

Security Professional Guide for Event Security





Security Professional Guide for Event Security

November 2025

2025 has seen a concerning number of targeted attacks against both the Jewish community and the broader faith community, as well as public officials. These include attacks on the Pennsylvania governor's residence, the murders of two Jewish community members at the Capital Jewish Museum in Washington, D.C., a Molotov cocktail attack on the Jewish community in Boulder, Colorado, acts of targeted violence at Annunciation Church in Minneapolis, Minnesota, and the assassination of public personality Charlie Kirk at Utah Valley University in Orem, Utah.

While event planning related to safety and security has long been a priority for professionals working to ensure the safety of the Jewish community, in this environment, the Secure Community Network (SCN) — the official safety and security organization for the Jewish community in North America — convened security directors, law enforcement professionals, and community leaders from across the country to collaboratively examine and update guidance to prepare for and secure events associated with Jewish life. These events include everything from synagogue services and community celebrations to public gatherings, rallies, and educational programs, each of which can be vulnerable in today's evolving threat environment.

The updated guidelines are designed not only to address physical security needs but also to strengthen relationships between community stakeholders and law enforcement, foster proactive information sharing, and ensure a unified approach to risk mitigation. By promoting clear communication, defined roles and responsibilities, and coordinated planning, these best practices help institutions and professionals align around a shared goal: safeguarding Jewish life.

In the event of an emergency, the recommendations provide a practical framework for immediate response, enabling security personnel and first responders to act swiftly, decisively, and in close coordination. The goals are to minimize harm, reduce confusion, and prevent the loss of life, while also preserving the sense of safety and resilience that are vital to Jewish communal life.

The *Security Professional 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.



Security Professional Guide for Event Security

Participating Partners

- 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



Security Professional Guide for Event Security

This Security Professional Guide for Event Security (Guide) 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) offers no warranty and accepts no responsibility or liability for the accuracy, completeness, or suitability of this information for any particular event or circumstance. The Guide, as provided, does not incorporate any specific information or observations about your event and requires evaluation and completion by a trained and experienced security professional. Under no circumstances will SCN be liable for any claims, damages, losses, or expenses resulting directly or indirectly from the use of this material.



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SITUATION

Name of Event:		Address of Event:
Location(s) of Event:		City/State/Zip:
Date or Date Range:	Time(s):	Number of Attendees:
Description of Event:		
Intelligence:		
Source:		
Threats/Security Concerns:		
Other Events (occurring simultaneously during your event):		
VIPs:		
Mission Statement: (Example: "To implement security measures that enhance the safety and security of all attendees.")		
Other Pertinent Information:		

EXECUTION: Facility Assessment

Security planners should conduct a physical assessment of all on- and off-site locations several months before the event.

Primary Access Point:	Secondary Access Point:
Primary Egress Point:	Secondary Egress Point:
Vulnerabilities:	
Internal Security Team (Staffing and Capabilities):	
Required Security Vendor:	
Facility's Policy on Allowing Organization to Choose an Armed Vendor:	
EMS (Capabilities and Response Times):	
Local Police Point of Contact (POC) Name/Title:	Local Police POC Phone Number:
Local Police Intelligence:	
Location of Safe Room(s):	
Location of Security Posts:	



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Location of Registration Point(s):

EXECUTION: Facility Security Guest Screening

Does your Event Invitation include the following items?

1. Bag Policy YES ☐ NO ☐
2. Code of Conduct YES ☐ NO ☐
3. Enhanced Security Measure Procedures (e.g., magnetometers) YES ☐ NO ☐
4. Date, Time, and Location of the Event YES ☐ NO ☐

It is highly recommended to provide #s 1-3 in your invitation. It is also suggested that the date, time, and location be excluded in the invitation. Best practice is to provide that information to registered guests 2-3 days prior to the event in a separate communication.

