times:

1.2. Event Manager Details:

Event Manager: *Zack Sullivan* -.....

Address:*Geneseo Chamber of Commerce*.....

Phone (Work): *309-502-9631* Phone (Home): 309-944-2686

Contact During Event: Phone: *309-502-9631* Mobile: *309-502-9631*

INSURANCE

Insurance Details

A copy of your Certificate of Insurance of applicable is required to be included with this form.
The City of Geneseo must be listed as a certificate holder.

PREVIOUSLY PROVIDED TO THE CITY- ON FILE

THE VENUE

Site Plan

Attach a map of parade routes, and/or site setup plan to Include meeting points for emergency services. (see attached example in addendum)

What type of equipment will be used/placed **on City property** during the event?



Sound System



Electrical Equipment



Platform / Stage



Table & Chairs



Cooking Apparatuses



Tents (Dimensions)



Other multiple trash receptacles- are located 1st and 2nd streets, in the alleys near parking lots. of the parking lot for vendors and City staff. All boxes and other refuse from vendors shall be placed into trash receptacles.

CONTINGENCY PLAN

For things that can go wrong, what are your contingency plan details? (Adverse weather, change in public orders, etc...). List any perceived issue and plan to address the issue.

EMERGENCY WEATHER RESPONSE (Rain Date October 6, 2025)

Heavy Rains- Majority of events cancelled/postponed other than:

Dangerous lightning- Evacuate participants to shelters, or their vehicles.

Severe Thunderstorms

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

Common hazards from severe thunderstorms 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 NOAA website is a resource for monitoring weather along with the local media.

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 the Event Coordinator/Board and public safety personnel.
- b. The Geneseo Police Department and the Event Coordinator/Board will notify their volunteers and attendees by established communication methods of the watch.
- c. Incident Command and the Event Coordinator/Board will assess which events are scheduled during the watch time period and the potential impact on the schedule if shelters are required.
- d. Incident Command and the Event Coordinator/Board reviews the plans for Severe Thunderstorm Warning and solve any issues if sheltering is required.
- e. Incident Command and the Event Coordinator/Board monitor the radar and watch the weather.

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 Henry County, the Incident Commander will assess if the event is in the path of the storm and notify the Event Coordinator/Board.
- b. The Event Coordinator/Board 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 police radio.
- d. The Geneseo Police Department and the event staff personnel will announce on the (communication method) of the Severe Thunderstorm Warning to all attendees.

...In the unlikely event of an emergency, an announcement will be made to the visitors, staff and vendors via the band sound systems. Chamber volunteers will

further move through the visitors to verbally notify them of the evacuation. A request will be made to the Geneseo Police Department to utilize the CODE RED emergency notification system to further warn individuals in the area. A Facebook post will be made as soon as possible indicating the evacuation and concerns.....

e. Incident Command Post staff and Event Coordinator/Board 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 the Event Coordinator/Board. Event staff can notify the attendees to return from the shelter location.

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:

- i. • Flying debris including cars
- ii. • Destroyed buildings
- iii. • High potential for injuries and fatalities
- iv. • Blocked roads preventing travel

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

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 the Event Coordinator/Board and public safety personnel of the warning.
- b. The Event Coordinator/Board will notify their volunteers and attendees by communication method in this plan.

...In the unlikely event of an emergency, an announcement will be made to the visitors, staff and vendors via the band sound systems. Chamber volunteers will further move through the visitors to verbally notify them of the evacuation. A request will be made to the Geneseo Police Department

to utilize the CODE RED emergency notification system to further warn individuals in the area. A Facebook post will be made as soon as possible indicating the evacuation and concerns.....

c. The Incident Commander and the Event Coordinator/Board will assess which events are scheduled during the watch time period and the potential impact on the schedule if shelters are required.

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

e. The Incident Commander and the Event Coordinator/Board reviews the plans for Tornado Warning and solve any issues if sheltering is required.

f. The Incident Commander and the Event Coordinator/Board monitor the radar and weather watch.

