OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL

Subject			Policy Number
Special Event Risk Assessment			**843**
Effective Date	Revision Date	Reevaluation Date	Number of Pages
March 11, 2013	May 10, 2019	Annually	4
Reference Standards		Rescinds or Amends Policy Number	
TPCA: CALEA: 46.2.7 IACLEA:			

I. PURPOSE

The purpose of this process is to provide a structured framework where special event risk can be identified, evaluated and addressed through mitigation. While risk can never be avoided or eliminated, all parties involved should work towards implementing sound mitigation strategies in an effort to provide a safe and effective event.

II. POLICY

It is the policy of the University of Texas System Police that potential high risk special events on or affiliated with all UT System institutions will be assessed for public safety risk factors by UTSP personnel and appropriate mitigation measures employed to ensure the safety and security of all persons attending special events at UT System institutions.

III. DEFINITIONS

Designated Special Event Coordinator (DSEC) - the person and/or unit responsible for the UTSP special event assessment and planning at each UT System institution.

Special Event - A Special Event can be any event that occurs outside the day-to day operations of the University. Special Events are usually short-term, and they can expose the institution to risk either directly or indirectly. Examples of Special Events include fundraisers, graduations, concerts, sporting/athletic events, political events, conferences, camps, film/TV production etc.

<u>High Risk Special Event (HRSE)</u> - A high risk special event is a special event that is unusually large in scope and may include one or more of the following elements:

- Expected attendance of 500 or more
- May use more than one campus facility
- Includes non-campus affiliated guests
- Includes alcohol
- Is advertised off campus
- Includes high risk elements

<u>Risk Management</u> - the process of identifying and assessing risk and developing strategies to avoid personal injury, property damage, and resultant financial loss. Risk management means making sure that no injuries occur and that no property is damaged at the event. Sound risk management also requires an understanding of the potential for liability and resultant litigation should an incident occur which is not planned for. Even the simplest reception or speaking event presents some potential of risk.

<u>Venue</u> - any programmable area on campus that may be the host of a special event.

<u>Venue Manager</u> - a designated position or office that is responsible for the approval and coordination of special events for a campus venue.

IV. **Designated Special Event Coordinator**

    A.   Each UTSP department will have a Designated Special Event Coordinator (DSEC), presumably as an additional duty appointed by the institution Chief of Police, who will maintain special event responsibilities for the department. Responsibilities include:

        1.   Maintain a schedule of pending events at institution venues

        2.   Coordinate with institution venue managers on special event risk assessments

        3.   Coordinate law enforcement/security functions for HRSE

        4.   Facilitate communication with institution partners and ODOP on HRSE

        5.   Ensure appropriate measures are in place for HRSE operations

    B.   The DSEC should have appropriate training and/or experience, which should include, but is not limited to, the following:

        1.   National Incident Management System (NIMS)/Incident Command System (ICS)

        2.   Institution/Department Emergency Plans

        3.   Special Event Planning and Operations

V. **Special Event Risk Assessment**

    A.   The DSEC will complete a special event risk assessment for all events that have the potential of being HRSE using the Special Event Risk Assessment form. The assessment will be based upon the following:

        1.   Event size

        2.   Open or Closed Event

        3.   Event advertising

4.   Presence of vendors or exhibitors

5.   Admission or registration fees

6.   Presence of alcohol

7.   Media presence

8.   Event criminal or public safety issues at other venues

9.   Event criminal or public safety issues at the institution

10.   Polarizing/controversial nature of the event

11.   Presence of dignitaries or VIPs

12.   Anticipated protest activity

13.   Credible threats associated with the event

14.   Existing hazards

B.   The DSEC should work with the department intelligence officer to monitor intelligence sources for relevant information that may affect the assessment rating and/or planning elements. If the risk assessment changes before the event, the DSEC will ensure the information is communicated appropriately to relevant institutional partners and necessary changes are made to account for the increased or decreased risk.

C.   The DSEC will review event organizers and/or sponsors to ensure any involved businesses or entities are not a convicted felon, habitual offender, member of an outlaw motorcycle gang, member of an organized criminal street gang identified as such, member of a drug trafficking organization, is not engaged in prostitution or human trafficking or otherwise of disreputable character or reputation.

D.   If the institutional police department experiences difficulty with implementing reasonable mitigation measures based upon the risk assessment, the circumstances should be communicated through the Police Chief to the Director of Police, as necessary.

