




BRANDEIS UNIVERSITY PUBLIC SAFETY DEPARTMENT

EVENT SECURITY POLICY

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Accreditation Standards (6th Edition) <ul style="list-style-type: none">• New• Revised• Amended	

Purpose

The purpose of this policy is to establish guidelines for the management of security for events on campus. Exposure to a wide array of ideas, viewpoints, opinions, and creative expression is integral to a university education, preparing students for life in a diverse global society. Through this policy, the university seeks to maintain a safe environment on campus, protect the rights of event speakers and participants, respect the rights of faculty and students in the classrooms, and ensure fair access to due process for those who wish to use the university facilities and grounds.

All major events, as defined below, must be approved by the appropriate university official before space can be reserved. Event sponsors must adhere to all rules and regulations with regard to the use of rooms, halls, and other venues and spaces. Event sponsors are responsible for making all event arrangements and maintaining safe environments. University officials reserve the right to withhold approval for any event or to cancel an event. Reasons why an event may be denied include but are not limited to safety concerns, inclement weather, exorbitant costs incurred by the university, malfunction of the requested facility, or the need to insulate the university for payment for damages.

This policy shall apply to all university employees, including faculty, staff, contract employees, student employees, volunteers, and recognized student organizations as well as third-party organizations or groups seeking to host events in university buildings or on grounds affiliated with the university.

Event Sponsors

An event sponsor is defined as the individual who will serve as the primary contact for an event. Any event on university property must have a designated event sponsor. The event sponsor will be held responsible for all aspects of the event. Either affiliated individuals or external agents can serve as event sponsors. Affiliated individuals and external agents are defined as follows:

An affiliated individual is defined as someone acting on the university's behalf. Affiliated individuals include faculty, staff, and students.

An external agent is defined as a non-affiliated individual. External agents may include community members, as well as faculty, staff, and students who are not acting on behalf of the university.

Priority for utilizing university property will be granted to affiliated individuals. External agents will be allowed to utilize university property on a space-available basis. Fundraising events hosted by external agents will not be allowed on campus.

Event Security Requirement Policy

The Brandeis University Department of Public Safety (BUDPS) is committed to working collaboratively with students and event organizers to ensure successful and safe campus events. BUDPS hopes to limit this risk by collaborating with students and event organizers.

BUDPS may be involved in the pre-planning of events held on the University campus to

- Provide a safe and secure environment;
- Prevent a crime;
- Maintain order;
- Protect persons and property;
- Respond to and implement emergency services when required;
- Prepare for and request necessary emergency and non-emergency services and
- Determine the best methods for achieving these goals in a cost-effective manner.

BUDPS determines its level of involvement with events held on the University campus based on an evaluation of risk factors. These factors will be discussed with event organizers with the goals of (1) reducing risk and (2) making the event successful. These factors include but are not limited to:

- Event type (e.g., invited speaker, sale or vending event, dance festival, concert, political event)
- Projected attendance
- Location of event or venue
- Access level (e.g., public event, ticketed event, invitation only)
- Health and safety concerns
- Sale or service of alcohol
- Parking, transportation, or traffic plans/impact
- Any existing or planned security measures (e.g., metal detectors, the speaker in need of security)

- Number of University staff that will be present
- Other events taking place on campus
- Event history

Event Expectations and Responsibilities

BUDPS staff and event organizers both have expectations and responsibilities to ensure a safe and successful event.

Expectations of BUDPS staff assigned to the event will include the following:

- Assign a member of the detective division, parking and traffic, and/or emergency management division to participate in pre-event planning meetings when required (see *matrix guide*);
- Assign BEMCo representatives to the event, as needed;
- Deter criminal activity during the event;
- Assist the event organizers in their efforts to control the behavior of attendees at the event, as needed;
- Periodically patrol the venue and adjacent spaces during the event;
- Summon medical or fire responders as needed
- Take enforcement action as needed;
- Assist event sponsors in dispersing attendees after the event, as needed, and
- Manage occupancy numbers.
- Make requests for outside agencies or resources as needed to support the event.

