

City of Detroit

Janice M. Winfrey
City Clerk

OFFICE OF THE CITY CLERK

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENT PETITION REFERENCE COMMUNICATION

To: The Department or Commission Listed Below

From: Janice M Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

Petition No.	2023-263
Name of Petitioner	Emagine Health Services
Description of Petition	Request to Hold "Back to School Fair" at 8904 Woodward Ave, Detroit, MI on August 19, 2023 12:00PM to 4:00PM
Type of Petition	Special Events
Submission Date	7/7/2023
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department
Petitioner Contact	Fred Nassar fnassar@emaginehealth 248-787-7070



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2600 S Telegraph Rd Suite 100 Bloomfield Hills MI 48302	CONTACT NAME: PHONE (A/C, No, Ext): 248-332-3100 FAX (A/C, No): E-MAIL ADDRESS: raydee_holey@ajg.com	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED EMAGHEA-01 Emagine Health Services, LLC PO BOX 2477 Birmingham MI	INSURER A: Selective Insurance Company of America 12572	
	INSURER B: Hallmark Specialty Insurance Company 26808	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 1462643568

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			S9548211	9/13/2022	9/13/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ ZERO			S9548211	9/13/2022	9/13/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Professional Liability			77MFP22078E	9/13/2022	9/13/2023	Each Claim 1,000,000 Aggregate 3,000,000 Retro Date 09/14/2022

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Information Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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EMAGINE HEALTH SERVICES

Cleaning After Plan for Emagine Health Service's Back to School Fair

Objective: The objective of the cleaning after plan is to ensure a clean and safe environment after Emagine Health Service's Back to School Fair. This plan outlines the steps and responsibilities for post-event cleaning.

Equipment and Supplies:

Gather cleaning equipment and supplies, including brooms, mops, disinfectant cleaners, trash bags, gloves, and any other necessary items. Ensure an adequate supply of cleaning materials is available before the event ends.

Trash Removal:

Assign a team to systematically collect and dispose of trash throughout the fair area. Empty and replace garbage bags in trash bins as needed. Separate recyclable items and dispose of them accordingly.

Facility Cleaning:

Assign teams to clean different areas of the venue, such as classrooms, hallways, restrooms, and common areas. Sweep and mop floors, paying attention to high traffic areas. Clean and disinfect surfaces, including tables, chairs, countertops, and doorknobs. Ensure restrooms are thoroughly cleaned, stocked with supplies, and sanitized. Clean windows, mirrors, and any other glass surfaces.

Outdoor Area Cleaning:

Remove any discarded papers, food wrappers, or other trash from outdoor spaces. Sweep walkways and remove debris. Clean and disinfect any outdoor furniture or play equipment that was used during the fair.

Inspection:

Conduct a comprehensive inspection of all areas to ensure cleanliness and address any remaining issues. Check for any damages or repairs needed and report them to the responsible department.

Waste Management:

Ensure proper disposal of cleaning materials and waste according to local regulations and guidelines. Coordinate with waste management services, if necessary, for larger quantities of waste.

Team Communication:

Maintain effective communication among the cleaning team members to ensure a coordinated effort and address any cleaning challenges efficiently. Provide clear instructions and guidelines for cleaning tasks.

Safety Measures:

Ensure the cleaning team follows safety protocols, such as wearing gloves and appropriate personal protective equipment (PPE). Use caution signs if necessary, when cleaning slippery floors or wet areas. Avoid using harsh chemicals or cleaners that may pose a risk to people or the environment.

Timing:

Schedule the cleaning activities to begin immediately after the event ends, to minimize the time between the event and the completion of the cleaning process. Allocate sufficient time for a thorough cleaning to ensure all areas are properly cleaned.

Follow-up:

Conduct a post-cleaning assessment to evaluate the effectiveness of the cleaning process and identify any areas that require further attention. Provide feedback and suggestions for improvement in future events. By following this cleaning after plan, Emagine Health Service's Back to School Fair can maintain a clean and safe environment for all participants and ensure a positive experience for all attendees.



