

Janice M. Winfrey
City Clerk

City of Detroit

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. | 2024-251 |
| Name of Petitioner | The Mckinney Foundation |
| Description of Petition | Petition of The McKinney Foundation (#2024-251), request to hold "14 th Annual, Celebrating a Healthier Detroit Expo" at William G. Milliken State Park and Harbor on August 14 th , from 11:00 AM to 3:00 PM. Set-up to begin August 13 th , 7:00 PM completed by August 14 th 8:00 AM with tear-down to begin August 14 th 4:00 PM and completed by August 14 th 8:00 PM. |
| Type of Petition | Special Event |
| Submission Date | 7/18/2024 |
| Concerned Departments | Buildings, Safety Engineering, and Environmental Department (BSEED), Department of Public Works (DPW), Detroit Department of Transportation (DDOT), Detroit Fire Department (DFD), General Services Department (GSD), Media Services Department, Municipal Parking Department, Police Department (DPD) |
| Petitioner Contact | The Mckinney Foundation Dr. Tiah E. Mckinney (313) 475-8774 tem@mckinneyfoundation.org Sheba McKinney (313) 433-2899 info@mckinneyfoundation.org |

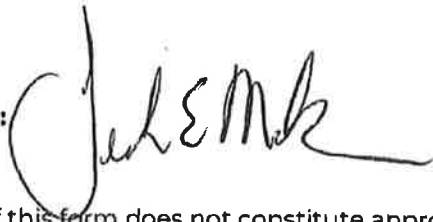
2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

(313) 224 - 3260 | Fax: (313) 224 - 1466

City of Detroit Special Events Application Authorizations

AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed special event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to special events. I further agree to abide by these rules, and further certify that I agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Detroit.

Applicant Signature: 

Date: July 15, 2024

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

Event Name: Celebrating a Healthier Detroit **Event Date:** Wednesday, August 14
Event Organizer: The McKinney Foundation

Applicant Signature: 

Date: July 15, 2024

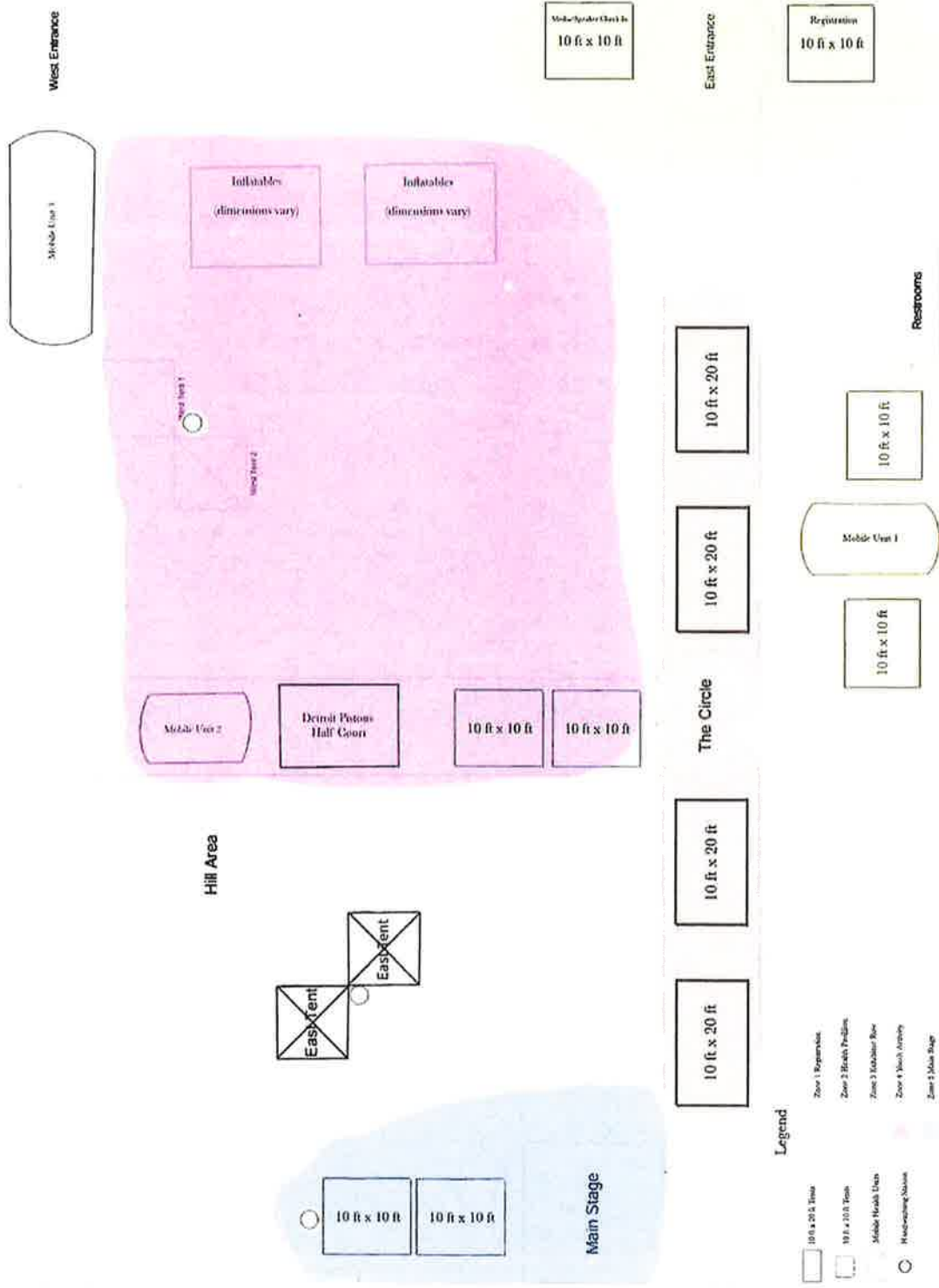
N

Parking

Outdoor
Adventure
Center

Parking

Atwater Street



Legend

- 10 ft x 20 ft Table
- 10 ft x 10 ft Table
- Mobile Health Unit
- Mobile Unit
- Easy Tent
- Zone 1 Registration
- Zone 2 Health Pavilion
- Zone 3 Outdoor Bow
- Zone 4 Youth Activity
- Zone 5 Main Stage
- Restrooms



14th Annual
Expo 2024
EMERGENCY
RESPONSE/
SECURITY PLAN

Developed by Safe & Secure Detroit, Inc.

I. Introduction

This Emergency Response Plan is designed for the safety of *The McKinney Foundation 14th Annual Expo*, its board members, staff, visitors, and program participants. This plan was developed by Safe and Secure Detroit, Inc. Federal agencies, law enforcement professionals and experts in emergency management operations were also consulted in the preparation of this plan.

II. Purpose

This Emergency Response Plan provides instructions and guidance to effectively address the response of *The McKinney Foundation 14th Annual Expo*, to multiple hazards.

This Emergency Response Plan was written by George L. Davis, II, a 23-year Professional Emergency Manager (PEM), through the FEMA and the Michigan State Police. Mr. Davis is a Corporate Security professional trained in Critical Infrastructure Protection, Search and Rescue (SAR), Incident Command Center Operations, and Facility Security Operations. He has given executive leadership to the Detroit Police Department, the Detroit Fire Department, the Detroit EMS Division, and the Detroit Office of Homeland Security and Emergency Management during his career.

III. Preparedness

The McKinney Foundation will maintain this plan and remain in a state of readiness to enact relevant parts, or all, of this plan to ensure the safety of its board members, staff, visitors, and program participants. Drills, exercises, and awareness training will occur to keep this plan relevant. This plan will be reviewed annually to incorporate new regulations and emerging best practices.

IV. Relevant Plans

This section provides a listing of the plans, policies, and guidance documents that are applicable to *The McKinney Foundation 14th Annual Expo*. Plans may be maintained by the County or City where the organization or facility resides.

