



Security Planning: Questions for Actions and Events

When organizing an event, it is critical to analyze the environment in which you are organizing. Take the temperature of your community and plan accordingly. Even in calmer moments, we should intentionally organize security to ensure that worst-case scenarios will be handled quickly. Remember: the most important thing is to make decisions to keep everyone safe! These are a few general questions to help you get started. Your friendly ROP organizer would love to support you in making your safety plan. Reach out to ROP staff at office@rop.org!

Planning your event:

- What is the framing of the event?
 - Do you need to state explicitly that it is meant to be peaceful?
- How public is your event?
 - Will you be advertising on social media? In other public forums such as large listservs?
 - How private will your communications be within your planning team?
 - Will you have a process of registration/application? How much information do you want to have on each guest?
 - Will you release the location of the event in your outreach?
 - If not, how long before the event will you provide the location to registered guests?
- Should you notify local law enforcement about your event?
 - If so, do you have a direct number to call a specific officer who knows who you are/what the event is?
- Who will you need on your safety team?
 - Do they also have other roles at the event?
 - How much orientation to the role/specifics of the event do they need?
- Do you need to set up a safety team meeting ahead of time? How many people should you invite? A great rule of thumb is 2 people on the safety team for every 50 people attending, but the more the merrier!
- What scenarios are most likely to happen? How will you respond if they do?
- What materials will the safety team need?
 - Sign in sheets to bring more people into your group and so people can't slip in without being noticed?
 - Safety vests or other "Safety Team"/ "Welcome Wagon" identification?

- Hand-held radios or walkie talkies?
- Emergency Medical Equipment?
- Protective Equipment?
- Will you invite the media (especially television or radio stations) to record your event?
 - Will you publicize that you are doing this?
- Who else needs to be notified about the safety plan? Speakers? Volunteers? Site hosts?

During your event:

- How much security will you need as people enter?
 - How many entrances will you have?
 - Will you require everyone to sign in at the door/entrance?
 - Will you make sure everyone has a name tag?
 - If you had a registration process will you allow people who aren't pre-registered to attend?
 - What if they arrive late?
- Do you want your safety team to not/partially/all be visibly identifiable? (Via vests/name tags/etc)
- Where do you want your safety team members to be located? At the perimeter, facing out? Dispersed throughout the crowd participating in the event? Something else?
- Do you need an announcement explaining how to respond to counter protesters? Infiltrators? Other potential situations?
 - Who will give this announcement?

After your event:

- Do you need to make sure everyone gets to their car safely?
- Do you need to identify a post-event meeting spot in case people are followed, leaving the event?
- Do you need a debrief meeting with your safety team?
- Do you need to follow up/debrief with anyone who attended or supported this event due to the threat that was present?