Pre-Event Planning Checklist

Legal Advice Checklist

- ☐ Liability for injuries
- ☐ Liability for actions or omissions
- ☐ Liability for impact on normal emergency operations
- ☐ Liability for other financial obligations incurred in responding to major emergencies occasioned by the event
- ☐ Permit for parades
- ☐ Permit for the sale and consumption of alcohol and food items
- ☐ Permit for pyrotechnics
- ☐ Permit for road and street closures
- ☐ Permit for the mass gathering itself
- ☐ Inspection for fire safety
- ☐ Inspection for public health
- ☐ Fee structures and charges for the services provided by local and state authorities
- ☐ Fee structures and charges for "User Pays" policy for the services provided at some sporting and entertainment events
- ☐ Bonds or liability insurance for costs of responding to any emergencies related to the event
- ☐ Bonds or liability for venue cleanup
- ☐ Bonds or liability for traffic crowd control
- ☐ Bonds or liability for additional policing functions

Critical Crowd Densities Checklist

- ☐ Prevent the build-up of large accumulations of crowds
- ☐ Be aware of typical crowd behaviors in confined spaces
- ☐ Identify common characteristics of crowd disasters
- ☐ Avoid critical crowd densities equivalent to 5.38 ft^2/person standing or less

Planning Leader Responsibilities Checklist

- ☐ Monitor the progress of the planning process

- ☐ Satisfy all legal requirements throughout the planning process

- ☐ Research the statutory authorities needed

- ☐ Determine emergency resources that might be required

- ☐ Persuade elected political officials to support the event

- ☐ Show the financial and quality-of-life impact of a successful event

- ☐ Encourage officials to support the public-safety coordinators

- ☐ Ensure adequate local resources and funding

Spectator Management/Crowd Control Spectrum Checklist

- ☐ What are the maximum numbers permitted as established by regulation for safety reasons?

- ☐ What is the composition of the audience, including the age and gender mix?

- ☐ For audiences with a high proportion of young children, what additional facilities might be required – e.g., nurseries, family bathrooms, rental strollers?

- ☐ For events designed primarily for young children or senior citizens, are higher levels of health services or additional medical facilities required?

- ☐ For rock concerts, in contrast to other types of concerts, what problems – e.g., drug and alcohol abuse, underage drinking, and, possibly, dangerous weapons – may present a safety/security risk?

- ☐ For religious and "faith healing" events, which may attract a significant number of ill and infirm people, is additional on-site medical care required?

- ☐ For sports events, which may attract over-reactive and sometimes violent supporters, what safety precautions need to be considered?

- ☐ For cultural events, which may require special arrangements, what provisions need to be made – e.g., interpreter services, special food services, and multilingual signposting, brochures, and announcements?

- ☐ For outdoor concerts, what is the space allocation for lawn seats (5 ft^2/person is the minimum suggested)?

- ☐ For any outdoor events, what additional security personnel are needed for barrier management?

Hazardous Materials Checklist

- ☐ Abandoned vehicles
- ☐ Airplane crashes
- ☐ Airspace encroachments
- ☐ Assaults
- ☐ Avalanches
- ☐ Biological incidents
- ☐ Bomb threats/suspicious packages
- ☐ Chemical spills
- ☐ Civil disturbances/crowds/demonstrations
- ☐ Cyber attacks
- ☐ Dam breaks/failures
- ☐ Droughts
- ☐ Earthquakes
- ☐ Epidemics
- ☐ Explosive materials
- ☐ Fires
- ☐ Floods
- ☐ Fog/smog episodes
- ☐ Food-handling violations
- ☐ Food waste disposal
- ☐ Gas pipeline breaks/explosions
- ☐ Hailstorms
- ☐ Hazardous Materials
- ☐ Hostages (without terrorism)
- ☐ Human waste disposal problems
- ☐ Ice storms

- ☐ Industrial explosions
- ☐ Landslides/mudslides
- ☐ Mine disasters
- ☐ Motor vehicle accidents
- ☐ Oil spills
- ☐ Oxygen tanks
- ☐ Pollution, water/air
- ☐ Power failures (sustained)
- ☐ Propane tanks
- ☐ Public health concerns
- ☐ Pyrotechnics
- ☐ Radiological releases
- ☐ Security breaches
- ☐ Snowstorms
- ☐ Structural collapses
- ☐ Subsidence
- ☐ Terrorism
- ☐ Tornadoes
- ☐ Traffic control problems
- ☐ Train derailments
- ☐ Tsunamis
- ☐ Volcanic eruptions
- ☐ Water main breaks
- ☐ Water shortages
- ☐ Wildfires

Contingency Plans Checklist

- ☐ What weather conditions may require cancellation of the event?

- ☐ What weather conditions may lead to postponement of the event?

- ☐ How will storm warnings be monitored?

- ☐ What plans are in place to cope with sudden and severe weather conditions – tornadoes, for example?

- ☐ Will shelters be available?

- ☐ Who has the authority to make emergency decisions, and at what point does he or she exercise that authority?

