

Security Action Plan for Special Events

When a special event, such as a musical concert, sporting event, art exhibit, or a visit by a VIP, is held on private property, such as colleges, universities, office complexes, and museums, security will be the responsibility of property managers. This handout outlines the elements of a security program for managing such events.

Security Planning

- Appoint a security committee consisting of representatives from facility management, risk management, safety, support personnel (e.g., ushers, ticket sales personnel, etc.), and event promoters.
- Assign a security coordinator through whom all matters dealing with security at the event will be communicated.
- Develop and implement a security and crowd control program, including procedures for handling bomb threats, conducting bomb searches, and for evacuating the facility. Coordinate the plan with local law enforcement and emergency agencies.
- Establish a central communication point for coordinating all safety and security activities during the event.

Personnel

- Provide security personnel and adjust staffing needs according to the size of the projected crowd.
- Require security personnel to have minimum levels of education, work experience, and training; to have gone through a legally compliant background investigation and criminal history check; and to be screened for illegal drug use. Require additional training for armed security personnel. If possible, hire police officers who will have the necessary training to perform these, as well as other functions, such as handling ejections and arrests.
- At large events (e.g., crowds larger than 10,000 people), consider having EMS personnel onsite.
- Hire temporary workers, such as those required for handling concessions, custodial services, ticket taking, ushering, and other non-security tasks, from agencies that perform legally compliant background checks.
- Require all personnel to wear distinctive picture identification badges at all times. Provide business visitors and service personnel with temporary identification cards.
- Assign security personnel to patrol the facility during the event - patrols serve as the eyes and ears for the staff in the control center.

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Access Control

- Keep all exterior entrances locked, in accordance with life safety code requirements, and require business visitors and personnel to enter the facility through a controlled entrance.
- Provide sufficient staffing at entrances and exits to facilitate the orderly entry and exiting of the crowd. Ensure emergency exits allow for the free flow of the crowd from the facility.
- Screen the crowd as they enter the facility. Entry screening can range from visual inspection and bag searches of suspicious people, to searches with metal detectors and hand-held wands of all people - the goal of the screening is to remove items that can be used as weapons or dangerous missiles.
- Provide secure parking facilities, based on the projected attendance, and enforce parking arrangements to facilitate ingress and egress of guests and access for emergency personnel and vehicles.
- For events at which a large volume of cars is expected, request the assistance of law enforcement in providing traffic control on local roads.

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