Tornado Warning

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

a. Upon notification of the Tornado Warning for Henry County, the Incident Commander will assess if the event is in the path or near the storm and notify the Event Coordinator/Board.

b. The Event Coordinator/Board will notify event staff by the communication method listed in this plan and to activate the sheltering plan.

c. The Incident Commander will notify public safety personnel by the communication method listed in this plan.

d. Event staff will announce on the communication method listed in this plan of the Tornado Warning to all visitors and direct them to the shelters located in this plan.

...In the unlikely event of an emergency, an announcement will be made to the visitors, staff and vendors via the band sound systems. Chamber volunteers will further move through the visitors to verbally notify them of the evacuation. A request will be made to the Geneseo Police Department to utilize the CODE RED emergency notification system to further warn

individuals in the area. A Facebook post will be made as soon as possible indicating the evacuation and concerns.....

e. Incident Command staff and Event Coordinator/Board must take shelter five minutes before the storm arrives and monitor the weather or 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 WEATHER NOTIFICATION ANNOUNCEMENTS

SEVERE THUNDERSTORM WATCH (ADVISORY) "Attention all Geneseo 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 advised of further developments. (REPEAT TWICE) SEVERE

THUNDERSTORM WARNING (ACTION) "Attention all Geneseo Visitors and Volunteers. The Planes, Trains and Automobile event area 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 designated shelters as directed by event staff and fire responders. (REPEAT TWICE)

TORNADO WATCH (ADVISORY) "Attention all Geneseo 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 Geneseo Visitors and Volunteers. Planes, Trains and Automobile event area is now being evacuated. Henry 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 Geneseo Visitors and Volunteers, Henry County may be experiencing severe weather later in the

day. Please be aware of changing weather conditions. We will keep you advised of further developments. (REPEAT)

GENERAL SEVERE WEATHER EVACUATION ORDER (ACTION) "Attention all Geneseo Visitors and Volunteers, Planes, Trains and Automobile event area 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)

EVACUATION PROCEDURES

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 State Street Market 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 2-5 minutes for visitors and volunteers to walk to the location and take shelter.

d. A decision to evacuate must be made as soon as possible, but no more than 20 minutes before any severe weather impacts the event grounds to allow time for visitors, volunteers, and public safety to shelter. Failure to evacuate places people lives at risk.

e. Minors without adult supervision and other 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:

g. Describe where emergency shelter(s) will be provided at the event.

1. *State Street area- Inside open businesses or City Hall/Police Department*
2. *Central Bank Pavilion- Inside Raelyn's / Barney's / Leamen's*

3. Geneseo Brewing Company- Inside establishment

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

Mark on your site plan the location of emergency shelter.

Emergency Vehicle Evacuation- See site maps.

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SHOW ON MAP INGRESS AND EGRESS FOR EMERGENCY VEHICLES

MEDICAL EMERGENCY

- a) Onsite medical care is under Event Board or Incident Command is provided by Geneseo Ambulance Service and medical personnel are located at Second Street and Oakwood Avenue.
- b) A first aid tent/stand is at the Chamber / Police tent on State and First Streets.
- c) Paramedic First Responders and Geneseo Ambulance will respond to medically dispatch 911 phone calls at the event.
- d) Geneseo Police will monitor radio traffic and restrict traffic to allow the First Responders and Gold Cross onto and off the premise.
- e) Patients requiring additional medical attention are transported by Geneseo Ambulance or a mutual aid agency to either Hammond Henry Hospital or Illini Genesis Hospital in Silvis Illinois.
- f) Trauma patients are transported to Illini Genesis Hospital in Silvis Illinois or OSF St. Francis, Peoria, Illinois.

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:
 - a. ♣ Your name
 - b. ♣ Location of the emergency
 - c. ♣ Any available details of accident or illness
- b. Contact the Event Coordinator/Board by personal cellular telephone.

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) can be requested by contacting 911.

Air Medical Transport

a) In cases of a medical emergency requiring air medical transport, the Incident Commander will notify the Communication Center to request Med Force (or mutual agency) for air transport.

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

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

BOMB THREAT

In the event that 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:

- a. ♣ Where is the bomb?
- b. ♣ When will it go off?
- c. ♣ What does the bomb look like?
- d. ♣ Why was the bomb put there?
- e. ♣ How did the bomb get there?

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

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

d. d. Contact 911 and then notify the Event Coordinator/Board.