Is Attendee Registration required? YES ☐ NO ☐

Attendee Screening Procedures:

Non-Attendee Screening Procedures (e.g., catering, AV staff, etc.):

Method to deliver event date, time, and location details to attendees:

EXECUTION: Facility Security

Prohibited Items:

Bag Policy:

Code of Conduct Statement:

Person or Entity (Entities) Responsible for Physical Security:

List and Define Security Roles:

List and Detail Identification/Credentialing Methods (to ensure all security entities are readily identifiable, e.g., uniforms, wristbands, pins):

Entry Checkpoint:

Perimeter:

Mobile Patrols:

Incident Response:



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Security Staffing Needs (e.g., hotel security, event security, law enforcement, armed supplemental security):	
Government Agencies:	
Executive Protection Details:	Are they armed? YES ☐ NO ☐
POC Name & Contact Information for each Detail Lead:	
Protocols for deliveries to the event space (e.g., food, mail, etc.):	

ACCESS POINTS (insert map/floorplan)

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EXECUTION: Access Control Plans

On-Site Access Control Plan (on-site locations; include credentialing procedures, screening devices, screeners, physical barriers, etc.):
Define all roles (see guidance doc):
Access Point #1:
Access Point #1 Vulnerabilities:
Access Point #2:
Access Point #2 Vulnerabilities:
Access Point #3:
Access Point #3 Vulnerabilities:



Security Professional Guide for Event Security

Access Point #4:
Access Point #4 Vulnerabilities:
Access Point #5:
Access Point #5 Vulnerabilities:
Additional Notes:
Off-Site Access Control Plan(s):

EXECUTION: Securing the Event Space

Who is responsible for locking the facility? Opening: Closing:	Overnight Security Needed: YES ☐ NO ☐
Can items/equipment be left in the facility overnight? YES ☐ NO ☐	Who is responsible for these items?
Method for securing vendor booth/equipment (if applicable):	
Event Space Opening Procedures:	
Surveillance System: Are you able to access? YES ☐ NO ☐ More Details:	
Agitator/Disruption Policy:	
Entity in Charge of Handling Agitators/Disruptions:	
POC for signing complaint (if necessary):	
Procedures/Protocols for Agitators/Disruptions Inside Event:	
Procedures/Protocols for Agitators/Disruptions Outside Event:	
Chain of Command for Agitators/Disruptions:	
Insert Decision-Making Tree:	



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EXECUTION: Emergency Management Chain of Command

Name:	Title:	Role:
Name:	Title:	Role:
Name:	Title:	Role:
Name:	Title:	Role:
Name:	Title:	Role:

EXECUTION: Emergency Management

Mass Communications Platform/System:
Mass Communications Plan:
Active Threat Procedures:
Lockdown Procedures:
Mass Communications Platform:
Immediate Threat:
Imminent Threat (include safe rooms, if any):

EXECUTION: Emergency Management Evacuation Procedures

Medical Plan (include who will notify EMS, how EMS will be notified, and the emergency ingress/egress points):
Medical Equipment Available (at event space):
Self-Transport Procedures (if EMS is not available):



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EXECUTION: Emergency Management — Primary and Secondary Hospitals for Each Event Space (Add Routes to Appendix)

Name:	Address:	Main Phone Number:	ER Phone Number:
Name:	Address:	Main Phone Number:	ER Phone Number:
Name:	Address:	Main Phone Number:	ER Phone Number:
Name:	Address:	Main Phone Number:	ER Phone Number:
Name:	Address:	Main Phone Number:	ER Phone Number:
Name:	Address:	Main Phone Number:	ER Phone Number:

EXECUTION: Emergency Management Reunification Plan

Reunification Plan (include primary and secondary reunification points for each event location):

Attendee Actions When EMS and/or Law Enforcement Arrive:

Weather Contingency Plan (if applicable):

EXECUTION: Emergency Management Monitoring

Digital method for monitoring online, social, and message board activity regarding the event:

Individual/Entity responsible for digital monitoring:

Physical Location (method for geofencing the event and obtaining security alerts in the general vicinity):

Individual/Entity responsible for physical location monitoring:

ADMINISTRATION/LOGISTICS: Travel Plan and Coordination

Train staff and volunteers on plans prior to the event.

Protocols for advertising the event (detail measures taken to protect the security/privacy of the event):



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Detail the travel plan to and from the event site (include any plans for arriving/departing transportation hubs, if applicable):	
Detail Off-site Travel Security Plan:	
POC for Off-Site Events Name:	Phone Number:
Security Detail for Transport/Travel: YES ☐ NO ☐	

COMMAND AND COMMUNICATION: Event Security Chain of Command

Event security planners must coordinate with local security directors in their respective areas of responsibility (AORs)

Name:	Title:	Phone Number:	Role:
Name:	Title:	Phone Number:	Role:
Name:	Title:	Phone Number:	Role:
Name:	Title:	Phone Number:	Role:
Name:	Title:	Phone Number:	Role:
Name:	Title:	Phone Number:	Role:
Name:	Title:	Phone Number:	Role:
Name:	Title:	Phone Number:	Role:
Name:	Title:	Phone Number:	Role:
Name:	Title:	Phone Number:	Role:

Insert Decision-Making Tree:

COMMUNICATIONS PLANS

Detail your Communications Plan.



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How will information be disseminated to attendees?

Detail your Internal Security Team Communications Plan.

EVENT POINTS of CONTACT

SCN Duty Desk	Director, Threat Management & Information Sharing	Secure Community Network	844.SCN.DESK (844.726.3375)
Event Coordinator	Name:	Organization:	Phone Number:
Hotel/Venue Security	Name:	Organization:	Phone Number:
Venue Point of Contact	Name:	Organization:	Phone Number:
Local Police Department	Name:	Organization:	Phone Number:
Local Community Security Director	Name:	Organization:	Phone Number:
Third-Party Security Entity	Name:	Organization:	Phone Number:
Off-Site Event Point of Contact	Name:	Organization:	Phone Number:
Medical/Hospital Point of Contact	Name:	Organization:	Phone Number:
On-Site EMT (if applicable):	Name:	Organization:	Phone Number:
Fire Department:	Name:	Organization:	Phone Number:
Executive Protection Detail Lead:	Name:	Organization:	Phone Number:
Executive Protection Detail Lead:	Name:	Organization:	Phone Number:
Other, Title:	Name:	Organization:	Phone Number:
Other, Title:	Name:	Organization:	Phone Number:

SECURITY BRIEFING

Suggested topics for briefing include staffing assignments, event procedures, credentials, prohibited items, emergency procedures, and any relevant intelligence.

Date of Briefing(s):	Time of Briefing(s)	Location of Briefing(s):
Person responsible for providing brief(s):		
Required Attendees:		
Provide to law enforcement, staff, and volunteers a one-pager of key contacts, the operations layout, the evacuation site, and active shooter, fire, and medical procedures:		



Security Professional Guide for Event Security

APPENDIX A: SITE MAP



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APPENDIX B: EVENT SPACE FLOORPLAN/MAP (include the location of AEDs and fire extinguishers)



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APPENDIX C: PHOTOS of EVENT SPACE (Lobby, Exits, etc.)



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APPENDIX D: MAP/PHOTOS of INGRESS AND EGRESS POINTS



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APPENDIX E: REUNIFICATION POINTS



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APPENDIX F: MEDICAL EMERGENCIES MAP/ROUTES



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APPENDIX G: OFF-SITE LOCATIONS MAP(S)



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APPENDIX H: EVENT SCHEDULE (include set-up and teardown dates)



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APPENDIX I: CREDENTIALS



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SECONDARY SITE SUPPLEMENTAL SECURITY PLAN TEMPLATE

(For events at sites in close proximity to the main event space, e.g., dinner a block from the main event space or additional meeting spaces in the same building complex.)

SITUATION

Name of Event:		Address of Event:
Location(s) of Event:		City/State/Zip:
Date or Date Range:	Time(s):	Description of Event:
Intelligence:		
Threats/Security Concerns:		
VIPs:		
Mission Statement:		

EXECUTION: Facility Security Guest Screening

Does your Event Invitation include the following items? 1. Bag Policy YES ☐ NO ☐ 2. Code of Conduct YES ☐ NO ☐ 3. Enhanced Security Measure Procedures (e.g., magnetometers) YES ☐ NO ☐ 4. Date, Time, and Location of the Event YES ☐ NO ☐	It is highly recommended to provide #s 1-3 in your invitation. It is also suggested that the date, time, and location be excluded in the invitation. Best practice is to provide that information to registered guests 2-3 days prior to the event in a separate communication.
Is Attendee Registration required? YES ☐ NO ☐	
Attendee Screening Procedures:	
Method to deliver date, time, and location details to attendees:	

EXECUTION: Facility Security

Prohibited Items:	Bag Policy:
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Security Professional Guide for Event Security

Code of Conduct Statement:

Person or Entity (Entities) Responsible for Physical Security:

List and Define Security Roles:

(Security Roles continued):

List and Detail Identification/Credentialing Methods (to ensure all security entities are readily identifiable):

Entry Checkpoint:

Perimeter:

Mobile Patrols:



Security Professional Guide for Event Security

APPENDIX A: PHOTOS of SECONDARY EVENT SPACE (Lobby, Exits, etc.)



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APPENDIX B: MAP/PHOTOS of INGRESS AND EGRESS POINTS



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APPENDIX C: REUNIFICATION POINTS