



# EVENT PLANNING

Indiana communities hold numerous popular and successful events regularly throughout the year. This guidance is intended to assist organizers in identifying and planning for potentially preventable incidents at public events, to mitigate injury, suffering or death.

## QUICK TIPS

- Contact the local Emergency Management Agency director and discuss possible support needs.
- Notify local first responders of the event date and location.
- Develop a plan for vehicle flow into and out of the event location. Consider how responding emergency vehicles may need access.
- Work with medical partners to choose a location for at least one first aid station for event attendees.
- Instruct security staff to immediately report suspicious activities, people and objects.

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## EVENT PLANNING SAFETY TIPS

### LEADING UP TO AN EVENT

- Contact the Indiana Intelligence Fusion Center (866-400-4432 or [iifc@iifc.in.gov](mailto:iifc@iifc.in.gov)) to understand the local threats and develop a comprehensive emergency management policy.
- Contact the local Emergency Management Agency director prior to the event. Discuss the support that the event might need, and the best way to obtain that support.
- Notify local first responders (police, fire and EMS) of the event date and location.
- Ensure that local law enforcement is invited to and has a presence at the event.
- Enlist public/private partnerships to reinforce areas that are vulnerable to forced vehicle entry with substantial barricades (e.g., bollards, retractable wedges, anti-ram fences, large trucks or buses, Jersey barriers, reinforced concrete decorative planters, etc.).

## BEFORE AN EVENT

- Develop a detailed plan for vehicle flow into and out of the event location, including entry/exit of responding emergency vehicles.
- When possible, arrange to have marked police vehicles parked in high visibility locations.
- Identify locations acceptable for severe weather shelter, and develop a plan for notifying attendees of severe weather, as well as the locations of shelters.
- Work with medical partners to choose a location for at least one first aid station that is accessible to event attendees.
- Develop information packets for first responders and event personnel that provide information on severe weather shelters, emergency vehicle plans and other information.
- Create signage encouraging attendees to “See Something, Say Something” in the case of suspicious activities, persons, unattended parcels, etc.

## DURING AN EVENT

- Establish a first aid station (or multiple stations) staffed by EMS or medical professionals.
- Prohibit vehicle movement or use inside the event venue.
- Instruct security staff to immediately report suspicious activities, persons, unattended parcels, bags, etc., to event management, law enforcement, fire or EMS personnel.
- Monitor weather conditions and provide notification of severe weather in the area, if needed.
- Enlist first responders and personnel to notify and direct attendees via public address systems to pre-determined evacuation routes and shelter areas in severe conditions or emergency.