	Last Approved	N/A	Area	Risk/Security/ Envrnmntl Hlth & Safety (Procedures)
UWG UNIVERSITY OF WEST GEORGIA	Effective	N/A		
	Next Review	N/A	Chief Or Responsible Office	Chief of Police

Event Safety and Security Management (Interim)

Authority for Procedure granted by UWG PL 7002, Event Planning and Safety.

The University of West Georgia (UWG) prioritizes safety for the University Community while on University-owned or leased property, outlining measures to ensure the safety and well-being of individuals attending a wide range of Events like commencement, sports, conferences, concerts, and private and public gatherings. Proactive security practices address risks such as crowd control and emergencies, with measures customized to each Event's unique characteristics and potential threats.

A. Responsibility

University Police Department (UPD) shall:

1. provide or coordinate Event Security for those functions sponsored by the University or Affiliated organization(s). Utilizing other law enforcement agencies or contract security services is prohibited without prior written approval from UPD, the Chief Facilities Officer, or the University President.

2. review standard Event plans annually to ensure necessary revisions are made and remain current.

3. maintain records as required according to the University System of Georgia's (USG) Records Retention Schedules.

University Units, Registered Student Organizations, and External Parties shall schedule Events using Reserve West to ensure all approvals/requirements are met (including security). The Facilities Development and Sustainability (FD&S), the President's Office, or the Division of Student Affairs may notify the UPD of Events where security arrangements may be deemed necessary. **Note:** Building access is based on reservation times and must consider any additional set-up time needed. Access outside of reservation times may not be guaranteed. For questions related to Event Registration and requirements,

email reservewest@westga.edu.

Organizers are responsible for accurately representing the Event's scale, alcohol ~~consumption~~service, cash handling expectations, etc., to the University so that the University, in conjunction with UPD, can recommend or provide necessary support for the Event.

B. Security Needs Criteria

On-campus security may be necessary for Events with alcohol, cash handling over $500, or expected attendance exceeding 250 people (excluding individuals who gather to protest the Event).

UPD, in coordination with campus partners, assesses Event security needs based on criteria such as estimated number and age of attendees, venue location, size and layout, access routes (ingress and egress), accessibility, Event type, public access, duration, ticketing, alcohol service, ~~law enforcement involvement,~~ cash handling, ~~and~~ prior law enforcement involvement and/or threat knowledge.

This assessment shall remain unbiased toward Event content or viewpoints, including potential reactions to the expressed content or viewpoints. UWG may provide supplementary security to address anticipated reactions at no cost to the Event organizer. UPD will decide on officer deployment, favoring at least one sworn officer at Events with alcohol, with the discretion to assign more personnel to uphold safety and security standards.

~~The sponsoring department, group, organization, or individual hosting an Event where security is required may be obligated to cover the costs of those services.~~

The sponsoring department, group, organization, or individual hosting an Event where security is required may be obligated to cover the costs of those services.

Outside agencies are not permitted to be used on campus for law enforcement or traffic without the permission of the UWG Police Department.

Discretionary Event Security Services

When law enforcement representation is deemed not required, the sponsoring department, group, organization, or individual hosting an Event may request UWG law enforcement representation and shall cover all costs of those services. For information on UPD Police Services, see the University Police Billing webpage.

C. Special Events Criteria

An Event meeting specific criteria (listed below) is classified as a "Special Event," requiring organizers and facility management to develop a Special Event Emergency Plan tailored to address site-specific conditions, Event type, and facility needs. This plan focuses on the University's emergency response capability and resource management, outlining measures to minimize risks and protect lives and property.

Criteria for Special Events requiring additional emergency planning may include those:

- Occurring outdoors with 250 or more attendees

- Expecting 1,000 or more participants

- With a majority of attendees from outside the University Community

- Potentially disrupting normal University operations

- Involving minors staying on campus

- Classified as conferences

- Scheduled to run overnight in non-residential buildings

- Likely to attract media attention

- Events with alcohol

D. Enhanced Event Safety and Technologies

~~UWG recognizes the value of advanced monitoring technologies for~~**For Events meeting the security needs and/or Special Events criteria, the following safety measures may be used.** A range of security ~~and detecting potential threats, thereby enhancing overall Event~~tools used either independently or in combination offers a customized and flexible approach to ensure attendee safety~~. Safety measures are customized for each Event's unique characteristics and scale, while adherence to local regulations and laws remains a priority. A range of~~ and compliance with security ~~tools used either independently or in combination offers a flexible approach to ensure attendee safety and compliance with security~~ standards.

~~Exception~~. ~~Events hosted by senior University leaders may be exempt from certain safety and security measures; UPD will determine whether an exception is appropriate.~~

Excluded from this procedure are routine University activities including, but not limited to, University teaching activities (e.g., classroom lectures, tutorials, seminars, field trips, etc.) and meetings (e.g., departmental, board, committee, etc.) While these activities may be referenced as Events, they operate within established planning frameworks of their respective units.

Examples of Safety and Security Measures

1. **Guest Screening**: A critical process for ensuring a safe environment and preventing potential threats. This involves screening guests, vendors, and ~~third~~Third-~~party~~Party suppliers to enhance Event security.

   i. **Access Control and Systems**: Identification checks, card readers, biometric scanners, and facial recognition systems.

   ii. **Baggage and Personal Screening**: includes baggage inspections, pat-downs, X-ray scanners, and explosive detection systems.

