



Procedure for Risk Assessments for Special Events on University of Illinois Springfield (UIS) Property

I. Scope

This procedure applies to all Special Events (as defined by this Procedure) held on University of Illinois Springfield (UIS) Property. This includes any and all individuals/groups using UIS property for an activity/event under this procedure including but not limited to, all events organized by external entities, those organized by University Community Members, those organized by internal departments (athletics, academic departments, and administrative offices), and a combination of organizers.

II. Purpose

The purpose of this procedure is to establish a process for evaluating management, operational, and technical safety and security needs of an identified Special Event held on the UIS Property, prioritizing the safety and security of all attendees, participants, and staff. Each Venue Manager will send all qualifying Special Event requests to the UIS Event Risk Assessment Committee as soon as they are aware of a request to schedule a Special Event. The UIS Event Risk Assessment committee will review the event and establish requirements regarding reasonable security, insurance, or health and safety requirements for the event or activity to occur.

III. Definitions

Amplified sound means sound increased in volume using equipment, such as a public address system, loudspeaker, bullhorn, musical amplifier or any device or machine which is capable of increasing the naturally projected volume of sound.

Division Head of Venue Manager is the Vice-Chancellor of the Venue Manager or designee.

Event Organizer is the individual(s) who is requesting use of UIS Property.

Risk Matrix Assessment is a planning document which includes a list of general risk related criteria, with each having an assigned numerical value. Higher numerical values indicate higher levels of risk. The numerical value is used as a quick reference to determine if further discussion about the risk of the event is required.

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Risk Assessment is an evaluation of the management, operational and technical safety and security needs of a Special Event using an objective review of the event and event factors. Controls such as security, extra security measures, insurance, and additional mitigation requirements may be required for the event or activity to occur.

Special Event is any event or activity held on UIS Property that meets a minimum threshold, as set by UIS Risk Assessment Committee. Currently this is a threshold on the Risk Matrix Assessment as completed by each Venue Manager/UIS Event Liaison or designee. In addition, any event can be reviewed as a Special Event if a safety or security issue is identified by UIS and/or at the request of the Venue Manager or UIS Event Liaison.

University refers to the University of Illinois Springfield.

University Community Members including faculty, staff, students, registered student organizations, affiliates, and visitors (individuals and groups).

UIS Event Risk Assessment Committee includes UIS Police Department, Risk Management, Venue Manager or UIS Event Liaison, Vice Chancellor for appropriate area or designee and may also include as needed legal counsel and any necessary ad hoc members.

University policy includes University *Statutes*, General Rules, actions of the Board of Trustees, university policies, codes, rules, regulations, authorized orders or instructions by university officials acting within the scope of their university duties, and rules and policies established by a Venue Manager or facility.

University of Illinois Springfield (UIS) Property means all buildings, grounds and other internal and external spaces owned, controlled, or leased by the university.

Venue Manager or UIS Event Liaison means the individual who has been appointed by the Chancellor or the Chancellor's designee to manage events and activities and to make decisions about use of specific UIS Property and ensure compliance with all established policies and procedures.

IV. Risk Assessment Requirement/Procedure

Step 1

The Venue Manager will complete a risk matrix assessment on requests for use of UIS Property. If the event that meets the criteria of an identified Special Event or is reasonably likely to meet these criteria, then it requires a review by the Risk Assessment Committee in order for the event/activity to occur.

Step 2

When a Risk Assessment is required, the Venue Manger is responsible for ensuring the Assessment Form is submitted with the relevant information gathered from the Event

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Organizer. The Venue Manager may delegate, and document, this responsibility to the UIS Event Liaison if appropriate. This information must be submitted in a Special Event Information Sheet and sent to the chair of the UIS Event Risk Assessment Committee as soon as possible. The Chair will schedule a meeting for the Risk Assessment discussion to occur. While the Risk Assessment meeting provides a space to discuss details of the event, the Risk Assessment form will be the basis of the review process to establish safety and security needs. Forms should be submitted at least three weeks in advance of the event, or as soon as practical to allow adequate time for review. Events submitted without sufficient time for review may be subject to delay in scheduling the space and/or additional risk mitigating, and security expenses incurred to safely host the event. Venue Managers or UIS Event Liaison responsible for an event that meets assessment criteria but occurs on a regularly recurring basis may request approval for up to one complete year.

Step 3:

The UIS Event Risk Assessment Committee will conduct an evaluation of the management, operational and technical safety and security needs of an identified Special Event using an objective review of the event and event factors based on objective and credible information of specific risks.

The Risk Assessment Committee will then evaluate the Special Event or activity based on risk assessment factors that may include, but are not limited to:

- Time, location, and type of activities planned
- Expected crowd estimations for the location requested
- Analysis of expected transportation routes, including arrival and departure times, traffic, and parking
- Request from Event organizers or demonstration organizers
- Publicly available information
- Any objective and credible information regarding potential or actual threats to campus safety or security
- Sponsor/RSO/Performer/Invited Speaker prior history (e.g. violence/fights)
- Event history, including potential disruption based on similar events
- Other campus events/activities occurring at the same time/day/location
- General health and safety concerns
- Other risks factors including but not limited to, cash at the event, inclement weather, accessibility concerns, alcohol related issues prior to event or during event, general admission vs. tickets, media presence, minors attending, non-service animals at event, pyrotechnics including fog machines, seating: standing vs. seated, crowd density, dignitary, VIP event.

The UIS Risk Assessment Committee will complete the Assessment form which will assess and outline any measures required by UIS for the Special Event or activity to be approved and move forward in the planning process. These can include but are not limited to security, extra

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security measures, insurance requirements, EMT, medical assistance, procedures for events targeted for minors, and any other additional mitigation measures that may be required.

Step 4:

The required control measures will be shared by the Venue Manager or UIS Event Liaison with the Event Planner. The space requestor will pay the costs of basic risk and mitigation measures.

This policy shall not prohibit the University from determining additional security assessments or measures that must be taken to prioritize a safe environment on campus, based on the totality of the circumstances.

V. Related policies:

General Use of and Access to University of Illinois Springfield (UIS) Property

University of Illinois Springfield Expressive Activity Policy

Disruption of Academic or Operational Functions of University of Illinois Springfield

Reservation of University of Illinois Springfield (UIS) Procedure