

Community Event Guidelines for Organizers

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

Early On

- Contact the Indiana Intelligence Fusion Center (866-400-4432 or email at 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.)

Near the Date

- 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 the 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.

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Report Suspicious Activity

Suspicious activity may include the following:

- Suspicious persons taking photographs or videos of buildings, bridges or other locations.
- Suspicious persons asking unusual and detailed questions about security, public transportation or facilities.
- Vehicles which seem out of place or suspicious.
- Packages which seem out of place or suspicious.
- Individuals departing quickly when seen or approached.
- A strong odor coming from a building or vehicle
- Individuals who appear to be over dressed for the type of weather.

See Something, Say Something

Provide the following information;

- Activity (describe exactly what they are doing)
- Location (provide exact location)
- Size (the number of people, ages, gender and physical descriptions of each individual involved)
- Time (provide date, time and duration of activity)
- Equipment (describe vehicle, color, make, license plate, guns, camera, etc.)

Resources

training.fema.gov/specialeventsplanning.pdf

bj.a.gov/publications/planning.pdf

www.hsdl.org



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