- e. If a local area search is directed, Incident Command 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 Incident Command).

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

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 Public Safety personnel.

a) Non-Emergency

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

- a. Notify Event staff or Public Safety personnel
- b. Do not argue with him/her.
- c. 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.
- d. Keep distance between yourself and the individual.
- e. Become aware of escape routes.
- f. Be ready to summon Law Enforcement if the situation escalates to an emergency situation.

b) Contact 309-944-5141 to report non-emergency events involving suspicious activity that is not life threatening.

a) 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 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.

TRAFFIC AND PEDESTRIAN MANAGEMENT

Traffic Management

If directed by the City, the organizer shall develop a Traffic Management Plan for this event.

Guidance should be obtained by consulting with the Police Department in the development of this plan.

PARKING:

	Location	Number of spaces	Contact person and cell phone number
EMERGENCY VEHICLES (Police, Fire, Ambulance)	<i>Second Street between Oakwood and State</i>		
DISABILITY / HANDICAPPED PARKING	<i>Victory Center and Central Bank @ Center and First</i>		
GENERAL PARKING	<i>State Street Parking lots</i>		
KEY STAKEHOLDERS	<i>Northbound Center Street and Springfield Armory lot 2nd & College</i>		
OVERSPILL			

Road Closures *(Minimum 14 days prior to event)*

Street: *State Street*From North Streetto..... *Exchange Street*

Do you require any roads to be closed for the event: **YES** NO

Barricades Needed? **YES** NO N/A

Location barricades needed *See attached site plan map and explanation*

Show locations of barricades on site plan map.

Adjoining Properties

Have adjoining property occupants been contacted regarding the proposal for this event?

YES NO

If the event is likely to impact in any way on these adjoining properties – e.g. noise, extra cars, road closures, it is necessary that you contact the neighboring occupants prior to filing for event.

Incident Control Center

Ensure the Incident Control Center is clearly marked on your Site Plan and detail where First Aid station, if any, will be supplied.

Ensure exit/evacuation points and fire extinguishers are clearly marked on the site plan if applicable.

How will communication be conducted on the day of the event with event officials?

Event organizers and staff will maintain a central area for information, emergency communications and event contacts. This area will be located on State Street inside a clearly marked tent.

How will communication be conducted with the public?

The Chamber will communicate emergency announcements through public address systems utilized by bands, social media posts, and CODE RED emergency notification system.

How will communication be conducted in the event of an incident e.g. portable handheld radios / mobile phones?

Event personnel (Chamber) will utilize cellular telephones for communications throughout this event. See attached cellular telephone list for numbers.

If required, who will request further police and other emergency services assistance?

..... The overall point of contact during this event will be the Chamber Director, however any employee, vendor, volunteer or member of the Chamber will be authorized to notify emergency services should they be required. If time allows, Emergency Services should contact the event organizer in the event assistance is needed from the staff of this event.....

FIRE EVENT

a. Upon discovery of a fire, call 911 from a safe area and provide the following information:

1) your name

2) where the fire is located

3) details of fire emergency.

b. Contact the Event Coordinator/Board.

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

d. Incident Command will send Fire Fighters or Police Officers to the location to assist in controlling the scene

Fire Fighting Equipment

Will portable fire protection equipment be strategically located throughout the venue for initial attack of the fire by the public and/or safety officers? **YES** **NO**

The Police Department will provide the Chamber with fire extinguishers which will be placed at the Information Tent to be used in the event of a fire.

Food vendors are required to have on-site fire extinguishing equipment. This equipment is the responsibility of each individual vendor.

If so, mark their location on the site map.

Lost Property / Lost Children

What arrangements have been made for lost or stolen property and lost children?

In the event of a lost child, the organizer shall contact the Geneseo Police Department and/or notify officers at the event. The responsibility of the lost property or child shall be handled by the Geneseo Police Department.

In the event a child is located without a parent, the organizer shall contact the Geneseo Police Department and/or notify officers at the event, the child shall be brought to:

State Street - Information Tent

In the event of a found child, a public address shall be made over the stage speakers to notify the parent/guardian.

Children shall be left in the care of the police department until the child is returned to the parent/guardian.

Show location on the site map.

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.

