



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject Special Event Risk Assessment			Policy Number 843
Effective Date March 11, 2013	Revision Date October 8, 2025	Reevaluation Date Annually	Number of Pages 4
Reference Standards TPCA: CALEA: 46.2.7 IACLEA:		Rescinds or Amends Policy Number	

I. PURPOSE

The purpose of this process is to provide a structured framework where special event risk can be identified, evaluated and addressed through mitigation. While risk can never be avoided or eliminated, all parties involved should work towards implementing sound mitigation strategies in an effort to provide a safe and effective event.

II. POLICY

It is the policy of the University of Texas System Police that potential high risk special events on or affiliated with all UT System institutions will be assessed for public safety risk factors by UTSP personnel and appropriate mitigation measures employed to ensure the safety and security of all persons attending special events at UT System institutions.

III. DEFINITIONS

Designated Special Event Coordinator (DSEC) - the person and/or unit responsible for the UTSP special event assessment and planning at each UT System institution.

Special Event - A Special Event can be any event that occurs outside the day-to day operations of the University. Special Events are usually short-term, and they can expose the institution to risk either directly or indirectly. Examples of Special Events include fundraisers, graduations, concerts, sporting/athletic events, political events, conferences, camps, film/TV production etc.

High Risk Special Event (HRSE) - A high risk special event is a special event that is unusually large in scope and may include one or more of the following elements:

- Expected attendance of 500 or more
- May use more than one campus facility
- Includes non-campus affiliated guests
- Includes alcohol
- Is advertised off campus
- Includes high risk elements

Risk Management - the process of identifying and assessing risk and developing strategies to avoid personal injury, property damage, and resultant financial loss. Risk management means making sure that no injuries occur and that no property is damaged at the event. Sound risk management also requires an understanding of the potential for liability and resultant litigation should an incident occur which is not planned for. Even the simplest reception or speaking event presents some potential of risk.

Venue - any programmable area on campus that may be the host of a special event.

Venue Manager - a designated position or office that is responsible for the approval and coordination of special events for a campus venue.

IV. Designated Special Event Coordinator

- A. Each UTSP department will have a Designated Special Event Coordinator (DSEC), presumably as an additional duty appointed by the institution Chief of Police, who will maintain special event responsibilities for the department. Responsibilities include:
 1. Maintain a schedule of pending events at institution venues
 2. Coordinate with institution venue managers on special event risk assessments
 3. Coordinate law enforcement/security functions for HRSE
 4. Facilitate communication with institution partners and ODOP on HRSE
 5. Ensure appropriate measures are in place for HRSE operations
- B. The DSEC should have appropriate training and/or experience, which should include, but is not limited to, the following:
 1. National Incident Management System (NIMS)/Incident Command System (ICS)
 2. Institution/Department Emergency Plans
 3. Special Event Planning and Operations

V. Special Event Risk Assessment

- A. The DSEC will complete a special event risk assessment for all events that have the potential of being HRSE using the Special Event Risk Assessment form. The assessment will be based upon the following:
 1. Event size
 2. Open or Closed Event
 3. Event advertising

4. Presence of vendors or exhibitors
 5. Admission or registration fees
 6. Presence of alcohol
 7. Media presence
 8. Event criminal or public safety issues at other venues
 9. Event criminal or public safety issues at the institution
 10. Polarizing/controversial nature of the event
 11. Presence of dignitaries or VIPs
 12. Anticipated protest activity
 13. Credible threats associated with the event
 14. Existing hazards
- B. The DSEC should work with the department intelligence officer to monitor intelligence sources for relevant information that may affect the assessment rating and/or planning elements. If the risk assessment changes before the event, the DSEC will ensure the information is communicated appropriately to relevant institutional partners and necessary changes are made to account for the increased or decreased risk.
- C. The DSEC will review event organizers and/or sponsors to ensure any involved businesses or entities are not a convicted felon, habitual offender, member of an outlaw motorcycle gang, member of an organized criminal street gang identified as such, member of a drug trafficking organization, is not engaged in prostitution or human trafficking or otherwise of disreputable character or reputation.
- D. If the institutional police department experiences difficulty with implementing reasonable mitigation measures based upon the risk assessment, the circumstances should be communicated through the Police Chief to the Director of Police, as necessary.

VI. Incident Action Plan

- A. Once an event is designated as a HRSE, the DSEC or designee, will work with institutional partners to formulate plans for applicable event elements, which may include the following:
1. Unified Command, organizational structure, and command post
 2. Communications Plan
 3. Medical Plan
 4. Contingency measures for potential threats/hazards
 5. Logistical Needs
 6. Staffing Levels and Assignments
 7. Parking and Traffic Control
 8. Physical Security Measures
- B. Planning elements addressed in section A. above should be documented through an Incident Action Plan (IAP) DP-72. The IAP should be reviewed and approved by the Chief

of Police or designee at least 48 hours prior to the event. The IAP should be disseminated as appropriate to event personnel, institutional partners and other affected jurisdictions. The DSEC or designee should complete an after action report (AAR) within 7 days after the completion of the event. Both of these documents should be available to the Director of Police as necessary.