Expectations of event organizers will include the following:

- Ensure approval for the event is obtained within the timelines outlined by Brandeis University Events;
- Satisfy the cost of BUDPS security for the event;
- Ensure key tasks related to safety precautions are staffed appropriately by event organizers (e.g., checking identification cards and providing accurate head counts);
- Coordinate pre-event planning meetings and/or location walkthroughs with appointed detective division representative when required (see *matrix guide*);
- Monitor the behavior of attendees and notify police officers regarding any concerns;
- Ensure all protocols that were agreed upon before the event are followed throughout the event and
- Ensure at least one event organizer is present for the entire duration of the event.

Event organizers should request BUDPS security a minimum of **14 days** before the event. Contact the Captain of Police Services or the Chief of Public Safety. It is critical that event organizers disclose all known risk factors to BUDPS during the planning stage of the event. Negligent or intentional omission/disclosure of information that negatively impacts safety will result in re-calculating security costs necessary to protect life and property.

Crowd Manager Regulations and Training Program

The 2003 Rhode Island Station Nightclub fire killed 100 people and injured 230. After the tragedy, Massachusetts passed new fire safety rules for nightclubs, dance halls, discothèques, and bars. In spaces of more than 250ppl in attendance, certain spaces on campus would meet the definition of “dance hall,” and as such, there must be at least one crowd manager per 250ppl.

Crowd managers must:

- Maintain clear paths of egress
- Assure that the facility does not exceed its occupant load limit
- Initiate a fire alarm if necessary and direct occupants to exits
- Assure that audible announcements are made before each program or performance, notifying occupants of emergency exit locations
- Complete the [Fire and Building Safety Checklist](#) before the facility opens.
- Keep completed checklists on file and available to fire and building code officials for at least one year.

You must complete the [online crowd manager training program](#) to become certified. The training increases awareness of factors involved in fires in nightclubs, dance halls, discothèques or bars and includes information about

- Basic fire safety
- Responsibilities of the crowd manager
- The requirement to complete a Fire and Building Safety Checklist daily

The training takes about 40 minutes and is followed by a test. If users correctly answer 70% of test questions, they can print a certificate of completion. If not, they can take the exam again. If a user fails the test a second time, they can retake the training program.

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Risk Factors and Matrix Guide

BUDPS analyzes events at three risk levels (low, medium, and high) to determine appropriate staffing. This staffing matrix is a guideline to assist event organizers in reasonably predicting the staffing levels necessary for their event:

Staffing Matrix <u>Guide</u>				
	Low-Risk	Medium-Risk	High-Risk	
Projected Attendance	0 - 50	50 - 100	100 - 500	500 or more
Invited guest(s) or speaker(s)/religious services.	None	None (unless requested)	1-2 Officers (unless requested)	2-3 Officers, 1 Sergeant (unless requested)
Sale or vending event (craft vending excluded)	None	None	1 Officer	2-3 Officers
Dance (live music or DJ)	None	1 Officer (only if alcohol present) (B1 unless requested)	2-3 Officers (off-campus guests will increase the number of officers) (B1)	3-4 Officers, 1 Sergeant (off-campus guests will increase the number of officers) (B1)
Festival, concert <i>Typically Outdoor Spaces</i>	None	1 Officer (only if alcohol present) (B1 unless requested)	2-3 Officers, 1 Sergeant (off-campus guests will increase the number of officers) (B1)	4-5 Officers, 1 Sergeant (off-campus guests will increase the number of officers) (B1)
Political Event <i>Political activity is activity directed toward the success or failure of a political party, candidate for partisan political office, or partisan political group.</i>	None (unless requested)	1 Officer (unless requested)	2-3 Officers, 1 Sergeant (off-campus guests will increase the number of officers) (B1)	5 Officers, 1 Sergeant 1 Detective 1 Lieutenant/Captain (off-campus guests will increase the number of officers) (B1)
Sporting Events	None (B1 unless requested)	None (unless requested) (B1 unless requested)	1-2 Officers (B1 unless requested)	1-2 Officers (unless there is some concern from athletics) (B1)
	<i>BUDPS informed of the event. No police are required (in most cases).</i>	<i>Collaborative event planning is optional.</i>	<i>Collaborative event planning will occur. BUDPS officers will be on site. Events listed as high risk require a pre-event planning meeting with Public Safety. *Based on planning meetings, civilian divisions of BUDPS may be required to be on-site for the event.</i>	
			<i>(B1) BEMCo Brandeis EMS Staff Staffing in consultation with BEMCo & Risk Factors such as alcohol service.</i>	

