

## SECURITY SAFETY PLAN

### I. ON-SITE SECURITY

- A. Who is providing security (*contact information*)
- B. What resources will be on hand & location (*number of security personal*)
- C. Safety/Disaster Plan
  - i. Process for handling different security concerns
    - 1. Severe Weather
    - 2. Fire
    - 3. Medical Emergency
    - 4. Security Concern
- D. Controlling Alcohol Consumption (*if applicable*)
  - i. How to ensure minors will not be served at your event
  - ii. How do you plan to prevent over consumption
  - iii. What mixed drinks will be served and what is the alcohol ratio per batch

### II. COMMUNICATION

- A. Plan
- B. Your means of communication (*i.e. PA System, social medial, email*)

### III. MEDICAL RESOURCES

- A. Who is providing medical (*contact information*)
- B. What resources will be on hand & location (*ambulance, bike team, and EMT staff*)
- C. Process for medical concerns/issues

# EMERGENCY ACTION PLAN

## I. POSSIBLE SCENARIOS

1. Severe Weather
2. Fire
3. Medical Emergency
4. Security Concern

## II. END GOAL

- A. Implement safe evacuation/emergency plan
- B. Communicate with participants, City agencies, volunteers, and staff so everyone knows where to go and what to do.

## III. CONTACT INFO

Name	Position	Organization	Cell Phone	Alt. Number	Email

## STREET CLOSURE

Closure Type	Direction	Street	Suffix	From	To	Time	No Park Signs*	Towing**	Notes	Street Names
Curb Lane	W	Taylor	St	100	200	4:00am-11:30am	No	Yes	North & South Side	Ashland-Western
Full	W	North	Ave	300	400	4:00am-11:30am	Yes	Yes	ALL	Halsted-Wells
Full	W	Roosevelt	Rd	400	600	4:00am-11:30am	Yes	Yes	ALL	Damen-California
Curb Lane	N	Clark	St	700	800	4:00am-11:30am	Yes	No	East & West Side	Chicago-Division
Sidewalk Only	S	State	St	300	700	4:00am-11:30am	N/A	N/A	West Sidewalk Only	Roosevelt-Cermak

\*No Park Signs Needed: if cars should not park within the event footprint.

\*\*Towing Needed: if cars parked within event footprint need to be towed. Please Note: cars are no longer relocated, they will be taken to the auto-pound.

If requesting No Park Signs/Towing event organizers must call Streets and Sanitation 7 days prior to the event 312-744-1912.



## **WRITTEN COURSE DESCRIPTION**

**START** – Columbus Dr & Monroe St (Butler Field)

**MILE 0.0** – Begin heading **NORTH** in Northbound lanes of Columbus Dr for .74 miles

**MILE 0.74** – Turn **LEFT** onto Illinois St heading **WEST** in Westbound lanes for .4 miles  
- **LAST RUNNER CLEARS ILLINOIS BY 8:15 AM**

**MILE 0.78** – Turn **LEFT** onto State St heading **SOUTH** in All lanes for .88 miles  
- **LAST RUNNER CLEARS STATE BY 9:00 AM**

**MILE 1.66** – Turn **LEFT** onto Jackson Blvd heading **EAST** in All lanes for .37 miles  
- **LAST RUNNER CLEARS JACKSON BY 9:20 AM**

