

Traffic, Parking, and Crowd Control

At Park District Facilities

The Park District currently has three facilities with small parking lots for patrons. Signage is used to communicate traffic direction, proper parking locations, and other pertinent information. Care should be taken to ensure that traffic moves in a safe fashion during high-use times by enforcing parking rules or providing extra safety measures (such as cones or signage during summer camp participant drop-off). Staff may also have to take extra measures to re-direct traffic during emergencies such as traffic accidents, fires, or adverse weather conditions. If law enforcement or emergency personnel are at the scene, staff will take direction from them as the situation warrants.

At Park District Special Events

Special care should be taken with special events expecting large attendance or Park District special event plans that will require the closing of streets. For any large event, staff should communicate parking options to participants and also advise participants to follow all parking restrictions. Additionally, plans should include emergency vehicle access and responsibility for escorting emergency vehicles safely to the area needs.

When the special event includes street closures, the Park District of Oak Park maintains full responsibility for coordinating and providing for the safety and security of event participants. Traffic plans are developed by Park District staff with involvement with law enforcement. At a minimum, staff shall

- Set up barricades, cones, and directional signage to instruct patrons and the public where to go as well as help enforce traffic and parking plans
- Coordinate with the Village of Oak Park to secure any necessary permits and coordinate all public street closures
- Coordinate with the Oak Park Police Department to share traffic plans and secure police presence for the event (if necessary)
- Develop a map to communicate traffic flow as well as locations where traffic enforcement will be located whether through the use of barriers, staff, volunteers, or police.
- Provide safety training and resources for event staff and volunteers responsible for traffic direction and enforcement, including guidelines explaining when staff or volunteers should contact law enforcement to report traffic incidents and violations as well as safety vests or reflective gear
- Notify affected residents and businesses on those streets in advance

Traffic Accidents and Reports

Local law enforcement is responsible for the enforcement of all local and state traffic laws and shall be contacted to investigate all traffic accidents. Staff shall provide necessary information to law enforcement personnel. Incidents shall be reporting using required forms (depending on what type of damage and injuries occurred) and communicated to Risk Management.