

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.	2024-269
Name of Petitioner	Leukemia and Lymphoma Society
Description of Petition	Petition of Leukemia and Lymphoma Society (#2024-269), request to hold "Leukemia and Lymphoma Society Light the Night" at The Corner Ballpark 1680 Michigan Ave., on September 26 th , from 6:00 PM to 9:00 PM. Set-up to begin September 26 th 7:00 AM and completed by 5:00 PM with tear-down to begin September 26 th , at 9:00 PM completed by 11:00 PM.
Type of Petition	Special Event
Submission Date	7/30/2024
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	Leukemia and Lymphoma Society Brian Weiss (510) 508-1058 bryan@steppesolutions.com

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: Bryan Weiss

Date: 7/10/24

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: Light the Night

Event Date: 9/26/24

Event Organizer: Leukemia and Lymphoma S.

Applicant Signature: Bryan Weiss

Date: 7/10/24

Restaurants

Hotels

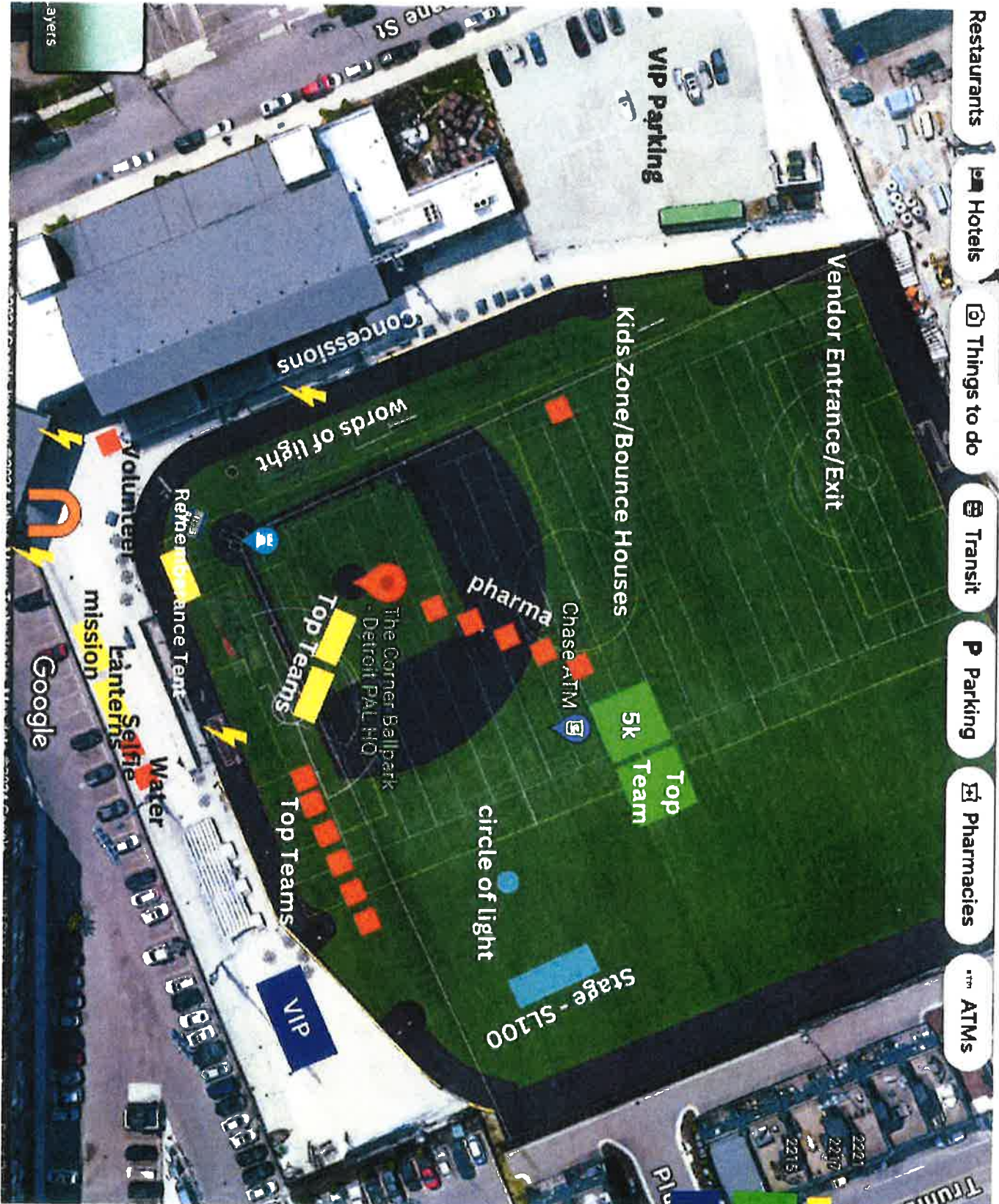
Things to do

Transit

P Parking

Pharmacies

ATMs



10x10

15x20

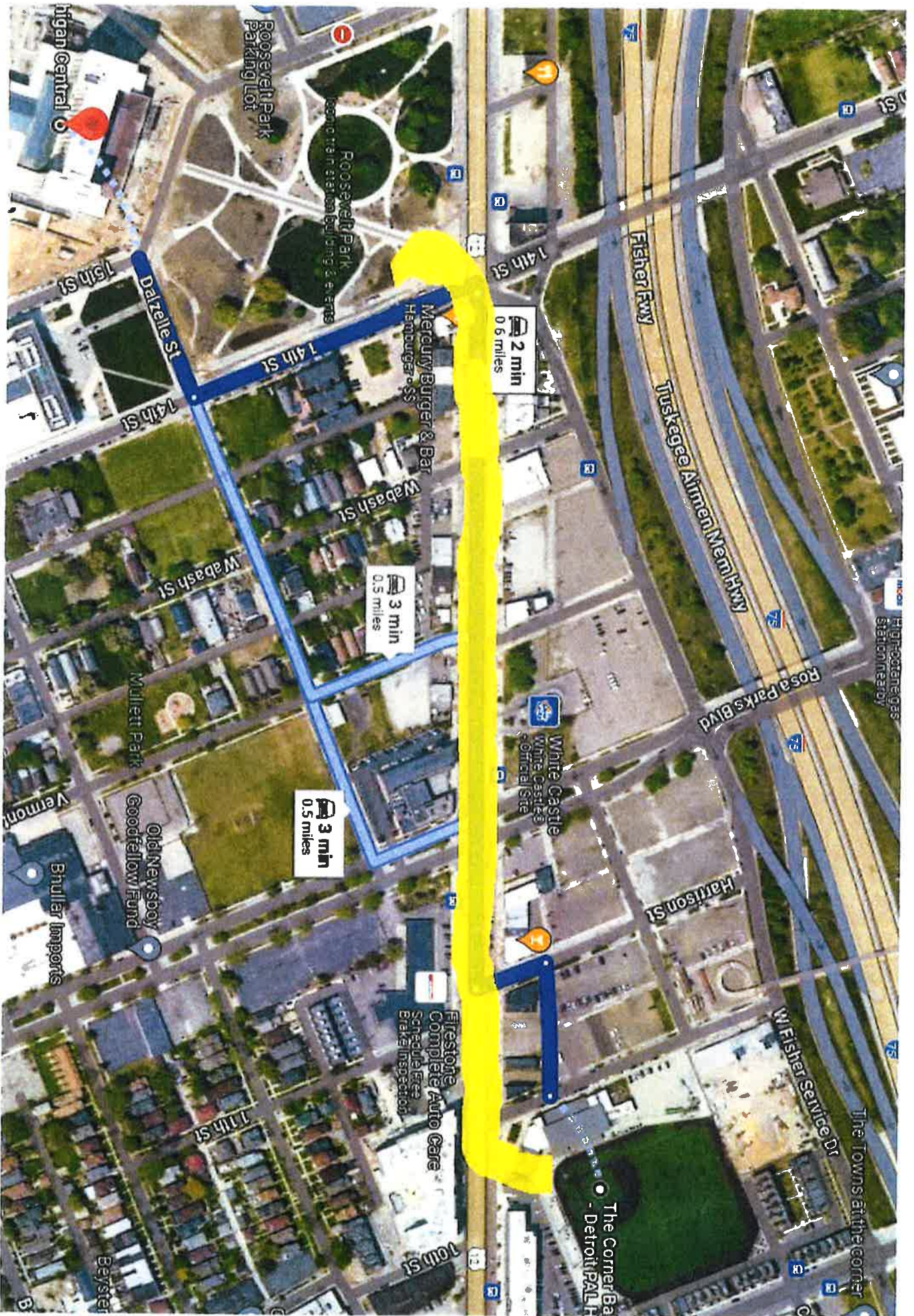
20x20

20x40

power

start arch





UNIVERSAL AMBULANCE SERVICE
37583 Mound Road
Sterling Heights, MI 48310



LEUKEMIA AND LYMPHOMA SOCIETY
3 International Dr.
Ste 200
Rye Brook, NY 10573

Phone: 586-939-4350
 Fax: 586-939-4445
 Email: AR@UniversalMacomb.com

Pay Online @
www.UniversalMacomb.com/OnlinePay

INVOICE NUMBER: 240017179
INVOICE DATE: 09/26/24
DUE DATE: NET30
PO NUMBER:

Leukemia and Lymphoma Society
 Light the Night Walk

Requested by:
 Bryan Weiss
 bryan@steppesolutions.com
 3 International Dr Ste 200
 Rye Brook, NY 10573

	<i>Quantity</i>	<i>Unit Price</i>	<i>Amount</i>
EMT-Basic - Medical Coverage Stand-By	3.00	77.25	231.75
EMT-Basic - Medical Coverage Stand-By	3.00	77.25	231.75

Invoice Total:	463.50
Less Payments Received:	0.00
