Post-Event Security Debrief Checklist

AMERINE EXECUTIVE LOGISTICS | INSTITUTIONAL MEMORY SERIES

Use within 72 hours of any protected event — corporate offsite, sporting event, concert, wedding, fundraiser or family gathering. This is a working document; complete each section with the principal's team, drivers, agents and event leadership before memory decays.

1. Observed — what actually happened

- ■ Time principal arrived vs. planned arrival window
- ■ Number and role of protection personnel on-site
- ■ Weather, crowd size and any unscheduled attendance
- ■ Media, photographers or content creators present
- ■ Any person, vehicle or item flagged during advance or on-site

2. Deviated — where the plan changed

- ■ Route changes and reason (traffic, closure, intelligence, principal request)
- ■ Timing changes (delay, early departure, extended stay)
- ■ Personnel changes (substitutions, added coverage, removed coverage)
- ■ Communication failures — radio, phone, app or hand-off
- ■ Vendor or venue deviations from written agreement

3. Decided — the calls that were made

- ■ Who held decision authority at each phase
- ■ Every trigger that was activated (reroute, delay, hold, extract)
- ■ Trigger not activated but should have been considered — why
- ■ Client-facing decisions communicated to principal or family
- ■ Decisions escalated to counsel, corporate security or law enforcement

4. Communicated — what the record shows

- ■ Radio log and timestamped movement log retained
- ■ After-action written summary distributed to authorized parties only
- ■ Client debrief scheduled within 7 days
- ■ Vendor and venue feedback documented
- ■ Any incident reportable to insurance, counsel or law enforcement filed

5. Improved — the institutional change

- ■ Advance checklist updated with new insight
- ■ Threat picture updated in principal's profile
- ■ Route library or venue file updated with lessons learned
- ■ Training gap identified and assigned to next quarterly cycle
- ■ Board, family council or general counsel briefed if material

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