Dear Faculty, Staff and Students,

The Department Public Safety event management standard was developed in conjunction with the University’s Events Management team. This plan is in place for any and all events that are held on University property. If you have any questions or concerns regarding any event or this plan, please contact Brenda Housner at 570-577-1584. If you would like to host an event on University property and need to use the services of Public Safety, please complete an agency request form that is on-line under the Public Safety’s website at www.bucknell.edu/x74736.xml.

The factors considered in determining Public Safety needs include (but are not limited to) the anticipated attendance, target audience, safety and security of the particular venue, promotion of the event, history of the performing artist or event. It is the responsibility of the primary sponsoring organization to pay for Public Safety and/or related services.

Requests for personnel (Public Safety or local police officers, security and parking staff) should be submitted 20 working days prior to any event, whenever possible. The agency request form must be filled out to include the account number to be billed, signed by the event organizer and returned to the Department of Public Safety for review. Public Safety will then review the request and determine the number of personnel that need to be assigned on an individual basis, contingent upon size and scope of the event, where it is held, whether non-Bucknell students will be present, and other pertinent information. While the amount of personnel suggested is not final, it should be considered non-negotiable. Due to the fact that only those officers employed by Bucknell University and area police have jurisdiction over events occurring on Bucknell property, sponsors may not outsource security officers. All arrangements will be coordinated through Public Safety. VIP visits will also be coordinated through Public Safety and any additional needs for the event will be determined by working with the event sponsor.

After review of the agency request form, a cost estimate will be sent back upon request to the appropriate event organizer. There is a two-hour minimum for all events and the sponsoring organization will be responsible for any additional expense incurred by an event not ending as scheduled. Departments must budget this cost into their event. A meeting with a Public Safety representative and the event organizer will be determined if necessary to cover all pertinent information regarding the event.
**Prior to the event:** A designated member of the sponsoring organization may set up a meeting to provide guidance as to specific roles/duties they would like performed by the event staff provided. This will ensure proper training and assignment for personnel working the event.

**Day of event:** A designated member of the sponsoring organization should introduce him/herself to the officer(s) assigned to the event and for the duration of the event, the same representative must be present and accessible to the officer(s). If event attendees become disruptive, the officer(s) will advise those involved that they are in violation and may be asked to disperse immediately. Failure to comply may result in arrest. In the event of disruption, the officer(s) will use the appropriate crowd control techniques to protect life and property and to ensure normal operation of the University event. Should disruptive activities occur, participating members of the university community will be held individually responsible for their actions.

Upon completion of any event, billing will be completed within one week of the event and submitted to all appropriate parties. A post-event review may be scheduled to discuss any design planning and implementation of the event and recommendations will be made for future reference.

Respectfully,

Chief of Public Safety
Bucknell University