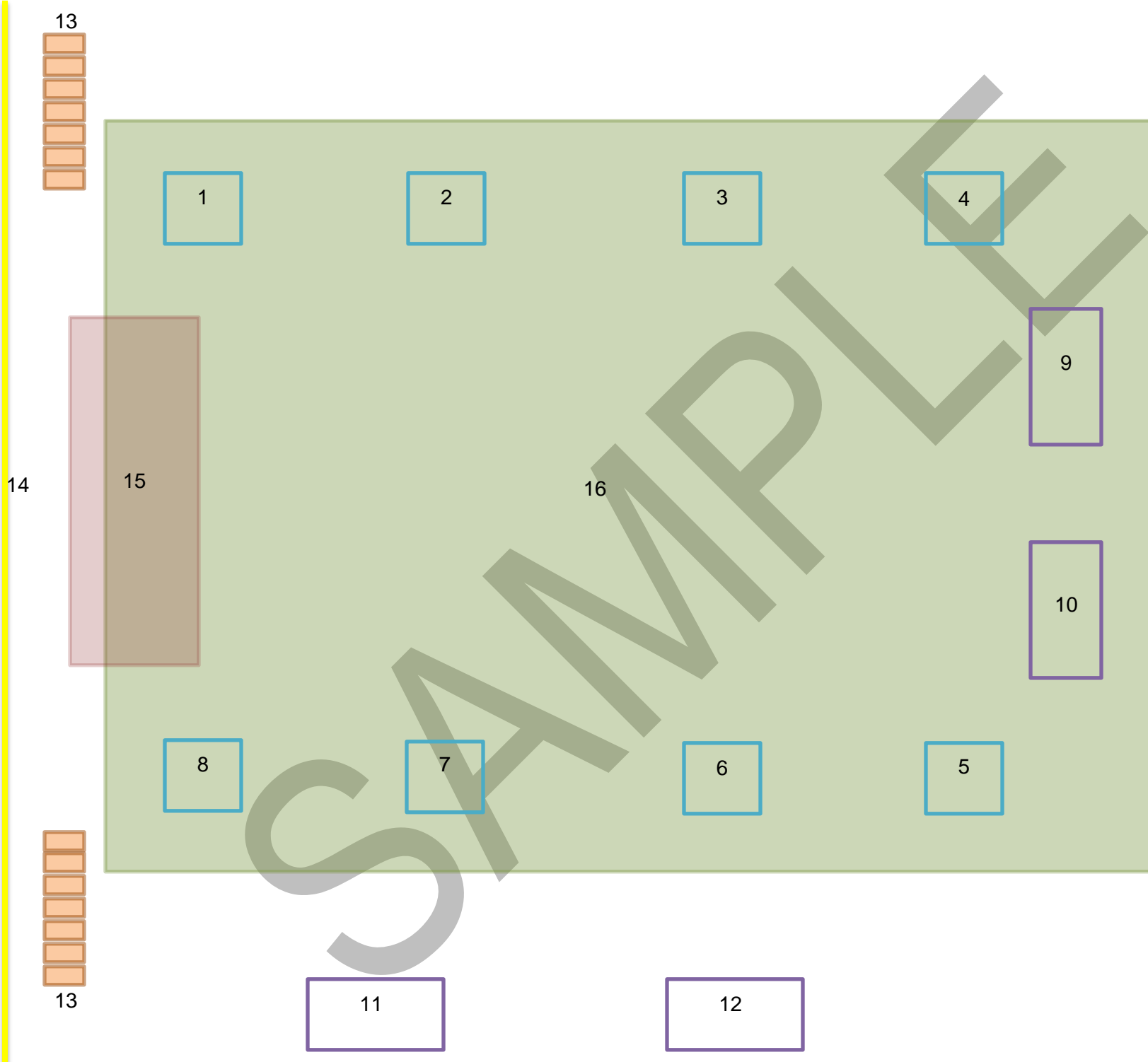
**MILE 2.03** – Turn **LEFT** onto Columbus Dr heading **NORTH** in Northbound lanes for .3 miles

**FINISH (2.33 MILES)** – Columbus Dr (Butler Field) (Street Light C121)

## WASTE MANAGEMENT PLAN

**OVERVIEW:** *(things to think about)*

- Who is providing trash removal?
- Who will be cleaning the site and/or course of debris?
- Will recycling be collected?
- Will there be dumpsters?
- Will there be trash cans?
- How will you communicate trash/recycling plan to vendors, participants, staff, and volunteers?



- 10x10 Space**
- 1 – Information
  - 2 – Packet Pick Up
  - 3 – Sponsor
  - 4 – Activity
  - 5 – Merchandise
  - 6 – Sponsor
  - 7 – Activity
  - 8 – Gear Check

- 10x20 Space**
- 9 – Liquor (spirit)
  - 10 – Liquor (beer/wine)
  - 11 – Registration
  - 12 – Food

- Misc.**
- 13 – Portable Toilets
  - 14 – Ashland Avenue
  - 15 – Stage
  - 16 – Site Area (Park)

## Special Event Food Booth Layout

*(Required with all applications)*

Show "Receiving" location. Hand draw in the shapes to represent the equipment as they will be set up at the event.

**Note: Mechanical refrigeration is required if the vendor has any cold-held perishable menu items. Also, a location for Hand Washing must be shown on the layout and be aware that **NO DISHWASHING** is allowable on-site so this should not be done or shown on the layout.**

Restaurant Name: \_\_\_\_\_

