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 ft²/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