PARKING OPERATIONS PLAN OUTLINE

The written plan every agency receives before an event

NMT Security Solutions · Event parking, traffic control & crowd management · Broward & Miami-Dade

This outline shows the structure of the parking operations plan NMT prepares for each event. The completed plan is reviewed with the agency's event manager and the police traffic detail before event day, and the post-event report follows the same headings.

AGENCY	EVENT	DATE(S)	PLAN VERSION / DATE

1. Event overview

- Event name, date(s), hours, and venue
- Expected attendance by event day and peak arrival window
- Agency event manager and NMT Account Manager contacts

2. Site and lot inventory

- Lots in use with spaces per lot, ADA spaces, and VIP / reserved areas
- Entry and exit points, lane counts, and gate hours
- Overflow lots and the trigger for opening them

3. Traffic, ingress, and egress

- Approach routes and lot assignment by direction of arrival
- Egress sequence and release timing by lot
- Emergency vehicle access lanes kept clear throughout
- Coordination points with the police traffic detail

4. Pedestrian routes

- Walking routes from each lot to the entrances
- Crossings and who controls each one
- Shuttle, rideshare, and drop-off zones

5. Staffing plan

- Headcount by role and by lot, confirmed with the event manager
- Shift times, arrival and briefing time, and break coverage
- Supervisor assignments and chain of communication
- Standby staff and call-out procedure

6. Equipment and signage

- Cone, barricade, and sign placement drawing for each lot
- Radios and channel plan, vests, lighting, wands, handheld devices
- Staging location and set-up / breakdown times

7. Communications

- Radio channels and call signs
- Contact list: agency, police detail, venue, NMT supervisors
- Status check-ins during ingress, event, and egress

8. Cash handling and validation (paid events)

- Rates, payment methods, and validation rules set by the agency
- Cash drawer issue, custody, and reconciliation at close
- Deposit and reporting procedure

9. ADA and VIP parking

- Location and count of ADA spaces and accessible drop-off
- VIP / credentialed parking and how credentials are checked
- Assistance procedures for guests who need help

10. Weather, incidents, and emergencies

- Heat, rain, and lightning procedures
- Incident reporting: who is notified and how fast
- Lost child, vehicle damage, and medical response handoffs

11. Post-event report

- Parking utilization and vehicle counts by lot
- Attendance counts and staffing (scheduled vs. staffed)
- Revenue reconciliation (paid events) and incident summaries
- Recommendations for the next event