Total Due:	\$ 463.50

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Quantity Unit Price Amount

Leukemia And Lymphoma Society
3 International Dr.
Ste 200
Rye Brook, Ny 10573



LEUKEMIA &
LYMPHOMA
SOCIETY®



CRISIS COMMUNICATIONS AND MANAGEMENT PLAN

Updated August 2021

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I. INTRODUCTION

The Leukemia & Lymphoma Society, Inc. (LLS) and the Light the Night (LTN) program operate under a set of specific policies and procedures to try to ensure that our daily operations occur in as efficient and professional manner as possible, especially during LTN events. The chain of command, as well as communications, during a normal LTN event are spelled out and documented.

However, in a time of crisis and/or disaster, the guidelines for normal operations may not be appropriate, effective or possible. It is, for those situations, a contingency plan is desirable. Without a contingency plan, a crisis situation may lead to irreparable damage to the organization and could potentially expose LLS to numerous liabilities and severely damage our reputation and image.

A. Purpose of Manual

The purpose of this plan is to assist chapter staff, national staff and senior management in making quality decisions during a time of crisis. It is important to remember that this plan is meant to be a resource and guide, not an all-inclusive document.

B. Goal of Risk Management

The goal of risk management is to provide a systematic process for eliminating and minimizing an organization's loss exposures as well as mitigating the consequences of any loss.

Fundamentals of LTN Risk Management

The primary objectives of risk management for the LTN program are:

- Ensure the safety and well-being of our volunteer participants.
- Protect the LLS' assets and reputation by controlling any practices that could cause harm and/or losses.