- The McKinney Foundation Employee Manual
- The City of Detroit Security & Safety Plan
- The Wayne County Emergency Management Operations Plan.
- The State of Michigan Emergency Response Plan

V. Command Structure/Response Organization

A. Jurisdiction

- The Detroit Police Department
- The Wayne County Sheriffs
- The Michigan State Police
- The Federal Bureau of Investigation

B. Direction, & Control – Roles and Responsibilities

- The Detroit Police Department will be the lead agency and provide direction and control to a criminal incident.
- The Detroit Fire Department will provide direction and control for any fire hazards that threaten the life and property of staff and attendees.
- The Detroit EMS Division will provide Advanced Life Support to the event.
- Direction will occur upon arrival at the scene of an event.
- Lord & Watchman Executive Protection will provide onsite coordination for safety and security of the event. Tim Webb is the contact person. His number is 248-667-6382.

C. Local, State & Federal Assistance – Roles and Responsibilities

- The Detroit Police Department will be responsible for asking for assistance through the incident command system. The Detroit Police Detroit may ask for assistance from a) the Wayne County Sheriff's Departments, c) The Michigan State Police, d) the Federal Bureau of Investigations.

VI. Pre-Incident Planning

The McKinney Foundation establishes this plan to respond to emergencies. This plan considers the current best practices in dealing with an emergency situation that may threaten staff members, board members, visitors, or program participants of the *McKinney Foundation 14th Annual Expo*.

A. Staff/Volunteers Training and Awareness

- All members of the *McKinney Foundation* will undergo annual awareness training on multi-hazards as a part of staff training. Elements of this plan will be discussed in that training.
- There will be a tabletop exercise of the overall Emergency Action Plan.
- There will be a communications drills for the McKinney Foundation 14th Annual Expo staff.

VII. Incident Response Considerations

Emergency incidents often begin and conclude quickly, and the incident may be at any location in the organization or facility. This leaves facility management and security officers no time to coordinate response procedures with law enforcement and employees. The response to a specific incident will depend on the circumstances unique to that incident. However, there are general procedures that apply to all active shooter incidents.

A. Staff/Volunteers will:

- Report the incident: **CALL 911**
- Use the **RUN-HIDE-FIGHT Method as appropriate.**
- **Evacuate if possible: (RUN)**
 1. Determine an escape route based on where an emergency may be located.
 2. Leave your belongings behind. Always keep your hands empty and visible.
 3. Help others evacuate, if possible, but do not attempt to move the wounded. Evacuate even if others do not agree to follow.
 4. Move quickly to a safe place far from the emergency and take cover. Remain there until the police arrive and give instructions.
 5. Remain calm. Avoid screaming or yelling as you evacuate.
 6. Follow all instructions of law enforcement.
- **Shelter if necessary: (HIDE)**
 7. Go to the nearest room or office and lock the door(s). If the door does not lock, wedge the door shut or use heavy furniture to barricade it.
 8. Identify an escape route in the event you are directed to evacuate.
 9. Close blinds, turn off lights, and cover windows.
 10. Silence all noise, including cell phones, radios, and computers.

- Have one person call 911, if it is safe to do so. Be prepared to answer the dispatcher's questions.
- 11. If it is not safe to talk, keep the phone on so it can be monitored by the dispatcher.
- 12. Stay out of sight and take cover behind large, thick items or furniture.
- 13. Do not open the door until the person can provide an identification badge.
- 14. Remain under cover until law enforcement advises it is safe to evacuate.
 - Positively verify the identity of law enforcement as an unfamiliar voice may be an attempt to lure victims from a safe place.
- **Take action, if you must: (FIGHT)**
 - 15. If there is no opportunity for escape or hiding, as a last resort, and only when your life is in imminent danger, attempt to engage the emergency to ameliorate it.
- **Respond Appropriately When Law Enforcement Arrives**
 - 16. Remain calm and follow officers' instructions.
 - 17. Raise your hands, spread your fingers, and keep hands visible at all times.
 - 18. Do not run when police enter the vicinity. Drop to the floor, if you are told to do so, or move calmly out of the area or building.
 - 19. Do not make quick moves toward officers or hold on to them for safety.
 - 20. Avoid pointing, screaming, or yelling.
 - 21. Do not stop officers to ask for help or directions. Evacuate the building in the direction the officers arrived while keeping your hands above your head.
 - 22. For your own safety, do not get upset or argue if an officer questions whether you are an assailant or a victim. Do not resist, even if you are handcuffed and searched.

