



Site Security Plan Template for Special Event Permits

Nelson Police Department

Event Name:

Date(s) of Event:

Location of Event:

Event Organizer(s):

Introduction:

This Site Security Plan has been prepared in accordance with the requirements set forth by the City of Nelson for special event permits. The purpose of this plan is to ensure the safety and security of all attendees, staff, and participants during the event.

Event Overview:

Provide a brief overview of the event, including its purpose, expected attendance, activities, and any potential security concerns (ie: counter protest).

Site Description:

Describe the layout of the event site, including entry/exit points, perimeter boundaries, key structures, stages, and any other relevant features. (Provide a drawing if applicable).

Your site plan is crucial to the approval of your event. It must be clear, to scale and contain all details as set out in this Application.

Total number of people expected in attendance:

Staff:

Volunteers:

Performers:

Attendees:

Temporary Structures: ☐ YES ☐ NO

Will any temporary structures be set up (e.g. tents, canopies, stage, generators, portable washrooms, etc)?

Food and Beverage: ☐ YES ☐ NO

Nelson Fire Department certification required.

If yes, describe:

Alcohol: ☐ YES ☐ NO

Special Occasion License required.

If yes, describe:

Sales (of any kind): ☐ YES ☐ NO

If yes, describe:

Amplified Sound (e.g. announcements, music): ☐ YES ☐ NO

Noise Bylaw Exemption required.

If yes, describe:

Use of Unmanned Aerial Vehicle (UAV) / "Drone": ☐ YES ☐ NO

Valid Special Flight Operations Certificate (SFOC) required.

If yes, describe:

Sponsorship (sponsor identification): ☐ YES ☐ NO

If yes, describe:

Signage or Banners: ☐ YES ☐ NO

If yes, describe type, number, and locations.

Security Personnel:

Detail the number and roles of security personnel who will be present during the event. This may include hired security guards, law enforcement officers, and volunteers.

Do you require assistance from the Nelson Police Department for site security?

Security
Guards:

Nelson Police
Officers:

Volunteers:

Other Personnel:

Describe number, roles and responsibilities for volunteers or coordinators:

Number	Role	Responsibilities

Access Control:

Outline the procedures for controlling access to the event site, including ticketing, identification checks, bag searches, and any other security measures.

Crowd Management:

Describe strategies for managing crowds, including designated walkways, barriers, signage, and communication methods.

Traffic Management:

Anticipated traffic effect and planned mitigation:

Describe:

Streets/Roads used during event:

Describe:

What provisions have been made for parking of participants, vendors, organizers or performers?

Describe:

How will you encourage alternate transportation (e.g. transit, taxi, bicycle)?

Describe:

Emergency Procedures:

Provide a comprehensive plan for responding to emergencies such as medical incidents, fires, severe weather, or security threats. Include evacuation routes, assembly points, and protocols for contacting emergency services.

Have you identified the Emergency Access Points on the Site Plan? ☐ YES ☐ NO

What first-aid requirements have you identified and how will you address them?

Describe:

What safety risks have you identified and how will you address them?

Describe:

What provisions will be made for persons with disabilities (e.g. access, parking, pathways, washrooms, viewing areas)?

Describe:

Communication:

Detail communication protocols among event staff, security personnel, emergency services, and attendees. Include methods for disseminating important information and instructions.

Contingency Plans:

Identify potential risks and contingencies, and outline plans for mitigating these risks. This may include provisions for additional security measures, medical support, or evacuation procedures in case of unforeseen circumstances.

Collaboration with Authorities:

Describe the coordination efforts with the Nelson Police Department, Nelson Fire Department, medical services such as BC EHS, and other relevant authorities to ensure a cohesive approach to event security.

Compliance:

Ensure that all security measures outlined in this plan comply with local regulations, ordinances, and guidelines set forth by the City of Nelson.

Review and Approval:

This Site Security Plan has been reviewed and approved by the event organizers and the Nelson Police Department.

Contact Information:

Provide contact information for key personnel responsible for implementing the security plan, including event organizers, security managers, and emergency contacts.

Appendix:

Include any additional documents or resources relevant to the security plan, such as maps, diagrams, or emergency contact lists.

Acknowledgement:

By signing below, the event organizers acknowledge their responsibility for implementing and enforcing the provisions of this Site Security Plan.

Signature of Event Organizer(s): Sign: _____, Sign: _____

Print: _____ Print: _____

Date: _____ Date: _____

Signature of Nelson Police Department Representative: Sign: _____

Print: _____

Date: _____