



**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 8-5 [CALEA 46.2.7]**

SPECIAL EVENT MANAGEMENT

SUBJECT: Planning for Special Events

PURPOSE: To establish a thorough and effective procedure for scheduled events and sports activities, for management of both audience and parking; and to coordinate the staff management groups who will regularly operate such functions throughout the University's sports and multi-use facilities.

POLICY: It is the policy of this Department to plan for and staff special events in a manner to ensure the safety of all of those attending the event and to protect University facilities and property.

PROCEDURE:

- I. Facilities - The California State University, Fullerton, campus has the following sports and multi-purpose facilities:
 - A. Titan Stadium (The Multi-Purpose Stadium);
 - B. Goodwin Field (The Baseball Field);
 - C. Anderson Field (Softball Complex);
 - D. Titan Track and Field;
 - F. Titan Gymnasium;
 - G. Athletic Fields (Multi-purpose sports fields);
 - H. Tennis Courts;
 - I. Fullerton Arboretum;
 - J. Golleher Alumni House;
 - K. Claves Performing Arts Center;
 - L. Titan Student Union;
 - M. Becker Amphitheater; and
 - N. Central Quad.

- II. Events - Within the described facilities, a variety of sports and other forms of entertainment may be scheduled. These may include:
 - A. Seasonal - such as baseball, basketball, soccer, rugby, softball games, track and field meets; and tennis tournaments.

 - B. Perpetual - events hosted by CSUF, such as high school athletics and other ceremonies.

 - C. Annual - Commencement or other CSUF events.

- D. Special - events which are regularly regarded as limited in their appearance to CSUF, or which are quite commonly entertainment in their form, such as concerts, fairs, carnivals, weddings, dances, etc.
 - E. Other - events that would be included in this category are which would be highway construction/maintenance activities, picketing, demonstrations, etc.
- III. Personnel - Most commonly incorporated into event management shall be:
- A. University Police
 - 1. Incident Commander (designated of highest-ranking officer)
 - 2. Police Officers
 - 3. Emergency Management Coordinator
 - 4. Community Service Officers
 - 5. Communications Dispatcher
 - B. Parking and Transportation Services
 - 1. Parking Control Coordinator (Parking Supervisor)
 - 2. Parking Control Officers
 - 3. Parking Service Officers
 - C. University
 - 1. Event Management Ushers
 - 2. Departmental Personnel (Event Mgr., Recreation Dir., etc.)
 - 3. Ticket Sellers
 - 4. Ticket Takers
 - D. Other
 - 1. Private Staff Security (CSC), etc.
 - 2. Booster Organizations
 - E. Fire/Medical Safety
 - 1. State Fire Marshal
 - 2. Fullerton Fire Department (Station #5)
 - 3. Additional Allied Agencies as required
- IV. Responsibility and Planning
- A. The Command Staff has been designated the overall responsibility for planning and coordinating police staffing of special events on campus.
 - B. A member of the Command staff will meet in advance with the department(s) or individual(s) planning the event to prepare for the provision of security services and police, and the preparation and planning for emergency situations. These meetings will address the following items:
 - 1. Type of event and projected attendance;
 - 2. History on any prior similar event;
 - 3. Special concerns such as alcohol use, or high-risk activities;

