



Procedure Number: **OPS - 013**
Procedure: **Major Public Events**
References: Presidents letter 11/16/1995 – Delegation of Authority for Public Safety
Approved By: Kenneth A. Willett

EXPLANATION:

The large arena or theater facilities located on the University campus are used for a variety of major public events with audiences varying from 1,000 to 20,000 people. The major issue at such events is to ensure adequate fire and provide public safety support. The Office of Public Safety works directly with the prime campus hosts, i.e. Adams Center Director, and the UM Productions Advisory and Assistant Athletic Director, for most public events. A short summary of the many procedures and policies utilized for major events is provided in this policy.

PROCEDURE:

Public Events - General Policy and Procedures

Any host sponsoring a major public event on the University campus will be required to:

1. Advise the Office of Public Safety of the following in writing:
 - A. Date of event
 - B. Type of event
 - C. Duration of event
 - D. Estimated crowd size
 - E. Special requirements
2. After coordination with the Office of Public Safety Director or designee, request the following on a Facilities Services work order:
 - A. Uniformed officers
 - B. Special equipment, i.e., electrical or mechanical

- C. Labor crew requirements (including trash removal)
 - D. Custodial crew requirements
 - E. Name of activity coordinator
3. The Public Safety Director will assign a designated campus Public Safety officer to be in charge at a particular event and this officer will work with the University host.
- A. Whenever possible, officers who have worked previously on similar duty at the University will be hired.
 - B. If an arrest is made, the arresting officer will make an appropriate report through the officer in charge, who, in turn, will notify the campus host. Such notifications should be made on the evening of the particular event.
 - C. Whenever practical, a maximum number of students, or volunteers will be hired to assist in crowd control.
 - D. Officers will be hired from the Office of Public Safety, Missoula County Sheriff's Office (reserve personnel), and the Missoula City Police Department.
 - E. When required, the officers will provide traffic control after each University sponsored event.
 - F. The University of Montana policy ... which prohibits the carrying in, opening or consuming alcoholic beverages on University property, other than dorm rooms ... will be advertised properly and enforced by the members of the security force and the hosts.
 - G. All personnel hired for the large public events will be instructed in the fire safety plan for that event.
 - H. Specific and detailed instructions for fire, safety, and police protection are included in the procedural manual. Prior to assuming their duties at the public events, all assigned personnel will review this document.