



EVENT SECURITY

Management

ISLAMIC RELIEF PAKISTAN

FOR INTERNAL USE ONLY



Contents

INTRODUCTION	3
SCOPE.....	3
CLASSIFICATION	3
TERMINOLOGY	3
ROLES AND RESPONSIBILITIES	3
Event Organizer (in consultation with the IRP Security department)	3
IRP-Security	4
CHARGING PRINCIPLE	4
PLANNING PROCESS.....	4
GENERAL RECOMMENDATIONS FOR EVENT ORGANIZERS	4
FURTHER INFORMATION FOR ORGANIZERS.....	5
APPENDIX.....	5



INTRODUCTION

Internal and external events are fairly frequent in Islamic Relief Pakistan.

Such events can be subject to security risks because of the people taking part, the size of the event or the venue. Inadequate event security planning can cause injury to people, damage property, cause financial loss and a negative effect on the organizational reputation.

SCOPE

The scope of this guideline is to outline the basic principles of event security and to address the most likely events where Islamic Relief is responsible for.

This document shall provide guidance for Event organizers while preparing and conducting an event and it will be annually reviewed by IRP-CMT.

CLASSIFICATION

This document is FOR INTERNAL USE. It can be given to a third party who has signed the non-disclosure agreement, to which this standard may be distributed on a need-to-know basis as a guideline for their own work planning.

TERMINOLOGY

An Event is **an occasion** arranged by or on behalf of IRP and would include the following:

- a. Internal meeting (arranged within the IRP office premises)
- b. External meeting (arranged in any hotel/guesthouse)
- c. Event arranged by IRP partners (internal or external)
- d. All staff dinners
- e. Dinner for rights holders/beneficiaries
- f. Excursion events
- g. Team building exercises

An Event Organizer is the person who is responsible for daily oversight of the event operational and safety and security plan in coordination with the IRP Security and acts as the point of contact before, during, and after the event.

ROLES AND RESPONSIBILITIES

Event Organizer (in consultation with the IRP Security department)

- Responsible for the safety and security of the event
- Assess the security situation by evaluating the political, social and economical environment, local security situation and the number of participants
- Evaluate potential threats to people, property, information, and location
- Ensure security measures and emergency plans are in place



- Engage SECCORD to assist in evaluating, planning and executing an event security plan.

IRP-Security

Security will support the Event Organizer in conducting threat and risk evaluations, plan security measures and security guards (if required). Depending on the result of the risk assessment Security's involvement may vary from pure advisory to active planning and managing.

CHARGING PRINCIPLE

In general the event's total budget will cover the event management costs including costs for necessary security measures; if required

PLANNING PROCESS

For every IRP event the security risks have to be analyzed and protection measures have to be planned accordingly.

In order to support IRP Event organizer in the planning process Security has developed a IRP-Event-Security-Tool which is available on IRP Security page <http://irextranet.com/ems/>

This tool defines basic security that has to be taken into account at the earliest stage and guides Event organizers through the planning

GENERAL RECOMMENDATIONS FOR EVENT ORGANIZERS

1. STAY ALERT to local news/issues, which can change VERY quickly and may affect your event, meeting travel or accommodation arrangements
2. Assess all of your events/meetings, destinations and facilities to determine potential risks and concerns. Be sensitive to your attendees' concerns for their safety and being away from their loved ones. Make changes as appropriate. If there is a good operational reason for events, meetings and travel to continue, move forward cautiously and alertly.
3. Make security an integral part of the EARLY event management planning process and actual event for the welfare of the attendees and success of the event. Liaise with the local IRP Security-SFP to decide on the necessity of Security's involvement.
4. Consider lower profile destinations, venues and/or alternative meeting solutions. To reduce your organization's name exposure, use only low profile signage and badges etc
5. Examine your existing event contracts for cancellations, changes, etc., to determine any impact
6. Use only professional event resources that have an established track record and understand your event objectives.
7. Establish effective access control policies and procedures for exclusive access by authorized personnel



8. Establish a good working relationship with hotel/facility security management and know how they will support you and your event
9. Brief the event staff on the security and contingency procedures
10. Provide attendees with useful security, health and cultural guidelines customized to the destination, venues and activities
11. Develop an emergency plan that includes critical local resources. Maintain accurate lists of all attendees, their hotel(s) and hotel room numbers, and their emergency contact information
12. Ensure that emergency plans are integrated into every event. Develop contingency destinations and facilities in case venues must be changed
13. If a crisis or emergency occurs, leadership and communication are key factors. Establish a single point of contact to avoid confusing or contradictory communications
14. In case an event is being arranged within the office premises following may be considered (the event approval form must have a slot for Security clearance)
 - a) Provide list of attendees to Security in advance
 - b) Sign-in procedure
 - c) arrange temporary ID cards (mentioning name and event details)
 - d) identify areas of access (meeting room and rest areas)
 - e) Identify additional Car parking areas
 - f) Departure procedure/time

FURTHER INFORMATION FOR ORGANIZERS

For further information either the Local Security focal person or Security Coordinator can be contacted.

APPENDIX

Security Checklist for Event Management

Checklist-Events Security Management

There are 5 identified steps to successfully completing a risk assessment for all IRP events.

Step 1- Spot the hazards

Plan your event on paper. Then think about the hazards relating to the individual activities and don't forget any equipment. A hazard is something with the potential to cause harm. Only note hazards that could result in significant harm. The following should be taken into account:

Access to the venue and car parking areas	
Any slipping, tripping or falling hazards	
Poor lighting, heating or ventilation and audio	
Hazards relating to fire risks or fire evacuation procedures	
Electrical safety e.g. use of any portable electrical appliances	
Any possible risk from specific demonstrations or terrorist activities	
Traffic control	
High noise levels	

Step 2 – Decide if someone could be harmed and how

For each hazard identified, list all those who may be affected. Do not list individuals by name just list groups of people. The following should be taken into account:

Visitors/Invitees	
Stewards	
Vendors, exhibitors and performers	
Potential trespassers (in case an event is arranged outdoors)	
Employees/Staff /Volunteers	
Expectant mothers	
Persons with disabilities	
Children and elderly persons	

Areas to consider:

Type of event	
Crowd control, capacity, access and exit and stewarding	
Fire and security arrangements (Provision of first aid)	
Potential major incidents	
Provision for the emergency services	
Health and safety issues	
Provision of first aid	
Exhibitors and demonstrations	
Structure of the building	
Waste management	

Step 3 – Work out the risks

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:



Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

- High: A skydiving challenge event involving Islamic Relief staff/beneficiaries
- Medium: A youth event involving children under the age of 18.
- Low: A dinner with orphans

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Consider the following:

Any information, instruction and training required regarding the event and the activities involved.	
Compliance with legal standards,	
Whether or not the existing controls have reduced the risk as far as is reasonably practicable	
Removal of the hazard	
Preventing access to the hazard	
Implement procedures to reduce exposure to the hazard	
The use of personal protective equipment	
Find a substitute for that activity	

Step 4 - Record your findings

- Always record your concerns with Security in writing for future reference

Step 5 - Review and revise

If the nature of the risks changes during the planning of the event, the risk assessments will need to be reviewed and updated.