Emagine Health Services Security Plan

Date: August 19th, 2023, Location: 8904 Woodward Ave. Detroit, MI 48202

At Emagine Health Services, the safety and security of our attendees is of utmost importance. We have developed a comprehensive security plan to ensure a secure and enjoyable experience for everyone at our Back to School Fair. The plan includes a combination of preventive measures, trained personnel, and emergency protocols.

Below are the key elements of the security plan:

Venue Assessment: Conduct a thorough assessment of the outdoor venue to identify potential security vulnerabilities and implement appropriate security measures. This assessment will include evaluating access points, crowd flow, emergency exits, and potential risks.

Security Personnel: We plan on working with the Detroit Police Department. These personnel are trained to handle security-related incidents and emergencies. They will be stationed at key areas, including entrances, stages, and high-traffic zones, to manage crowd control and enforce security protocols.

Emergency Response Team: Assemble an emergency response team consisting of trained medical personnel, security staff, and event organizers. This team will be responsible for addressing medical emergencies, evacuations, and other unforeseen incidents. Clear communication channels will be established to facilitate immediate response and coordination.

Surveillance and Monitoring: Install CCTV cameras in strategic locations to monitor activities within the event area. Security personnel will be assigned to monitor the feeds and identify any suspicious behavior or potential threats. Additionally, establish a communication network among staff members to ensure effective communication and quick response in case of emergencies.

Medical Support: Partner with local medical services to have an on-site medical station equipped with basic medical supplies and personnel trained in first aid and emergency response. Publicize the location of the medical station and ensure easy access for attendees in need of medical assistance.

Security Awareness: Prior to the event, disseminate information to attendees regarding security measures, prohibited items, and evacuation procedures. Use various communication channels,



EMAGINE HEALTH SERVICES

such as social media, event website, and posters, to educate attendees about their role in maintaining a safe environment.

Collaboration with Law Enforcement: Coordinate with local law enforcement agencies to notify them of the event and request additional support, if necessary. Maintain open lines of communication with law enforcement throughout the event to promptly address any security concerns.

Incident Response and Communication: Establish protocols for incident reporting and response. Designate a central command center to coordinate and communicate with security personnel, emergency response teams, and law enforcement agencies. Ensure that attendees have access to a clear and effective communication channel to report any suspicious activities or emergencies.

Continual Assessment and Improvement: Conduct regular evaluations during the event to identify areas for improvement in the security plan. Collect feedback from attendees and security personnel to identify potential weaknesses and implement appropriate enhancements for future events.

By implementing this security plan, Emagine Health Services aims to create a safe and secure environment for all attendees at the Back to School Fair. We are committed to ensuring a positive experience while prioritizing the safety and well-being of each participant.

temporarily closed

Hamtramck

Considine Little Rock
Recreation Center

Cleary University
Culinary Academy

POLICE
BLOCKED

Registration Tent
10x10

POLICE
BLOCKED

Vendors Tent: 20x20
Molina
DWIHN
etc

Activities Tent: 20x20
arts & crafts
henna
face painting
etc

Registration Tent
10x10

FOOD TRUCKS/ ICE CREAM TRUCK



SPECIAL EVENTS PETITION

Petition No: 2023-263

Event Name: Back to School Fair

Event Status: In Review- Relevant Departments (Step 3 of 5)

Petitioner Name / Organization: Imagine Health Services

Event Location: 8904 Woodward Ave, Detroit MI 48202

Event Date(s) and Time(s): 08/19/23 12:00 PM to 08/19/23 4:00 PM

Type of Event: Other

Applicant Contact:
Fadi Nassar
fnassar@imaginehealthservices.org
+1 (248) 787-7070

Submission Date:	07/13/23
Date of Clerk's Office Referral:	07/14/23
Date of City Departments Sign Off:	
Date Referred to Council:	

Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
07/14/23					07/14/23		

Mayor's Office Special Events Signature: _____

Date: _____

General Event Information

Has this event been hosted before? No

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? No

Is this an annual event? Yes

Event Website: N/A

Which of these spaces will be used? Street

Will this event include the use or sale of marijuana? No

Event Description

Brief Event Purpose & Description:

Back to School Health Fair: Emagine Health Services Edition

Join us for the annual Back to School Health Fair, hosted by Emagine Health Services. This exciting event is dedicated to ensuring students start the school year strong with a focus on their health and well-being. We invite students, families, and community members to come and explore a variety of health-related resources and services catered specifically to their needs.

Date: 8/19/2023 Time: 12pm-4pm Location: 8904 Woodward Ave. Detroit, MI 48202
Event Highlights:

Comprehensive Health Screenings: Take advantage of free health screenings, including vision, hearing tests, height and weight measurements, and blood pressure checks. Our team of experienced healthcare professionals will provide assessments and offer guidance on maintaining optimal health.
Estimated Peak Attendance: 500

Nutritional Education and Consultations: Learn about the importance of a balanced diet and how it impacts your child's growth and development. Our experts will provide personalized advice, answer questions, and provide tips on creating healthy meal plans and snacks.
Estimated Total Attendance: 500

Physical Fitness Activities: Engage in fun and interactive physical fitness activities, designed to promote an active lifestyle among students. From group exercises to sports demonstrations, there will be plenty of opportunities for everyone to get moving and have a blast.
Is this a public event? Yes

Mental Health and Wellness Workshops: Attend informative workshops led by mental health professionals, focusing on stress management techniques, mindfulness, and understanding the importance of mental well-being in academic success. Gain valuable insights into recognizing and addressing mental health concerns in your child's life.
Will there be ticket sales or admission charged? No

Community Resources and Partnerships: Explore a variety of community resources and partnerships dedicated to supporting the health and well-being of students throughout the school year. Connect with local organizations, health facilities, and other services available in the community that can provide ongoing support for your child's health needs.
Does this event use Harb Plaza? No

Giveaways and Prizes: Enter exciting raffles and contests for a chance to win health-related prizes, school supplies, and other valuable items that will contribute to your child's upcoming academic year.
Will there be merchandise sold? No

Don't miss out on this incredible opportunity to get a head start on your child's health and wellness for the school year. The Back to School Health Fair presented by Emagine Health Services is open to all students, families, and community members. Together, let's empower our students and ensure they are ready for an enriching and successful academic journey. We look forward to welcoming you to the event!
Will you be taking donations? No

Is this a charity event? Yes

Does this event involve campers, tents and/or RVs? No

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? No

Contact Information

Organization / Petitioner Name: Emagine Health Services

Mailing Address: 8904 Woodward Ave

Detroit MI 48202

Primary Contact:	Secondary Contact:
Fadi Nassar	Sundus Al-Hubaishi
+1 (248) 787-7070	+1 (313) 552-6556
fnassar@emaginehealthservices.org	sundus@emaginehealthservices.org

Organization Type: Corporation

Organization Website: <https://emaginehealthservices.org/>

Event Setup & Breakdown

Begin Setup: 08/19/23 9:00 AM

Complete Setup: 08/19/23 12:00 PM

8904 Woodward Ave, Detroit, MI 48202

Setup Location(s): _____

Event Start: 08/19/23 12:00 PM

Event End: 08/19/23 4:00 PM

Begin Tear Down: 08/19/23 4:00 PM

Complete Tear Down: 08/19/23 5:00 PM

Number of Trash Containers: 10 Number of Recycling Containers: 5

Cleaning Service Vendor: NA

Other Waste Elements: _____

Street Closures & Parking

How many streets will be closed: 2

Will you be closing any part of Woodward Avenue? Yes

Street Closures (if there are 1-4 closed streets):

Josaphine st		Josephine St and Woodward Ave
1. _____	_____	_____
08/19/23	9:00 AM	5:00 PM

Holbrook St		Holbrook st and Woodward Ave
2. _____	_____	_____
08/19/23	9:00 AM	5:00 PM

3. _____	_____	_____
_____	_____	_____

4. _____	_____	_____
_____	_____	_____

Will you charge attendees for parking? No

Will you have valet parking, or will you be blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:

We are going to have police officers to assist with parking, and families can park in surrounding neighborhoods.

Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 2 Number of non-truck food vendors: 0

Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? No

Will there be sales, service and/or consumption of alcohol in public at the event? _____

What type(s) of alcohol will be served? _____

Day(s) and time(s) alcohol will be served: _____

Will ice be used in any served beverages? No

Stages, Tents, & Structures

Is a stage being built? No

How many stages will be used? _____

Do any of the stages have a canopy? _____

Number of tents 10' x 10' and smaller: 4

Number of tents larger than 10' x 10': 2

Tent Contractor: NA

What other structures will your event include? NA

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Neither

How will generators be fueled? _____

Generator contractor: _____

Will additional wiring be installed? No

Does the event require access to a hydrant? No

Will there be amplified sound? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? No

Security & Emergency Plans

Will the event have a security contractor? **No** _____

Security Contractor: _____

Number of private personnel per shift: _____

Which of these apply to the private security personnel? _____

Will you contract emergency medical services? **No** _____

Name of emergency medical services contractor: _____

Does this event include fireworks? **No** _____

Day(s) and time(s) of fireworks: _____

Fireworks vendor: _____

Attachments

<input type="checkbox"/>	Applicant Signature Page (required)
<input type="checkbox"/>	Event Clean Up Plan (required)
<input type="checkbox"/>	Security Plan (500 or less attendees)
<input type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input type="checkbox"/>	Maintaining of Traffic Plan (1000+ attendees or if closing a street)
<input type="checkbox"/>	Build and Breakdown Schedule (if you are erecting any structures)
<input type="checkbox"/>	Site Map Plan (if event involves any temporary elements including tents)
<input type="checkbox"/>	Emergency Medical Contractor Agreement (if applicable)
<input type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input type="checkbox"/>	Security Contractor Agreement (if applicable)
<input type="checkbox"/>	Port-a-john Contractor Agreement (if applicable)
<input type="checkbox"/>	Sanitation Contractor Agreement (if applicable)

MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle): APPROVED DENIED N/A CANCELED

Petition #: _____ Event Name: _____

Event Date : _____

Street Closure: _____

Organization Name: _____

Street Address: _____

Receipt date of the COMPLETED Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- Walkathon Carnival/Circus Concert/Performance Run/Marathon
- Bike Race Religious Ceremony Political Ceremony Festival
- Filming Parade Sports/Recreation Rally/Demonstration
- Fireworks Convention/Conference Other: _____
- 24-Hour Liquor License**

Petition Communications (include date/time)

**** ALL permits and license requirements must be fulfilled for an approval status ****

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD				
	DFD/ EMS				
	DPW				
	Health Dept.				

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED				
	Recreation				
	Bldg & Safety				
	Bus. License				
	Mayor's Office				
	Municipal Parking				

MAYOR'S OFFICE

Signature: _____

Date: _____

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to Emagine Health Services to host Back to School Fair on August 19, 2023 at Woodward and Josephine.

PROVIDED, that there will be DPD Assisted Event; and be it further

PROVIDED, that there will be DFD Pending Inspections; Contracted with Private EMS to Provide Services; and be it further

PROVIDED, that there will be BSEED Permits Required for Tents, Generators and be it further

PROVIDED, that there will be DPW Type III Barricades & Road Closure Signage Required; and be it further

PROVIDED, that there will be Municipal Parking No Parking Signs Required; and be it further

PROVIDED, that there will be a Business License Required obtained following City Council approval; and be it further

PROVIDED, that all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of event.