SECURITY PLANNING GUIDE FOR EVENT ORGANISERS

Introduction

The threat of terrorism is high. In recent years, terrorists have attacked major events and celebrations around the world.

When there is a risk of a potential terrorist attack, necessary security measures have to be taken to deter attackers and ensure event security. Therefore, there is a need for deliberate security planning to ensure the deployment of adequate security measures at events.

Under the Public Order Act 2017, organisers of public events with a crowd size of more than 5000 persons are required to submit to the Police, a Notice of Intention to Organise an Event, along with appropriate security plans.

This Event Security Planning Guide provides a guide to the organisers of these events and highlight the key considerations in the formulation of an event security plan. Police will review the event security plans submitted by the organisers and Police may impose additional measures if required.
Phases of Security Planning

Step 1: Conduct an assessment of the threat, vulnerability and risk faced by the event

Consider the factors that will increase the risk faced by the event and make the necessary adjustments, for example:

- Nature of the event
  - Are there sensitive issues and causes related to the event?

- Location of the event
  - Does the choice of venue make the event vulnerable to potential threats?
    - If the venue is right beside a road, there might be risks of hostile vehicle attacks → Consider changing the location of the event or putting in concrete blocks and barricades to mitigate the threat.
    - If the venue is huge and porous → Consider implementing access control measures at designated entry points and conducting verification checks of attendees, for orderliness and control over the crowd flow.

- Attendees of the event
  - Presence of high-profile guests might attract the interest of attackers
    - Consider implementing measures to protect the guests or attendees at the event, e.g. surveillance and alarm systems, intrusion detection measures and armed APOs.

- Highlights of the event
• Is there a segment of the event that may be a particularly attractive target for attack?
  • E.g. If there is an Opening Ceremony attended by VVIPs or an extended pyrotechnics/fireworks display which will attract large crowd and media attention → Consider implementing more stringent physical checks on persons at entry points and having patrols by armed APOs at the venue.

  o Vulnerable areas for attack
    • Are there areas where the consequences of an attack would result in the loss of a large number of lives?
      • If there is only one holding area where all VVIPs would gather → Consider reducing the congregation of VVIPs by having different holding areas
      • If there is an auditorium with mass congregation of attendees → Consider implementing physical security checks on all persons and their belongings entering the area

Step 2: Develop an operations plan

Translate the mitigating measures into an operations plan to be executed on the ground

  o Set up clear grouping and tasking with specific roles and responsibilities at designated locations, for both during event operations and emergencies.

  o Consider the following details when translating measures into plans:
    • Is there sufficient space for the vehicles/attendees to queue at the security screening and access points?
    • How many signage/ushers are needed to facilitate the security screening operations?
- Are there facilities/businesses within the event venue that need to be shut down?
- Are the event staff trained and familiar with their roles during the event operations and during emergencies?
- Are relevant skilled personnel engaged for security functions? e.g. Auxiliary Police Officers (APOs) or security officers engaged to perform specific security functions (e.g. facilitate traffic flow, conduct of bag checks, etc.)
- Is there sufficient CCTV coverage at all ingress and egress points, around the perimeter of the venue, within the event venue?
- Is there a public address system for communication of messages/instructions to the attendees in the event of an evacuation or emergency?

**Step 3: Conduct an After-Action Review (AAR)**

After the event, collate learning points for knowledge-management, training and improvement for future events

- Collate feedback from:
  - Ground deployment: Effectiveness and ease of deploying the various security measures
  - Event attendees: The impact of the security measures on the experience.

- Keep a record of the learning points for knowledge-management

- Sieve out relevant pointers for training needs

- Provide feedback points to external agencies (e.g. venue owners, security service providers)

Identify outstanding issues to be resolved and improve on the subsequent security plans for future events.