**EVENT DE-BRIEF TEMPLATE**

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**Event:** <Insert event name>

**Location:** <Insert venue details>

**Event Date:** <Insert event date and times>

**Security Arrangements:**

Debrief notes:

*Were there enough security guards?*

*Were they easily contactable?*

*Were they placed in good positions?*

Feedback from others:

*This could be comments that the security company have provided in return*

**First Aid Arrangements:**

Debrief notes:

*Were there many first aid incidents?*

*Were they managed properly?*

*Could this be improved?*

Feedback from others:

*This could be comments from the First Aid Officers onsite*

**Fire Services:**

Debrief notes:
*Were there any incidents?*

Feedback from others:

**Emergency response:**

Debrief notes:

*Were there any incidents, did everyone feel they could have managed if an emergency response was required?*

Feedback from others:

**Communications:**

Debrief notes:

*Did radios work, where more radios required?*

Feedback from others:

**Event Assistance:**

Debrief notes:

*Were there a lot of requests for directions to toilets, numerous lost kids, how can this be assisted in future?*

Feedback from others:

*Generally you will get a bit of feedback from the public about toilets, ATMs, Entry Points, Parking, Long queues etc via facebook and email after an event?*

**Conditions of Entry:**

Debrief notes:

*Was this managed well, any issues, what could be improved?*

Feedback from others:

**Vehicle and plant safety/security:**

Debrief notes:

*Were there any incidents?*

*Any parking issues?*

Feedback from others:

**Use of photography, video and drones**

Debrief notes:

*Were there any incidents?*

Feedback from others:

**Amenities and amusements:**

Debrief notes:

*Were there enough amenities?*

*Were they clean?*

Feedback from others:

**Site Plan:**

Debrief notes:

*Did the layout work?*

Feedback from others:

**Incident Report Log**

* How many first aid incidents?
* How may near miss incidents?
* How many security incidents?
* How many lost children?
* How much lost property?
* Any requests for information that where high i.e. people were struggling to find toilets or drinking water?

**Any other comments**

Anything else not discussed that could be useful for future planning for this event

**Consider expanding the template to address other things relevant to your event**