SECURITY MANAGEMENT PLAN

|  |  |
| --- | --- |
| Project Title | TBC |
| Company | TBC |
| Venue | TBC |
| Dates | TBC |

|  |
| --- |
| Document History |

|  |  |  |  |
| --- | --- | --- | --- |
| Version No. | Date Draft Created | By Whom | Details/Amendment to Draft |
| 01 |  |  |  |
| 02 |  |  |  |
| 03 |  |  |  |
| 04 |  |  |  |
| 05 |  |  |  |
| 06 |  |  |  |
| 07 |  |  |  |
| 08 |  |  |  |
| 09 |  |  |  |
| 10 |  |  |  |

|  |
| --- |
| Disclaimer |

Whilst all care has been taken in the preparation and revision of this document, (and all supplementary documentation), no responsibility will be accepted by the author and/or producing agency for any errors, omissions or inaccuracies. This document has been produced to provide a working resource: it is not intended to be relied upon as the sole planning tool for the project, or to be a substitute for legal or other professional advice. The completion of this template document does not remove the responsibility of the company/producers to ensure all obligations under legislation are adhered to. No responsibility can be accepted for any known or unknown consequences that may result from reliance on information provided in this document.

Table of Contents

EVENT DETAILS 3

Event Overview 3

CONTACT DETAILS 4

Event Management 4

Security Provider 4

DEPLOYMENT SCHEDULE 5

Schedule 5

Onsite Communications 5

SCOPE OF SECURITY MANAGEMENT 6

Scope 6

Mission 6

Operational Concept 6

Security Tasks 7

Security Register 8

Security Uniform 8

Crowd Monitoring 8

Responsible Service of Alcohol 10

Removal Policy 11

# EVENT DETAILS

## Event Overview

|  |  |
| --- | --- |
| Name of Event |  |
| Event Venue |  |
| Event Address |  |
| Melways Reference |  |
| Map Link |  |
| Bump-in Dates/Times |  |
| Event Dates/Times |  |
| Bump-out Dates/Times |  |
| Expected Attendance |  |

# CONTACT DETAILS

## Event Management

|  |  |
| --- | --- |
| Contact Name |  |
| Event Role |  |
| Contact Number |  |
| Contact Email |  |
| Web Address |  |

|  |  |
| --- | --- |
| Contact Name |  |
| Event Role |  |
| Contact Number |  |
| Contact Email |  |
| Web Address |  |

## Security Provider

|  |  |
| --- | --- |
| Contact Name |  |
| Company |  |
| Contact Number |  |
| Contact Email |  |
| Web Address |  |

## DEPLOYMENT SCHEDULE

## Schedule

|  |  |  |
| --- | --- | --- |
| NO | POSITION | ROLE |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |

## Onsite Communications

Comms channels are as follows:

|  |  |
| --- | --- |
| CHANNEL # | CHANNEL ID |
| 1 | Emergency |
| 2 | Event Management |
| 3 | Security |
| 4 | Bars |
| 5 | Cleansing |
| 6 | Spare |

# SCOPE OF SECURITY MANAGEMENT

## Scope

This plan deals with:

* Being prepared for incidents and accidents and
* Responding to and managing them

The information in this plan will focus on the crowd management issues, event security and security coverage with specific emphasis for site management of event security and crowd management.

This security plan covers matters including:

* Event security (Crowd Control during the event)
* Responding to security incidents (crowd management, safety and security)

## Mission

The security mission will be to provide a safe and secure event activity, protecting assets, personnel and guests. This mission will be achieved by giving full consideration to:

* Coordinating security resources effectively at the event and site
* Protecting sensitive security-related information by limiting distribution
* Managing effective working relationships with event stakeholders
* Coordinating security arrangements with Police (and keeping them informed)
* Anticipating likely event incidents and preparing effective responses
* Reporting and responding to event incidents

## Operational Concept

This approach will incorporate a combination of physical security measures and operational security procedures. This plan supports hazard mitigation measures and safety mechanisms to ensure the safety of site personnel and patrons, including:

* Early identification, assessment and treatment of event security risks
* Physical security measures to restrict unauthorised items and access
* Accreditation measures to validate authorised personnel into restricted areas
* Surveillance to identify potential operational threats and risks
* Static and roving security locations to deter or prevent unauthorised entry
* Mobile patrols to respond to potential operational threats
* Coordinated communications and reporting procedures

## Security Tasks

The roles and functions of the security team will be crucial in the prevention of crowd issues as well as safety at the event. At this event their major function is crowd control, as the crowd is likely to be made up of mainly younger patrons and there is no structured seating.

Security staff supplied will be properly licensed and registered, physically fit and over 18 years of age.

