City of Columbus
Engineering
123 Washington St.
812-376-2540

columbusindiana
unexpected.unforgettable.

Columbus Police Department
123 Washington St.
812-376-2600
specialevents@columbus.in.gov

Event Safety and Security Plan

Event organizers must provide a safe and secure environment for the event. This is accomplished through sound pre-planning. Event organizers should anticipate potential problems and concerns related to the event activities and surrounding environment and be prepared to react during the event to any unanticipated problems. The purpose of this plan is to have a written document to provide direction to event staff in case of an emergency.

Event Overview				
Event Name:				
Event Location:				
Event Date(s):			Time:	
Expected Number of Attendees:				
Event Organization and Contacts				
Main Contact	Name:		Role:	
	Email:		Cell:	
Additional Contacts	Name:		Role:	
	Email:		Cell:	
	Name:		Role:	
	Email:		Cell:	
	Name:		Role:	
	Email:		Cell:	
Number of Volunteers:				

Communication			
PA System	○ Yes ○ No	Location:	
Radio Communication	○ Yes ○ No	Channel(s):	
Signage			
Media Contact	Name:	Role:	
	Email:	Cell:	

First Aid			
First Aid Station:	○ Yes ○ No	Location(s):	
Provider:		Certification:	
Plan			

Fire Extinguishers	
Types and Locations:	

Security			
Hired Security:	○ Yes ○ No	Provider:	
Number of Officers:		Locations:	
Duties:			

Other Locations	
Lost and Found:	
Parking, including ADA:	
Incident Management	
Command Post Location:	
Inclement Weather Plan:	
Lost or Vulnerable Person:	
Evacuation/Shelter Plan:	
Emergency Vehicle Access:	

I have reviewed the above considerations for public safety planning. I have taken appropriate measures to ensure the safety and security of the people in and around the planned event. I have completed the Event Safety and Security accurately. All Event Organizers, contractors, volunteers, or anyone working for the event will be provided this plan and has or will have proper training for their role.

Signature _____ Printed Name _____

Title _____ Date _____