Alcohol Service	<i>Issuance of an alcohol license automatically triggers the requirement for a minimum of one police officer, regardless of the type or size of the event.</i>
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The number of BUDPS personnel assigned may vary due to factors that increase or decrease the risk level. A list of potential factors are provided below.

Factors that <u>increase</u> risk levels for any event	Factors that <u>decrease</u> risk levels for any event
<ul style="list-style-type: none"> ▪ The need for personal protection for speakers, performers, or guests ▪ The sale or service of alcohol ▪ Off-campus advertising (non-BU guests) ▪ Guest(s) on campus at multiple locations ▪ Anticipation of large ticket sales (> 50) ▪ Night time event ▪ Outdoor venue ▪ Live/amplified entertainment ▪ Multiple major events on the same day ▪ Traffic control needs 	<ul style="list-style-type: none"> ▪ The event is limited to BU students, faculty, and/or staff ▪ Patrons are screened for weapons at the entrance ▪ Prior events of a similar nature with no history of safety problems or required police actions ▪ The short duration of the event ▪ Historically poor ticket sales ▪ Day time event ▪ Indoor venue ▪ Formal or semi-formal events ▪ Multiple University staff/faculty are present

Policy for Mandatory Use of Metal Detectors and Enhanced Security Screening

Police officers assigned to an event will not be responsible for verifying identification cards or operating metal-detecting equipment. Event security staff will perform metal detector wand and associated security screening of attendees under the supervision of university police or outside vendors. Event sponsors will be expected to assign individuals to handle ID checks and guest list verification if applicable. Police officers will be available to provide training on these tasks to these individuals before the event and backup for the individuals performing these tasks during the event.

1. The use of metal detectors is required for any on-campus student party, political events (when intelligence indicates a high level of a security risk to attendees), dance, concert, etc., which meets the following four criteria listed below:

Attendance: The organizers anticipate 250 or more persons will attend, or the BUDPS, in their sole discretion, believe there is a substantial likelihood that 250 or more persons will attend, and

Admission: Open to non-BU students. (Exceptions: a function will not be considered open to non-BU students merely because BU students are accompanied by a single non-BU guest per BU student or if the guest list for a function has a limited number of non-BU guests); and

Event Specifics: There is a live band or other forms of musical entertainment, or the event has special circumstances, as determined by BUDPS (i.e., VIP speaker), and

Alcohol: Alcohol will be served.

Option for Metal Detectors: Nothing in this policy restricts the host from requesting metal detectors at an event if it's believed there is a high potential for risk.