- ☐ How will notification be made of a cancellation or postponement?

- ☐ Are additional security personnel, including police, on standby or on call if there is an immediate/unexpected increase in the need for additional security?

- ☐ Have ambulance services and local hospitals been advised of the timeline and nature of the event, the expected spectator profile, and any potential medical problems?

- ☐ Have fire and rescue services been notified of the nature of the event and identified the services that might be required?

- ☐ Has the jurisdiction considered how to respond to an intentional – i.e., man-made CBRNE (Chemical, Biological, Radiological, Nuclear, Explosive) incident?

- ☐ Has the need for and/or method of mass decontamination been considered?

Credentialing Planning Checklist

- ☐ Who and/or what groups of people, specifically, will be credentialed?

- ☐ Will credentialed personnel require a check of their police records?

- ☐ Who will conduct the record checks?

- ☐ What criteria will be used for various levels of access?

- ☐ Who will make the final decisions on who will or will not be credentialed?

- ☐ Who will be responsible for credential production?

- ☐ Who will authorize credential production?

- ☐ What is the format to be used for receipt of the information necessary to produce the credential (e.g., electronic, paper)?

- ☐ Will photographs of those credentialed be needed?

- ☐ Where will the credentialing center be located? (The credentialing center should be located outside the secure zone and accessible primarily if not exclusively to those requiring credentials.)

- ☐ Who will secure this location and provide the security needed for credentialing personnel and their equipment?

- ☐ How will the security of the credentialing database be maintained?

- ☐ How, and to whom, will credentials be distributed?

Public Health/Medical Care Planning Checklist

- ☐ How many medical stations will be required onsite?

- ☐ Will medical personnel operate in a facility to which injured persons must make their way?

- ☐ Will clearly identified medical teams patrol the spectator areas?

- ☐ How will spectators identify the medical personnel onsite (uniforms, vests, badges, etc.)?

- ☐ Will vehicles be available to transport spectators to the medical facility?

- ☐ Will medical vehicles be appropriate to the terrain?

- ☐ Will four-wheel-drive vehicles be required for off-road areas (or golf carts for high-density spectator areas)?

- ☐ If an ambulance is not required, will a "chauffeuring" system be available to transport persons from the onsite medical facility to their own vehicles or other transportation?

- ☐ How will medical personnel be notified that there are spectators requiring assistance?

- ☐ What means of communication will be available to permit attending medical personnel to communicate with offsite medical personnel, event organizers, security, and other support personnel?

- ☐ Are there any sponsorship conflicts between the event sponsor(s) and medical service operators?

- ☐ What level of onsite medical care, if any, is required?

- ☐ What mix of medical personnel (first aid providers, paramedics, nurses, doctors) is required onsite?

- ☐ Who or what agencies or healthcare facilities will provide these personnel?

- ☐ How will the cost for their services be funded?

- ☐ Are the health service providers from the local area? If not, how will their services be integrated with those provided by local medical services?

- ☐ How will security concerns for healthcare personnel onsite be addressed?

- ☐ Are the personnel credentialed required to respond to anticipated medical problems? And/or to go through additional training?

- ☐ Will medical personnel or vehicles need special credentials to allow them access to all areas of the venue?

- ☐ Will medical personnel assigned for public safety workers be available at the event?

- ☐ Are aero-medical services, and landing zones, available?

- ☐ Where is the closest trauma center?

- ☐ Have primary and secondary receiving hospitals been identified in advance?

- ☐ Do area hospitals have adequate beds and enough personnel capacity to respond to the potential emergency requirements of the planned event?

Communications Systems Planning Checklist

- ☐ What communications systems will be enabled to provide messaging to different sections of the crowd – both inside and outside the event venue?

- ☐ Will the Incident Command Post have access to the central communications system, interoperability, and communications with the Emergency Operations Center (EOC – if a center is activated)?

- ☐ How will the stage sound system be mute or silenced if emergency personnel use a separate sound system?

- ☐ Where will signboards be spaced throughout the venue to enhance the public-address system?

- ☐ At what volume level can announcements be heard over the spectator noise?

- ☐ Will the audience easily understand announcements?

- ☐ Are multiple-language announcements required?

- ☐ What wording will lend the greatest credibility to the instructions provided?

- ☐ If public-address systems cannot be put in place, can special events personnel use the public-address systems in emergency vehicles and/or on closed-circuit television?

- ☐ What contingencies in communications routes will be in place?

- ☐ What will be used if cellular telephones are not operational?

- ☐ Is there an integrated, multi-agency frequency available for communications?

- ☐ Are landlines available for telephone service?

- ☐ Are amateur radio operators available for emergency communications?

Post-Planning Checklist

- ☐ Once the event begins, transfer responsibility for the preplanning process to the Planning Section Chief under ICS guidelines

- ☐ After the event, perform a quick "hot wash" – to focus on what went right and what went wrong

- ☐ Write an after-action report based on the post-event discussions – including lessons learned, best practices, potential pitfalls, problems, possible solutions

- ☐ Promulgate the after-action report for use by future leaders and managers