



Contingency Planning: Reducing Risk During Public Events Planning Checklist

Event Considerations

Begin developing your plan for your event by listing the important factors to consider and potential action steps. Complete the rest of table during your planning meeting:

Category	Important factor to consider	Action steps	Responsible person	Due by	Status
Resources	What physical resources are needed (e.g. water, portable restrooms, microphone/speakers, stage)?				
	What people resources are needed (e.g. Event Marshals, detailed law enforcement)?				
	What could impact or impede the availability of needed resources? What needs to be done before, during, and after the event regarding resources?				
Requirements	What location(s) are needed?				
	What decisions or agreements are needed?				
	What does the community require for the event (e.g. reservations, permits, fees)?				
	What should an organization have to cover its liability (e.g. insurance, waivers)?				



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Category	Important factor to consider	Action steps	Responsible person	Due by	Status
	What planning meetings are required (e.g. meeting with law enforcement)?				
Other					

Potentially Significant Parties

Begin developing your action steps for determining and inviting significant parties, assigning roles and responsibilities, and providing training. Complete the rest of table during your planning meeting:

Action category	Action steps	Responsible person	Due by	Status
Determine what potentially significant parties should be invited to plan or participate				



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Action category	Action steps	Responsible person	Due by	Status
Invite parties				
Assign roles				
Determine responsibilities				
Provide training				
Other				



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Potentially Significant Parties (continued)

To be completed during your planning meeting (use only those that apply):

What other parties should be included?	For what purpose/role?	Action steps	Responsible person	Due by	Status
Community and youth leaders					
Neighborhood groups					
Activist organizations					
Human relations commissioner(s)					
Monitors or Observers					
City/county advisory group					
Non-profits					
Local, county, state, or Federal officials and agencies					
Business leaders/Chambers of Commerce					
Faith groups					



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Potentially Significant Parties (continued)

To be completed during your planning meeting:

Role	Responsibilities	Training Needed	Role filled	Training date	Status
Event Organizer					
Marshal Captain			How many are needed? How many spots are filled?		
Event Marshal			How many are needed? How many spots are filled?		
Command Center			Who is participating? Who has confirmed?		



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Event Stage Planning

Begin developing your action steps associated with each of the event stages. Complete the rest of table during your planning meeting:

Stage	Activities/Role	Planning/preparation/training action steps needed	Responsible party	Due date	Status
Pre-event	Research event background and prior events				
	Conduct meeting(s) with law enforcement				
	Establish and communicate chain of command, roles, and responsibilities				
	Determine and disseminate identifiers/uniform(s) for roles				
	Establish and review route and site, and identify risk factors				
	Establish and test communication channels and how the communication will work at the event, before the event, and during an emergency				
	Complete and review event schedule				
	Create event map and mark key places on it				
	Establish Event Marshal event locations				
	Conduct Event Marshal training				



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Stage	Activities/Role	Planning/preparation/training action steps needed	Responsible party	Due date	Status
Assembly	Arrive early to establish communication and meet everyone				
	Identify and introduce parties as they arrive				
	Plan assigned positions around assembly location				
	Plan to make parties aware of people assembling who they do not recognize				
	Train for spotting safety breaches				
	Prepare for crowd overflow				
March	Communicate step-off (Marshal Captain)				
	Take and maintain positions throughout (Event Marshals)				
	Escort the marchers through the route				
	Identify march type and watch for changes and people joining mid-march				
	Plan for identified risk points and observe for emerging situations				
	Monitor crowd for tension points and obstacles				
	Respond to requests for support				



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Stage	Activities/Role	Planning/preparation/training action steps needed	Responsible party	Due date	Status
Rally	Identify and communicate assigned positions around rally locations				
	Identify potential tension points, risks, and safety issues				
	Plan for and communicate the entry/exit of VIPs				
	Prepare for planned civil disobedience				
	Plan and communicate the preferred insulation, separation, and/or detection technique(s) and have enough people to perform it				
Disband	Identify the traffic patterns, parking locations, public transportation and disbanding options on the event map				
	Decide how to direct and control pedestrian and vehicular traffic				
	Train on how to safely reduce crowd size				
	Determine and communicate communication method(s) for planned and unplanned disbanding				
	Determine who has the authority to disband the event				



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Contingency Planning

Begin developing your contingency plan by writing in action steps. Complete the rest of table during your planning meeting:

Contingency topic	Considerations to explore	Planning/preparation/training action steps needed	Responsible party	Due date	Status	
Counter Demonstrators	Separation or barriers?					
	Insulation strategy(ies)					
	Access to zones?					
Intentionally Provocative Parties	Decide process flow					
	Decide insulation strategy					



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Contingency topic	Considerations to explore	Planning/preparation/training action steps needed	Responsible party	Due date	Status
Potential violence	Separation or isolation				
	Violence prevention				
	Barriers/separation lines				
	Destruction and vandalism				
	Vehicular traffic				
Unlawful Assembly	What specific elements may lead to the declaration of an unlawful assembly?				
	What specific responses law enforcement will take?				
	What is the signal?				
	How are instructions disseminated?				
	What is the plan for participants to leave safely?				
	What is the alternative event destination away from counter protesters, like a church, a private lot, or some other space with limited				



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Contingency topic	Considerations to explore	Planning/preparation/training action steps needed	Responsible party	Due date	Status
	access where your group can enter?				
Other	Weather				
	Electrical outages/generator inoperability				
	Equipment inoperability				
	Larger-than-expected crowd				
	Smaller-than-expected crowd				
	Medical emergencies				
	Cell phone tower out				
	Competing events				