A handwritten signature in cursive script that reads "Michael Parks".

Michael Parks
Executive Director of Police

Changes/Additions Since Last Publication

Updated DP-72

Incident Action Plan

Operational Period

Confidential and Privileged Information

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INCIDENT ACTION PLAN



WEATHER FORECAST	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Forecast for the Operational Period of:		5. Location/Area Covered:	
6. Current Watches/Warnings and Forecast of Weather Thresholds Covering the Operational Period			
7. Weather Forecast			
8. Forecast Discussion			
9. Prepared by (Incident Meteorologist)		10. Approved by (Planning Section Chief)	



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4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, or other graphics depicting situational status and resource assignment):



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5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

The following safety concerns have been identified:



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1. Incident Name:	2. Operational Period:	
3. Objective(s):		
4. Operational Period Command Emphasis:		
General Situational Awareness:		
5. Site Safety Plan Required? Yes No		
6. Incident Action Plan (the items checked below are included in this Incident Action Plan):		
ICS 202	ICS 206	<u>Other Attachments:</u>
ICS 203	ICS 207	_____
ICS 204	ICS 208	_____
ICS 205	Map/Chart	_____
ICS 205A	Weather Forecast	_____



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1. Incident Name:		2. Operational Period:		3. Branch: Division: Group: Staging Area:
4. Operations Personnel: <u>Name</u> <u>Contact Number(s)</u> Operations Section Chief: Branch Director: Division/Group Supervisor: Division/Group Supervisor:				
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
Resource Identifier	Leader			
6. Work Assignments:				
7. Special Instructions:				
8. Communications (radio and/or phone contact numbers needed for this assignment): (Reference ICS 205 for details)				



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1. Incident Name:				2. Date/Time Prepared:				3. Operational Period:			
4. Basic Radio Channel Use:											
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talk group	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks	
5. Special Instructions:											

[illegible]

4. Incident Name:		2. Operational Period:					
3. Medical Aid Stations: (See #6/Procedures)							
Name	Location	Contact Number(s)/Frequency			Paramedics on Site?		
					Yes No		
					Yes No		
					Yes No		
					Yes No		
					Yes No		
					Yes No		
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency			Level of Service		
					ALS BLS		
					ALS BLS		
					ALS BLS		
					ALS BLS		
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					Yes Level:_____	Yes No	Yes No
					Yes Level:_____	Yes No	Yes No
					Yes Level:_____	Yes No	Yes No
					Yes Level:_____	Yes No	Yes No
					Yes Level:_____	Yes No	Yes No
6. Special Medical Emergency Procedures:							



Event Assignments

[illegible]



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Lot Closures

Barricades

Media Presence

Arrest Protocol



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University of Texas System Police

Special Event



Risk Assessment

Event Name:

Event Location:

Date of Event:

Risk Element			Rating
1. Expected Attendance: 1 - 500 = 1 501 - 1000 = 3 1001 - 2500 = 5 2501 - 5000 = 7 Over 5000 = 10			
2. Is the event open to the general public? (2)	Yes	No	
3. Has the event been publicized to the general public? (1)	Yes	No	
4. Will any vendors or exhibitors be present? (1)	Yes	No	
5. Will there be an admission or registration fee? (1)	Yes	No	
6. Will alcoholic beverages be sold/served? (5)	Yes	No	
7. Will the media be present and/or conducting live broadcasts from the venue? (1)	Yes	No	
8. Has the event encountered criminal or other issues at other venues? (3-10) Describe:	Yes	No	
9. Has the event encountered criminal or other issues at the Institution? (3-10) Describe:	Yes	No	
10. Does the event involve an issue of a polarizing nature? (3-7) Describe:	Yes	No	
11. Will the event have dignitaries or other high profile persons in attendance? (3-10) Describe:	Yes	No	
12. Is there any credible intelligence regarding anticipated protest movements at the event? (5-10) Describe:	Yes	No	
13. Is there any credible intelligence regarding a threat to the event or surrounding area? (10) Describe:	Yes	No	
14. Are there any hazards (natural or man-made) that would pose a risk to the event? (3-10) Describe:	Yes	No	
Total Assessment Points:			
Overall Risk Assessment for Event:	Low (≤ 7)	Medium (8-14)	High (≥ 15)
Proposed Countermeasures for Risk Elements			
Risk Element	Countermeasure(s)		

Assessed By: _____ Printed Name: _____ Date: _____

Reviewed By: _____ Printed Name: _____ Date: _____



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