

# EVENT QUICK SCAN

## Pre-Event Operational Readiness Check

**PURPOSE**  
A rapid pre-event walk-through used to verify that the event environment, assigned personnel, emergency capabilities, and event-specific controls are ready as planned before operations begin.

**USE**  
Complete approximately 15-30 minutes before the event or before doors open. Verify actual conditions. Correct readily addressable discrepancies when appropriate. Document and escalate conditions requiring additional action.

**VERIFY THE ENVIRONMENT > CONFIRM PEOPLE & RESOURCES > CORRECT DISCREPANCIES > ESCALATE WHEN NECESSARY**

|                                                                                                                                                                                                                                                                                                                                        |                                                                                           |                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>QUICK SCAN RESPONSE</b>                                                                                                                                                                                                                                                                                                             | <b>READY</b> Condition was observed or directly verified and is consistent with the plan. | <b>CORRECTED</b> A discrepancy was identified and corrected during the scan. |
|                                                                                                                                                                                                                                                                                                                                        | <b>ACTION NEEDED</b> A discrepancy remains or requires additional action.                 | <b>N/A</b> Condition does not apply to this event.                           |
| <b>VERIFY ACTUAL CONDITIONS</b> Mark <b>READY</b> only after observation/direct verification. <b>N/A</b> never means unchecked, unknown, or assumed acceptable.<br>Do not leave applicable items blank. Verify planned conditions against GS-OP-001 when used, or established event configuration/procedures when it was not required. |                                                                                           |                                                                              |

### 1 | EVENT & SCAN INFORMATION

Event / Service:

Date:

Scheduled Start:

Location:

Scan Completed By:

Scan Time:

GS-OP-001 Special Service & Event Safety Planning Worksheet completed?

☐ Yes ☐ No ☐ Not Required

Event-specific controls requiring pre-event verification identified?

☐ No ☐ Yes - Verify under Section 7.

2 | EXTERIOR & ARRIVAL

Walk the primary arrival areas and verify actual conditions.

**REQUIRED VERIFICATION**

|                                                                                                            | READY                    | CORRECTED                | ACTION NEEDED            |
|------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Designated parking areas are accessible and usable as planned.                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency vehicle access is unobstructed.                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Planned accessible arrival route is usable.                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Primary pedestrian approaches are clear and usable.                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Immediate conditions affecting planned guest movement have been addressed.                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Current weather/environmental conditions have been checked against planned event activities and locations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**WHEN APPLICABLE**

|                                                                                                | READY                    | CORRECTED                | ACTION NEEDED            | N/A                      |
|------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Planned traffic-control measures are in place.                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Event-specific exterior equipment, vehicles, vendors, or activities are positioned as planned. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Exterior / Arrival Exception:**

3 | ACCESS, EGRESS & MOVEMENT

Walk planned entrances, exits, and primary movement routes.

**REQUIRED VERIFICATION**

|                                                       | READY                    | CORRECTED                | ACTION NEEDED            |
|-------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Planned guest entrance(s) are configured as intended. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Required exits are accessible and unobstructed.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Egress routes are clear and usable.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Primary interior movement routes are usable.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency responder access is unobstructed.           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**WHEN APPLICABLE**

|                                                                   | READY                    | CORRECTED                | ACTION NEEDED            | N/A                      |
|-------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Restricted or closed entrances are configured as planned.         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Overflow or alternate spaces are configured as planned.           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Event-specific restricted areas are access-controlled as planned. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Has anything observed materially interfered with evacuation, responder access, or planned movement of people?  
☐ No ☐ Yes - Record under Readiness Exceptions on Page 2.

4 | MINISTRY & EVENT AREAS

**CHILDREN / YOUTH**

Are children or youth activities occurring during this event?  
☐ No - Children's / Youth verification is not applicable. ☐ Yes - Complete the applicable verification points below.

|                                                                                             | READY                    | CORRECTED                | ACTION NEEDED            |
|---------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Planned check-in/check-out area is ready.                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Planned children's/youth areas are configured as expected.                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Planned access boundaries are in place.                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Required personnel are present or their immediate availability has been directly confirmed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If temporary or alternate children's/youth areas are being used:  
Temporary/alternate ministry areas are configured according to the event plan.  
☐ Ready ☐ Corrected ☐ Action Needed ☐ N/A

**EVENT / MINISTRY AREAS**

Complete only the conditions applicable to this event.

|                                                                                      | READY                    | CORRECTED                | ACTION NEEDED            | N/A                      |
|--------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Seating or overflow configuration matches the plan.                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Platform, stage, or activity areas are configured as planned.                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If food service is part of the event, the designated area is configured as planned.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If temporary structures or equipment are being used, they are positioned as planned. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If vendors or contractors are present, their activity is within designated areas.    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Ministry / Event Area Exception:**

5 | EMERGENCY CAPABILITIES

Verify that planned emergency capabilities remain physically available under current conditions.