B. Management

- **Control Access and Account for Personnel**
 - 1. Account for full-time, part-time, and contract employees
 - Obtain the visitor log, if possible
 - Identify employees, board members, visitors, program participants who are onsite.
 - Identify employees, board members, visitors, program participants locations.

- Assist Emergency Responders
 2. Use security technology, such as closed-circuit television, to assist law enforcement in locating the victims and shooter(s)
 3. Provide site and building maps.
 4. Provide facility access to emergency responders.
 5. Ensure critical phone calls get through to security persons.
 6. Ensure incoming emergency response personnel know where to stage.
 7. Ensure emergency responders are aware of any safety concerns as they enter process areas.
 8. Assist law enforcement in establishing a secure perimeter.
 9. Establish a safe location to stage evacuees

- Identifying Secondary Impacts
 10. Identify additional threats.
 11. Determine if an assailant has knowledge of the facility or its operations.
 12. If necessary, execute safe shutdown procedures.

C. Emergency Notification Messages

In order to notify employees of the events happening at *The McKinney Foundation 14th Annual Expo*, emergency notification messages will be developed. These messages will reach the employees, notifying them of an incident and actions to be taken.

Emergency Notification Messages

1. Phone/Text messages will be the primary communication method.
2. Standard Messages:
 - *Evacuate (Leave the building till ALL CLEAR)*
 - *Shelter in Place (Stay in the building till ALL CLEAR)*
 - *RUN-HIDE-FIGHT (Active threat take immediate action)*
 - *ALL CLEAR (resume normal operations).*

D. Activation, Staging, and Mobilization

Any staff member of *The McKinney Foundation* can activate this emergency protocol. ALL CLEAR messages should be initiated by senior staff, preferably in conjunction with law enforcement.

E. Mass Care, Family Assistance, Medical Support

Mass Care, Family Assistance, and Medical Assistance will be under the direction of medical first responders from the Detroit Fire Department and other coordinating agencies.

F. Media Inquiries

All media inquiries will be directed to the President/CEO of The McKinney Foundation. Only the President/CEO will speak for the organization, or their designee.

VIII. Post Incident Review/After Action Review and Plan Maintenance

This Emergency Response Plan will be maintained, reviewed, and updated following the emergency preparedness cycle that includes planning, training, exercising/responding, evaluating and mitigating. All stakeholders should participate in each phase of this cycle to ensure that the plan reflects the current operational strategies, organizational structures, and methodologies utilized by response personnel. Following each event, training, or incident, an evaluation of all response actions and in-place mitigation measures should be performed. This will allow for the identification of areas to be sustained, improved, or added to enhance the organization or facility overall preparedness.



The McKinney Foundation

14th Annual, “Celebrating a Healthier Detroit” Expo on Wednesday, August 14, 2024

Theme: Fostering Resilience Through Healthy Living

We are Back to in-person events! Summer is a time to enjoy good music, healthy foods, and Family!

This August, The McKinney Foundation will focus its educational programming on critical matters related to health and wellness. In an effort to ensure a healthier metro Detroit we are collaborating with the healthcare community to provide a unique array of activities that center on chronic health concerns affecting our region.

The 14th Annual “Celebrating a Healthier Detroit” Expo is a full day of fun with a serious purpose! Event takes place on Wednesday, August 14, 2024; from 11am–3pm at William G. Milliken State Park & Harbor, 1900 Atwater St, Detroit, MI 48207, which anchors the River Walk. The purpose of this Expo is to close the knowledge gap and reduce health disparities in metro Detroit, especially for residents who are ‘uninsured and underinsured.’ This is achieved by bringing together the greater health and wellness communities to educate families about relevant health issues and share programs that are most beneficial to creating and maintaining a healthy lifestyle.