The foundation of any risk management plan includes the following:

- Assessment
- Planning
- Establishing a contingency plan
- Communication

C. Resources

For Covid planning resources, see the COVID Playbook. All COVID playbook resources should work in conjunction with this Risk Management plan.

Covid & Event Playbook: <https://llsdata.app.box.com/s/j53j966famm5xk5ljd4ypq5tffyfeare0e>

II. CRISIS MANAGEMENT

A. Definition of a Crisis

A crisis is any unplanned event that can a) shut down or disrupt LTN operations b) threaten the safety of volunteer participants and staff or c) negatively impact the organization's reputation.

B. Potential Crisis Situations

- Major on-site injury and/or volunteer participant death during event
- Natural events, e.g. hurricane, tornado, earthquake, fire, disease outbreaks (SARS/Zika)
- Terrorist-related, e.g. bomb threats, attacks, disease outbreaks (Anthrax)
- Controversial or sensitive issues, e.g. robbery or missing donations

C. Situation Team

Purpose of Team

A situation team is named in the event of a crisis; a planning team of several individuals with specific responsibilities is aware of the plan and is prepared to respond.

Role of Team

- Assess situation
- Work with local authorities - such as police, venue, FEMA and Red Cross
- Implement plan of action
- Handle media relations

Delegating Responsibility

It is important to remember that while team members have been given specific responsibilities, each member should be fully aware of their role in case a member is unable to carry out his or her duties. The size and responsibilities of the situation team will vary based on the severity of the crisis.

It is the duty of all members of the LLS staff to maintain their composure during a crisis situation, especially when in front of volunteer participants.

D. Assessing Severity

The following is an evaluation of the severity level of a crisis with a corresponding number.

LEVEL ONE – No foreseeable interruption or crisis during event

LEVEL TWO – Includes minor weather delays or any other minor crisis that could cause minimal interruptions to event

LEVEL THREE – Includes major weather situation, terror threats, robbery, health screening participant refusing to depart event, or another crisis that requires logistic change

LEVEL FOUR – Full crisis mode that requires evacuation of the area, cancellation of event and complete logistical change. Also includes serious injury to participant.

SITUATION LEVEL	SITUATION TEAM MEMBERS
ONE	Event & Meeting Services staff (if on-site), LTN Campaign Director/Manager and Lead LTN Volunteers**
TWO ^	Event & Meeting Services staff (if on-site), LTN Campaign Director/Manager, Lead LTN Volunteers**, Venue/City/Event Planner, Lead Covid Volunteer/Staff, and Executive Director
THREE * ^	Event & Meeting Services staff (if on-site), Local Region Staff & Lead Volunteers, Region LTN Director, Venue/City/Event Planner, Lead Covid Volunteer/Staff, Region Vice President
FOUR * ^	Event & Meeting Services staff (if on-site), Local Region Staff & Volunteers, Region LTN Director, Region Vice President, Venue/City/Event Planner, Lead Covid Volunteer/Staff and DL- Executive Leadership Team.

*In cases of Level 3 & 4 – National Office Senior Management may need to be involved in these decisions and next steps.

**Depending on the size of the walk site lead volunteers include high level leadership of the key site areas (i.e. Accounting Room, Registration Tent, Walk Route, Balloon Tent, etc.).

^ For Level Two, Three and Four, the venue contact (i.e. hired production company, city contact, and venue contact) should be part of situation team

III. CRISIS COMMUNICATION PLAN

A. Importance of Communication

At The Leukemia & Lymphoma Society, we work hard to promote our mission and maintain a reputable position among our constituents – patients, policy makers, donors, the media, and general public. Crisis situations could negatively impact the reputation of LLS and prevent us from pursuing our mission. While we cannot fully anticipate when a crisis will occur or what it may entail, we can try to prepare for the unexpected so that we can react swiftly and appropriately when necessary.

Communication may be the most important step in the successful handling of a crisis. It is important all information being released to the volunteer participants and anyone else be factual and timely. Even the appearance of withheld information could be devastating.

- All important information needs to be passed down from the LLS staff that will in turn pass it to the volunteer participants and guests.
- It is the responsibility of the situation team to keep the LLS staff informed. It is the responsibility of the LLS staff to keep the volunteer participants, and guests informed.
- All communication must include specific information as well as an organized, proactive and cohesive tone.
- Depending on the severity of the crisis, the situation team may implement one or both of the following assemblies:
 - **LLS Staff Assembly** – consists of situation team and all LLS staff.
 - **Emergency Assembly** – consists of situation team and all volunteer participants, staff, and guests.
- Situation team will communicate the status of the crisis in as timely a manner as the crisis will allow.

B. Behavioral Guidelines for Effective Communication

In times of crisis, it is imperative to remember that volunteer participants are looking to the LLS staff and situation team for direction. Keep the following in mind during any stressful or crisis situation.

- Panic does not solve anything. Use your energy toward finding a solution.
- Never break down in front of volunteer participants.
- Always remember the situation team supports the LLS staff. The LLS staff always supports the volunteer participants. If you have concerns, please bring them to the situation team and not volunteer participants.

In an emergency, stay aware of everything that is going on around you and listen to the prevailing authority (e.g. police, FEMA, fire, etc.) in the situation.

C. Key Audience

It is critical that all information released to all of our audiences be factual and timely. We will need to communicate to different constituents depending on the nature. LLS' key audiences for LTN include, but may not be limited, to the following:

- LTN volunteer participants
- LLS employees and lead volunteers
- Local community
- Media
- Local, state and national government officials and vendors

D. 1-866-LLS-RISK (1-866-557-7475)

In an effort to streamline the crisis communications process with Senior Mgt at LLS, we have established this number for domestic events (cannot be used internationally). 1-866-LLS-RISK is a voice mailbox that goes to Debbie Griggs, Senior Director, Event & Meeting Services at the National Office to alert of a crisis situation. It is important to leave all information including name, phone number, chapter name and the nature of the situation. This number is to be used for situations that follow the given definition of a crisis (see below for examples). In response to your voicemail, a National Office staff person will contact you for further details and provide instructions.

