



## Special Events Security/Safety Tips

### Pre-Event Planning

1. **High profile or impacting games should have adequate security. Contact Athletics Director and Safety & Security Coordinator for assistance or support.**
2. **Share intelligence on potential violent acts or increased gang like activity with the Director of Athletics and the Safety & Security Coordinator.**
3. **If District Campus Guards are requested to work make sure they are paid or their schedules are flexed. Remember if they work extra hours the law requires they be compensated. We can flex hours that same week if the employee agrees to it. If you force a guard to work they shall be paid.**
4. **If a safety or security need is justified the Safety & Security Coordinator can assist you in requesting overtime funds through the superintendents office.**
5. **Exits and fire exits can not be locked or obstructed. Chains and pad locks are not allowed by the district to secure doors.**
6. **Make sure parking lot and building lighting is working or adjusted to be on at time of event.**
7. **Make sure trash cans are empty and restrooms are open. Evaluate the need for portable potties if bathrooms are to far form the event. Make sure lobby and outside restrooms are cleaned prior to event.**
8. **Designate a lead administrator or administrator in charge of event. Make sure staff knows who it is. This administrator will act as the incident commander for event and emergencies.**

### Pre-Game Check

1. **Walk the stands/bleachers/lobby/locker rooms/bathrooms/parking lots look for suspicious items such as backpacks/bags/sacks/trash/alcohol/etc.**
2. **During this walk a bomb sweep is also conducted. During the walk you concentrate on the floor, walls, trash cans, lockers in public areas, and ceiling areas.**
3. **Make note of where public is parking so that we can check that area routinely before, during, and especially after the game.**
4. **Share discipline information with security and staff working the event. Any major incidents or suspensions that occurred that week or day need to be communicated to staff working event.**

## Special Events Security/safety Tips

5. Designate an area to escort, investigate, hold disruptive or unruly spectators, and lost children.
6. Make sure areas are secure so that we do not have spectators walking around unauthorized areas of the school.
7. If money is collected make sure you have plenty of staff to prevent a grab and run crime. Use money lock box to secure cash. Try to keep the money box or money out of hands reach of the spectators. If your school has a camera system, position the money collection area within eye view of a camera.
8. Have a check in process for staff/volunteers working the event. Have radios available for the event. All school radios have a common channel to use for events. All radios will work district wide or at different campuses.
9. Staff working the game shall wear the district approved ID badges.

### **During Game**

1. All staff and administrators working the game need to be mobile and visible.
2. Staff can stand above crowd to have a visible advantage of spectators or stand on the field/court and look up into crowd. Key is to move around.
3. Staff should be in the lobby or gates where spectators are entering the event. Key is to pay attention to the demeanor and body language of spectators entering the event. This will give you a heads up as to who to watch closely.
4. All violation of school rules or event rules should be dealt with immediately.
5. We are authorized to kick (eject, remove) spectators off our property. If they refuse to leave you need to call law enforcement to issue a trespass card.
6. PARKING LOTS need to be checked every 15 or 30 minutes through out the game. A designated staff member shall be assigned to this task. We are looking for disorderly subjects, trespassers, alcohol/drug violations, and anyone loitering around. Anyone in the parking lot will be told to go inside the event or leave the parking lot or our property.
7. Areas outside by the event exits or entrance need to be patrolled routinely. For example; areas by gym exit doors, areas by field exit gates, hallways by lobby, and bathrooms.
8. Take advantage of your golf carts, bikes, or school vehicles to patrol outside the event.
9. Outside events you need to be aware of your surroundings such as roadways, fence lines, ditch banks, bus lanes, and businesses. Key is to look for suspicious persons and cars.

## **After Game**

- 1. Patrol the parking lot 5 minutes before the game ends. Increase staff in parking lot after games or at least have a minimum of 2 staff members.**
- 2. Again check the stands/bleachers/lobby/locker rooms/bathrooms/parking lots look for suspicious items such as backpacks/bags/sacks/trash/alcohol/etc.**
- 3. Building/Field security is crucial at this time make sure exterior and interior doors are secured and locked up. Make sure locker rooms/bathrooms/snack bars/storage area are all secure.**
- 4. Secure money in lock box and out of site in a secure room or safe.**
- 5. Monitor traffic issue and ask for assistance if you are having a safety issue.**
- 6. Make sure all equipment and supplies are collected and secured.**
- 7. Have a check out process for staff/volunteers. It is extremely important to account for all staff/volunteers working the event.**

## **Emergency Response**

- 1. Make sure staff working event will be able to lockdown, shelter-in-place, and evacuate. Assign areas of responsibility to staff to lock a door or supervise a section. Make sure all staff knows where the staging areas are outside the event and the evacuation routes.**
  - a. Our response to Bomb Threats is not an automatic evacuation. We need to evaluate if the threat is valid or a prank. If we do evacuate the evacuation route needs to be searched prior to the evacuation. We need to look for suspicious items on the path or in trash cans. Be on the look out for suspicious person lying in wait to harm spectators as they leave the event.**
- 2. Do not ignore the fire alarm, even if you know it is a false alarm. KEY is to communicate with spectators and staff why the alarm is false and why we are not evacuating. We have to communicate with the spectators in order to prevent panic. Our response for a fire alarm is evacuation.**
- 3. During an Active shooter our primary responsibility will be to secure the team, students, and staff. Spectators can be directed to evacuate but will most likely be on their own to evacuate or find shelter. Remember we can defend ourselves against violence, take action to save lives.**
- 4. All acts of violence and crimes will be reported to the police immediately. Try and gather descriptions of suspects and cars for police as they respond. Use geographical description of your location or where the problem is. For example, say we are at the southwest corner of gym/parking lot/field.**
- 5. Notify your chain of command immediately of incidents. Request the Safety & Security to respond to scene to assist and liaison with law enforcement.**
- 6. Make sure emergency vehicles have access to the gym or field. Do not allow traffic to block access.**
- 7. Have the nurse or trainer put together a first aid kit for use for spectators.**