

# Corporate Event Safety

This playbook outlines a structured approach to creating and implementing a safety plan for corporate events to guarantee the well-being of all attendees.

## Step 1: **Pre-Planning**

Determine the nature and scale of the event, and identify potential risks. This includes reviewing the type of event, expected number of attendees, venue size and features, and any previous safety concerns or incidents.

## Step 2: **Assemble Team**

Form a safety planning team that includes members with expertise in security, health, and safety. Ensure the team is cross-functional and includes stakeholders from various departments.

## Step 3: **Risk Assessment**

Conduct a thorough risk assessment to identify specific safety and security risks associated with the event. This will involve evaluating potential hazards, points of access, and the need for emergency services.

## Step 4: **Develop Plan**

Create a detailed safety plan that outlines procedures for managing identified risks. This plan should include emergency response protocols, evacuation routes, communication methods, and health and safety measures.

## Step 5: **Partner with Services**

Collaborate with local law enforcement, emergency services, and private security firms to ensure comprehensive protection and support. Clearly define roles and responsibilities for each partner organization.

## Step 6: **Communication**

Develop a communication strategy to disseminate safety information to attendees, event staff, and partners effectively. This could involve briefings, maps, signage, and digital information systems.

## Step 7: **Training**

Provide training sessions for all event staff and volunteers on safety protocols, crowd control, emergency procedures, and the use of any safety equipment.

## Step 8: **Implement Measures**

Set up the prescribed security and safety measures such as access control checkpoints, first aid stations, signage, and any required technologies or equipment.

## Step 9: **Monitor Compliance**

During the event, continually assess the effectiveness of safety measures and make real-time adjustments as necessary. This could include crowd density monitoring or re-routing foot traffic.

## Step 10: **Post-Event Review**

After the event, conduct a debriefing with your safety team to review the success of the safety plan and identify any areas for improvement for future events.

## **General Notes**

### **Regulatory Compliance**

Ensure that all safety plans comply with local, state, and federal laws and regulations.

### **Feedback Mechanism**

Implement a method for attendees and staff to report safety concerns or incidents, such as a hotline or a mobile reporting app.

### **Continuous Improvement**

Incorporate learnings and feedback from each event into the safety planning process to continuously improve and adapt the safety strategies.

### **Accessibility**

Ensure that the safety plan includes provisions for attendees with disabilities and is inclusive of all participants' needs.