- Serious injury or death of participant
- Robbery at event location
- Major weather challenge day of event

E. Communication Plan

This plan should be used for any crisis situation that occurs at an event.

- Assess crisis level
- Contact LTN or Executive Director
 - Regions should create a phone tree and bring it on date of event
- If deemed necessary by LTN Director and/or Executive Director, 1-866-LLS-RISK should be called. Leave the following information:
 - Name
 - Contact number
 - Region name
 - Crisis level
 - Description of crisis and location
 - Steps being taken to address crisis
 - Indicate if you have been contacted by the media
- Wait to be contacted by Senior Staff with further guidance
- Do not speak to media (See section H. Media)

F. Communication Tips

- Stay calm. Panic will not help the situation.
- Be focused on the task at hand, including immediately contacting your situation team through the appropriate communications.
- In an emergency, be aware of your surroundings and listen to the prevailing authority (e.g. police, fire department).

G. Media

LLS' reputation could be jeopardized by any crisis situation. It is imperative that you do not speak to any members of the media until the National Constituent Experience Department has given further instructions or guidance. Contact Marcie Klein or Andrea Greif.

When contacted by someone from the media, asking the following questions will help you be more prepared for the questions that the Constituent Experience Department will need answered.

- Name
- Affiliation
- Contact number
- Deadline

IV. Light The Night Risk Issues

Proper planning and safety plans will ensure a smooth event, however crises during a LTN Walk will likely result from a volunteer participant becoming injured or ill, weather delays/challenges, and/or money handling issues. Each region should have a safety plan in place to manage these situations.

A. LTN Risk Policies & Preparation

Whenever contracting with a third party for services to be rendered at a LTN event, you must obtain certificates evidencing the company’s current liability insurance coverage and naming LLS as an additional insured.

Please ensure that the following elements are taken into consideration for your event:

Risk Policy	Yes	No	Comments/Follow Up Questions
Event Firm			<p>Have you reviewed the LLS Risk/Communication Plan with contact? Do you have their Insurance Policy? Do you have all of their contact information? Have you asked them for feedback on how to make the walk safe?</p> <p>Pre Event: Do a walk-through of the site to identify any potentials dangers and discuss how they will be managed? If you have had a previous incident at this site or another location, discuss incident and how it will be managed? What is the Event Firms involvement in the management of risk at walk location? Set expectations with your hired firm.</p>
Venue/City Municipality			<p>Review the LLS Risk/Communication Plan with your contact at the venue/city. Identify a staff member to be part of your situation team in case of incident.</p> <p>If this venue is a stadium/venue, ask if they have any additional security measures that are needed to maintain safety for your walk. Many stadiums/cities have new guidelines (i.e. no longer allowing backpacks in their facility); follow the guidelines provided by the venue/city. This may require hiring additional security or participant screening.</p>

Hired Security Firm			Review the LLS Risk/Communication Plan with your contact? Identify a staff member to be part of your situation team in case of incident. Review potential dangers and how they will be managed? Discuss ways to ensure safety of walk? Be open to feedback.
Trampoline at Event?			Traditional, non-harnessed version should be removed.
Inflatable Bouncer?			Make sure rental company has General Liability Insurance. Have two volunteers assigned to the bouncer – one to observe the kids inside and the other to maintain an orderly line and keep surroundings clear.
Tethered Air Balloon?			Do you have an experienced balloonist (i.e. two years or more)?
Fire Works Planned?			Is this approved by the local municipality? Have you reviewed their safety checklist? Where is the safe area for guests to stand during the fireworks display? A certificate of insurance from the fireworks vendor must be obtained listing The Leukemia & Lymphoma Society, Inc. as additional insured – See Appendix A attached.
Injury Response Plan in Place			Do you have a way to contact Emergency Medical Services? You may want to assign a volunteer who has some crisis response background, if possible, to be the lead for any contacting EMS.
Pressurized containers of helium?			Make sure to chain to a secure spot so as to help prevent tip over. Have the delivery company put the pressurized container in the final location or near to the most optimal location to reduce handling by volunteers. Do not allow staff or volunteers to transport these containers in a vehicle; always use a delivery company for helium.
Generators onsite?			Please chain or secure to an immovable object until ready to take back to rental company or be picked up by rental company. These items are very valuable and should not be unattended and unsecured, or chapter will be responsible for reimbursing the rental company for their value. Never operate a generator indoors. Just like your automobile, a portable generator emits deadly carbon monoxide gas. Only operate it outdoors

			in a well ventilated area, where exhaust fumes will not enter any enclosed spaces.
Traffic Control			Volunteers should be placed around the walk course to help observe and keep walkers on target. For intersections, you should have local police direct traffic.

Preparing a month in advance

1. Create a local hospital document. Include the addresses, E.R. phone numbers, and directions from the walk site to ER.
2. Review the Walk route to check on the following:
 - Construction along route
 - Lighting changes or outages (ensure to visit the site in the evening when it is dark)
 - Potholes/Obstructions on route
 - Obstructions in finish area
3. Follow up with venue/city contacts to review risk plan. Be prepared to make changes if necessary. Get contact information for onsite contact for situation team.
4. Prepare event day cell phone tree with key staff, volunteers and all hired vendors.
5. Prepare weather communication plan to ensure strategies in place for inclement weather.
6. Obtain required insurance certificates from each vendor and walk site as necessary.