4. Staffing provided by the event organizers or sponsors.
 5. Training required to prepare staff for emergency situations
- C. The Command Staff will conduct research to determine the risk factors involved with the event. This will include:
1. Determining if there have been any previous experiences with the same event or group, criminal or otherwise, on our campus or similar venues.
 2. Were any problems encountered or expected and how were they resolved.
 3. A site visit to assist in making staffing determinations and identifying potential problem areas.
- D. For major or complex events, a written 'operation plan' will be developed. Where appropriate elements of ICS should be incorporated into the plan. The Emergency Management Coordinator is trained to facilitate and support plan development and writing. This plan will include:
1. Specifics on the event including date, time, venue (location), event organizers or sponsors.
 2. An estimate of crowd size that incorporates traffic issues, including public transportation, and crowd control concerns.
 3. Any potential crime problems associated with the event with specific enforcement instructions.
 4. Coordination with outside agencies and departments. This will include:
 - a. Developing contingency plans for traffic direction and control utilizing Parking personnel, University Police personnel and Fullerton Police, if needed.
 - b. Determining the need for having medical personnel on site.
 - c. Incorporating the use of private security personnel into the public safety function.
 5. Proposed staffing levels and deployment recommendations.
 - a. For major events recommendations could include the use of an additional dispatcher to handle excessive radio and telephone traffic.
 - b. Some events may require the activation of the EOC or a mobile command post to facilitate coordination and communications between units.
 6. Use of special units or patrol tactics, if determined to be needed.
 7. Logistical requirements.
 8. Any special media issues

9. Emergency incident planning, such as earthquakes, power outages, etc.
- E. When staffing needs are determined, the command staff will assign officers including a supervisor for the event (if the Command Staff will not be in attendance).
1. The Event Supervisor will be advised of any prior intelligence gathered on the event or event organizers and he/she will be briefed as to any advance planning that has taken place.
 2. The Event Supervisor will hold a briefing with all assigned personnel and advise them of staffing and event concerns.
 3. The Event Supervisor will assign staff to specific locations or tasks based on the assessment of need and prior experience.
 4. The Event Supervisor will provide Dispatch with a listing of assigned personnel and unit designations.
 5. The Event Supervisor will maintain command of all personnel at the event and ensure that all assigned officers are properly equipped.
 6. At the conclusion of the event, the Event Supervisor should conduct a debrief, time permitting, and prepare an after-action report for submission to the Command Staff. This report will include:
 - a. Identifiers on the event including the event manager, and the start and finish time.
 - b. Specifics on staffing for all components inside and outside the Department.
 - c. Information on arrests, ejections, medical aids, etc.
 - d. Intelligence concerns.
 - e. Complaints.
 - f. Comments, recommendations, and suggestions.
- V. Special Considerations – Sale of Alcohol at Events
The sale of alcohol at athletic events will be terminated in accordance with the following schedule:
1. At the conclusion of the sixth inning of baseball games.
 2. At the half-way mark of the second period at soccer matches.
 3. At the two-thirds point of entertainments events, such as concerts.
- B. Sales shall not be permitted outside the event facility and no alcohol shall be allowed in or taken out of the facility.
- C. Sales shall not be permitted in the aisles.

- D. Sales shall be terminated immediately if, in the opinion of the University Police Event Supervisor, continued sales during the event compromises the security and safety of those attending and/or participating in the event.

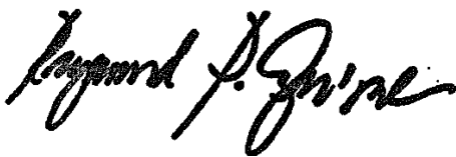
VI. Duty Assignments

- A. Event beginning time will be the time the event is scheduled to start.
- B. Deployment of the special event personnel will begin around 30 minutes prior to the admitting time.
- C. Deployment of Parking Control Officers if applicable shall begin around 30 minutes before admittance time. On-duty CSO's and patrol officers shall assist with the placement, activation, and conversion of traffic and parking control devices when appropriate.
- D. All assigned personnel should attend a pre-event briefing to review the Operations Plan.
- E. All personnel assigned shall be responsible for the immediate notification of problems or hazardous conditions which are developing, or may develop and pose a subsequent threat to the security and safety of the guests, participants or of the event.
- F. Special event personnel shall not leave their assigned area until relieved for breaks as scheduled by the Event Supervisor. The Event Supervisor shall schedule breaks in an organized and timely manner to ensure that all personnel remain focused and alert throughout the event.
- G. Deployed personnel may be relieved of duty and report to the University Police Department to return equipment only at the discretion of the Event Supervisor.
- H. Patrol units may be summoned by the Event Supervisor or his designee in cases of an emergency.

REVIEWED BY:

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APPROVED:



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