INSERT EVENT LOGO INSERT COMPANY LOGO

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| **Security Plan for [ insert event name here ]** |
| **Event Date** |  |
| **Event Location** |  |
| **Name of Event Security Contractor** |  |
| **Name of Event Manager** |  |
| **Crowd Management** |
| Ratio of staff vs expected crowd |  |
| Number of Emergency Services (Inc. User Pay Police) |  |
| Provide detail on the position of User Pay Police (If applicable to this event) |  |
| Detail Guard Deployment /positioning(please provide a Security Roster and location breakdown) |  |
| **Communication** |
| Detail Incident/Issue Reporting Procedure - Chain of command. |  |
| Detail method of communication (radio or phone). Which personnel will carry each device? |  |
| Event Contact 1 /Phone Number | / |
| Event Contact 2 /Phone Number | / |
| Event Contact 3 / Phone Number | / |
| Who is responsible for the security briefing? |  |
| When and where will the briefing take place? |  |
| Detail Lost Child Procedure |  |

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| **Public Safety** |
| Will there be alcohol at the event? |  |
| All event areas are no smoking zones, How will the Events Non Smoking policy be enforced? |  |
| Are there any specific threats or risks to public safety? |  |
| Are there vehicle movements that security need to be aware of or assist with?*Eg during bump in/bump out* |  |
| Have you addressed the threat of sharp implements, weapons, drones, illegal substances, or any other item that may cause public nuisance at your event? |  |
| **Asset Protection** |
|  | **Asset** | **Location** |
| List any public or private assets that need additional security- (eg generators, fencing, ATMs). Provide the location of these assets. |  |  |
| List any Contractor/Supplier assets that need to be noted by security- ( eg. AV Equipment, staging, lighting). Provide the location |  |  |
| **Cash Security** |
| Provide the location of ATMs |  |
| Will there be large cash floats that need to be secured? What security measures have been put into place? |  |