Event Day

1. Have roster of volunteer participants, including their role on event day.
2. Check route again for any new construction or changes to terrain/lighting.
3. Review check list to ensure you have all materials and vendor weekend contact information.
4. Ensure that all vendors are timed to arrive earlier than necessary and someone is assigned to meet them.
5. Organize meeting with key contacts to review risk/communication plan in case of incident.

B. LTN WALK SAFETY CHECKLIST

Safety at Light The Night Event is enhanced by:

- Well-planned and supported routes
- Security support of the registration and accounting areas
- Staff members and volunteers knowledgeable of safety procedures
- Presence of emergency supplies (see chart below for details)--cell phones, first aid kits, cars and maps of area
- Awareness by team members of whom to contact in case of emergency and hospital locations.

Safety-related equipment at each Event

Key: x = required

	LTN Staff Members	Registration Tent	Balloon Tent	Mission Tent	Accounting Room	Walk Route
Cell phone	X	X	X	X	X	X
List of all cell phone numbers/phone tree (see below)	X	X	X	X	X	X
Calling card &/or change for people without cell phones	X				X	X
Written safety plan	X	X		X	X	X
Directions, address & telephone for local hospital(s) emergency rooms (see below)	X	X	X	X	X	X
Map of Route	X	X	X			X
Phone numbers of ED/National Mgr/Region VP, Local Authorities in case of extreme emergency	X					
First aid kit includes masks, hand sanitizer, gloves and other necessary PPE		X				

If any person loses consciousness, one should:

1. Check for DANGER
2. Call 911 and request defibrillator
3. Check for RESPONSE
4. Check for individuals AIRWAY is clear
5. Check for BREATHING
6. Check for CIRCULATION

If necessary, a CPR certified person should perform cardiopulmonary resuscitation (CPR).
A rescuer should keep their own safety in mind when performing ANY rescue!

Region Cell phone Tree: List of all Cell Phone Numbers

Contact	Cell phone Number
Risk Contact for Event (this will be the Event & Meeting Services staff if on-site)	
Region Executive Director	
LTN Director	
LTN Staff	
Key Volunteers	
Other Staff	
Hired Vendors	
City/Venue Contacts	

List of Local Hospitals with Contact Information and Directions

(We suggest doing a MapQuest for each hospital from event site and attaching to your safety plan.)

Ex. Hospital Name – Address – Cross Streets - Telephone Number

C. Event Cancellation due to Severe Weather or Area Evacuation

PLAN FOR PRE-COLLECTION

- Bank Nights should be planned regardless of anticipated hurricane or inclement weather.
- Please review the LTN Event Logistics page on The Drop for additional information and tips on cash handling procedures.

Pre-Event Cancellation Checklist

- If it is determined that a Walk must be cancelled, please communicate your plans to both your Region Vice President and TCCD.
- Contact your local media via phone call & press releases to communicate your plans. (Sample Press Releases are provided on the Drop).
- If you must evacuate early, please send your Press Release to someone not in the hurricane's path to fax/email for you.
- Contact all site vendors via phone (rental companies, food vendors, entertainment, etc.)
- Contact all day of event volunteers via phone & email.
- Print out a list of all currently registered Team Captains, Walkers & Sponsors to take with you if you must evacuate quickly.
- Call ALL registered walkers (Team Captains & individuals), sponsors, committee members, Corporate Walk Chairs, Honorary Chairs, etc.
- Send Exact Target to all registered walkers (Team captains & Individuals). Sample will be provided.
- Determine a plan for your Walkers to still participate in a Walk (Plan B): if possible, direct them to another upcoming site. If there are no upcoming Walks, consider planning for a "Light The Night Party" for your participants to come & celebrate together after the storms have passed. Have incentives available for those who did not participate in a Bank Night. Work with your contacts/vendors to secure a fun location.
- Offer to visit Mega and A teams post hurricane to deliver incentives (if they did not participate in a Bank Night)
- If possible, place a sign at the cancelled Walk site inviting them to participate in an upcoming Walk.

Post-Event

- Send letter/ mailing to all participants reminding them of upcoming Walks and/or post cancellation Light The Night celebrations.
- Call all Team Captains/Walkers to reiterate alternative plans for celebration & encourage participation.
- If they choose not to participate in alternative celebration, arrange for pick-up of any outstanding funds (if they did not participate in a Bank Night).
- Send another round of Press Releases to media, reiterating post hurricane plans for participants; alternative celebration.

D. Robbery

The purpose of the LTN Cash Handling procedures is to mitigate risk and ensure the safety of our volunteers and staff. Please ensure that your chapter is utilizing the LTN Cash Handling procedures for all walk sites and bank days. All lead LTN volunteers and staff of the accounting and registration

areas should be well versed in the LTN Cash Handling procedures and local procedures for their event.

What To Do During A Robbery

- Try to stay calm and don't make any sudden movement to upset the robber(s)
- Do exactly as you are told, do not try to resist
- Make note of any distinguishing features of the robber and their clothes so you can describe them later
- Note their direction of travel when they leave and mode of transport, if any
- Obtain a description of their vehicle if safely possible

What To Do After A Robbery

- Call 911 immediately and alert event security personnel and situation team
- Secure the accounting area and registration area
- Ask any witnesses to stay until police arrive. If they can't, write down their names, addresses and phone numbers
- Write down as much as you can recall about the robber's appearance, speech and mannerisms
- Try not to touch anything that the robber may have handled
- Determine amount stolen (cash, checks, credit card receipts).

To the extent identification is possible; donors who contributed via check or credit card must be contacted and alerted to the theft of their check or credit card information.