   Clear Bag Requirement: UWG may enforce a clear bag requirement to regulate the size and type of bags allowed at Events and venues. Attendees are permitted to bring one clear bag

(includes clear plastic, vinyl, or PVC) not exceeding 12" x 6" x 12". In addition, clear plastic freezer bags or small handheld clutch bags are permitted as long as size restrictions are met. See UWG webpage on Clear Bags for full details.

Exceptions. Bags required for medical reasons, media, and credentialed staff are allowed. Diaper bags and seat backs/cushions that contain any zipper compartments/pockets/pouches are also permitted. These exceptions are subject to proper inspection.

Prohibited Items include but are not limited to backpacks, briefcases, binocular cases, camera cases, solid/mesh/drawstring bags, computer bags, coolers, fanny packs, luggage, large purses, etc.

iii. **Event Management Software**: Utilizing software for attendee tracking, credential management, or communication enhancement, and ticketing systems

iv. **Metal Detectors**: Deploying handheld (HHMD) and walk-through metal detectors (WTMD) to identify and prevent the entry of potentially harmful items.

Criteria for Metal Detector Deployment at UWG Events include:

- Attendees from outside the University Community,

- Expected attendance exceeding 250 people,

- Simultaneous Events on campus. Deployment needs shall be assessed through existing information, collaborative evaluations, and UPD discretion, and

- Any other criteria based on UPD evaluation of risk.

Metal detector procedures involve campus partners' student employees screening attendees. Backpacks are generally prohibited, but exceptions may be granted on student-centered occasions, subject to inspection.

2. Monitoring and Surveillance Techniques:

UWG prioritizes security through monitoring and surveillance techniques which may include:

i. **Cybersecurity Measures**: Safeguarding digital assets with secure Wi-Fi networks and encryption to thwart cyber threats.

ii. **Drones for Surveillance:** Employing unmanned aerial vehicles (UAVs) equipped with cameras for aerial monitoring, enhancing Event safety.

iii. **Social Media Monitoring Tools**: Utilizing platforms to track potential security threats online, enabling proactive responses.

iv. **Surveillance Cameras**: Strategically positioning closed circuit television (CCTV), Internet Protocol (IP) cameras, and video analytics software in high-risk areas for vigilant monitoring.

3. Crowd Management and Emergency Response

The UPD ensures crowd safety through the following strategies:

i. **Communication Systems:** Utilizing two-way radios, intercoms, and emergency notification platforms for seamless communication among staff, enhancing emergency coordination.

ii. **Emergency Medical Services:** Providing on-site medical personnel, ambulances, and first aid stations for immediate medical assistance, prioritizing attendee well-being.

iii. **Emergency Response Plans:** Implementing comprehensive evacuation, medical response, and crisis management plans for swift and organized emergency responses.

iv. **Perimeter Security:** Employing physical barriers to control access, deter unauthorized entry, and maintain crowd order within the Event area.

v. **Public Address Systems:** Utilizing systems to make announcements and provide crowd instructions, ensuring attendees are well-informed and guided.

vi. **Security Personnel:** Deploying trained personnel for crowd control, patrolling, and emergency response.

In instances where the type and nature of the Event prevent UPD from providing staffing, a private Event company should be chosen from a list approved by the Chief of Police and USG that can augment crowd management. Payment for private Event Companies is paid by ~~external parties~~External Parties. Private Event company costs will be covered by the ~~external party~~External Party hosting the Event.

E. Cancellation

The University, in consultation with the ~~Chief of Police~~UPD, shall make every reasonable effort to allow an Event to go forward or continue while taking all necessary steps to ensure a safe campus. However, UWG retains the discretion to cancel any Event where the security risk to the University is too high to address adequately with available resources.

Definitions

Affiliated - as defined by the BOR BPR, Section 17.1, Affiliated Organization Definition includes the UWG Foundation, UWG Real Estate Foundation, and the UWG Athletic Foundation.

Event - activities approved by the appropriate University officials and characterized by the rental of University facilities or space and the congregation of students, faculty, staff, or guests for student service activities, including, but not limited to, University athletic or academic purposes.

External Party - (aka Third-Party) - programs and/or events that are planned, managed, or funded by an individual or organization in which the event is not affiliated with the University.

Special Event - an Event meeting specific criteria (see section, Special Event Criteria) requiring organizers and facility management to develop a Special Event Emergency Plan tailored to address site-specific conditions, Event type, and facility needs.

Units - a University division, department, college/school, office, program, research center, or other operating academic/administrative area.

University Community - For purposes of this procedure, (1) All persons enrolled at or employed by the University, including University students, faculty, staff, administrators, and employees, (2) recognized University-affiliated entities, including University departments, foundations, and registered University student organizations, and (3) Alumni and members of the public.

Guidelines/Related material

- **Reserve West**

  Reserve West (For questions related to Event Registration and requirements, email **reservewest@westga.edu**)

- **Clear Bags webpage**

- **University Police Billing** webpage

- UWG PL **7006 Alcohol and Tobacco on Campus** Policy and associated procedures

- UWG PL **7003 Weapons on Campus** Policy and associated procedures

- UWG PL **1006 Freedom of Expression and Academic Freedom** Policy and associated procedures

- UWG PL **3005 Solicitation, Advertising, and Sales** Policy and associated procedures

- UWG PL **7007 Volunteering** Policy and associated procedures

Approval Signatures

Step Description	Approver	Date