

UNIVERSITY OF RHODE ISLAND
DEPARTMENT OF PUBLIC SAFETY



ORDER	EFFECTIVE DATE	NUMBER	ISSUING DATE
GENERAL	1/21/2016	22-1	1/21/2016
SUBJECT TITLE		SUBJECT AREA	
Public Safety Event Planning		Special Events	
REFERENCES		PREVIOUSLY ISSUED DATES	
		4/21/2015	
DISTRIBUTION	REVIEW DATE		PAGES
	As Needed		3

I. PURPOSE

The purpose of this policy is to ensure the safety and security of all participants at events occurring on University of Rhode Island campuses, including the assignment of appropriate public safety detail personnel to staff the event.

No part of this policy shall supersede existing fire and life safety standards. Event Managers are required to comply with all applicable policies, codes, procedures, laws, and standards, regardless of whether or not they are referenced herein.

NOTE: Within the context of this policy, the term “public safety” encompasses fire protection, life safety, law enforcement, security, parking services, emergency medical services (EMS), and emergency management.

II. DEFINITIONS

Event Manager. The individual designated by the Event Sponsor as having responsibility for identifying and implementing all safety and security measures necessary to meet the requirements of the University of Rhode Island as well as applicable life safety codes and standards.

Event Sponsor. The URI department or office hosting an event, whether or not an external partner organization is involved.

Large-Scale Event. Any event involving 250 or more expected participants.

Small-Scale Event. Any event involving 50 to 249 attendees, excluding normal classroom activities.

III. POLICY

The University of Rhode Island's Department of Public Safety maintains an online "Public Safety Event Calendar" for the purpose of tracking and scheduling events occurring on URI campuses. This calendar is accessible to those public safety departments/agencies having jurisdictional responsibility for URI campuses.

For any Small-Scale Event or Large-Scale Event scheduled to occur on a URI campus, the online URI Public Safety Event Planning Form must be completed by the Event Manager and submitted to the Department of Public Safety for review and inclusion in the URI Public Safety Event Calendar. This form is available on the URI Department of Public Safety web site.

In addition, any Large-Scale Event requires advance review and planning approval by the Department of Public Safety and/or other public safety agencies having jurisdiction (for example, Kingston Fire District). This review is intended to identify any health and safety concerns and determine the number of detail personnel required.

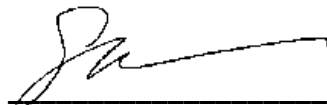
No event covered by this policy may proceed without approval from the Department of Public Safety. Should the Event Manager fail to submit the URI Public Safety Event Planning Form in the required timeframe and/or fail to arrange appropriate safety and security measures, the Director of Public Safety or designee may order that the event be cancelled or postponed until such time as all University safety and security requirements have been addressed.

IV. PROCEDURES

- A. At least twenty (20) business days prior to the planned event date, the Event Manager will complete and submit the online URI Public Safety Event Planning Form.
 - a. The Planning Form will automatically populate the URI Public Safety Event Calendar.
 - b. The Department of Public Safety will review the submitted form within three (3) business days and contact the Event Manager with any questions.
 - c. The Planning Form will be forwarded for review to appropriate public safety departments/agencies having jurisdiction on the campus in question.

- d. Based on review, the Department of Public Safety may also forward the Planning Form to other relevant departments/agencies for review (for example, URI Parking Services or Facilities).
- B. At least ten (10) business days prior to the planned event date, each relevant department/agency will update the URI Public Safety Event Calendar to indicate any detail requirements or other concerns.
- C. At least seven (7) business days prior to the planned event date, the Department of Public Safety will notify the Event Manager of one of the following outcomes:
 - a. The event has been approved as submitted, with no public safety details or other safety/security measures required;
 - b. The event has been approved as submitted but public safety details and/or other measures will be required as indicated in the response; OR
 - c. A public safety planning meeting will be required before the event can be approved.
- D. Upon conclusion of the event, the Event Manager shall be responsible for ensuring prompt remittance of payment in accordance with each department/agency's policies.

By order of:



**Samuel W. Adams, Assistant Director
Department of Public Safety**