E. Response To Crisis Event (Injury/Illness)

1. Injured/ill person located.
2. Situation is assessed by locating person. Assessing person should keep their own safety in mind first. If possible, provide treatment immediately. This may range from Band-Aids to CPR.
3. If necessary contact 911 or initiate chain of communication so that 911 can be contacted (e.g., assign person to find nearby phone). Route map with area hospital information provided is essential.
 - a.) Continue treatment, if necessary
 - b.) Comfort person
 - c.) Assign fellow person/by-stander to control any crowd
4. If crisis occurs (person is in serious medical condition or a death occurs), notify assigned crisis contact at region (e.g., LTN Director or Region Executive Director) and call 1-866-LLS-RISK.
5. See hospitalization policy in Section I.

F. Policy and Guidelines on Serving Alcohol

The Leukemia & Lymphoma Society, Inc., (LLS) recognizes that alcohol service at some functions is a benefit we want to continue to be able to offer on a chapter level. To help control the exposure to liability that is associated with alcohol consumption, the following Policy and Guidelines have been established for you. Policy is to be followed at all times. Guidelines are meant to assist and direct you in mitigating exposure. Policy and Guidelines should be referred to for LLS directed activities and non-LLS directed outside or third party events when LLS is beneficiary.

Should you have questions regarding the Policy and Guidelines, please contact the Risk Management Department in the Home Office.

POLICY: Who Can Serve Alcohol?

1. Employees and volunteers of The Leukemia & Lymphoma Society, Inc. (LLS) are **not** to serve alcohol at any function.
2. Alcohol service is to be performed solely by outside or third parties, either contracted or volunteer. It is strongly recommended that servers be licensed bartenders or have some "responsibility training" for the safe serving of alcohol from an outside service such as the TIPS Program. Training documentation, including a current certification in the program, should be provided prior to signing the third party contract. All servers at an event must not consume alcohol at the event.
3. Any outside or third party **contracted** to provide alcohol service should provide proof of Liquor Liability Insurance coverage with limits of at least \$1,000,000 per occurrence and list The Leukemia & Lymphoma Society, Inc, as an additional insured. Furthermore, the contracted party should be in full compliance with any applicable state and local laws regarding the sale, service and consumption of alcohol. Any required permits should be obtained by the vendor and displayed in a conspicuous place at all times.

BEST PRACTICES: Controlling Who Can Be Served and When

- All alcohol service must conform to any state laws regarding hours of service. Limit consumption to a designated area. The entrance/exit access areas should be monitored so as not to allow persons to carry in or take alcoholic beverages from the consumption area. Signs should be placed in the area where alcohol is being dispensed that read, "Don't Drink and Drive", or other language encouraging responsible use of alcohol.

All persons attending the function who appear to be less than 35 years of age must be asked for valid identification. Persons checking ID's must have knowledge of state / local limitations for sale / service of alcohol beverages, an understanding of proper identification techniques and are over 21 years of age (age may vary by state). No one under the age of 21 is to be served alcohol.

- The following statement should be included on all flyers and other correspondence about the activity: "Alcohol will be served only to those guests who are legally allowed to consume it."
- Alcohol should only be served once the LTN walk is completed.

BEST PRACTICES: Other Controls

- The recommended ratio of alcohol servers to anticipated guests is 1 server per 25 guests.
- Food and alternative non-alcoholic beverages should be available for the duration of all activities where alcohol is served.
- Only alcohol provided by the chapter/third party contractor may be consumed at LLS activities. No outside alcohol is permitted.
- Alcohol service shall be controlled on a per drink basis. No more than two drinks should be given to any one person at a single time. Guests will not be served from common sources such as kegs or punch bowls. Do not permit self-service of alcohol.

It is strongly recommended that chapters implement a drink limit policy. An example of such would be to distribute drink tickets to each guest of legal age. However, the third party contractor still retains the right to refuse service even if the guest has more tickets.

- LLS volunteers and employees will refrain from consuming alcohol during the activity.
- All efforts to prevent an impaired guest from leaving the activity will be made by the third party contractor, LLS Employees and Volunteers. Assist intoxicated patrons in making travel arrangements with local transportation providers. If a guest leaves the activity impaired due to alcohol consumption, LLS Staff and Employees will notify the appropriate authorities immediately.
- Consider hiring security to address unwanted attendees and unruly guests.
- Have set party times to help keep party controlled. Set a “Last Call” an hour or more before the event ends.
- Complete an incident report should a guest be injured, etc.

G. Follow Up To Incident

If and when a volunteer participant becomes injured during event, staff should respond to the immediate nature of the situation, there are a few follow up actions must be taken.

Complete the LTN Incident Report Form

Should a LTN volunteer participant be involved in an incident that meets the below criteria, an Incident Report form should be completed after the date of the incident and **no longer than one week from that date**. A copy should then be sent to the Home Office Risk Management with the original to go in file. The Incident Report form can be found [HERE](#) on The Drop.

The criteria for completing an Incident Report are when an ‘incident’ involves a volunteer participant in the following situation:

- Going to the hospital or being offered transport to the hospital but the volunteer participant refuses
- Treatment for falls that involve blood
- Other situations or conditions that may generate a medical concern

Remain in Contact

Depending on the severity of the incident, the chapter staff should remain in contact with the family and/or friend of the volunteer participant to keep them updated on condition. This is a goodwill measure but also aids in keeping staff and others such as Home Office Risk Management updated on the situation. As the situation evolves, there may be further follow up actions such as emergency airlifting or family hotel needs that may need accommodating through Home Office.

Goodwill actions include focusing on helping the volunteer participant get better through moral support and trying to make the family feel comfortable.

Investigate Incident

All incidents submitted on the Incident Report form should be investigated. The basic premise to follow when investigating an incident is the root cause. Investing time to determine the root cause or causes that lead to the incident may help prevent recurrence.

