

# Event Security and Crowd Control Plan

Please complete this security and crowd control planning document. Once filled, this form can be printed for event records and distribution to security personnel.

## 1. General Event Details

Event Title:

Event Date(s):

Event Hours (Start and End Time):

Venue/Location Name and Address:

Expected Number of Attendees:

Target Audience / Demographic:

## 2. Key Contact Information

Event Organizer Name & Phone Number:

Security Coordinator Name & Phone Number:

Local Police Department Contact Number:

First Aid / Medical Lead Contact Number:

## 3. Crowd Control & Access Management

Perimeter Control Measures (e.g., temporary fencing, barricades):

Number of Entry Points & Search Procedures:

Number of Exit Points (including emergency exits):

Queuing Area and Line Management Strategy:

Access Control for Restricted/VIP Areas:

## 4. Security Guard Staffing & Deployment

Contracted Security Company Name:

Total Number of Licensed Security Guards:

Total Number of Event Stewards/Volunteers:

Guard Deployment Locations (e.g., stage, entries, perimeter):

## 5. Emergency & Incident Protocols

Primary Evacuation Routes & Assembly Points:

First Aid Station / Medical Tent Location:

Communication Plan (e.g., radio channels, hand signals):

Procedure for Reporting Critical Incidents:

## 6. Plan Approval & Sign-off

Plan Prepared By (Name & Title):

Date of Preparation:

Authorized Approver Name and Signature: