



This Rules/Policy document is provided to you and your organization as a starting point or maturity checkpoint for existing rules/policies. It is brought to you on behalf of Jim McConnell, Principal Owner, and Ask McConnell, LLC – A Converged Security Services Provider. The content is not meant to cover every circumstance, industry, law, regulation, contractual requirement, threat, environment, or risk, but it provides an easy, defensible, highly accountable starting point for any organization. Please consult with your legal counsel and insurance provider about added requirements. If you know of peers that you think would find value in these resources, please have them contact us. These will be updated on our website regularly. We are not legally protecting these documents; we just ask for credit, shout-outs, and referrals if you find them helpful. If you have recommended updates, we are all ears. And if you need Converged Security Consulting and Training, please reach out, we would be honored to serve you and your organization.

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Onsite/Offsite Events Security

Updated: 6 April 2025

Protecting human lives is the highest requirement of our entire organization, whether they are employees, customers, volunteers, visitors, or part of our supply chain while under some nexus to our organization. Many times things we do online will impact people's lives, physically, financially, and emotionally.

Rules

- I will report security incidents, concerns, vulnerabilities, and threats to my supervisor or organization's Ethics Hotline as soon as possible and safe, but if they are not available and I feel unsafe, I will contact law enforcement.
- I will engage the organization's safety and security leadership in all event planning no matter the scope or location of the event.
- I will engage with third-party event security and event safety professionals if our organization does not have these types of professionals on staff, as soon as the event planning starts.
- I will gather requirements, and plan and fund all safety and security requirements for any events under my management control.
- I will not manage any safety and security operations unless that is my department role, as I will leave these operations to trained, certified, and licensed professionals.
- I will verify all safety and security requirements are in place before the start of the event or I will delay the event until they are
- I will verify all safety and security elements are returned to their pre-event state or better at the end of the event.
- I will consider the impact if an event has to be canceled or shortened due to safety or security threats before and during the event.
- I will make sure weather and its impact are considered in planning and during the event and contingency plans
- I will make sure basic medical response gear (e.g. First Air Kit, Stop The Bleed Kit, etc.) is available at the event, or a short distance (Think feet, not miles) from the event location.
- I will make sure a trained, certified medical responder (e.g. minimum of American Red Cross CPR/FA/AED) is onsite for events that involve kids or seniors, or other health incident-prone individuals.
- I will make sure there are controls to not allow unauthorized individuals to attend the event
- I will make sure there is a plan in case of an emergency (e.g. not just 911).
- I will make sure there are parent notification procedures if it is a kids' event where parents are not onsite at the event.
- I will make sure there is protection consideration for any unique cyber security elements to the event.
- I will make sure media or social media impacts are considered in the planning.
- I will make sure there is consideration and controls if there will be any VIP in attendance that will need extra safety or security measures.

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Signature Note: I am a huge fan of wet signatures on these types of documents for accountability and investigation reasons. So you can add the parts below to each rule/policy document or have a collective wet signature and references in the Security Agreement document, located on the same webpage you got this rule / policy from. Organizational preference.

Print Full Legal Name

(Blue Ink) full Legal Name Signature
Style of signature must closely match Driver's License

Date
