

## Security Plan

The Event Sponsor has the responsibility to ensure a safe and secure environment for the event. This requires careful planning to anticipate potential problems before they arise and being prepared to address any unanticipated issues that may occur related to the event. Planning requires analyzing the following aspects of the event, assessing their risks, and including precautionary measures in your security plan to address those risks:

- » Event Size
- » Event Type
- » Projected Attendance and Traffic
- » Location
- » Day and time
- » Weather
- » Serving Alcohol and Number of Dispensing Points
- » Coverage of Security Officers
- » Planned Activities (e.g., entertainment/music, vendors)
- » Temporary Built Structures (e.g., stages, bleachers, rides)

### WHAT IS A SECURITY PLAN?

A security plan is a detailed description of the Event Organizer's plans to ensure the safety and security of the people and physical elements in and around the event. People at the event include any and all attendees, participants, personnel, volunteers, vendors, and bystanders. An effective security plan specifies what measures must be taken, when they must happen, and what types of personnel are needed, their duties, location, and schedule.

**If you are unsure if you need a security plan, contact the [Local Police District Station](#) where the event will be located.**

You are required to submit your security plan to the [Local Police District Station](#) where the event will be located and the relevant land authority. After it is submitted, the SF Police Department will review the plan and may require you to obtain private security guards, Parking Control Officers, staff or volunteers to cover specific areas and activities. The Local Police District Station will determine if the event sponsor will be required to cover the cost of SFPD Personnel (sometimes referred to as "10B Police") to provide enforcement at the event. Speak with the Special Event Sergeant at the Local Police District Station to confirm if this is required.

The SF Police Department has final authority to change, approve or deny a proposed security plan in order to ensure a safe and secure event.

### Role of Event Sponsor:

The Event Sponsor, or hosting organization, maintains responsibility for the safety and security of the people and physical elements in and around the event. The Event Sponsor must put into place safety precautions to address all aspects of the event and any potential risks associated with the event. Safety precautions may include hiring private licensed security guards, off-

duty police officers, and using other safety and security strategies including crowd control, alcohol management, venue layout, cash management, and other considerations.

### Role of Private Security:

Private security guards are used at events to enforce a range of safety measures including crowd control, checking IDs, parking lot enforcement, and transporting cash, as well as enforcing the Event Sponsor's rules and regulations. The Event Sponsor is responsible for identifying and contracting with a state licensed private security company for the event. In addition, the Event Sponsor must ensure that the private security company is able to fulfill the security needs related to the event. Private security guards have no police authority and may only make a citizen's arrest.

### Requirements for Private Security Companies:

The majority of outdoor events require staffing support from a professional security firm licensed by the State of California. All security companies doing business in California must hold a Private Patrol Operator (PPO) License from the CA Department of Consumer Affairs. The PPO license allows the company to operate a security business and provide services to the public.

The Event Sponsor should engage the security firm in assessing potential risks and assist in the development and implementation of the security plan. The firm must make recommendations on the number and locations of security guards and non-licensed staff and volunteers at your event. If you are planning on using private security to provide coverage at your event, you must seek approval of their roles and responsibilities with the SF Police Department in advance of your event.

Every security guard employed by a security firm is required to have a "Guard Card" permit issued by the CA Department of Consumer Affairs. This Guard Card authorizes the individual to work as a security guard and provide security services to the public.

The Event Sponsor is required to keep written verification that the private security company has all required licenses and authorization to operate in the State of California and the City and County of San Francisco. The Event Sponsor is also required to keep written verification that all designated security guards have a valid "Guard Card."

### Role of SF Police Department:

The SF Police Department may assign additional police staff to cover event-related activities happening outside the event footprint or venue.

The SF Police Department has final authority over the event security plan and implementation. If the approved security measures are not carried out, or are no longer sufficient to address the security needs, the Police Department maintains the right to shut down any aspect of your event or to provide additional police coverage that will be billed directly to the Event Sponsor.

**Role of SF Department of Emergency Management (DEM):**

DEM facilitates the coordinated emergency response with City partners including SFPD, SFFD, EMS, Public Works and others during complex events. DEM may reach out to the event organizer for more information and to request planning details, such as maps and information from event points of contact. For very complex events, DEM may hold a Citywide meeting prior to the event to ensure City agencies are familiar with operational details. [www.sfdem.org](http://www.sfdem.org)

**Use of Non-Licensed Staff and Volunteers:**

As part of your security plan approval, the San Francisco Police Department may grant permission to use staff or volunteers in certain locations and roles that do not require licensed security guards. If the staff or volunteer coverage is not provided, or turns out to be insufficient, the SF Police Department maintains the right to shut down any or all components of the event or to provide additional police services that will be billed directly to the Event Sponsor.

## Fire Safety and Temporary Built Structures

**TYPES OF REGULATED ACTIVITIES**

The [SF Fire Department's Bureau of Fire Prevention](#) is responsible for enforcing local and state fire codes through inspection and plan review in order to reduce hazards in the City and County of San Francisco. The Fire Department has the authority to shut down any and all aspects of the event if at any point the safety of the public is compromised.

Fire code requires the safe installation and use of the following\* at special events:

- » Tents, canopies, and temporary membrane structures
- » Food and beverage booths
- » Portable cooking appliances that use liquid petroleum (LP) gas, butane, propane, natural gas, mesquite wood, or charcoal briquettes



Photo Credit: SF Entertainment Commission, SF Chinese New Year Parade