VI.   Incident Action Plan

A.   Once an event is designated as a HRSE, the DSEC or designee, will work with institutional partners to formulate plans for applicable event elements, which may include the following:

1.   Unified Command, organizational structure, and command post

2.   Communications Plan

3.   Medical Plan

4.   Contingency measures for potential threats/hazards

5.   Logistical Needs

6.   Staffing Levels and Assignments

7.   Parking and Traffic Control

8.   Physical Security Measures

B.   Planning elements addressed in section A. above should be documented through an Incident Action Plan (IAP) DP-72. The IAP should be reviewed and approved by the Chief

of Police or designee at least 48 hours prior to the event. The IAP should be disseminated as appropriate to event personnel, institutional partners and other affected jurisdictions. The DSEC or designee should complete an after action report (AAR) within 7 days after the completion of the event. Both of these documents should be available to the Director of Police as necessary.

Michael J. Heidingsfield
Director of Police

Incident Action Plan
XXXX - XXX

Operational Period
XXXX, XXXXXXX
XXXX - XXXX

Event Timeline

Time	Event Milestone

Weather Forecast

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, or other graphics depicting situational status and resource assignment):

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

1. Incident Name:	2. Operational Period:

3. Objective(s):

4. Operational Period Command Emphasis:

General Situational Awareness

5. Site Safety Plan Required? Yes ☐ No ☐

    Approved Site Safety Plan(s) Located at:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan):

☐ ICS 202	☐ ICS 206	<u>Other Attachments:</u>
☐ ICS 203	☐ ICS 207	☐ _____
☐ ICS 204	☐ ICS 208	☐ _____
☐ ICS 205	☐ Map/Chart	☐ _____
☐ ICS 205A	☐ Weather Forecast	☐ _____

1. Incident Name:	2. Operational Period:	3.

4. Operations Personnel: Name   Contact   Number(s)

Operations Section Chief: _____

Branch Director: _____

Division/Group Supervisor: _____

Branch:

Division:

Group: Law Enforcement

Staging Area:

5. Resources Assigned:

Resource Identifier	Leader	# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information

6. Work Assignments:

7. Special Instructions:

8. Communications (radio and/or phone contact numbers needed for this assignment):

1. Incident Name:	2. Date/Time Prepared:	3. Operational Period:

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
					800 Trunking System					

5. Special Instructions:

ICS 205 – Radio Communications Plan	IAP Page 11 of 16	Prepared by: Name:

1. Incident Name:	2. Operational Period:

3. Basic Local Communications Information:

Incident Assigned Position	Name	Method(s) of Contact (phone, pager, cell, etc.)

1. Incident Name:	2. Operational Period:

3. Medical Aid Stations:

Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

4. Transportation (indicate air or ground):

Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS

5. Hospitals:

Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/ Frequency	Travel Time — Air	Travel Time — Ground	Trauma Center	Burn Center	Helipad
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No

6. Special Medical Emergency Procedures:

ICS 206	IAP Page 13 of 16	Prepared by: Name:

1. Incident Name:	2. Operational Period:

3. Organization Chart

Event Assignments

Intelligence

Traffic Control Plan

Lot Closures

Barricades

Media Presence

Arrest Protocol

Credentials

The University of Texas System Police

Special Event   Risk Assessment

Event Name:

Event Location: **Date of Event:**

Risk Element			Rating
1. Expected Attendance: 1 - 500=1 501 - 1000=3 1001 - 2500=5 2501 - 5000=7 Over 5000 = 10			
2. Is the event open to the general public? (2)	☐Yes	☐No	
3. Has the event been publicized to the general public? (1)	☐Yes	☐No	
4. Will any vendors or exhibitors be present? (1)	☐Yes	☐No	
5. Will there be an admission or registration fee? (1)	☐Yes	☐No	
6. Will alcoholic beverages be sold/served? (5)	☐Yes	☐No	
7. Will the media be present and/or conducting live broadcasts from the venue? (1)	☐Yes	☐No	
8. Has the event encountered criminal or other issues at other venues? (3-10) Describe:	☐Yes	☐No	
9. Has the event encountered criminal or other issues at the Institution? (3-10) Describe:	☐Yes	☐No	
10. Does the event involve an issue of a polarizing nature? (3-7) Describe:	☐Yes	☐No	
11. Will the event have dignitaries or other high profile persons in attendance? (3-10) Describe:	☐Yes	☐No	
12. Is there any credible intelligence regarding anticipated protest movements at the event? (5-10) Describe:	☐Yes	☐No	
13. Is there any credible intelligence regarding a threat to the event or surrounding area? (10) Describe:	☐Yes	☐No	
14. Are there any hazards (natural or man-made) that would pose a risk to the event? (3-10) Describe:	☐Yes	☐No	
Total Assessment Points:			

Overall Risk Assessment for Event:	☐Low (≤ 7)	☐Medium (8-14)	☐High (≥ 15)

Proposed Countermeasures for Risk Elements	
Risk Element	Countermeasure(s)

Assessed By: _____   Printed Name: _____   Date: _____

Reviewed By: _____   Printed Name: _____   Date: _____