



PRE-EVENT PLANNING SAFETY & SECURITY

Pre-event planning is a large component of safety and security procedures. Following some basic guidelines prior to the start of your event will help you avoid many incidents from occurring, and allow you to better manage incidents if they do occur. Hosting an event requires coordination, cooperation and communication with campus police, local police, venue management, event organizers and partners. By following these guidelines, your event is more likely to be successful.

POSSIBLE THREATS AT AN EVENT CAN INCLUDE:

THE IMPACT TO THE COMMUNITY AND ORGANIZATION:



Violence & anti-Semitism



Active Shooters



Disruptive Persons



Threats & Intimidations



Sexual Assault



Membership



Financial Loss



Reputational Damage



Physical Harm



Psychological Impact



Legal Action



Deterrence



Property Damage

PRE-EVENT GUIDELINES

1. Ensure that the number of people arriving to your event does not exceed the permitted occupancy allowed by the fire department and campus public safety department
2. Confirm that fire extinguishers are up to date and functional
3. Make sure that you and your staff know how to use a fire extinguisher
4. Have clearly marked and well-lit exit signs
5. Make sure your emergency egress points are clear of any obstacles
6. Make sure you have a first aid kit at the event location and consider training event staff in advanced first aid procedures
7. Conduct routine fire drills, emergency evacuations and lockdowns throughout the year
8. Contact your local fire department/campus police and familiarize them with the event venue
9. Consider having individuals stationed at doors to greet people and monitor for suspicious or threatening behavior

ACTION PLAN IN CASE OF A THREAT

1. Follow the pre-event guidelines
2. Call 9-1-1 and the university campus police
3. Be prepared to provide relevant information to first responders to include the location of the incident and descriptions of the threat as well as the physical appearance of any involved individual(s)
4. Avoid the danger, but be ready to defend yourself if necessary
5. Activate the appropriate emergency procedure (i.e. evacuation, lock down)
6. Complete an incident report