

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**

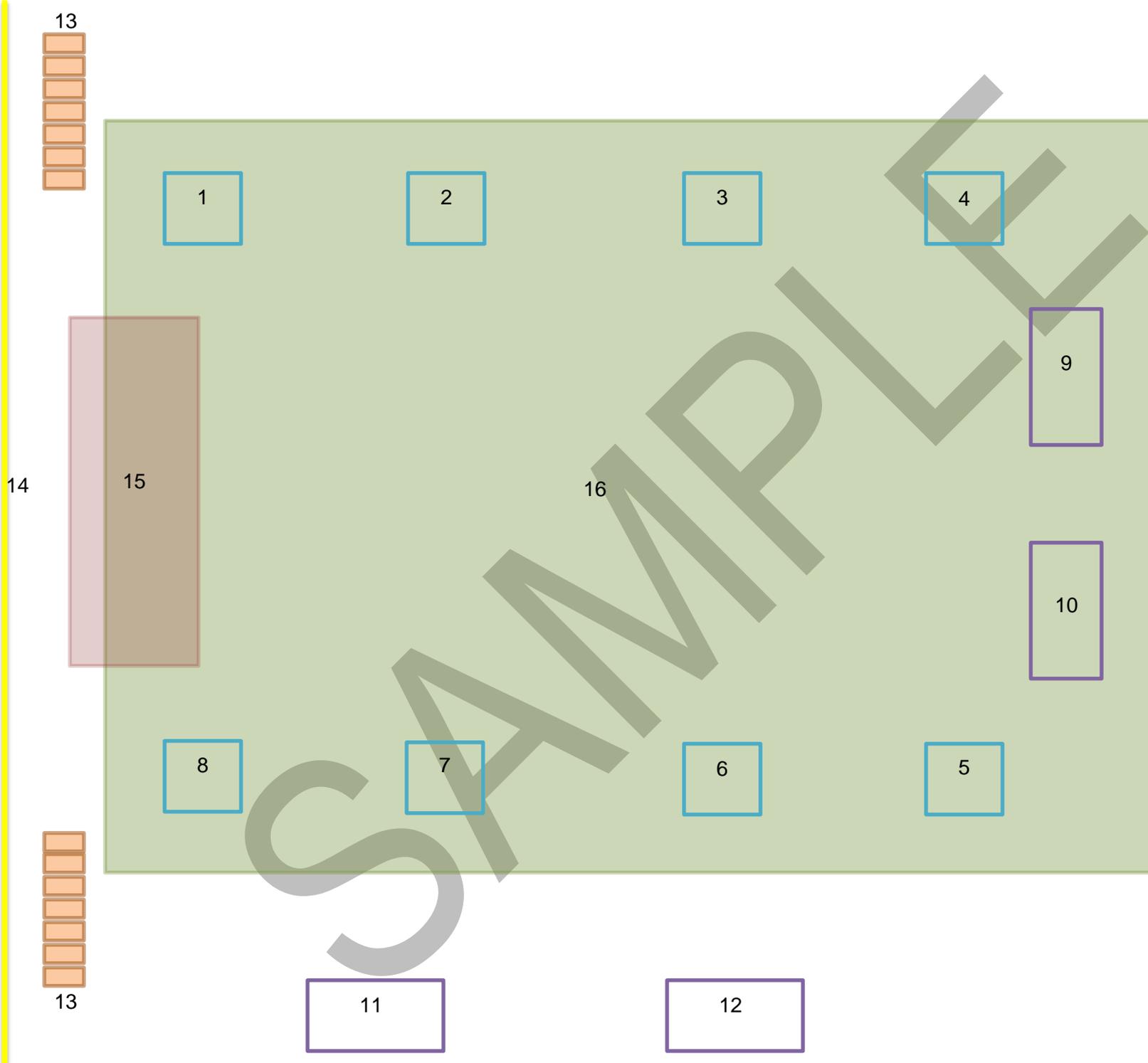
MILE 2.03 – Turn **LEFT** onto Columbus Dr heading **NORTH** in Northbound lanes for .3 miles

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: _____

