

Bucknell University

Department of Public Safety

Dear Faculty, Staff and Students,

I would like to announce a new Department Public Safety event management standard that was developed in conjunction with the University's Events Management team. This plan is now 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 Lt. Jim Middleton, the Event Management coordinator, at 73333. If you would like to host an event on University property and you need to use the services of Public Safety, local law enforcement, and or security or parking personnel please complete an agency request form that is on-line under the Public Safety's website.

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. Public safety will almost always be present when alcohol is served and at events that are open to the public (i.e. students from area universities, attendees from the general public, etc.). It is the responsibility of the primarily sponsoring organization to pay for Public Safety and/ or related services.

Requests for personnel (public safety or local police officers, security and parking staff or medical services) should be submitted 21 working days prior to any event, whenever possible. An agency request form can be obtained at the Department of Public Safety Office or by visiting our website. The agency request form must be filled out and 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. Area police officers may also be required for larger events, or where alcohol is served (i.e. concerts, Homecoming, etc.). 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 by the Lieutenant, a Cost Estimate form will be sent to the appropriate event organizer within 3 business days for approval and response. This form will provide a cost estimate for the event and must have the signature of the account manager and the event organizer prior to being re-submitted to Public Safety. After all required signatures are received; arrangements will be made by the Lieutenant to schedule the required personnel to work the event. There is a two-hour minimum for all events. 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. The sponsoring organization will be responsible for any additional expense incurred by an event

not ending as scheduled. Bucknell event staff may also be deployed for certain events (sporting events, and large events) at the discretion of the Chief, but only in a parking or usher capacity.

Additional Security: Metal detectors are available as a security device in University facilities. The use of a metal detector may either be requested by an event sponsor/organizer or may be deemed mandatory by the Department Public Safety. While there is no charge for the use of the metal detector, at least two Public Safety officers must be present while it is in use.

Prior to the event: A designated member of the sponsoring organization must 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 the introduce him/herself to the Public Safety coordinator assigned to the event and For the duration of the event, the same representative must be present and accessible to the officer(s) or detail the Supervisor. If event attendees become disruptive, the officer(s) will advise those involved that they are in violation, and will either be asked to disperse immediately, failure to comply may result in arrest. In the event of disruption, the detail supervisor 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 will be scheduled to discuss any design planning and implementation of the event and recommendations will be made for future reference.

Respectfully,

A handwritten signature in black ink, appearing to read "Jason Friedberg", with a long, sweeping underline that extends to the right.

Jason Friedberg
Chief of Public Safety
Bucknell University