



# Community Guide for Event Security

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## The Purpose of this Guide

Recent incidents have highlighted the criticality of taking proactive steps to ensure the safety and security of the community at events hosted by Jewish organizations, held at Jewish facilities, or associated with the Jewish community.

This Community Guide for Event Security (Guide) is designed to provide an introductory set of safety and security considerations for lay and professional leaders when planning an event. This Guide serves as an elementary framework for those who do not have formal security training but, nonetheless, are concerned about — and may be responsible for — overseeing security planning at special events, including lectures, presentations, meetings, dinners, parties, fundraising events, and more.

**The Guide provides considerations on how to think about assessing the potential risk associated with an event, identifying potential corresponding preventative measures that could be appropriate for your event to support the engagement with and framing of an event to a security professional working on behalf of the Jewish community broadly, for the specific organization, or for law enforcement/public safety to assist them in developing a security plan.**

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## How to Use the Guide

In Steps 1 and 2, you will be asked to review a list of factors related to your event and classify the risk associated with them, as you perceive it, into one of three categories: Low, Medium, or High.

The presence of certain of the listed factors may (but does not necessarily) indicate that your event could be considered to be at various levels of risk. Using the Guide, you will be able to classify various event factors into ones often associated with a Low, Medium, or High Risk.

The Guide does not offer formulaic, one-size-fits-all solutions — or even any necessary solution for your individual circumstances: one aspect of this Guide is to educate about the many factors and sometimes nuanced decisions that successful event planning involves and help the user understand the need to consult with their local security director.

In Step 3, you will correlate your risk assessment with security measures that are commonly associated with the identified risk level and may be appropriate for your event. These considerations range from things like pre-registering event attendees and coordinating with law enforcement to stronger measures like potentially hiring security guards and securing parking areas.

## Main Takeaway

This Guide should be used to help an event organizer who is not a security professional think about risk and corresponding appropriate security measures in an organized and purposeful manner. SCN recommends that you engage your security professional to facilitate event preparedness. Indeed, one of the goals of this Guide is to help you understand the complexity and nuances of event security and promote a greater understanding of the role of a trained and experienced security director in the process.

Again, prior coordination with your local or regional Jewish security professional is always recommended.

### Disclaimer

This Community Guide for Event Security is provided for informational and planning purposes only. It is not a substitute for individualized and professional legal or security advice. Secure Community Network, Inc. (SCN) urges working with your local security director whenever possible. SCN offers no warranty and accepts no responsibility or liability for the accuracy, completeness, or suitability of this information for any event or circumstance. The Guide, as provided, does not incorporate any specific information or observations about your event. Under no circumstances will SCN be liable for any claims, damages, losses, or expenses resulting directly or indirectly from the use of this material.

# Community Guide for Event Security

## Step 1: Assess Event Risk

Consider and weigh the following factors to assess the probable risk level of your event.

Factor	Low Risk	Moderate Risk	High Risk
Topic/Type	Community services, e.g., food drives, movie nights (dependent on the movie; certain content may impact the risk factor)	Public expressions of faith, fundraisers, general remarks	Controversial issues or speakers, e.g., political or military leaders, abortion, immigration, guns, or known active threats
Sponsor	Social service and non-Jewish organizations	Non-partisan Jewish groups	Groups or individuals in the news or with a history of controversy
Attendees	Pre-registered or confirmed list with vetting from organizers	Ticketed with little vetting	Open to the public, large crowds, or VIPs
Venue	Private/controlled site with strong cooperation from management	Public building with some access controls	Outdoor public space or any venue with no security; any campus events
Publicity	Personal invitations only	Private social groups	Open announcement and/or media coverage

**Note:** Even if a factor is often associated with a certain risk level, it may not necessarily pose that level of risk in all situations. The unique circumstances of your event or venue might suggest a higher or lower associated risk level. If you are unsure, please speak to your community Security Director.

## Step 2: Determine the Event Risk Level

- For your event, review each factor to assess whether it is often associated with a Low, Moderate, or High Risk.
- Assess your answers, and when in doubt, choose the higher risk level.
  - If any of your factors are often associated with a High Risk → it is possible your event could be considered to be High Risk.
  - If any of your factors are often associated with a Moderate Risk and none are often associated with a High Risk → your event might be considered Moderate Risk.
  - If all of your factors are often associated with a Low Risk → your event is likely Low Risk.
  - Individual circumstances might warrant a higher or lower risk-level assessment.

## Step 3: Implement Security Measures

Use the table on the next page to guide appropriate security measures for your event:

- Low-Risk Measures are considered as base measures, which are appropriate for any risk level event.
- Consider appropriate Moderate-Risk Measures and High-Risk Measures when an event is likely to be at elevated risk.

In some circumstances, one or more of the measures — especially the Moderate-Risk or High-Risk ones — may not be appropriate (or feasible) for a given event, even if deemed High Risk. For example, in your individual situation, maintaining a command post or screening attendees with magnetometers or canines may not be practical, affordable, or even acceptable to your community. Instead, the key is to make deliberate, informed, and proactive choices on how best to secure your event given the judged risk level by choosing from among the available security measures.

