Attachment #	General Checklist – Severe weather conditions	
Version: V1-25	Responsible: Event management Implementation: Event management/security management	

The following checklist serves not only as an aid for processing measures, but also as a supplement to the event log within the framework of processing and should be signed by all participants at the latest after the event has ended.

Triggered by/due to:
Time:
Alert by

Alarms

Done	Time		Note	Completed by
☐		Event director		
☐		Crowd manager		
☐		Police		
☐		Fire department		
☐		Authorities (public order)		
☐		Security/Safety		
☐		EL Medical service		
		Other:		

Information gathering
- **Type of weather impact**

- **Time frame?**

- **Consultation with meteorological service/meteorologist on site:**

IMMEDIATE MEASURES

Completed	Time	Measures	Comments
☐		Preliminary information parties involved with security-related tasks (alert keyword via radio) ☐ Section manager for security/public order service ☐ Technical management ☐ Catering ☐ Other service providers (public area) ☐ Other	
☐		Infrastructure register check for affected infrastructures	
☐		**Police**: Checking organization-specific effects	
☐		**Fire department:** Review of the impact on own area of responsibility, notification of necessary space requirements/restrictions	

FURTHER MEASURES

Completed	Time	Measures	Responsible
☐		Specify warning by meteorological service (consultation)	
☐		Preliminary information for the public (ongoing)	
☐		Preparation of standby measures ☐ Check time frame	•
☐		Decision on impact on program ☐ Interruption ☐ Cancellation ☐ Determination of safe location (depending on type of storm) ☐ Is it necessary to close outdoor paths? (broken branches, etc.)	
☐		Advance information for presenters, if necessary	
☐		Preparation of standby measures Evacuation/cancellation ☐ Security and order service on standby	•

		☐ Dismantling & securing production area materials
		☐ Dismantling & securing materials in the public area
		    ☐ Catering
		    ☐ Other service providers
		☐ Standby outlets
		☐ Preparation of visitor address
		    ☐ Stage
		    ☐ alarm installation
		    ☐ screens
		☐ Personal security and order service	

☐		☐ Implementation of "rain" measures
		    ☐ Is it necessary to deploy security to protect covered areas (to avoid high concentrations of people)?
		    ☐ Is closure possible?
		    ☐ Observation and communication (outdoor areas)	

☐		Implementation of "heat" measures
		    ☐ Is it possible to relocate installation areas in waiting areas?
		    ☐ Distribution of water/information on water distribution points
		    ☐ Increased monitoring and communication with visitors by security and public order personnel
		☐ Need to increase SanD check
			•

☐		Obtain feedback on standby	•
☐		Stop admission ☐ Wait ☐ Divert/Drain	
☐		Inform press officers (take press sovereignty into account) ☐ Organizer ☐ Operators ☐ Police/fire department under their own responsibility	
☐		Further measures in accordance with production process (technical/production-related processes) ☐ Consult with pyrotechnicians regarding feasibility	

☐		☐ Triggering measures
		    ☐ Show stop
		    ☐ Announcements
		    ☐ Start of evacuation
			•

☐		**Return to normal operation (ONLY if static safety is not compromised -> declaration required by operator of the structure)**	•
☐		**Decision on return of visitors** ☐ Re-admission possible via exits? OR ☐ Resumption of admission procedure (redirection of all visitors)	•

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