Policy: Event Security and Safety Policy

Policy No: 3.13

Approved: Board of Trustees: March 2006

EVENT SECURITY AND SAFETY POLICY

Any event sponsor (ie., student organizations, faculty or staff) at Sullivan County Community College has a responsibility for the safety and well-being of audience members and participants, as well as performers and workers. Adequate security and crowd management are integral aspects of event planning intended to minimize actual and potential risk to all parties. Adequate security and crowd management may include college Peace Officers, private contract security officers; professionally trained staff members or student workers as part of the security force for an event. Since the college can be held liable for any activity that takes place on its property, adherence to this policy is mandatory for all college sanctioned or contract agency events. Events covered under this policy include but are not limited to:

- Concerts
- Lectures/speeches/indoor rallies
- Sporting events/competitions
- Outdoor events

Policy

Security needs must be identified prior to contract offer or agreement (See SCCC policy and room reservation forms). The sponsoring organization must make arrangements for security, but the college reserves the right to determine the adequacy of such arrangements. Moreover, it reserves the right to cancel the event if it is determined that the risk: 1) is beyond the college's capabilities; 2) the conditions of this agreement have not been met; or 3) circumstances or conditions have escalated to a level of serious threat to safety and security of the campus.

Guidelines for Security Staffing and Duties

• **Supplemental Staff** - (includes but are not limited to college employees or student workers designated by their supervisor and are trained in event procedures), are expected to perform assigned tasks under the direction of the supervisor or event coordinator, and assist contract security, Peace Officers or Police Officers.

• **Contract security guard** - Assist staff with crowd control and policy enforcement as directed by the supervisor or event coordinator or Peace Officer. Serve as the main point of contact for calls to Peace/Police officers or emergency services.

• **Peace Officer** - Spot check and/or work events with notification to the supervisor or event coordinator of any developing or existing problems at the event, investigates, and coordinates the filing of all incident reports regarding SCCC policy or procedural violations.

• **Police Officers/Emergency Services** - Whether on scene or called for service, will be responsible for coordinating and investigating all criminal or emergency incidents.

Event Levels and Safety Designations

Level 1 Events	-College sanctioned sport event -College sanctioned student activities -Contract events – attendance up to 400	-Minimum of 1 security guard -Supplemental staff as needed -Spot checks by peace and/or police officer
Level 2 Events	-Attendance of more than 400 people including staff -Designated as a level two event by the Director of Safety and Security due to extenuating circumstances (Le., threats, college rivalry, past incidents at similar events).	-Minimum of 1 peace/police officer -Minimum of 2 contract security guards -Supplemental staff as needed
Level 3 Events	-Attendance of more than 900 people including staff -By permit, alcohol is allowed -Designated as a level three event by the Director of Safety and Security due to extenuating circumstances (see level 2 above).	-Minimum of 2 police officers -Minimum of l peace officer -Supplemental staff as needed