They will have:

* Good communication skills
* Basic training in fire fighting
* Basic training in evacuation procedures
* A basic knowledge in first aid and the ability to recognise distress
* Some knowledge of self-defence and how to control violent or unruly behaviour and intoxicated persons
* Knowledge on their limitations on removing patrons and refusing entry to patrons
* Knowledge on lawful search techniques
* All security staff will meet the requirements of the Private Security Act with regards to licensing and training requirements

Security staff will record incidents involving:

* Disorder
* Violence
* Other crime
* Ill health
* All other relevant occurrences / incident / matters

Security staff will:

 Assist in identifying patrons who are:

* Intoxicated by alcohol and other drugs
* Are being aggressive or anti-social
* Are in distress or require medical assistance
* Prevent overcrowding by making sure the number of persons does not exceed the site’s legal crowd limits in the various parts of the event
* Prevent patrons, as far as possible, from climbing trees, fences and other structures such as light towers, and speaker columns
* Make sure all entrances and emergency exits are kept clear
* Identify and investigate any incident, such as violence amongst patrons
* Know the location of the first aid posts or how to contact First aid
* Immediately report to EOC any incidents or complaints involving sexual assault
* Fully understand any methods or signals used to alert staff that an emergency has occurred
* Be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to the Event Emergency Centre
* Immediately follow any instruction given in an emergency by a police officer, or in the case of fire, instructions from the commander of the fire brigades
* Report to the Emergency Operations Centre any damage or defect which is likely to be a threat to patron safety
* Assist as required in the evacuation of the site / event, in accordance with the evacuation plan
* Assist in the prevention of breaches of OHS regulations

## Security Register

A crowd control register will be maintained of the names and the valid security license numbers by the security provider.

## Security Uniform

INSERT IMAGE

## Crowd Monitoring

Monitoring crowd behaviour is an essential aspect of the event crowd management system because it indicates whether the system in place is working and enables detection of potential problems at an early stage.

When thinking about monitoring requirements at the event, the following was considered:

* How quickly crowding could develop to a dangerous level in various areas inside the site /event
* How quick the response could be to crowding problems, such as by preventing more people coming in or by dispersing people from overcrowded areas
* If a crowding incident occurred, how quickly it would be known and acted upon to prevent any escalation
* Whether there are enough staff within the site / event to monitor all the areas where there are potential crowding problems
* If there are enough good vantage points for staff to monitor all the areas effectively
* There may be some areas where crowds are likely to build up. Problem areas identified at the event which may encounter some issues will be:
* Bottlenecks, such as the entrances and exits into the venue, bars and front of stage
* The likelihood and consequences of any sudden crowd movements has been established. At current the risk is rated LOW. Security staff at the entrance / exit to the event area will monitor and control all access and egress.
* To ensure the security response is effective, immediate and efficient, the following will be implemented and adhered to:
* Staff to look out for certain types of behaviour
* Establishing / enforcing rules for the public on acceptable behaviour, together with penalties for unacceptable behaviour, such as cautioning and or the eviction or removal from the site
* Enforcing procedures for dealing with unacceptable behaviour

Staff within the crowd

Security will position security staff in the event site so that they can:

* Sense atmospheres, tensions, moods
* Look out for signs of distress
* Respond quickly to incidents and accidents
* Address, and discourage, any dangerous behaviour quickly before it spreads, such as jumping on or climbing on structures for a better view, moshing or crowd surfing
* Help people and deal with queries
* Permit access and egress, as well as restricting
* Provide asset protection and crowd control
* RSA (Responsible Service of Alcohol)

Security Roster / Deployment

A security roster will be specifically developed as per each event taking the following into

consideration:

* Expected attendance
* Amount of assets and infrastructure onsite
* Conditions on Liquor Licence
* Event risk profile

## Responsible Service of Alcohol

If alcohol is to be served or to be used at the event, the potential risk of aggression, accident or injury

is considerable. There are certain precautions that will be taken by Event Management & Security

Management to minimise the effect of alcohol-related harm.

These include:

* Ensure liquor license conditions are adhered to at all times as per Liquor Control Reform Act 1998
* All staff involved in the service of alcohol will be required to have RSA certificate
* The provision of RSA security staff at all service entry points to monitor patrons for signs of intoxication
* The provision of roving RSA security staff throughout the event site to detect and deal intoxicated patrons
* Fee drinking water is available through the event site
* Alcohol will not be sold in glass or breakable containers (plastic only)
* A range of snacks or meals to be available throughout the venue
* Ensure gate security staff search vehicles & patrons effectively upon entry and confiscate any prohibited items. Any items confiscated will be immediately reported to security management for disposal. Any alcohol confiscated will be transported to an allocated secure shipping container only accessible by the security manager.

Security staff will be posted at bar area to ensure all patrons entering the service area are not intoxicated and have the right accreditation to be at the event. Any patron detected to be intoxicated will be refused service. Security staff allocated to this role will be uniformed in a high visibility RSA vest.

Any patron deemed to be drunk and disorderly is to be removed from the premises.

## Removal Policy

The removal policy has been designed to provide effective response and processing procedures to all offences committed within the event site. The removal policy includes all offences that require the removal of a person from the event site.

Incidents which may require removal from the site include:

* Breach of perimeter fence
* Stage Invasion
* Vandalism of property / urinating
* Assault
* Possession of illegal items
* Criminal Offence
* Procession of weapons

Removal Procedure

1. Patron is identified as committing an offence

2. Patron is detained by security personnel

3. Radio Security Supervisor for Incident Response support

4. Report incident to EOC

5. If the offence is of a serious nature security staff will detain the patron until police arrive and remove off site.

Trespassing

A significant number of security staff will be deployed to combat fence jumping and perimeter breach. Any persons detected breaching perimeter or onsite without appropriate accreditation will be ejected. Repeat offenders or any persons that seems to be under the age of 18 and intoxicated will be referred to police.