Graphical user interface, text, application

Description automatically generated

**[Insert Event Name]**

**Safety and Security Plan**

Table of Contents

[Event Overview 3](file://Volumes/SCN/Special%20Event%20Security%20Plan%20Template/Special%20Event%20Safety%20and%20Security%20Plan%20Template_MAR2023.docx#_Toc131077746)

[Important Contacts 3](file://Volumes/SCN/Special%20Event%20Security%20Plan%20Template/Special%20Event%20Safety%20and%20Security%20Plan%20Template_MAR2023.docx#_Toc131077747)

[Staffing Plan 4](file://Volumes/SCN/Special%20Event%20Security%20Plan%20Template/Special%20Event%20Safety%20and%20Security%20Plan%20Template_MAR2023.docx#_Toc131077748)

[Communications Plan 4](file://Volumes/SCN/Special%20Event%20Security%20Plan%20Template/Special%20Event%20Safety%20and%20Security%20Plan%20Template_MAR2023.docx#_Toc131077749)

[Logistics 6](file://Volumes/SCN/Special%20Event%20Security%20Plan%20Template/Special%20Event%20Safety%20and%20Security%20Plan%20Template_MAR2023.docx#_Toc131077750)

[Emergency Procedures 8](file://Volumes/SCN/Special%20Event%20Security%20Plan%20Template/Special%20Event%20Safety%20and%20Security%20Plan%20Template_MAR2023.docx#_Toc131077751)

[Medical 12](file://Volumes/SCN/Special%20Event%20Security%20Plan%20Template/Special%20Event%20Safety%20and%20Security%20Plan%20Template_MAR2023.docx#_Toc131077752)

[Security 13](file://Volumes/SCN/Special%20Event%20Security%20Plan%20Template/Special%20Event%20Safety%20and%20Security%20Plan%20Template_MAR2023.docx#_Toc131077753)

[Maps 14](file://Volumes/SCN/Special%20Event%20Security%20Plan%20Template/Special%20Event%20Safety%20and%20Security%20Plan%20Template_MAR2023.docx#_Toc131077754)

# **Event Overview**

**Event Name:** Click to enter text.

**Event Location:** Click to enter text.

**Event Address:** Click to enter text.

**Event Date(s):** Click or tap to enter a date. - Click or tap to enter a date.

**Event Details:** Click to enter text. Include relevant event details such as event type, previous incidents, potential risk (i.e., serving alcohol, divisive subject), VIP guests, relevant crowd demographics.

**Sponsoring Organization:** Click to enter text.

# **Important Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **Contact Name** | **Phone Number** | **Email (if available)** |
| **Click to enter sponsoring organization name.** |  |  |  |
| **Click to enter venue name.** |  |  |  |
| **Click to enter responding law enforcement agency name.** |  |  |  |
| **Click to enter responding fire department name.** |  |  |  |
| **Click to enter local emergency management agency name.** |  |  |  |
| **SCN Duty Desk** | N/A | 844-726-3375 | [dutydesk@securecommunitynetwork.org](mailto:dutydesk@securecommunitynetwork.org) |
| **Insert local security director's organization.** |  |  |  |

# **Staffing Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Incident Management Role** | **Phone Number** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **Communications Plan**

**Communications and Notifications Resources**

The following resources are available for communications and notifications purposes during the event.

* Click to enter text.
* Click to enter text.
* Click to enter text,

**Event Staff Communications**

Throughout the duration of the event, staff will need to communicate and remain in contact. The following methods of communication will be utilized throughout the event.

**Primary**

* Click to enter text.

**Alternate**

* Click to enter text.
* Click to enter text.
* Click to enter text.

**Notification and Warning**

Upon recognition of an incident or potential incident, appropriate notifications must be made to include relevant staff and external partners. In the event of an incident that poses an immediate life safety threat to staff and participants, emergency response partners will be notified by calling 911. Staff that observe and/or are made aware of a threat or hazard will notify Click to enter text. when safe to do. Following the initial notification, appropriate chain of command notifications will be made as outlined below.

Chain of command notifications will be made utilizing the following the methods.

**Primary**

* Click to enter text.

**Alternate**

* Click to enter text.
* Click to enter text.
* Click to enter text.

In the event of anticipated or actual incident, staff may also need to notify event participants and provide instructions. In the event that notifications must be made to event participants, Click to enter responsible party. will be responsible for doing so. Notifications and warning provided to event participants will be done utilizing the following methods.

**Primary**

* Click to enter text.