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/Board who will request an Officer to 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 Lost Child Recovery Center 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 immediately successful, the Officer shall radio the 911/Communication Center to notify authorities of a missing child and request additional assistance in the search.
- The designated "Lost Child Recovery Center" will be the Police Department / Chamber Tent in the area of State and First Street.

Found and Missing Persons Notification

1) FOUND CHILD/ADULT "Attention Geneseo visitors and event staff, 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 Geneseo 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)

Incident Reports All incidents are to be recorded in the following format:

(PLEASE COMPLETE ON SEPARATE DOCUMENT)

Name of Event:

Event Manager:

Date and Time of Incident	Description of Incident	Persons involved. Name, Address, Phone	Action taken

In the event of an incident, complete the incident report with the above format and forward it to the City Administrator at the conclusion of the event.

PUBLIC HEALTH

List of Vendors

Will you or other vendors at your event be selling any articles of food? **YES** NO

List of the food businesses and types of food being provided at the event:

VENDORS ENTRANCE LOCATIONS

Pod	Spot	Vendor	Size	Access	Load In	Load Out	Entrance Rd	Parking Lot	Contact Person	Contact Number
Pod A										
A	1	No Roots Boats	Mobile	1	8:00	9:00	Exchange St	Red	Jenna Nordstrom	(815)303-2644
A	2	Brick & Motor	Mobile	1	7:00	8:00	Exchange St	Red	Jenna Nordstrom	(815)303-2644
A	3	Mowlg Outfitters	Mobile	1	7:00	8:00	Exchange St	Red	Jenna Nordstrom	(815)303-2644
A	4T	Edna Jo Tacos	Food	2	8:00		S Center St	Red	Jenna Nordstrom	(815)303-2644
A	5T	Snazzy Lemonade	Food	2	7:30		S Center St	Red	Jenna Nordstrom	(815)303-2644
Pod B										
B	6	Bakes with Butter	Full	2	7:30	8:00	S Center St	Green	Jenna Nordstrom	(815)303-2644
B	7	Wooden Element	Full	2	7:30	8:00	S Center St	Green	Jenna Nordstrom	(815)303-2644
B	8	Taylor & Co	Full	2	7:00	7:30	S Center St	Green	Jenna Nordstrom	(815)303-2644
B	9	Noble Nest	Full	2	6:30	7:00	S Center St	Green	Jenna Nordstrom	(815)303-2644
B	10	Rozzy	Full	2	6:30	7:00	S Center St	Green	Jenna Nordstrom	(815)303-2644
B	11	Bramble	Full	2	6:00	6:00	S Center St	Green	Jenna Nordstrom	(815)303-2644
B	12	Wild Crew Clothing	Full	2	6:00	6:30	S Center St	Green	Jenna Nordstrom	(815)303-2644
B	13	Buttercup Candles	Full	3	6:00	6:30	First St	Green	Jenna Rushing	(309) 502 9873
B	15	Art By Ellie Cupp	Full	3	6:00	6:30	First St	Green	Jenna Rushing	(309) 502 9873
B	15	Barrell of Wine	Full	3	6:30	7:00	First St	Green	Jenna Rushing	(309) 502 9873
B	16	Linkt	Full	3	6:30	7:00	First St	Green	Jenna Rushing	(309) 502 9873
B	17	Songbird Lane	Full	3	7:00	7:30	First St	Green	Jenna Rushing	(309) 502 9873
Pod C										
C	18M	3 Pines	Mobile	3	6:30	7:00	First St	Blue	Jenna Rushing	(309) 502 9873
C	19M	Route96	Mobile	3	6:00	6:30	First St	Blue	Jenna Rushing	(309) 502 9873
C	20F	Main Squeeze	Mobile	4	6:00	6:30	Oakwood	Blue	Jamie Matthews	(309)912-1550
C	21	Iron Fox	Full	4	6:30	7:00	Oakwood	Blue	Jamie Matthews	(309)912-1550
C	22	Backyard Farms	Full	4	6:30	7:00	Oakwood	Blue	Jamie Matthews	(309)912-1550
C	23M	Frosted Farmgirl	Mobile	4	7:00	7:30	Oakwood	Blue	Jamie Matthews	(309)912-1550
C	24	Nest Modern Goods	Full	4	7:30	8:00	Oakwood	Blue	Jamie Matthews	(309)912-1550
C	25	Hair Haven	Full	4	7:30	8:00	Oakwood	Blue	Jamie Matthews	(309)912-1550
