

Indoor / Outdoor Event Security Planning

Best Practices Checklist

Jewish Federation of Palm Beach County • Office of Community Security

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Pre-Event Planning

☐	If established, convene a safety and security committee consisting of representatives from executive leadership, lay leaders, safety/security personnel, event personnel, and law enforcement.
☐	Assign a security coordinator with overall responsibility for the plan/event.
☐	Complete a special event threat assessment to identify risks and mitigation measures for the event.
☐	Develop and implement an Emergency Operations Plan specific to the event to include:
☐	◦ Medical incidents
☐	◦ Civil protest / disturbance
☐	◦ Active threat
☐	◦ Fire
☐	◦ Evacuation procedures
☐	Establish a communication plan for coordinating all safety and security activities during the event.
☐	Ensure medical equipment is placed properly (outdoors / indoors / strategically placed).
☐	Contact insurance broker to discuss any liability issues and/or special coverage that may be required.

Coordination with Law Enforcement

☐	Provide law enforcement with all the details surrounding your event such as:
☐	Time
☐	Date
☐	Location
☐	Number of guests
☐	Controls
☐	Emergency Operations Plan
☐	Have law enforcement walk through your event space prior to the event.
☐	For larger events, ask law enforcement for assistance in developing a traffic control plan.
☐	Confirm contact numbers for law enforcement.
☐	If possible, coordinate with your local intelligence center (e.g., fusion centers) to better understand the current risk/threat environment as it relates to the event in your area.
☐	Request a threat/risk briefing from your local/federal law enforcement.
☐	Hire off-duty police officers, as needed, to provide an additional layer of security for the event. Carefully lay out what the expectations are for conduct, response, assistance, and intervention (post orders).

Safety & Security Staff

☐	Provide and/or hire security personnel. Adjust staffing needs according to the size of the event.
☐	Utilize volunteer staff as part of the Usher/Greeter Program to assist participants during emergency situations.
☐	Ensure everyone assigned a safety/security role understands the Emergency Operations Plan, especially law enforcement.

☐	For larger events, consider having medical personnel on site (e.g., EMT, trained professionals).
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Communications & Outreach

☐	Consider how your organization's promotional materials and advertising could affect the safety and security of the event. Understand the visibility of your event:
☐	How are you promoting the event? (e.g., social media, members only)
☐	How high profile is your event?
☐	Communicate early and often with those invited. Information to share includes requirements for:
☐	Tickets
☐	Identification
☐	Name tags
☐	Have a communications plan internally and externally.
☐	Ensure your guests know what the safety and security procedures and policies are and communicate these before the event, at the start of the event, and during the event.
☐	Ensure clear communication between all safety and security personnel (e.g., radios, cellphones). Avoid using jargon in communications.

Perimeter Control – Establishing Your Boundaries

☐	Have an assigned and clearly marked perimeter for the event.
☐	Have assigned access control points.
☐	Have safety/security/law enforcement patrol and monitor the perimeter to ensure no unauthorized access.

Access Control

☐	Keep access points staffed with safety and security personnel, as well as event staff, and require visitors to enter the event space through a controlled entrance(s).
☐	Consider using one entrance/exit point.
☐	Provide sufficient staffing at entrances and exits to facilitate the orderly entry and exit of attendees. Ensure emergency exits allow for the free flow of attendees.
☐	Screen visitors/attendees as they enter the event to prevent visitors from bringing in unwanted items. Entry screening can range from visual inspection and bag searches to searches with metal detectors and handheld wands. Be advised that hired law enforcement generally cannot conduct searches.
☐	Be prepared to deny entry to those who do not adhere to your policy and identify who has the authority to make this decision.
☐	Provide secure parking areas and enforce parking arrangements to facilitate entry and exit of guests as well as access for emergency personnel and vehicles.

Post-Event Actions

☐	An After-Action Report (AAR) should be completed in a timely manner and shared with the rest of the security team. The AAR focuses on both the positive and negative aspects of the event and identifies how mistakes and incidents can be prevented during future events.
☐	If an incident occurs during the event, the planning team should prepare and maintain a summary sheet to show how personnel responded to the incident for liability purposes.

Disclaimer

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