**Alternate**

* Click to enter text.
* Click to enter text.
* Click to enter text.

**Media**

The following individuals are authorized to provide statements to the media about the event. In the event of an incident, the designated individual(s) will support the lead agency’s Public Information Officer (PIO) in coordination with the media to include public statements as requested by the lead agency. All other staff contacted by the media should direct questions and requests to the individuals identified below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Order** | **Name** | **Role** | **Phone Number** | **Email** |
| **Primary** |  |  |  |  |
| **Secondary** |  |  |  |  |
| **Tertiary** |  |  |  |  |

**Pre-Event Briefing**

# **Logistics**

Prior to the beginning of the event, event staff will be briefed by event leadership. For events spanning multiple days, there will be a briefing at the beginning of each day. Briefings will occur at Click to insert time. and will be conducted in Click to insert location.. The briefings will address the following items:

* Staffing Assignments
* Event procedures (i.e., access control procedures)
* Special details such as prohibited items
* Emergency procedures (i.e., evacuation routes)
* Intelligence briefing
* Relevant events from preceding days (for multi-day events only)

**Emergency Response**

***Emergency Response Access***

In order to ensure immediate and timely access to and egress from the event venue for emergency response efforts, the following routes and access points have been identified for emergency vehicles. Click to enter text. These routes are also identified on the **Site Map**.

The event venue also has designated Click to enter text. as the helicopter landing area.

***Incident Command Post***

In the event of an incident, an incident command post (ICP) will be established for on-scene incident command and management. At the discretion of the lead agency and dictated by the incident conditions the following locations may be activated for the establishment of the ICP. These locations are also identified on the **Site Map**.

* Click to enter text.
* Click to enter text.
* Click to enter text.

***Staging Area***

In an effort to manage incident resources that are not yet assigned to incident response activities, a staging area will be established. At the discretion of the lead agency and dictated by the incident conditions the following locations may be activated for the establishment of the staging area. These locations are also identified on the **Site Map**.

* Click to enter text.
* Click to enter text.
* Click to enter text.

***Triage Area***

In the event of a mass casualty incident (MCI) resulting in a large number of injured people, a triage area may be set up by response partners to collect, triage, and provide initial rapid medical care to injured parties. The following location has been identified as the triage area. This location is also identified on the **Site Map**.

***Emergency Response Facilities***

Detailed below are the closest emergency response facilities to the event venue.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hospital** | Address: |  | Phone Number: |  |
| Distance: |  |
| **Trauma Center** | Address: |  | Phone Number: |  |
| Distance: |  |
| **Police Department** | Address: |  | Phone Number: |  |
| Distance: |  |
| **Fire Department** | Address: |  | Phone Number: |  |
| Distance: |  |

**Access Control**

***Access Control Points***

Access to the event space will be limited to ensure the safety and security of staff and participants. Physical access to the event space will be controlled utilizing designated access control points. The following access points will be designated for participants. These locations are also identified on the **Site Map**.

* Click to enter text.
* Click to enter text.
* Click to enter text.

***Credentialing***

In order to ensure that only authorized people have access to the event space, a credentialing system will be implemented. Click to enter credentialing procedures.

***Screening***

Event participants will be screened for prohibited items (identified in the **Security Section**) utilizing the following procedures. Click to enter screening procedures.

***Media Access***

Members of the media may be granted access to event venue at the discretion of the sponsoring organization. Click to enter responsible party. will be responsible for conducting all media and VIP tours.

Should an incident occur, media access will be restricted from the incident scene. Representatives will be directed to the media staging area located at Click to insert text.. This location is also identified on the **Site Map**.

**Traffic Control:**

In an effort to manage vehicular traffic in and out of the special event venue Click to enter text. will provide traffic control services.

Traffic control units will be located Click to enter text.. The following roads will be closed: Click to enter text..

Traffic will be directed to enter the event venue via Click to enter text. Upon exiting the event venue, traffic will be directed on to Click to enter text.

**Staff Parking Location:**

All staff working the event will park Click to enter text..

**Attendee Parking Location:**

Attendees will be directed to park Click to enter text..

# **Emergency Procedures**

**Evacuation**

In the event of an incident that requires evacuation of the event venue, an announcement will be made notifying occupants of the need to evacuate unless doing so would result in an immediate threat to life safety. In the event of an evacuation, the following evacuation routes have been identified. These routes are also identified on the **Site Map**.

**Primary**

* Click to enter text.

