

# PRE-PLANNING SECURITY CHECKLIST

In the Pre-Planning Phase, we recommend you use a “Check List” to address the safety and security challenges that each venue presents for your meeting.

- Is the size AND location of the meeting room adequate?
- Identify and locate all entrances/exits.
- Can the emergency exits be opened from the outside?
- Is security on-site, if they are, are they armed or unarmed?
- Is there an AED (Automatic External Defibrillator) available? If so, where is it? Do you know how to operate an AED?
- Is there a medical kit on-site? If not, bring your own.
- Is the staff medically trained to handle minor injuries, stop the bleeding, administer CPR?
- How far is the nearest hospital and what is the EMS response time?
- Does the venue have a “hard room” to evacuate to provide protection from severe weather or an active shooter?
- Can the doors to the meeting room be locked and secured from the inside?
- Is there enough parking for attendees and is the parking away from the meeting room?
- Can a vehicle be staged near the meeting room for emergency evacuation?
- Is there a room to store valuable equipment or large items such as equipment containers or suitcases?
- Where is the electrical panel and can you shut off the electricity if needed?
- Where is the nearest fire extinguisher?
- Is there a designated protest / demonstration area?
- Is there a police presence on-site? If not, should there be?
- If food is being served what is the protocols for food allergic reactions?
- Will the meeting or event be of media interest?
- Is there a designated area for media and will they be identified as “Press”?
- Is there a need for a “Green Room” or “Down Room” for speakers or vips?
- What is the “Plan of Action” (POA) for demonstrators or protestors?
- What is the POA for weapons?
- What is the POA for uninvited guests, to include Posses, Tag-a-longs, Hanger-ons?
- What is the POA for un-attended bags or backpacks?
- What is the POA for Severe Weather?
- What is the POA for a Medical Emergency?
- What is the POA for Active Shooter Event?

*This checklist was developed by Shaffer Security Group*