The Expo consists of informational seminars, invited speakers, exhibits and health screenings targeting health issues relevant to our community: [long] COVID-19, HIV, disease prevention, strengthening immune system, mental health and self-care, depression, diet-based diseases with emphasis on childhood obesity, nutrition, fitness, asthma, preventative care, and wellness for the entire family. Featured highlights: healthy cooking demos & tastings for the entire family, free give-a-ways, prizes, music, song, dance and much more!

Come join us in celebrating healthy children, families, and a healthier Detroit!

The McKinney Foundation’s goals to achieve for the “Celebrating a Healthier Detroit” Expo:

1. The Expo will attract over 1,000 Metro Detroit families;
2. The Expo will connect metro Detroit families with the broader Health and Wellness community;
3. The Expo will increase awareness of beneficial health/preventative care and wellness programs that are free and/or low-cost to metro Detroit residents.

Goals are achieved in collaboration with local, state, and national health and wellness partners.

The Mission of The McKinney Foundation is to strengthen the metropolitan Detroit community by reinvesting in the citizenry through quality educational programs which help promote healthy living, entrepreneurship, and environmental responsibility.

Our Vision: The McKinney Foundation envisions a community with educational equity leading to a healthy and thriving Detroit Metropolitan Area, where each individual is:

- Assured of Access to quality education
- Economically empowered
- Environmentally responsible
- Aspiring and striving to reach their full potential
- A productive global citizen

To create this reality, The McKinney Foundation collaborates with like-minded agencies providing quality educational programs.



EVENT CLEAN UP PLAN

This Event Clean Up Plan has been created in alignment with the regulations and requirements of the City of Detroit and is part of our application for the special event permit needed to host the 14th Expo at Milliken State Park.

The 14th Annual "Celebrating a Healthier Detroit" Expo is dedicated to promoting health and wellness within the community. As part of our commitment to sustainability and environmental responsibility, we have implemented a comprehensive waste collection and site cleanup plan to ensure the state park is left in excellent condition.

Waste Collection & Site Clean Up Initiatives:

1. **Hourly Monitoring:** Volunteers will be assigned to monitor the overflow of trash receptacles on an hourly basis. This routine check will ensure that all waste bins do not exceed their capacity and are attended to promptly, maintaining the cleanliness and efficiency of the waste management process.
2. **Continuous Receptacle Supervision:** The trash receptacles installed at strategic locations throughout the event venue will be continuously monitored. This supervision involves checking for capacity limits and ensuring the cleanliness of the receptacles to prevent littering and unsanitary conditions.
3. **Reserve Trash Bags:** Each trash receptacle will be equipped with a reserve set of extra trash bags located at the bottom of the bin. These additional bags will be used to replace the filled bags promptly, ensuring that the waste collection process remains uninterrupted throughout the event duration.

The cleanup strategy is designed to not only address the immediate waste collection needs during the event but also to clean up any trash and debris and preserve the natural beauty of Milliken State Park post-event. By implementing these measures, we aim to minimize the environmental impact of our activities and uphold our responsibility towards community health and cleanliness.

SPECIAL EVENTS PETITION

Petition No: 2024-251

Event Name: 14th Annual, "Celebrating a Healthier Detroit" Expo

Event Status: In Review- Clerk's Office (Step 2 of 6)

Petitioner Name / Organization: The McKinney Foundation

Event Location: William G. Milliken State Park and Harbor

Event Date(s) and Time(s): 08/14/24 11:00 AM to 08/14/24 3:00 PM

Type of Event: Other

| |
|----------------------------|
| Applicant Contact: |
| Dr. Tiah E. McKinney |
| tem@mckinneyfoundation.org |
| +1 (313) 475-8774 |

| | |
|---|------------|
| Submission Date: | 07/01/24 1 |
| Date of Clerk's Office Referral: | 07/18/24 |
| Date of City Departments Sign Off: | 7/17/24 |
| Date Referred to Council: | 7/17/24 |