H. Participant Hospitalization Protocol and Addendum

Purpose

Explains the mandatory steps necessary if a volunteer participant is taken to the hospital during or following a Light The Night Event.

Intended Procedure

If a volunteer participant becomes significantly injured or ill, a region staff person should do the following:

- Accompany volunteer participant to the emergency room or meet them at the hospital
- Staff should remain at the hospital until one of the following occurs:
 - Volunteer participant is released or admitted
 - Volunteer participant family and/or friend arrives at hospital
- If volunteer participant is admitted, the region staff may leave but should monitor the volunteer participant's condition by phone.
- If volunteer participant's family and/or friend arrive at hospital, staff may leave, but should monitor the volunteer participant's condition and offer reasonable assistance to family or friend.

Please note that if the volunteer participant does not have family/friends in the area, staff is to remain at the hospital until they arrive. Also, if your volunteer participant is admitted to the hospital, please contact your Executive Director or other appropriate regional management to let them know of the volunteer participant being admitted.

For any serious medical emergencies, staff should contact the LLS Risk number.

V. GLOBAL RISK

A. Importance of Global Risk

The topic of global risk issues encompasses any risk not directly related to the event. LTN is vulnerable to such risks and therefore they must be addressed. The purpose is to create awareness that LTN is subject to all the risks that surround us in everyday life.

B. Potential Global Risk Scenarios

The following nine scenarios are potential crisis situations. The information about each situation is a guideline and a reference in a time of crisis. Every situation will be different. Please always defer to the convening authority (e.g. police, fire, Federal Emergency Management) in any crisis situation.

Terrorist Attack

Until September 11, 2001, a terrorist attack on U.S. soil was unthinkable. Since that day, America has been faced with new challenges and a heightened awareness that no one is untouchable or immune. A terrorist attack could impact LTN in a multitude of ways.

Terrorist attack in an event city

LEVEL: FOUR

Region Management as well as Region Vice President and Region LTN Manager to meet, determine plan of action, and supply chapter staff and volunteers with information

Terrorist attack in another city

LEVEL: THREE

This could impact participation in event. It will be evaluated by the Region Staff, Region Vice President and Region LTN Director.

Technology Disabled (communication systems, telephones, wireless apps, internet)

This scenario generally is in conjunction with another crisis. In this case, it is necessary to follow the convening authority's instructions.

Natural Disaster at an event location

LEVEL: TWO/THREE/FOUR

A hurricane, earthquake, flood or tornado is just a few examples. They have the ability to impact an event as well as participation.

War

LEVEL: TWO/THREE

Under most circumstances, this would just interrupt participation level.

Infectious Disease or Medical Emergency

LEVEL: THREE/FOUR

In the post September 11th world, this is a possibility. It could impact participation in event city.

Bomb Threat

LEVEL: THREE/FOUR

This has the ability to impact participation or event location.

C. Helpful Hints

In any scenario, it is important to stay aware of your surroundings. If possible, the Situation Team will work to manage the crisis and mitigate the impact for event. The scope of these scenarios is much larger than LTN and will create a unique environment. The following helpful hints will aid in successfully maneuvering in this environment.

- Stay calm. Worry and panic will diminish effectiveness.
- Stay Informed. Watch the news or listen to the radio whenever possible to keep up with the latest developments. Authorities use these outlets to disseminate public information.
- Follow instructions. The convening authority (e.g. police, fire, Federal Emergency Management) will provide instructions and procedures. They have the experience to manage a crisis situation.
- Remember that the Situation Team, whether on-site or off-site will work to disseminate all necessary information.

VI. AUTO ACCIDENTS

Staff may be required to rent a car or use their personal automobile while at a TNT related event. Please refer to the LLS [Travel & Business Expense Reimbursement Policy](#) for additional information on vehicle rental and vehicle insurance policies. If an accident occurs, you should:

After an Accident

- Check for injuries. Health and safety are the top priority.
- Call the police, even if the accident is minor.
- Protect yourself and others at the scene.
- Warn approaching motorists with hazard lights or road flares if available.
- Exchange driver's license, insurance and registration information with all persons involved in the accident.
- Write a description of the other vehicles including license plate and vehicle identification numbers.
- Make note of specific damages to all involved vehicles.
- Take pictures of the scene and damage to vehicles with a camera phone or standard camera if available.
- Write down names and addresses of anyone who may have witnessed the accident. This can prevent disagreement concerning the facts of the accident.

Accidents should be reported immediately to:

local authority's, i.e. police, and rental car company, and

Company Travel Administrator via this form - <https://www.llsform.org/0999FS25/form243/index.html>

Other Do's and Don'ts

- Jot down details about the accident, location, and circumstances such as weather conditions and visibility.
- Do not agree to pay for damages and/or DO NOT sign any document unless it is for the police.
- Limit your discussion of the accident and do not admit to any fault or liability.
- Cooperate with the police officer investigating the accident.
- Make sure you have the name of the investigating officer and that he/she has your version of the incident.
- Remember, it is a criminal violation to leave the scene of an auto accident that causes personal injury or death.

ATTACHMENT A – Firework Contract Addendum

This Attachment A becomes part of the agreement entered into on _____, 2020 by and between (*Fireworks vendor*), party of the first part and The Leukemia & Lymphoma Society, Inc. ("LLS"), party of the second part, both agree and consent to the following:

INSURANCE. (*Fireworks vendor*) shall maintain General Liability/Excess Liability insurance from one or more companies with an A.M. Best rating of A/VII or better insurance carrier with a minimum limit of \$5,000,000. (*Fireworks vendor*) will furnish evidence of such insurance to LLS at least two weeks prior to the start of the Display.