**REQUIRED VERIFICATION**

|                                                                                              | READY                    | CORRECTED                | ACTION NEEDED            |
|----------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| AED is accessible.                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| First-aid resources are accessible.                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire extinguishers are accessible and unobstructed.                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Required exits and egress routes remain unobstructed.                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency responder access remains unobstructed.                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Planned emergency communication capability has been tested or directly verified functioning. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**WHEN APPLICABLE**

|                                                       | READY                    | CORRECTED                | ACTION NEEDED            | N/A                      |
|-------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Planned severe-weather location is accessible.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Planned assembly/reunification location is available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Has anything observed during this scan materially interfered with a planned emergency capability?  
☐ No ☐ Yes - Record under Readiness Exceptions and escalate as appropriate.

VERIFY PEOPLE, CONTROLS & READINESS

6 | CRITICAL PERSONNEL & COMMUNICATIONS

CRITICAL PERSONNEL

Verify only the event-critical functions required to carry out this event's operational plan. Do not use this section as a general attendance roster. "Present / Confirmed" means present or directly confirmed during this scan.

| Critical Function | Responsible Person / Team | Present / Confirmed      | Briefed / Ready          | Exception |
|-------------------|---------------------------|--------------------------|--------------------------|-----------|
|                   |                           | <input type="checkbox"/> | <input type="checkbox"/> |           |
|                   |                           | <input type="checkbox"/> | <input type="checkbox"/> |           |
|                   |                           | <input type="checkbox"/> | <input type="checkbox"/> |           |
|                   |                           | <input type="checkbox"/> | <input type="checkbox"/> |           |
|                   |                           | <input type="checkbox"/> | <input type="checkbox"/> |           |
|                   |                           | <input type="checkbox"/> | <input type="checkbox"/> |           |

COMMUNICATIONS

Primary communication method: \_\_\_\_\_

Backup communication method, if planned: \_\_\_\_\_

- ☐ Event / ministry lead's current availability or contact method has been confirmed.
- ☐ Safety / security point of contact's current availability or contact method has been confirmed, when assigned.
- ☐ Emergency notification responsibility/procedure is understood.
- ☐ Responsibility for meeting/directing responding emergency personnel is understood.
- ☐ Last-minute operational changes have been communicated to affected personnel.

Communication Exception: \_\_\_\_\_

- ☐ Tested or directly verified functioning.
- ☐ Available as planned
- ☐ Not Applicable

7 | EVENT-SPECIFIC CONTROLS

8 | READINESS EXCEPTIONS

If GS-OP-001 or other event planning identified controls requiring pre-event verification, verify each applicable control here. A control entered in this section has already been determined applicable; do not use N/A.

☐ No event-specific controls require pre-event verification.

EVENT-SPECIFIC CONTROL

☐ In Place ☐ Corrected ☐ Action Needed

EXCEPTION / ACTION

EVENT-SPECIFIC CONTROL

☐ In Place ☐ Corrected ☐ Action Needed

EXCEPTION / ACTION

EVENT-SPECIFIC CONTROL

☐ In Place ☐ Corrected ☐ Action Needed

EXCEPTION / ACTION

EVENT-SPECIFIC CONTROL

☐ In Place ☐ Corrected ☐ Action Needed

EXCEPTION / ACTION

EVENT-SPECIFIC CONTROL

☐ In Place ☐ Corrected ☐ Action Needed

EXCEPTION / ACTION

Any required event-specific control not in place?  
☐ No ☐ Yes - Record under Readiness Exceptions and determine whether escalation is required.

9 | CHANGED CONDITIONS

Compare current conditions with the event plan or established event configuration before answering.

Material change identified?  
☐ No ☐ Yes - Identify the change and its operational effect below.

CHANGED CONDITION

OPERATIONAL EFFECT / REQUIRED ACTION

Does a changed condition require additional planning or leadership review?  
☐ No ☐ Yes - Escalate before proceeding as currently planned.

10 | PRE-EVENT READINESS DETERMINATION

11 | HANDOFF & QUICK SCAN RECORD

Before selecting a determination, confirm that applicable verification points were observed or directly verified and that identified exceptions were documented or escalated as required.

☐ READY AS PLANNED

Observed conditions are consistent with the event plan, with no material unresolved exceptions identified.

☐ READY WITH CORRECTIVE ACTIONS

Minor discrepancies were corrected or assigned and do not currently require the event plan to be reconsidered.

☐ ESCALATE BEFORE PROCEEDING AS CURRENTLY PLANNED

A material condition remains unresolved or actual conditions differ sufficiently from the plan to require appropriate leadership review before proceeding as currently planned.

Leadership Direction / Additional Action, if required: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Status: ☐ Resolved ☐ Open

By completing this Quick Scan, the reviewer confirms that applicable verification points were observed or directly verified and that identified exceptions were documented or escalated as required.

Scan Completed By: \_\_\_\_\_

Signature / Initials: \_\_\_\_\_ Time: \_\_\_\_\_

Event / Ministry Lead notified of identified exceptions?  
☐ Not Required ☐ Yes

Additional leadership review required? ☐ No ☐ Yes

If required, reviewed by: \_\_\_\_\_ Time: \_\_\_\_\_

OUTSTANDING DIRECTION / FINAL NOTES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_