

Security Staffing Description

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High attendance, the distribution and consumption of alcohol, or a combination of alcohol and high attendance, increases liability when implementing events. Liability is increased for the group planning the event, the attendees of the event and also for the University. For these reasons, extra safety and security measures must be taken for all events with alcohol and all events where attendance is expected to be near or over 150. Staff from the Office of Student Activities (OSA), the Washington University Police Department (WUPD), Event Services and/or the Greek Life Office (GLO) must be involved with the planning of these events to assure that the proper safety and security measures are in place. These measures include determining the appropriate number of security guards for the event.

Main Entrance Monitor:

- At least one Security guard will be posted at the main entrance to the event. (If there are multiple entrances to the venue where the event is being held, a guard is to be posted at each location to ensure no one inappropriate is entering).
- All students entering the event should be asked for identification. Wash U students need to show their school ID.
- Guests are permitted into the event provided they are at least 18 years of age and are accompanied by a Wash U student. One guest per Wash U identification is permitted.
- All guests, with their student host, should be referred to the guest entrance or guest table where they will need to show picture identification and sign a guest waiver.
- Students who appear intoxicated are not to be allowed into the event. A student representative from the sponsoring group will be assigned to this location to assist in this decision making process.
- The main entrance guard is responsible for checking identification and affixing wristbands of those legally permitted to consume alcohol.
- It is advisable to have more guards in this location if attendance exceeds 50 students.

Bar Monitors:

- At least one Security guard will be assigned to the area where the distribution of alcohol is taking place.
- It is advisable to have more guards near the alcohol distribution area if attendance exceeds 50 students.
- Every student approaching this area should be asked for identification, if wristbands have not been given out at the door. Students who appear to be intoxicated are not to be served.

Roamers:

- At least one Security guard will be assigned the responsibility of roaming the event. There should be several roamers at events of more than 50 students.
- Ideally a roamer would be assigned a portion of the venue to avoid asking guards to cover an area larger than can reasonably be monitored.
- Roamers are asked to make sure that underage students (those without a wristband) are not consuming alcohol.
- Should an underage student be confronted for consuming alcohol, that person should be escorted out of the event.
- Those students who are legally permitted to consume alcohol should have only one 12 ounce beverage at a time.
- Roamers should also confront students observed passing cups or sharing alcohol with underage or of age participants, those who may be causing disruption to the event, or those who are outwardly intoxicated.
- If a guard observes a student who appears to be suffering from excessive intoxication and whose health may be in jeopardy, EST (5-5555) or 911 is to be called immediately.

Student Staffing Expectations for Events with Alcohol

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Responsible Contacts:

- The responsible contacts are representatives from the student group who agree to serve as the primary contact during the entire event. At least two responsible contacts are required at each event. **Shifts are not acceptable.**
- The responsible contacts *must* have attended the Events with Alcohol Workshop offered through the Office of Student Activities each academic year.
- The responsible contacts will be the primary contact for OSA, Washington University Police Department (WUPD), and security guards during the planning process and the day of the event.
- The contacts must refrain from any consumption of alcohol the day of the event and may not consume any alcoholic beverages until the event is officially closed and completely cleaned up.
- Overall, the responsible contacts are responsible for managing the event in its entirety. Specifically, the contacts are charged with monitoring that the undergraduate events with alcohol policy is being followed, any amplified sound is adhering to all applicable ordinances, guests are being signed in at the entrances, and overly intoxicated students are not being served alcohol or allowed entrance.
- If the event is to be shut down for any reason, the responsible contacts are responsible for coordinating that effort (Security and WUPD are available to assist upon request).
- All overly intoxicated students should be referred to EST promptly.

Entrance Monitor:

- A security guard must be posted at all event entrances and possible entrances throughout the duration of the event.
- Entrance monitors may not consume alcohol prior to or during their shifts.
- A student representative is to be posted at all event entrances with security guards for the entirety of the event.
- The entrance monitor will assist the security guard in making the decision to deny entrance to anyone who appears to be intoxicated, and will help direct guests and hosts to the guest entrance or guest sign-in table.
- This position may be assigned in shifts.

Guest Policy Monitor:

- Guests are permitted at events where alcohol is present, but must be 18-years of age and must be signed in to the event with a current student as their host.
- The guest policy monitor may not consume alcohol prior to or during their shift and one monitor should be available at all times.
- The guest policy monitor will run the sign-in process. A separate guest entrance may be necessary and will be the responsibility of this student staff monitor depending on the size of the event.
- During the event, should a problem arise, this person may be asked to work directly with hired security and WUPD to help identify guests (i.e., provide the list).
- A guest list should be computer generated and should include the guest's name, date of birth and name of the student host and their telephone number.
- Hosts are responsible for the actions of their guests at all times. The host should accompany the guest into and out of the event. A sign to this effect must be posted at the guest entrance.
- At least one Guest Policy Monitor should be available at each entrance at all times. This position may be assigned in shifts.