The evidence should be in the form of a Certificate of Insurance which shall name **The Leukemia & Lymphoma Society, Inc., its officers, directors, employees, agents and representatives as additional insured.**

The certificate holder field on the certificate should reflect the following verbiage:

**The Leukemia & Lymphoma Society, Inc.
3 International Drive, Suite 200
Rye Brook, NY 10573**

The certificate should also contain a clause indicating that a 30-day notice of cancellation or material change will be provided to LLS. (*Fireworks vendor*) shall keep such insurance in effect during the term of the Agreement.

INDEMNIFICATION. Each of (*Fireworks vendor*) and LLS shall indemnify, defend and hold harmless the other party, its affiliates, their respective officers, directors, employees, agents and representatives and the successors and assigns of any of them (the "Indemnified Party"), from and against, and reimburse them for, all claims, damages, costs and expenses, including, without limitation, interest, penalties, court costs, and reasonable attorney's fees and expenses, resulting from (a) any breach of any representation, warranty, covenant, obligation or other agreement contained in this Agreement; (b) any failure of such party to comply with any applicable laws, statutes, ordinances or regulations; (c) any act or omission or negligence of such party or its employees, agents, contractors or invitees; and/or (d) any claim for personal injury or property damage or otherwise brought on behalf of any third party person, firm or corporation against the Indemnified Party as a result of or in connection with services provided by the indemnifying party under this Agreement, which claim does not result from the intentional acts or the gross negligence of the Indemnified Party. All of the foregoing indemnities shall survive the termination of this Agreement.

LIMITATION ON LIABILITY. The parties expressly understand and agree that except with their indemnification obligations hereunder, neither party shall be liable for any indirect, incidental, special, punitive, consequential or exemplary damages arising out of or in any way related to this agreement including, without limitation, damages for loss of profits, goodwill or other intangible losses.

Signature _____

Date _____

Company _____

2024 Detroit Light the Night Communication and Community Impact Plan

Event Date: Thursday, September 26th 2024

Event Times:

6:00 pm - guest arrival

7:15 pm - program with amplified sound

7:45 pm - Walk begins leaving Corner Ballpark down Michigan Avenue, turning around at 14th St at Roosevelt Park

8:30 pm - guests leave

11:00 pm vendor breakdown concludes

Approx 750 walkers will leave Corner Ballpark down Michigan Avenue, turning around at 14th St at Roosevelt Park and returning to the Corner Ballpark.

The Corner Ballpark works directly with Corktown to disseminate information about the event.

2024 Detroit Light the Night Event Clean Up Plan

The majority of the event will take place within the Corner Ballpark facility. All food and beverage will remain within the ballpark and not be allowed to be taken on the walk. We do not expect any waste to be produced from the walk itself.

SPECIAL EVENTS PETITION

Petition No: 2024-269

Event Name: Leukemia and Lymphoma Society Light the Night

Event Status: In Review- Relevant Departments (Step 3 of 6)

Petitioner Name / Organization: Leukemia and Lymphoma Society

Event Location: The Corner Ballpark. 1680 Michigan Ave, Detroit

Event Date(s) and Time(s): 09/26/24 6:00 PM to 09/26/24 9:00 PM

Type of Event: Walkthon

Applicant Contact:
Bryan Weiss
bryan@steppesolutions.com
+1 (510) 508-1058

Submission Date:	07/11/24 1
Date of Clerk's Office Referral:	07/30/24
Date of City Departments Sign Off:	7/30/24
Date Referred to Council:	8/2/24

Department Approvals

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

BSEED
BSEED
Reviewed-
Ready for
Council

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

Date: August 2, 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: https://www.lightthenight.org/

Which spaces will be used? Street, Sidewalk, Private Facility

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

Event Description

Brief Event Purpose & Description:

Bring light and awareness for patients and loved ones suffering from blood cancers. Light the Night main event will take place at The Corner Ballpark and participants will walk with lanterns along Michigan Ave

Estimated Peak Attendance: 750

Estimated Total Attendance: 750

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: Leukemia and Lymphoma Society

Mailing Address: 3 International Drive Ste 200

Rye Brook New York 10573

Primary Contact:	Secondary Contact:
Bryan Weiss	
bryan@steppesolutions.com	

Organization Type: Nonprofit

Organization Website: https://www.lls.org/

Event Setup & Breakdown

Begin Setup: 09/26/24 7:00 AM

Complete Setup: 09/26/24 5:00 PM

Setup Location(s): The Corner Ballpark 7am - 10pm; Street Closures 7:00 pm - 9:00 pm

Event Start: 09/26/24 6:00 PM

Event End: 09/26/24 9:00 PM

Begin Tear Down: 09/26/24 9:00 PM

Complete Tear Down: 09/26/24 11:00 PM

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

Cleaning Service Vendor: Venue providing cleaning service

Other Waste Elements: N/A

Street Closures & Parking

How many streets will be closed: 1

Will you be closing any part of Woodward Avenue? No

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

1. Michigan Ave 09/26/24

Trumbull to 14th St. 7:00 PM 9:00 PM

2. _____

3. _____

4. _____

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Blocking metered parking spaces

Describe the parking plan to accommodate anticipated attendance:

The Corner Ballpark has sufficient parking

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: 18

Number of tents larger than 10' x 10': 8

Tent Contractor: Party Dreams

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: Generators

How will generators be fueled? gasoline

Generator contractor: Corporate Live

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: Provided by Corner Ballpark

Number of private personnel per shift: 7

Which of these apply to the private security personnel? Neither

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: tbd

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 checked="" 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 Leukemia and Lymphoma Society to host "Leukemia and Lymphoma Society Light the Night" "2024-269" on September 26, 2024, from 6:00 PM to 9:00 PM at, The Corner Ballpark 1680 Michigan Avenue, Detroit, MI.

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

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

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

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

PROVIDED, that there will be DPW Road Closure Signage Required; 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 events.