EMERGENCY ACTION PLAN

I.   POSSIBLE SCENARIOS
      1. Sever 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

Lori E. Lightfoot
Mayor of Chicago
Department of Cultural
Affairs and Special Events

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.

Lori E. Lightfoot
Mayor of Chicago
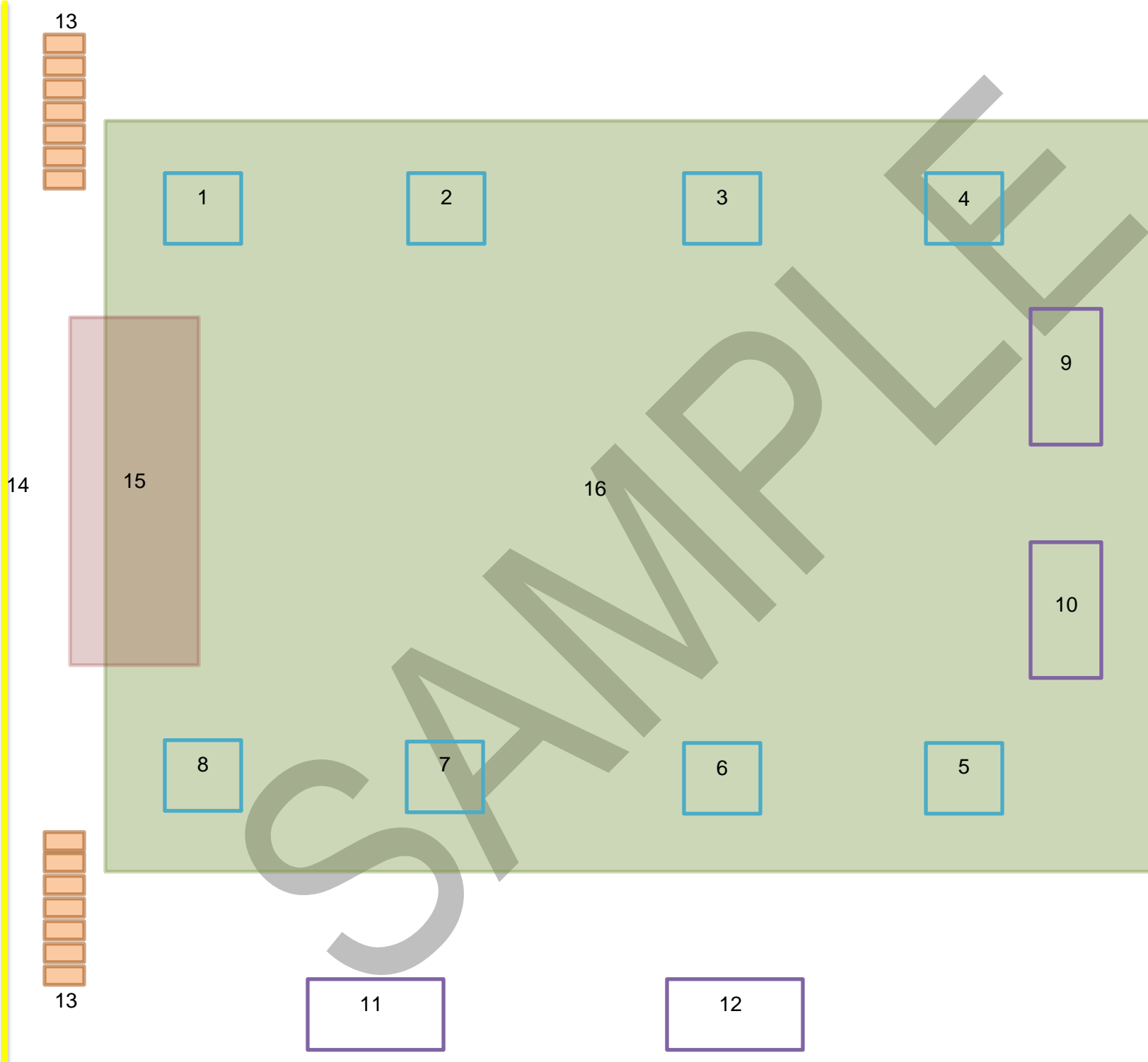Department of Cultural
Affairs and Special Events

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: _____

Hot Holding Station

Freezer

Serving Counter

Cooking Station

Hand Wash Station

Beverage Cooler

Mechanical Refrigeration

Prep Station

Condiment Station