**Alternate**

* Click to enter text.
* Click to enter text.
* Click to enter text.

Upon evacuation, unless instructed to do otherwise, all evacuees will convene at the designated rally point. The primary rally point for the event venue is Click to enter text.. Should the primary rally point be inaccessible, an alternate rally point is located at Click to enter text.. Click to enter responsible party. will take roll call at the rally point utilizing Click to enter the source of attendee information..

**Shelter-in-Place**

Incidents such as severe weather or hazardous material may require event participants to seek safety and shelter indoors from external hazards. Sheltering in place occurs when the situation does not warrant or allow for safe evacuation. Procedures for sheltering in place will be dictated by the nature of the incident. Should the need to shelter-in-place arise, event participants will be notified and provided with relevant instructions.

**Lockdown**

In incidents where there is a threat inside the facility, lockdown procedures will be initiated which are detailed below.

1. Close and lock doors and windows.
2. Barricade doors.
3. Close blinds and/or cover windows.
4. Move away from doors and windows.
5. Call 911 and provide relevant information such as:
   * Facility Location
   * Location of the Threat
   * Number of Threats
   * Description of the Threat (Gender, Clothing, Hair Color, etc.)
6. Remain locked down until an “All Clear” is announced.
7. Click to enter additional event venue procedures.

**Secure the Facility**

When a threat is in the area but is not inside the facility, the event venue may choose to activate secure the facility procedures which are detailed below.

1. All event participants will be directed indoors and away from doors and windows.
2. Close and lock exterior doors and windows
3. Close blinds and/or cover windows
4. Call 911 if necessary and provide relevant information such as:
   * Facility Location
   * Location of the Threat
   * Number of Threats
   * Description of the Threat
5. To the extent possible, normal operations will continue.
6. The facility should remain secured until an “All Clear” is announced.
7. Click to enter additional event venue procedures.

**Active Threat**

Should an active threat incident occur that impacts the event, immediate life safety will take priority over all other actions. Event staff and participants should:

* **RUN** – Move away from the threat and evacuate the facility if possible.
* **HIDE** – If unable to move away from the threat or evacuate, hide out of view of the attacker.
* **FIGHT** – If unable to run or hide, as a last resort, take action to disrupt or incapacitate the attacker.

If the threat is **INSIDE** the event venue, any occupants who cannot evacuate should activate **LOCKDOWN PROCEDURES**.

If the threat is **OUTSIDE** the event venue, **SECURE THE FACILITY PROCEDURES** will be activated.

Click to enter additional event venue procedures.

**Missing Child/Vulnerable Person**

Should a child or vulnerable person go missing, the following procedures will be implemented.

1. Click to enter text. will immediately be notified.
2. **SECURE THE FACILITY PROCEDURES** will be activated immediately.
3. Designated event staff will be placed at every entrance/exit.
4. An immediate search for the missing person will commence.
5. If after the initial search the missing person cannot be located, local law enforcement will be notified by dialing 911. The following information will be provided:
   * Missing Person(s) Name
   * Missing Person(s) Age and Date of Birth
   * Where and When They Went Missing
   * Description of the Missing Person(s) Including:
     + Height
     + Weight
     + Hair Color
     + Eye Color
     + Clothing
     + Distinguishing Marks
   * If an abduction is suspected, also provided a description, if available, of the potential abductor and/or any vehicles utilized in the abduction
6. If necessary, the missing person(s) guardians and/or family will be notified.
7. Click to enter additional event venue procedures.

**Medical Emergency**

Should a medical emergency beyond the scope of basic first aid occur during the event, the following procedures will be followed.

1. 911 will immediately be notified and advised of the following:

* Type of incident
* Nature of injuries
* Location of the injured person (i.e., building name, address, room number)

1. If safe to do so and properly trained, aid will be provided to the injury party as dictated in the relevant sections below.
2. A person who is not providing aid will be designated to meet response personnel and direct them to the victim.
3. Click to insert responsible party. will notify the victim’s emergency contact.
4. Click to enter additional event venue procedures.

***Unconscious Person***

1. Approach the victim and shout, “Are you ok?”
2. If no response is received, check for signs of breathing and a pulse.
3. If there are no signs of breathing or a pulse, begin Cardiopulmonary Resuscitation (CPR) and direct someone to retrieve the Automated External Defibrillator (AED).
4. Continue providing CPR until the person:
   1. Regains consciousness;
   2. A qualified professional arrives;
   3. Or the AED arrives
5. Once the AED arrives, connect it to the victim and follow its instructions.
6. Continue administering CPR and utilizing the AED until a qualified professional arrives.
7. Click to enter additional event venue procedures.