Department Approvals

| DPD | DFD | EMS | GSD | DDOT | MPD | DPW | DHD |
|---------------------------------|---------------------------|---------------------------------|---------------------------|----------------------------|---------------------------|---------------------------|---------------------------------|
| DPD Reviewed- Ready for Council | DFD Approval Not Required | EMS Reviewed- Ready for Council | GSD Approval Not Required | DDOT Approval Not Required | MPD Approval Not Required | DPW Approval Not Required | DHD Reviewed- Ready for Council |

BSEED

BSEED Reviewed- Ready for Council

Mayor's Office Special Events Signature: *Gakeima Fife*

Date: July 18, 2024

General Event Information

Has this event been hosted before? Yes

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? Yes

Is this an annual event? Yes

Event Website: www.McKinneyFoundation.org

Which spaces will be used? Park

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

Event Description

Brief Event Purpose & Description:

The 14th Annual "Celebrating a Healthier Detroit" Expo is a full day of fun with a serious purpose! The purpose of this Expo is to close the knowledge gap and reduce health disparities in metro Detroit, especially for residents who are 'uninsured and underinsured.'

This is achieved by bringing together the greater health and wellness communities to educate families about relevant health issues and share programs that are most beneficial to creating and maintaining a healthy lifestyle.

Estimated Peak Attendance: 300

Estimated Total Attendance: 300-500

Is this a public event? Yes

Will there be ticket sales or admission charged? No

Does this event use Hart Plaza? No

Will there be merchandise sold? No

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: The McKinney Foundation

Mailing Address: 1907 Orleans

Detroit Michigan 48207

| Primary Contact: | Secondary Contact: |
|----------------------------|-----------------------------|
| Dr. Tiah E. McKinney | Sheba McKinney |
| tem@mckinneyfoundation.org | info@mckinneyfoundation.org |
| | +1 (313) 433-2899 |

Organization Type: Nonprofit

Organization Website: www.McKinneyFoundation.org

Event Setup & Breakdown

Begin Setup: 08/13/24 7:00 PM

Complete Setup: 08/14/24 8:00 AM

Setup Location(s): Milliken State Park and Harbor

Event Start: 08/14/24 11:00 AM

Event End: 08/14/24 3:00 PM

Begin Tear Down: 08/14/24 4:00 PM

Complete Tear Down: 08/14/24 8:00 PM

Number of Trash Containers: 5 Number of Recycling Containers: 0

Cleaning Service Vendor: N/A

Other Waste Elements: N/A

Street Closures & Parking

How many streets will be closed: 0

Will you be closing any part of Woodward Avenue? _____

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

1. _____

2. _____

3. _____

4. _____

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:

Self parking at designated parking lots nearby

Food & Beverage

Will food be served? No

Will food be prepared on site? _____

Number of food trucks: _____ Number of non-truck food vendors: _____

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? Yes

How many stages will be used? 1

Do any of the stages have a canopy? Yes

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

Number of tents larger than 10' x 10': 4

Tent Contractor: Perry's Tent Rentals

What other structures will your event include? N/A

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? Diesel

Generator contractor: Mercury Audio

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? Yes

Security Contractor: Executive Security

Number of private personnel per shift: 5

Which of these apply to the private security personnel? Licensed

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Wayne Mobile Health Unit

Does this event include fireworks? No

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

Fireworks vendor: _____

Attachments

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Applicant Signature Page (required) |
| <input checked="" 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 checked="" type="checkbox"/> | Communication and Community Impact Plan (500+ attendees) |
| <input type="checkbox"/> | Maintaining of Traffic Plan (1000+ attendees or if closing a street) |
| <input checked="" type="checkbox"/> | Build and Breakdown Schedule (if you are erecting any structures) |
| <input checked="" 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) |

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to **The McKinney Foundation** to host "14th Annual, Celebrating a Healthier Detroit Expo" (2024-251) on **August 14, 2024** from **11:00 AM – 3:00 PM** at **William G. Milliken State Park and Harbor Detroit, MI.**

PROVIDED, that there will be DPD Assisted Event; Contracted with Private security 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, Stage, and Generator; 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.