Training in Proper Use and Best Practices: All individuals and/or subcontracted organizations shall abide by best practices developed by the US Department of Homeland Security: [Patron Screening Best Practices Guide](#).¹

2. Walk-through and hand-held detectors will be delivered to the event by the contracted vendor. Detectors will be tested to make sure they are in working order.
3. Student group sponsors must meet sufficiently with Student Life and BUPD staff before the event to discuss safety issues and develop a safety plan. Just before the beginning of the event, student sponsors will meet with the group/club advisor, Student Life, and the BUPD supervisor on duty to implement the plan.
4. All metal detector events must adhere to current event policy ID requirements specifying the use of a current University ID with a photo of the person using the ID on it. A second form of ID may need to be presented to verify the first ID.
5. Student events not required to have metal detectors as outlined above *may* request metal detectors by making a request in writing (at the time of the event request/registration), and setting forth the reasons supporting the request. The Chief of Police will decide on special requests at BUDPS or his/her designee.
6. No more than one (1) event subject to the metal detector policy will be held per night.
7. Student groups will advertise on tickets and promotional materials: ***“Student ID required, No bags” and “Metal detectors in use.”***
8. Unless restrooms are located outside the venue, no re-admittance is allowed at metal detector events.
9. Sponsoring groups or organizations are financially responsible for all expenses related to the set-up, staffing, and operation of metal detectors.

Procedures for the Use of Metal Detectors at Events

1. Student engagement will ensure the student sponsors are responsible for posting the required notices provided by the BUDPS to advise guests that metal detectors are in use. The location of notice ² is subject to the review and approval of the BUDPS supervisor on duty at the time of the event. Notices should be posted at the entrance to the event, in the area where the devices will be used, and outside that area so that potential guests will encounter the notice before they must get in line to be screened.
2. Before entering the event, each guest will be screened by a walk-through metal detector. Guests will be advised to remove any keys, jewelry, or other belongings that might activate the detector before walking through the detector. If the detector indicates the presence of metal, the screener³ will again advise the guest to remove any items that may have activated the detector. The guest will be taken aside and screened by a trained screener using a hand-held detector.

¹ Guide is attached to policy for reference.

² Language for notice of metal detectors provided as an attachment.

³ Screeners will be trained students, staff, security, or outside vendor security. Police Officers will not operate metal detectors.

3. If any guest is unable (or unwilling) to clear the metal detector, the screener shall deny that person access to the event, notify a police detail officer, and then ask the guest to leave the premises. There will be no exceptions, except at the discretion of a police detail officer following a same-sex consensual pat-down of the guest (to accommodate guests who have metal in a medical device or the like).
4. If any person denied entry refuses to leave the premises, the screener should promptly request the assistance of a police detail officer who will be responsible for ensuring that person leaves.
5. If the screener, through the use of the metal detector or otherwise, discovers or has reason to believe that a weapon is present, he or she shall promptly report that information to a police detail officer.

Security Costs

BUDPS Police Officers and staff security officers, contract security, emergency management, parking enforcement/monitors, and BEMCo EMS are the primary security partners for all events. No outside security or services can be used without the express permission of the BUDPS Chief/or designee.

Safety personnel are hired for a minimum of four (4) hours. A forty-eight (48) hour notification of cancellation is required to avoid incurring a charge for the service. BUDPS will use the enclosed staffing matrix to determine the staffing type, levels, and ranks based loop on the event's nature, size, and location. Events requiring two (2) or more officers shall have a supervisor to manage the event.

Staff Title	Cost p/hr. p/person	4hr Minimum Cancellation Fee	Total w/processing fee
Security Guard	\$40.00	\$185.00	\$210.00
Police Officer	\$60.00	\$265.00	\$290.00
Police Sergeant	\$70.00	\$305.00	\$330.00
Police Lieutenant	\$80.00	\$345.00	\$370.00
Detective Resources (*E.O.D./VIP/Executive Protection)	\$100.00	\$425.00	\$450.00
Emergency Manager (VIP/Commencement)	\$75.00	\$325.00	\$350.00
Outside Security	\$70.00	\$305.00	\$330..00
Traffic Monitor	\$20.00	80.00	\$105.00
BEMCo	\$30.00	\$120.00	\$145.00

**A \$25.00 processing fee applies. "If no officer or higher-ranking one accepts, highest-ranking officer's rate applies."*

⁴ (E.O.D, explosives detection dog/sweep)

