

Boulder County Special Events Checklist

Post-Event Activities

Demobilization

Release of Security Personnel and Marshals

- Ensure participants have completed course
- If all-day event, ensure that security personnel and marshals are sufficiently rested

Sanitation Plan

- Removed all facilities within 24 hours
- Remove litter, garbage or other debris within 24 hours
- Submit report documenting waste stream diversion efforts and effects within 14 days

Signs

- Remove all signs within 24 hours

Data Collection

- Actual attendee figures
- Critiques from security personnel and marshals
- Critiques and observations from personnel involved in
 - Communications
 - Medical response
 - Traffic management
- Feedback from public
- Feedback from attendees
- Operational costs from law enforcement
- For repeat events, a comparison to previous year

Debrief Meeting Agenda

- Planning process/demobilization
- Communications
- Medical support/emergency response
- Command post operations
- Security and marshal support
- Signing
 - Advance signing
 - Barricades/other safety equipment
 - Traffic control signs

- Directional signing and markings
 - Event signs
- Other traffic management efforts at and outside venue site
 - Other pre-event information; radio announcements, newspaper advertisements
 - Day-of-event information; VMBs, detour information
 - Direction provided to the event and at the venue
 - Access and parking
 - Pedestrian access
 - Egress from the venue
 - Other traffic flow
- Sanitation
- Plan revisions during event
- Actions that deviated from the plan and why
- Operational cost analysis
 - Identify potential cost savings.
 - Reallocation of personnel
 - Division of responsibilities
 - Use of technology
 - Include total staffing, overtime, and equipment for all agencies
- Qualitative evaluation
 - Critiques from officers, marshals and other security personnel
 - Feedback from public
 - Feedback from event attendees
- Recommended improvements