***Person Who is Choking***

1. Ask if they need assistance
2. If the victim indicates they need assistance, perform the Heimlich maneuver until a qualified profession arrives.
3. Click to enter additional event venue procedures.

***Severe Bleeding***

1. Locate the bleeding and remove any debris/clothing on the wound.
2. Utilize gauze or a clean cloth to cover the wound and apply pressure until the bleeding stops or help arrives. For deep, superficial wounds, the wound may need to be packed with gauze.
3. If the blood seeps through the gauze or cloth, apply another layer and continue to apply pressure until the bleeding stops or help arrives.
4. If bleeding cannot be stopped and is on an extremity, apply a tourniquet.

**Disturbance/Fight**

1. Call 911
2. Impacted parties should attempt to remove themselves from the situation.
3. Click to insert responsible party. will be notified and will assess the situation to determine if additional procedures such as **LOCKDOWN** or **SECURE THE FACILITY** will be required.
4. Click to enter additional event venue procedures.

**Fire**

1. For small, easily controlled fires, attempt to extinguish them utilizing a fire extinguisher using the PASS Method – Pull, Aim, Squeeze, Sweep.
2. If the fire is uncontrollable, evacuate the facility utilizing **EVACUATION PROCEDURES**.
3. If unable to evacuate, move to an area of refuge identified below:

* Click to enter text.
* Click to enter text.
* Click to enter text.

1. If the fire alarm does not sound, pull the alarm at one of the pull stations.
2. Call 911 and report any trapped persons and their locations.
3. Click to enter responsible party. will take roll call at the rally point utilizing Click to enter the source of attendee information..

**Severe Weather**

1. Click to enter responsible party. will continuously monitor weather conditions.
2. If imminent severe weather is identified **BEFORE** the event commences, Click to enter responsible party. will determine whether or not the event will continue. If the event is cancelled or rescheduled, Click to enter responsible party. will notify participants.
3. If imminent severe weather is identified **DURING** the event, Click to enter responsible party. will determine whether or not the event will continue. If the event is cancelled or rescheduled, Click to enter responsible party. will determine if participants can be released. If they cannot be released, **SHELTER-IN-PLACE PROCEDURES** will be activated.
4. For tornadoes, the following locations are designated as safe spaces:

* Click to enter text.
* Click to enter text.
* Click to enter text.

**Access and Functional Needs Considerations**

\*\*Complete only if there is a need for specialized procedures for those with access and functional needs (i.e., mobility impairments). Specialized procedures could include communication or evacuation.\*\*

# **Medical**

\*\*Complete only if medical treatment will be provided on-site\*\*

**Organization Providing Medical Treatment:** Click to enter text.

**Medical Provider Point of Contact (POC):** Click to enter text.

**POC Phone Number:** Click to enter text.

**POC Email Address:** Click to enter text.

**Medical Equipment Available:**

First Aid Kit

AED

Stop the Bleed Kit

First aid stations will be set up at the event venue to provide basic medical treatment for minor injuries sustained by event participants. The first aid stations will be located in the following locations. These locations will also be designated on the **Site Map**.

**Organization Providing Security:** Click to enter text.

# **Security**

**Organization Type:**

Law Enforcement

Private Security

Staff

**Security Type:**

Armed

Unarmed

**Security Point of Contact (POC):** Click to enter text.

**POC Phone Number:** Click to enter text.

**POC Email Address:** Click to enter text.

**Number of Security Staff:** Click to enter text.

**Security Staff Duties and Assignments:** Click to enter text.

**Prohibited Items:** Click to enter text.

# **Maps**

|  |  |
| --- | --- |
| **Map Key:**  **Medical with solid fill**  **First Aid Station**  **Ambulance with solid fillResponse Partner Staging Area**  **Flag with solid fill**  **Command**  **Post**  **Helicopter with solid fillHelicopter Landing Site**  **Police male with solid fillSecurity Post** | **(INSERT AREA MAP)** |

|  |  |
| --- | --- |
| **Map Key:**  **Medical with solid fill**  **First Aid Station**  **Heart organ with solid fill**  **AED**  **Key with solid fill**  **Access Control Point**  **Police male with solid fillSecurity Post** | **(INSERT SITE MAP)** |

|  |
| --- |
| **(INSERT TRAFFIC CONTROL MAP)** |