As a baseline, SCN advises coordination with local law enforcement and your community security director whenever possible. Additionally, when time and resources allow, convening a safety and security team consisting of representatives from executive leadership, lay leaders, and safety or security personnel can ensure that critical stakeholders are providing input and experience — and are aligned on measures and goals. SCN also advises that an assigned security leader with overall responsibility for the security plan and event safety can streamline and coordinate efforts and promote overall accountability.

**Remember:** Consulting with your Jewish security director is recommended for all events and risk levels. Find your Security Director's contact information here: [securecommunitynetwork.org/regions](https://securecommunitynetwork.org/regions).

**Report any incident to i) local law enforcement, ii) your Security Director, and iii) SCN's Duty Desk, which may be reached by calling (844) SCN.DESK / (844) 726.3375 or by clicking here:** [securecommunitynetwork.org/incidentreporting](https://securecommunitynetwork.org/incidentreporting).

Explore resources, guidance, best practices, templates, and thought leadership: [securecommunitynetwork.org/resources](https://securecommunitynetwork.org/resources).

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Factor	Low Risk	Moderate Risk	High Risk
<b>Coordination with Law Enforcement</b>	<input type="checkbox"/> Inform law enforcement and the Security Director of the event and provide basic details (date, time, location, guest count). <input type="checkbox"/> Confirm/obtain law enforcement contact information.	<input type="checkbox"/> Coordinate with law enforcement/security partners. <input type="checkbox"/> Invite law enforcement for a walkthrough before the event.	<input type="checkbox"/> Provide law enforcement with full event details (time, date, location, guest count, controls, Emergency Operations Plan). <input type="checkbox"/> Request a threat/risk briefing. <input type="checkbox"/> Arrange for a traffic/parking plan. <input type="checkbox"/> Coordinate with fusion centers.
<b>Safety &amp; Security Staff</b>	<input type="checkbox"/> Have the security lead develop an <a href="#">Emergency Operations Plan</a> specific to the event. <input type="checkbox"/> Ensure everyone with a safety/security role understands the Emergency Operations Plan. <input type="checkbox"/> Deploy volunteers to greet and assist attendees. <input type="checkbox"/> Provide a one-pager of key contacts and essential emergency procedures.	<input type="checkbox"/> Consider <a href="#">hiring private security</a> . <input type="checkbox"/> Confirm medical equipment is placed properly. <input type="checkbox"/> Clearly outline expectations for staffing regarding conduct, response, assistance, and intervention (post orders).	<input type="checkbox"/> Consider hiring armed professional security/on-duty police. <input type="checkbox"/> Arrange for medical staff onsite with equipment. <input type="checkbox"/> Establish a security committee, to include law enforcement.
<b>Perimeter &amp; Access Control</b>	<input type="checkbox"/> Designate a single entry point with a sign-in list or name tags. <input type="checkbox"/> Determine, clearly mark, and monitor the program area perimeter. <input type="checkbox"/> Keep emergency exits clear. <input type="checkbox"/> Monitor attendees.	<input type="checkbox"/> Staff the designated entry/exit points. <input type="checkbox"/> Develop a policy to conduct bag/ID checks. <input type="checkbox"/> Designate staff members who will deny entry. <input type="checkbox"/> Screen guests and prepare to deny entry to anyone not registered or breaking policies.	<input type="checkbox"/> Ensure there are multiple staffed checkpoints. <input type="checkbox"/> Consider screening attendees using wands, magnetometers, and/or canines. <input type="checkbox"/> Secure parking with access control.
<b>Communications &amp; Outreach</b>	<input type="checkbox"/> Require advance registration. <input type="checkbox"/> Share event details only with invited guests. <input type="checkbox"/> Communicate requirements for things like tickets, ID, name tags, etc. <input type="checkbox"/> Establish a staff communications plan.	<input type="checkbox"/> Limit promotion to private groups. <input type="checkbox"/> Post informational security signage. <input type="checkbox"/> Use radios/cell phones for staff coordination.	<input type="checkbox"/> Consider how media promotion raises risk. <input type="checkbox"/> Share rules with guests prior to the event, at check-in, and during the event. <input type="checkbox"/> Maintain a command post.

## Post-Event Actions

Complete an After-Action Report (AAR) documenting successes and lessons learned and share it with the entire team.

An AAR should be completed in a timely manner and shared with the rest of the security team. The AAR focuses on both the positive and negative aspects of the event and identifies how mistakes and incidents can be prevented during future events. If an incident occurs during the event, the planning team should prepare and maintain a summary sheet documenting how personnel responded to the incident, for liability purposes.

Factor	Low Risk	Moderate Risk	High Risk
Topic/Type			
Sponsor			
Attendees			
Venue			
Publicity			

The Community Guide for Event Security was created and meant for community partners to co-brand or rebrand these guidelines with their own logos, ensuring that the practices not only strengthen security but also reflect the values and priorities of their local communities.

- Anti-Defamation League (ADL)
- Combined Jewish Philanthropies, Boston
- Community Security Initiative of New York, UJA, & JCRC-NY (CSI-NY)
- Community Security Service (CSS)
- Jewish Community Relations Council of Minnesota and the Dakotas
- Jewish Federation of Detroit
- Jewish Federation & Foundation of Rockland County
- Jewish Federation of Greater MetroWest NJ
- Jewish Federation of Southern New Jersey
- Jewish Federation of Cleveland
- Secure Community Network (SCN)
- Milwaukee Jewish Federation