



Sponsor/Vendor Evacuation Information Sheet 2023

In the event that an emergency situation does force the Pitchfork Music Festival to evacuate the park, we must do so in a calm and safe manner. The below information is to help you best prepare yourself and your staff in case of evacuation. We will follow up with you to discuss your own plan; you may use the below info as a template but you must have prepare your own course of action in the event of evacuation.

Before Evacuation:

- ❖ We recommend you have a plan in place with your lead on-site managers. These leads can change day to day, so please make sure they are aware of your plan each day/shift.
- ❖ Have contact info for all employees working that day, for all shifts, not just the present.
- ❖ Have a designated safe house, this could be a vehicle or planned location ahead of time, so that all employees can be accounted for.
- ❖ Designate a time to meet back at the park after evacuation. Plan on meeting outside the park in case there is no re-entry for the rest of the day (from 30 min to an hour depending on the weather, this can be amended between you and your staff)
- ❖ Use technology to keep staff informed and updated, there are mass texting services that can help with this, but the best course is just to start a group text or email chain at the beginning of the day with all of your employees that day on it.
- ❖ If there is a possibility of evacuation due to weather, you will be warned ahead of time by

the head vendor/sponsor coordinators, and they will keep you updated as decisions are being made both via email/text to contacts you provided prior to the event and in person, when applicable.

- ❖ If there are warnings of evacuation, prepare your space by putting away stock in sealable tubs with lids, and tie down all equipment that could move around during high winds and rain. An alternative to this is tarping your space, be sure to secure tarps with rope and not bungee cords. Leave all large heavy equipment. Begin to taper off sales and stop cooking food (food vendors).
- ❖ Throughout the weekend, your vendor/sponsor coordinator will show you your evacuation exit that is closest to you, out of the park, and exits will be marked on your site map.
- ❖ If there are storm warnings of evacuation and you are a food or beverage sponsor/vendor, you may want to slow down your production in order to not have waste or improperly store food that will have to be discarded.

Evacuation:

- ❖ To better prepare the food vendors, the Head Vendor Coordinator will be keeping your restaurant manager on site updated when weather warnings hit.
- ❖ To best prepare retail vendors, a vendor coordinator will be updating you when weather warning hits.
- ❖ If Pitchfork Music Festival decides to evacuate the park, you will be notified directly by the Event Coordinators, either directly or by announcement.
- ❖ If you hear Evacuation announcements on loudspeakers in the park, then evacuate following the evacuation route marked on your site map (this also will be pointed out during load in.)
- ❖ **In the event of evacuation, all equipment must be turned off.**
- ❖ In the event of evacuation, the festival will be turning off electric generators and propane.
- ❖ In the event of evacuation leave all equipment behind, have your necessities on you and exit the park through the nearest exit.
- ❖ Once evacuated, meet your staff at your designated safe house and do a head count.
- ❖ Wait for weather/cause of evacuation to subside and wait for updates prompted from vending/sponsor coordinator via text, email or Twitter.

After Evacuation await messaging before returning to the park:

- ❖ To return to the park, please proceed to Vendor CheckIn (Gate 1 and 2 will also be an option, but only if wearing your vendor wristband).
- ❖ Upon returning to park, assess your space, equipment, and note of any damage that may have occurred due to weather.
- ❖ There is a generator schedule for power after a storm and our stages take first priority. After the stages are up and running, we will set up vendors with power. This may take up to an hour, so please be patient and plan accordingly.
- ❖ If food has been stored in the temp danger zone for more than time frame designated by Cook County Sanitation dept, it must be discarded.
- ❖ The 3rd party propane contractor on site will be inspecting all hook ups and equipment after a storm or evacuation to ensure safety. This may take from 20min to 1hr depending on the weather and how long the evacuation lasted, please be patient as safety is our utmost concern.

Evacuation FAQ Sheet

What do we do in the event of evacuation?

- In the event of the park being evacuated you are to follow an evac plan that is already in place with your staff (this means evacuating the park), reporting to a safe house and checking in.

Where do we go in the event of evacuation?

- You should have a planned safe house whether it's a restaurant or bar close to the park that you've coordinated with beforehand, a vehicle, or someone's apartment close by. Wherever you choose to go, it cannot be inside Union Park.

How do we notify our staff?

- We recommend using technology as much as possible to communicate with staff, whether it's through Twitter, email blasts or mass texting services, be sure to have this plan in formation before the event.

Can we bring any of our equipment?

- NO EQUIPMENT can be moved during an evacuation. Tie down with tarps, covers and leave.

What about our money, ipads, registers, personal belongings?

- We recommend having a safety/safe locker as part of your set up. It's under lock and key, your site manager will have the key or code, and when the warnings for evacuation

roll through, begin collecting and locking all designated items you want to go in the safe. We also recommend this safe/safety locker living inside a sealed waterproof container.

What can we do to prepare for evacuation?

- Following the info sheet as a template, each vendor/sponsor should have their own evacuation plan following exiting the park. Have all your staff members' contact info saved in your phone, begin to tie down and cover equipment. Stop cooking food.

Can we re-enter the park after evacuating?

- If evacuation is due to weather, wait until weather has subsided before making your way back to the park. If heavy weather lasts longer than 1 hour, we may close the park down for the remainder of the day. If this is the case, you will be notified via a phone chain by the head vendor/sponsor coordinator.

When do we return to the park after evacuating?

- Either 45min-1 hr or after the weather subsides

What do we do with equipment?

- Turn off all equipment and tie it down before exiting the park. Don't take any equipment with you.

Will power be shut off?

- Electric generators, propane and wifi will all be shut down prior to exiting the park.

When will power be turned back on?

- There is an order to power being turned on starting with the stages. Safety is our utmost concern so expect up to an hour after returning to the park to have power. Plan accordingly.

Can we stay in the park?

- In the event that we need to evacuate the park, you are required to evacuate the park.

TIPS

- **Start a group message with all of your staff at the beginning of each day, so that you can communicate**
- **Set a meeting point outside of festival grounds to regroup in case of weather**
- **Make sure staff is familiar with the exits of the park, and which one is most convenient for them.**
- **Have staff bring a rain jacket or poncho and a light change of clothes.**

Nearby businesses:

Cobra Lounge 235 N Ashland Ave, Chicago, IL 60607

McDonald's 1380 W Lake St, Chicago, IL 60607

Bottom Lounge 1375 W Lake St, Chicago, IL 60607

Billy Goats Tavern 1535 W Madison St, Chicago, IL 60607