SAFETY PLANNING FOR CAMPUS EVENTS
Indiana University of Pennsylvania

Principles
Event safety measures generally will be considered for all campus-based events of a social, performance, or athletic nature, including but not necessarily limited to: contemporary music, comedy, performing arts, lectures, pageants/fashion shows, stage presentations, festivals, athletic events and dance parties. In all cases, safety measures will be considered by the director of Public Safety or his/her designee for events scheduled in all university facilities and on university property. All Kovalchick Complex events shall be administered according to approved operating guidelines developed specifically for the facility. Considerations will be made in satisfying the following objectives:

1. To provide for the safety and well-being of all persons attending and supporting campus-based events, including: student and non-student patrons and participants, student programmers, student athletes, University Police personnel, university employees, private professional and non-professional safety personnel, contracted technical support personnel, and contracted performers or artists;

2. To meet the legal and contractual obligations of the university and its employees to all persons attending and supporting campus-based events, including: student and non-student patrons and participants, student programmers, student athletes, University Police personnel, university employees, private professional and non-professional safety personnel, contracted technical support personnel, and contracted performers or artists, and;

3. To act in a cost-efficient, yet reasonable and prudent manner.

Regarding campus-based events of a social, performance, or athletic nature, and any other campus-based event deemed appropriate for consideration, the decision to employ event safety measures is made by the director of Public Safety or his/her designee following his/her review of the submitted *Safety Planning Form (SPF) for Campus Events*. Safety measures will generally include consideration of each of the following: contracted non-professional safety personnel; University Police personnel; and electronic screening equipment and technicians. The director of Public Safety or his/her designee may choose to consider and determine event safety measures in consultation with the faculty/staff adviser of the sponsoring organization or the designated event supervisor, a representative of the Event Safety Office, the facility manager, and/or other persons as s/he deems appropriate. Consideration and final determination of event safety measures are based upon available information specific to the:

1. History of the type(s) of event and/or of the contracted performer(s) or artist(s) under consideration, both at IUP and at other venues;

2. Accepted industry, safety, and/or institution guidelines and practices specific to the type(s) of event and/or contracted performer(s) or artist(s) under consideration; and

3. Specific performance contractual requirements, guidelines, and/or recommendations.

The director of Public Safety or his/her designee will inform all appropriate persons of his/her decision regarding event safety measures through the distribution of copies of the completed *SPF*.

General Guidelines for the Implementation of Event Safety Measures At All Campus Events

The event sponsor will bear as a production expense the cost of contracting all specified university and non-university safety services, including all personnel, equipment, and all other related costs, regardless of the nature or intent of the event (student fee subsidized, private, fund-raising, philanthropic, etc.) unless otherwise specified by the appropriate authority.

The director of Public Safety or his/her designee must authorize the use of all university and any non-university safety services specific to campus event safety and the agencies and vendors providing said services. These non-university agencies and vendors and their respective services must be legally contracted per established policies and procedures of IUP Purchasing Services.

At the discretion of the director of Public Safety or his/her designee, the event facility will be locked for a designated time period in advance of the event and searched for contraband items. If the advance locking and searching of the facility are deemed necessary but are not feasible, the director of Public Safety or his/her designee reserves the right to cancel the event sponsor's facility reservation request.

The event gate and box office must remain open to patrons until 30 minutes prior to the events' conclusion unless otherwise authorized by the director of Public Safety or his/her designee and must be advertised in advance of the event by the event sponsor. Patrons will be admitted into the facility for the final half-hour of the event at the discretion of the facility manager in conjunction with the director of Public Safety. Patrons exiting the facility will not be readmitted. Interior signs conspicuously located at all exits must advise patrons of this policy.

When visual search and inspection of patrons is deemed necessary, patrons will be required to place contraband items (e.g., weapons, alcohol, and/or illicit drugs) in a designated container to be immediately seized by University Police. Unacceptable items can either be removed from the facility by the owner or relinquished to be destroyed by the University Police. Patrons in possession of contraband items will not be permitted to enter the event. If a patron refuses to visibly identify an item and/or relinquish an item upon directive, the patron will not be admitted into the facility.

Firearms will not be admitted or checked for any person. Patrons with protection permits or any weapon permit will not be admitted into the facility with the firearm, except in direct and imminent performance of law enforcement duty. Uniformed officers in direct performance of law enforcement duty may choose to circumvent the visual search process. Plain-clothes officers in direct performance of law enforcement duty may choose to circumvent the visual search process upon producing positive identification. University Police must be immediately notified of the presence of any firearm, alcoholic beverage, or illicit drug.