C	26M	Corn Crib	Mobile	4	8:00	9:00	Oakwood	Blue	Jamie Matthews	(309)912-1550
C	27	Runaway Rack	Mobile	4	8:00	9:00	Oakwood	Blue	Jamie Matthews	(309)912-1550
C	28	Liv Thai	Full	4	7:30	8:00	Oakwood	Blue	Jamie Matthews	(309)912-1550
C	29	Kamber Elyse	Full	4	7:30	8:00	Oakwood	Blue	Jamie Matthews	(309)912-1550
C	30M	Little Moo	Mobile	4	7:00	7:30	Oakwood	Blue	Jamie Matthews	(309)912-1550
C	31	Pumkins and Baby Bugs	Full	4	6:30	7:00	Oakwood	Blue	Jamie Matthews	(309)912-1550
C	32	Designs by Donna	Full	4	6:30	7:00	Oakwood	Blue	Jamie Matthews	(309)912-1550
C	33M	Hendrick+Haars	Mobile	4	6:30	7:00	Oakwood	Blue	Jamie Matthews	(309)912-1550
C	34M	Mulberry + Honey	Mobile	3	6:00	6:30	First St	Blue	Jenna Rushing	(309) 502 9873
Pod D										
D	35	K&K Custom Wood	Full	3	7:30	8:00	First St	Orange	Jenna Rushing	(309) 502 9873
D	36	Copilot Clothing Co.	Full	3	7:30	8:00	First St	Orange	Jenna Rushing	(309) 502 9873
D	37	Red's Threads	Full	3	7:00	7:30	First St	Orange	Jenna Rushing	(309) 502 9873
D	38	Fawn berry Apothecary	Full	3	7:00	7:30	First St	Orange	Jenna Rushing	(309) 502 9873
D	39	Bake it That Way	Full	3	6:30	7:00	First St	Orange	Jenna Rushing	(309) 502 9873
D	40	Aster+Indigo Candles	Full	3	6:30	7:00	First St	Orange	Jenna Rushing	(309) 502 9873
D	41	Joel Erickson	Full	3	6:15	6:45	First St	Orange	Jenna Rushing	(309) 502 9873
D	42	Copper Seven	Full	3	6:15	6:45	First St	Orange	Jenna Rushing	(309) 502 9873
D	43	Sandlin	Full	3	6:00	6:30	First St	Orange	Jenna Rushing	(309) 502 9873
D	44	Cladia's Antiques	Full	3	6:00	6:30	First St	Orange	Jenna Rushing	(309) 502 9873
Pod E										
E	45	Oakie's Designs	Full	7	6:00	6:30	Second St (East)	Blue	April Davis	(309)236-6540
E	46	Lee & Louise	Full	6	6:00	6:30	Scnd St (West)	Green	Katie Kutsunis	(309)945-2302
E	47	MJ Creative Candles	Full	7	6:15	6:45	Second St (East)	Blue	April Davis	(309)236-6540
E	48	Dave's Coffee Cakes	Full	6	6:15	6:45	Scnd St (West)	Green	Katie Kutsunis	(309)945-2302
E	49	Shameless Chocoholic	Full	7	6:30	7:00	Second St (East)	Blue	April Davis	(309)236-6540
E	50	What's Popping	Full	6	6:30	7:00	Scnd St (West)	Green	Katie Kutsunis	(309)945-2302
E	51	Blowing Bubbles	Full	7	6:45	7:15	Second St (East)	Blue	April Davis	(309)236-6540
E	52	Downstairs Designs	Full	6	6:45	7:15	Scnd St (West)	Green	Katie Kutsunis	(309)945-2302
E	53	Homemade Hippies	Full	7	7:00	7:30	Second St (East)	Blue	April Davis	(309)236-6540
E	54	Faith + Findings	Full	6	7:00	7:30	Scnd St (West)	Green	Katie Kutsunis	(309)945-2302
E	55	Heatherwood	Full	7	7:15	7:45	Second St (East)	Blue	April Davis	(309)236-6540
E	56	Crumbs	Full	6	7:15	7:45	Scnd St (West)	Green	Katie Kutsunis	(309)945-2302
E	57	North Street Treats	Full	6	7:30	8:00	Scnd St (West)	Blue	Katie Kutsunis	(309)945-2302
Pod F										
F	58	Caffeine & Carbs	Food	6	7:45	8:30	Scnd St (West)	Green	Katie Kutsunis	(309)945-2302
F	59T	Top That	Food	6	8:00		Scnd St (West)	Green	Katie Kutsunis	(309)945-2302
F	60T	QC Hot Dog Guy	Food	6	8:00		Scnd St (West)	Green	Katie Kutsunis	(309)945-2302
F	61T	Uncle Buds	Food	6	7:30		Scnd St (West)	Green	Katie Kutsunis	(309)945-2302
F	62T	Feugo Taco	Food	6	7:00		Scnd St (West)	Green	Katie Kutsunis	(309)945-2302
F	63M	Iowa Creations	Mobile	7	7:30	8:30	Second St (East)	Blue	April Davis	(309)236-6540
F	64T	Pat and Lee	Food	7	7:30		Second St (East)	Blue	April Davis	(309)236-6540
F	65	Wellington Toffee	Full	7	7:30	8:00	Second St (East)	Blue	April Davis	(309)236-6540
F	66	Pickle Creek	Full	7	7:00	7:30	Second St (East)	Blue	April Davis	(309)236-6540

