University Security Services Event Planning Guide

University Security is one of the departments that must be involved in the pre-planning and research of all events held on the University campus. The reasons for detailed planning are:

- To provide a safe and secure environment
- To prevent crime
- To maintain order
- To protect persons and property
- To respond to and implement emergency services when required.
- To prepare for and request necessary emergency and non-emergency services.
- To determine the best methods for achieving these goals in a cost effective manner.

Special Events Risk Factors

The following risk factors often influence the staffing levels indicated on the matrix guide. These factors will be discussed with event organizers with the goals of (1) reducing risk and (2) making the event successful.

Security looks at special events at with three different risk levels. Those levels are identified as low, medium and high.

Each event has factors attached that may increase or decrease the risk level which affect staffing:

<table>
<thead>
<tr>
<th>Factors that increase risk levels for any event</th>
<th>Factors that may decrease risk levels for any event</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The need for personal protection for speakers, performers or guests</td>
<td>• Guest(s) will be on campus at one general location</td>
</tr>
<tr>
<td>• Guest(s) will be on campus at multiple locations</td>
<td>• Events limited to UR students, faculty and/or staff</td>
</tr>
<tr>
<td>• Off-campus advertising</td>
<td>• Competing event elsewhere will affect attendance</td>
</tr>
<tr>
<td>• Cash protection/deliveries</td>
<td>• Patrons are screened for weapons at the entrance</td>
</tr>
<tr>
<td>• Anticipation of large ticket sales</td>
<td>• Prior events of similar nature with no history of safety problems</td>
</tr>
<tr>
<td>• Night time event</td>
<td>• Day time event</td>
</tr>
<tr>
<td>• Outdoor venue</td>
<td></td>
</tr>
<tr>
<td>• Live/ amplified entertainment</td>
<td></td>
</tr>
<tr>
<td>• Multiple events on the same day</td>
<td></td>
</tr>
</tbody>
</table>
Venues with multiple entrances
- Traffic control needs
- Alcoholic beverages
- Lack of timely notification
- Potential of opposition to event

- Indoor Venue
- Shorter duration of event
- Historically poor ticket sales
- Student Affairs oversight and presence at student events
- Formal or semi-formal events

**Special Event Staffing Matrix**

The Security Department Staffing Matrix is a guideline to assist the planner in reasonably predicting the staffing levels necessary for their event. The number of the personnel assigned may vary as dictated by the nature of the particular event, or as calculated to be necessary.

<table>
<thead>
<tr>
<th>Estimate # of Attendance @ an Event/Party</th>
<th>Low Risk</th>
<th>Medium Risk</th>
<th>High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-100</td>
<td>1-2</td>
<td>3-5</td>
<td>6-10</td>
</tr>
<tr>
<td>101-500</td>
<td>3-5</td>
<td>4-7</td>
<td>TBD</td>
</tr>
<tr>
<td>201-1000</td>
<td>4-7</td>
<td>TBD</td>
<td>2000+</td>
</tr>
<tr>
<td>501-2000</td>
<td>6-10</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>1001-5000</td>
<td>TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000+</td>
<td>TBD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Security Staffing Needs

Demonstrations, Dignitary visitors, Commencement, Large multi venue special events

Staffing needs to be determined by UR Security Department

All events are subject to assignment of an event supervisor if factors deem appropriate.

All events subject to Rochester Police (RPD) involvement if factors deem appropriate.

SECURITY AT EVENTS

Sponsoring organizations must contract with the University Security for the security of attendees at an event, as recommended by University Security in conjunction with the Office of the Dean of Students.
Procedure for Requesting Security

Organizations sponsoring events that require security must make contact a minimum of ten (10) business days prior to the date of the event in order to ensure that an adequate number of security personnel will be available for the event.

Using guidelines established by the Office of the Dean of Students, University Security will then determine the security needs (if any) of the event. Security will provide the student organization with an estimate of the number of personnel needed and the related costs. A signed contract and accompanying payment to Security is required at least two (2) business days prior to the event date.

General Guidelines and Factors considered in Determining Security Needs for an Event

University Security reserves the right to determine the exact number of security personnel required for any event.

When Security personnel is required for an event Security is committed to clearly communicating with student groups and their advisors the rationale behind any particular requirement. The following factors are considered in making a decision about the appropriate level of Security required for any given event.

Expected Crowd Size: The size of the crowd may dictate the number of security personnel recommended. See matrix above.

Nature of Event and Nature of Crowd: University Security will consider the nature of the event, the nature of the crowd and the expected attendees. Security may recommend additional security depending on the age of the expected attendees; whether the event is open to the entire university or closed (restricted to members of the sponsoring organization and their guests); whether attendees are from outside the university community or part of it; and based on the attendee activities typical of a particular type of event. Consideration also will be given the following factors, among others: use of DJs, live bands, time of event, (late night or after hours) and expected lighting conditions. Other factors may include: sponsors request for specific admission parameters, such as members only, enforced dress code.
**History of the Event: (past four years)** University Security will consider the prior security history pertaining to events sponsored by the student organization in the past or at similar events sponsored by other student organizations. University Security will also consider the sponsoring organization's past ability and willingness to coordinate, communicate and cooperate with security and venue staff. History of performer or act at other venues (colleges, etc.)

**Sponsoring Staff:** The sponsoring organization will be expected to designate individuals to assist Security in conducting the event in an orderly fashion, e.g., establish orderly lines for entry, sell tickets, stamp hands for re-admittance, check identification, etc. The greater the number of assisting staff from the sponsoring organization, the fewer security positions may be required. Notwithstanding the assistance of individuals from the sponsoring organization, Security reserves the right to use the recommended number of security positions appropriate for the crowd size.

**Money Collection:** University Security recommends additional security whenever an event is accompanied by money collection activities, e.g. souvenir sales, refreshment sales or donation collection.

**Searches:** When there is a potential for alcohol, drugs or other illegal items to be brought into the venue searches may be necessary and may include the use of metal detectors. Searches of event attendees and accompanying bags or packages are authorized only when coordinated and conducted by University Security.

**Written Invitation or Prior Ticket Sales:** Events restricted by written invitation or involving advanced ticket sales usually require less security than events at which tickets are sold at the gate or door.

**Venue:** The number of access points to an event may affect the number of security personnel recommended. As a general rule, the greater the number of access points, the more security personnel will be required.

**Timelines:** The times listed for the event are used for staffing decisions and are expected to be accurate. Additional time may be charged before and beyond the actual times to allow for pre-event briefing and post-event activities. Any extension of the end time will be contingent on the capability of maintaining an acceptable level of public safety during the extended period. An
event will not be considered closed or ended until any crowds have been disbursed from the area. Assigned security staff will consult with the Event Leader on how to disburse the crowd and at what point it is completed.

**Student Responsibilities When Working With Security:**

- Provide individuals to check IDs to assure that all event attendees have valid college ID when ID checks are the method for entry to an event.
- Accept full responsibility for all security costs including any damages to Security equipment that occur during the event.
- If an event is canceled you must notify Security at least 48 hours prior to the event start time. Failure to properly notify Security of a cancellation within 48 hours of the event will result in a charge for four (4) hours for each Security staff member assigned to the event.