Patrons refusing to submit to or abide by any and all safety measures will not be admitted and will be referred to the University Police. Patrons creating a disturbance or refusing to immediately exit the facility will be referred to University Police.

Patrons who are visibly intoxicated will not be admitted and will be referred to the University Police. Patrons creating a disturbance will also be referred to University Police. Police will determine how to appropriately deal with every individually intoxicated and/or disruptive patron.

Proper lighting must be maintained in all areas of the event venue as determined by University Police.

When a significant amount of funds is collected at the event gate, the funds must be carried by an event representative and a University Police escort to a night deposit location.

These guidelines are specific to campus-based events requiring the consideration and implementation of safety measures. Adjustments to these guidelines and additional guidelines will be adopted as deemed appropriate or necessary on an event by event basis.

Specific Guidelines for Implementation of Electronic Screening

1. The event sponsor is responsible for ensuring that all broadcast and print advertising and each event ticket/pass clearly states that "all patrons must submit to electronic screening prior to admission into the facility."

2. Technicians approved by the Director of Public Safety will operate the electronic screening devices. All patrons, and event staff at the discretion of the director of Public Safety or his/her designee, must submit to electronic screening.

3. A minimum of two uniformed officers (University Police, unless otherwise authorized by the director of Public Safety or his/her designee) must serve as support personnel at the electronic screening site.

4. All electronic screening devices, signs, and barriers are the responsibility of the Event Safety Office and must be in place at least thirty (30) minutes prior to the opening of the facility doors. Electronic screening signs must be conspicuously posted at the exterior of the facility entrance. Exterior signs must advise patrons of the following: that all patrons must pass through the electronic screening devices that are in use; a list of the specific personal items that will not be admitted (weapons, items that may be used as weapons, alcohol and other drugs, umbrellas, knives, razors, blunt force objects, screw drivers, sharpened objects, chemical sprays, etc.); the time at which the event gate and box office close, and; the time at which the event concludes. All safety personnel must be in place at least fifteen (15) minutes prior to the opening of the gate.

5. The box office set up and box office equipment are the responsibility of the event sponsor and must be in place at least thirty (30) minutes prior to the opening of the facility doors. All box office personnel and the student event chairperson and faculty/staff adviser or designated event supervisor must be in place at least fifteen (15) minutes prior to the opening of the gate.

6. Patrons exiting the facility are not guaranteed readmission.

7. Access to the event facility must be limited to one entrance or, if necessary, proximately-located multiple entrances. All entrances in use must be equipped with electronic screening devices. Barriers must be in place to physically guide the flow of patrons to and through the

electronic screening devices. Safety personnel must staff all facility exits. Absolutely no patrons, or event staff at the discretion of the director of Public Safety or his/her designee, may access the facility through an exit or an entrance that is not equipped with an electronic screening device.

8. As part of the electronic screening process, technicians or event staff will require that patrons open all handbags, backpacks, and coats for visual inspection and remove all personal items from pockets (keys, coins, metal objects, etc.) for visual inspection.

9. If an electronic screening device is activated, the technician will instruct the patron to visibly identify the item activating the device. Valuables (keys, coins, etc.) will be returned to the patron. Patrons will be required to place contraband items (e.g., weapons, alcohol, and/or illicit drugs) in a designated container to be immediately seized by University Police. Patrons in possession of contraband items will not be permitted to enter the event. If a patron refuses to visibly identify an item and/or relinquish an item upon instruction, the patron will not be admitted into the facility. A patron who visibly identifies and refuses to relinquish a weapon will be instructed to leave the campus.

10. Firearms will not be admitted or checked for any patron. Patrons with protection permits or any weapon permit will not be admitted into the facility with the firearm, except in direct and imminent performance of law enforcement duty. Uniformed officers in direct performance of law enforcement duty may choose to circumvent the electronic screening process. Plain-clothes officers in direct performance of law enforcement duty may choose to circumvent the electronic screening process upon producing positive identification. University Police must be immediately notified of the presence of any firearm, alcoholic beverage, or illicit drug.

11. The electronic screening technician team and operable detectors will remain available until all patrons have exited the facility following the conclusion of the event. At the request of the director of Public Safety, all or selected safety personnel will assist in ushering the patrons from the facility.

12. These guidelines are specific to campus-based events requiring the implementation of electronic screening. Adjustments to these guidelines and additional guidelines will be adopted as deemed appropriate or necessary on an event by event basis.

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