Alcohol

Will there be alcohol at the event? **YES** NO

If yes, will alcohol be sold and consumed?

Permission has received from the City of Geneseo? **YES** NO N/A

Has a Liquor License been obtained? YES NO **N/A**

Explain*Alcohol shall be purchased through adjoining bars. Alcohol consumption must stay within the barricaded areas.*

Toilets

Will portable toilets be available at the venue? **YES** NO

How many portable toilets will be provided?

Who will be responsible for the cleaning of toilets? *During the Event the Geneseo Chamber of Commerce will be responsible to the general upkeep of toilet areas.*

.....

Contact Information *Zack Sullivan- 309-502-9631*

Water

Is the location of water clearly posted and marked on the site plan? **YES** NO N/A

Will extra water be supplied to patrons on very hot days if needed

City Hall and City Park have public water available, there will be water at some booths. Water available to purchase will be available at numerous food vendors at the event.

Waste Management

What arrangements have you made for extra bins to be provided for the day?

The Chamber requests the City of Geneseo provided additional waste bins along State Street between North and Exchange Streets.

What arrangements have you made for the rubbish to be removed appropriately on the day?

..... *The Chamber requests the City of Geneseo provide this service.*.....

Noise

Describe the activities/mechanisms likely to create higher noise levels at your event.

N/A

Describe how you will monitor and minimize noise levels.

..... *The Chamber Director and Staff will monitor the noise levels. In the event the noise levels are determined to be excessive, the director will take the appropriate steps to reduce the music to an acceptable level. In the event the Director is notified of a public complaint of excessive noise, the Director will, with the assistance of a representative of the City or Police Department, evaluate the noise levels and take appropriate action.*

.....

PUBLIC SAFETY

Security & Crowd Control

What type of security has been selected for the event?

..... *the Police Department will provide security at the event as discussed prior to this event and documented in attachments to this document.*

If a security firm has been contracted, provide details.

Name of Company:

Contact Details:

Number of Security Personnel at Event:

Who is the police contact?

Name: *Gene Karzin, Deputy Chief*

Phone: *309-944-5141* Mobile: *309-314-1316*

Public Assembly

Will you be fencing off the boundary of your event, restricting access and egress on public property?

YES NO

If yes, you will need approval from the City of Geneseo.

Include drawing on site plan map.

Lighting and Power

Do you have emergency power & lighting? **YES** NO

Describe emergency power and lighting systems.

..... *connecting to city electrical at City Park pavilion, Central Bank Pavilion and along State Street. See attached electrical form for additional electrical specifications for food vendors.*

Location of Lighting Control:

.....

