

# Large public event security checklist

## A free checklist provided by [Titan Security Europe](#)

Here is a template that can be used as a checklist for event security:

### Pre-Event Planning

- Conduct a thorough risk assessment of the event space and surrounding areas.
- Develop a comprehensive security plan that outlines the procedures to be followed in the event of an incident.
- Assign designated personnel to manage the event and respond to any incidents that may arise.

### Crowd Management

- Implement physical barriers, such as barricades or fences, to clearly define the boundaries of the event space and control the flow of people.
- Divide the event space into smaller, manageable sections to reduce the risk of overcrowding and improve crowd control.
- Assign designated personnel to manage each section and monitor the flow of people.
- Establish clear communication channels between event staff, security personnel, and first responders.
- Provide training to event staff and security personnel on crowd management techniques and emergency procedures.
- Regularly conduct emergency drills and exercises to test the effectiveness of the crowd management plan and evacuation procedures.

### Security Personnel

- Ensure that security personnel are properly trained and equipped to respond to any incidents that may arise.
- Ensure that the number of security personnel is appropriate for the size and scale of the event, taking into account the number of attendees and the potential risks identified in the risk assessment.
- Assign security personnel to key locations, such as entry points, exits, and high-risk areas, to monitor the event and respond to any incidents that may arise.

### Emergency Procedures

- Establish clear emergency procedures, including crowd control and evacuation procedures.
- Ensure that all attendees are aware of the emergency procedures, including the location of emergency exits and assembly points.

- Provide regular updates and announcements regarding the status of the event and any potential incidents.

## **Equipment and Supplies**

- Ensure that all necessary equipment and supplies, such as first aid kits and fire extinguishers, are readily available and properly maintained.
- Ensure that backup power supplies, such as generators, are available in case of a power failure or blackout.

## **Post-Event Review**

- Conduct a post-event review to evaluate the effectiveness of the security plan and identify areas for improvement.
- Implement any necessary changes to the security plan based on the results of the post-event review.

This template is a starting point and should be tailored to the specific needs of each event. Event organizers should ensure that all necessary steps are taken to minimise the risk of harm and ensure the safety and security of all attendees at the event.