

## BULLETIN NO. 4

# Special Event Security and Safety Planning

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### Pre-event planning

All stakeholders, including security staff and law enforcement, should be involved in a pre-event planning meeting. Specific areas of responsibility should be discussed and any concerns aired. Adequate supervisory and security personnel should be assigned for the event, and they should be briefed about their role during the event. Faculty assigned to supervise the event should be clearly identified with vests, jackets, arm bands, visors, or other methods. A protocol for removing individuals who cause a disturbance should be established and understood by all persons assigned to the event. Lighting in the parking lot, event entrances, and all areas accessible to spectators should be inspected to ensure adequate illumination.

**Fire watch personnel** - When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved to remain on duty during the times such places are open to the public, or when such activity is being conducted. Fire watch personnel shall keep diligent watch for fires, obstructions to means of egress and other hazards during the time such place is open to the public or such activity is being conducted and take prompt measures for remediation of hazards, extinguishment of fires that occur and assist in the evacuation of the public from the structures.

**Public safety plan** - Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety. The public safety plan shall address such items as emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas and the directing of attendees and vehicles (including the parking of vehicles), vendor and food concession distribution, and the need for the presence of law enforcement, and fire and emergency medical services personnel at the event.

### Managing spectators or patrons

School rules should be posted near the event entrance. Event supervisors should be positioned at strategic locations, both inside and outside the event venue. They should be highly visible to all persons attending the event. An administrator or school resource officer should be stationed at the entrance to the event venue. Law enforcement officers assigned to the event should circulate throughout the area. Restrooms should be constantly supervised. Admission should be collected for the duration of the event as free admission may attract some troublemakers. Faculty event supervisors and law enforcement should be kept at the event for approximately 30 minutes after it has concluded.

**Crowd managers** - Trained crowd managers should be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers should be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers shall be permitted to be reduced where the facility is equipped throughout with an approved automatic sprinkler system or based upon the nature of the event.

### Responding to incidents that occur before, during, or after the event

Event supervisors should be trained to properly assess situations. If unsure if it is safe to intervene, wait for assistance. Law enforcement should be involved, especially if the situation involves criminal acts and/or non-students. Event supervisors should be equipped with two-way radios and have their channel monitored by law enforcement or ensure all have each other's cell phone numbers with phones kept on. Keep others from becoming involved in the incident. Use the PA system to make preplanned announcements to help defuse the situation. Interview those involved in the incident separately and as soon as possible. If students were involved, contact their parents as soon as possible. Enforce the school's code of conduct and any laws that may have been broken.

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#### Post event management

Event supervisors, security personnel, and law enforcement should be positioned at exits and parking lots when the majority of people are leaving the venue. Any known troublemakers should be followed out of the facility. Have the PA announcer indicate the locations of exits and any traffic flow procedures that need to be reinforced. All exits should be open to facilitate timely exit of spectators. Ensure that lighting is turned on in parking lots and walkway areas.

#### For additional information or questions, please contact one of the following:

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The Iowa School Safety Coalition was formed in December 2012. Participating organizations include Iowa Homeland Security & Emergency Management, Iowa State Fire Marshal, Iowa Division of Intelligence and Fusion Center, Iowa Department of Education, Iowa Emergency Management Association, Des Moines Police Department, Iowa State Education Association, Iowa Association of School Boards, School Administrators of Iowa, American Institute of Architects – Iowa Chapter, EMC Insurance Companies.