Mark on site plan Location of Main Power Control – Mark on site plan

Temporary Structures

Will there be temporary structures at the event? **YES** NO N/A

Stages & Platforms YES / **NO**.....

Seating YES / **NO**

.....**N/A**.....

Marquees/Tents **YES** / NO*There will be vendors who will set up a variety of small pop up tents in the area to sell goods.*

Has a permit or permits needed or been sought or sighted for temporary structures? YES
NO **N/A**

Gas Cylinders

List all vendors who will be using portable gas cylinders.

Name of Vendor / Contact	Number of Cylinders

Fireworks and Pyrotechnics

Will there be fireworks and pyrotechnics at the event? YES NO

Has a permit been obtained? YES NO N/A

Permit Number:

Company / Individual Responsible for Fireworks:

Contact Details During Event:

Phone.....

Ensure restricted zones are marked on site plan.

EVENT INFORMATION

Signage

Will the following signage be installed, as per the site plan, at the venue?

- Parking Entrances Yes No N/A
 - *Vendor Parking along Second Street will be marked*
- Food Vendors Yes No N/A
- Information/Communication Yes No N/A
 - *The Information tent will be marked as such as well as the Chamber.*
- Incident Control Centre Yes No N/A
 - *The Incident Control tent will be marked as such as well as the Chamber.*
- Rules relating to alcohol consumption. Yes No N/A
- Exits Yes No N/A
- Toilets Yes No N/A
- Lost and Found. Yes No N/A
- First aid posts Yes No N/A
- Security Yes No N/A

Incident Management Contact Details

List any individuals who have been involved in the planning of this event.

Event Manager

Name..... *Zack Sullivan, Chamber Director*Contact Details*309-502-9631*.....

Incident Contact

Name..... *Jessica Reese*Contact Details 404-886-1281.....

Medical Personnel

Name.....Contact Details

Police

Name..... *Gene Karzin, Deputy Chief*Contact Details *309-314-1316*

Fire Contact

Name..... *Brad Cotty, Fire Chief*Contact Details *309-714-2334*

Ambulance Contact

Name..... *Shelly Price, Ambulance Chief*.....Contact Details*309*.....

Electric Department Contact

Name.....Rick PrestonContact Details309-489-6549.....

Public Works Department Contact

Name.....Jason Brandau.....Contact Details309-255-6955

PUBLIC WORKS:

Public Works will place additional garbage cans along State Street route and at Central Bank Pavilion

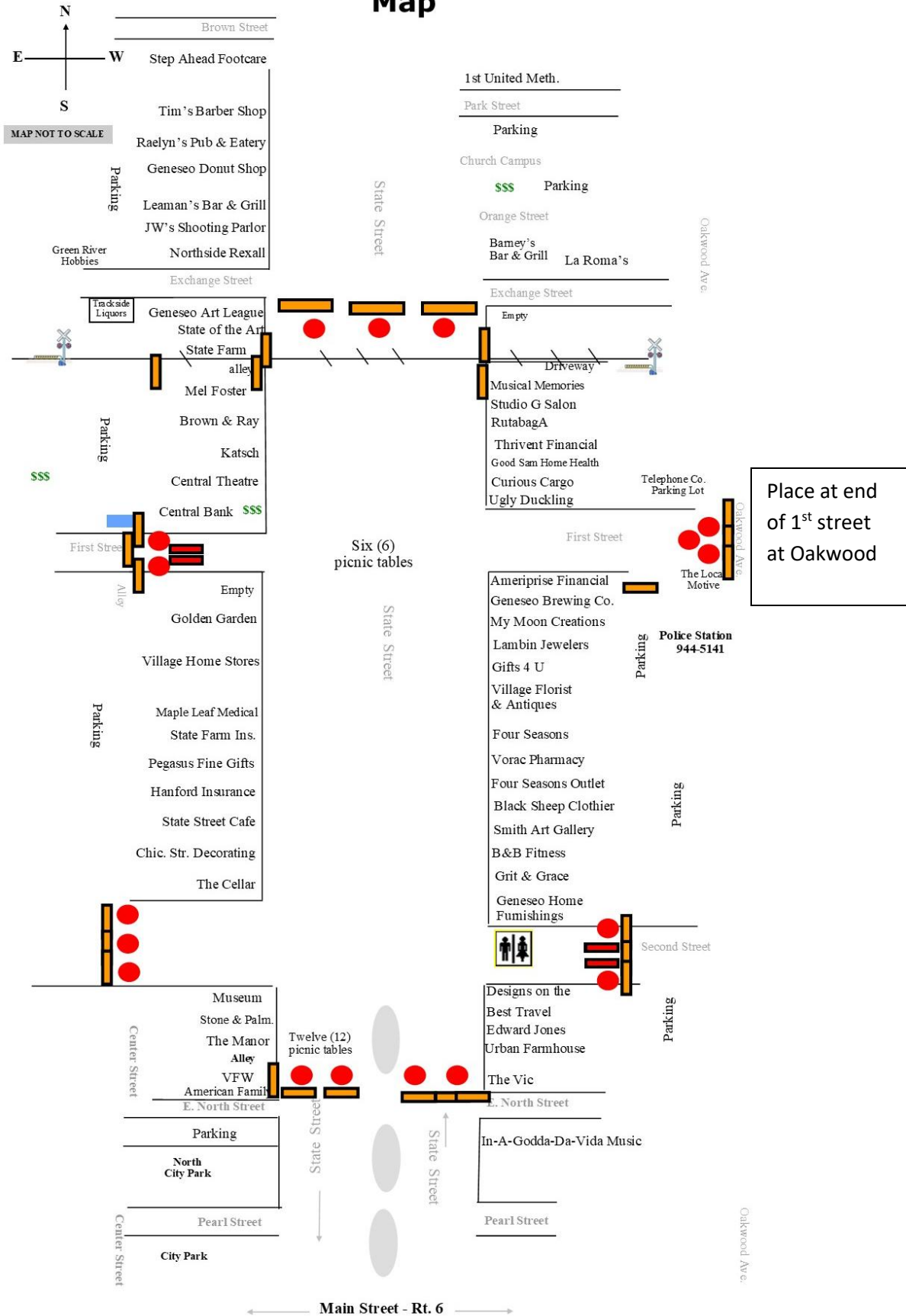
Friday, October 3, 2025

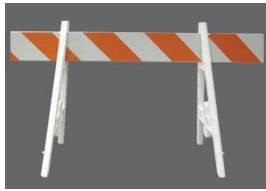
On Friday, October 3, 2025, Public Works will place the listed barricades on the median and/or parking spaces. Public Works will stage Barricades/Concrete barriers out at the following locations:

- State Street- South of Exchange
 - One (1) Class II Barricade
 - Three (3) A-Frame Barricades-
 - Two (4) concrete barriers
- State Street alleys at the railroad tracks
 - One A-Frame Barricades- Southwest side
 - One A-Frame Barricade- Southeast side
 - One A-Frame Barricade- Northwest side
 - One A-Frame Barricade- Northeast side
- First Street South Alley behind 109 State Street
 - One A-Frame Barricades
- Oakwood Ave & First Street- at the intersection
 - Three (3) concrete barriers
 - Three (3) A-Frame Barricades
 - Two (2) Barricades on alley behind GBC
- N. State Street & First Street west side near the alley
 - Two (2) concrete barriers
 - Ten (10) Pitagon barriers
 - Three (3) A-Frame Barricades
- S. State Street & Second Street East side near the alley
 - Two (2) concrete barriers
 - Ten (10) Pitagone barriers
 - Three (3) A-Frame Barricades
- S. State Street & Second Street West Side Near Alley
 - Three (3) concrete barriers
 - Three (3) A-Frame Barricades
- Alley between 217 and 223 State Street
 - One A-Frame Barricades
- S. State between North and Second Street Southbound
 - Two (2) concrete barriers

- Two (2) A-Frame Barricades-
- S. State between North and Second Street northbound
 - One (1) Class II Barricade
 - Two (2) A-Frame Barricades-
 - Two (2) concrete barriers

Downtown Map

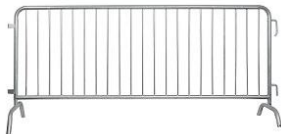




A Frame Barricade- 27



Concrete Barriers-18



Green Fencing- 0



Class II Barricades- 2



Lopper Cones- 0



Lighted barricades- 0

