

UW Whitewater Police



Special Events Plan

Special Instructions: CALEA 46.2.7	Number: 46.2	No. Pages: 4
Approved By: Chief Kiederlen	Effective Date: 9/20/23	Revised Date: 10/01/2024 Revision number: 1

I. Purpose

Is to give guidance to both police department personnel in planning for large events, planned or unplanned, that require additional staffing.

II. Definitions

Special Events: According to UW-Whitewater Special Event Policy, A special event is an event that is sponsored by a Student Organization or Department that expects more than 70 attendees, and that is entertainment oriented/focused (dance, party, talent show, etc.) anywhere on the UW-Whitewater campus, and/or when alcohol is served. This policy applies to events that are held in any UW-Whitewater indoor or outdoor facility or space. There are specific additional requirements for events that are dance/party in nature. Outside organizations paying fees to use UW-W facilities are considered to be sponsored by the organization or department receiving these fees.

Large Events: This is a planned or unplanned event that requires more staffing than would normally be on duty during the event timeframe.

III. Policy

Events at UW-Whitewater often require more police staff than the day-to-day level of staffing that the departments maintain. Events may include but are not limited to, large athletic events, parades, concerts, community celebrations, and public demonstrations. UW-Whitewater Police will implement procedures and protocols for planning for extra staffing, placing additional sworn and non-sworn staff on-duty, logistical needs of events, and outside resources that must be brought in to control the complexity of each event.

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IV. Procedure

- A. UW-Whitewater Police Operations Division Staffing Requirements
 - 1. Per UW-Whitewater Special Event Policy, any event with over 450 attendees must speak with the UW-Whitewater Police Special Events Lieutenant. Other smaller events may need either sworn or non-sworn staffing as determined by the Special Events Lieutenant in consultation with the Special Event Policy.
 - 2. Any athletic event or other event with over 600 people present will be staffed by UW-Whitewater sworn and non-sworn staff.
 - 3. Any Young Auditorium event with over 800 people in attendance will be staffed by UW-Whitewater sworn staff.
 - 4. Any event in which a VIP, special dignitary, state or federal politician, or a group/department is hosting an event that may lead to disruption to the university mission, may also require police staffing per the discretion of the Chief of Police.
- E. Either the Special Events Lieutenant or the supervisor placed in charge of the event will develop an Incident Action Plan for the event if one is determined to be needed. This is a scalable document, so a small closed event with an invited local politician might have a one-page plan in comparison to a large football game with over 10,000 in attendance would require a large document. The plan will designate an Incident Commander who will be in charge of the event and may design different supervisors for other specific areas or duties of the event. This plan will be provided to staff prior to the event.
- F. The Incident Action Plan will either address or consider the following circumstances
 - 1. Ingress of Vehicles/Parking: For smaller events no special requirements may be required other than sending parking regulation information to visitors. For larger events, a supervisor will be assigned to monitor the egress of vehicles and provide an orderly parking plan. This might include working with the parking supervisor to designate lots for specific parking such as participant buses and spectator parking.
 - 2. Egress of Vehicles: Again, for smaller events a staff member or patrol officer might be assigned to monitor the flow of traffic leaving the event. For larger events, a plan will include the egress of vehicles and include staff assigned to make sure vehicles are exited in a timely and orderly manner.
 - 3. Ingress and Egress of Pedestrians: The plan for large events should also include planning for staffing of pedestrian points to ensure staff is assisting in an orderly ingress and egress of people at pedestrian constriction points, such as crosswalks.
 - 4. Spectator Control: For large events, this plan should include a supervisor or officer who is assigned to monitor the crowd at the event. This person needs to both control

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the normal activities of a large crowd such as keeping aisle open and monitoring for illegal items in the stands, but also be prepared to evacuate a large number of people if deemed necessary.

5. Public or mass transportation: The plan may also include designated parking, drop off, and routes for buses that might bring people to the events so as to not interfere with the ingress and egress of other vehicles and pedestrians.

6. Break and Relief of Personnel: As part of the planning process enough staff will be deployed to cover breaks or staff will be held at the event until everyone has a break. For large events, the UW-Whitewater Police Department will assign a supervisor who will be responsible for food and other logistics such as rain gear, etc. As part of the plan, a location will be designated as a break area for staff. Supervisors and lead workers for Campus Service Officers will make sure all staff are rotated out for adequate breaks. Duration of the event, duty assignments, and weather are a few factors to consider while planning breaks.

7. News Media: University Marketing and Communication will handle media for some large events, such as Commencement, and all staff will be made aware of the procedure to contact them for media issues. At athletic events, the Athletics Department usually has public information officers present to deal with media concerns. If neither of these is present, the Incident Commander will either deal with media questions per General Order 54.1.1 or designate staff to do so.

8. If the event includes either road closures (Homecoming Parade), temporary traffic control (University Housing Early Drop) or parking lot closures or prohibitions (Football), either Parking Services or the Incident Commander (or designee) will be responsible for sending out information ahead of the event. For parades or marathons that require traffic re-routing, they must determine the staffing levels needed to cover major intersections.

9. Emergency Vehicle Access: The person preparing the plan should determine the best routes to get emergency vehicles into and out of the event venue. Perkins Stadium for instance has a designated parking area for emergency vehicles. In addition, for many large events such as Commencement and Football, medical staff will be assigned to the event from the Whitewater Fire Department or Janesville Fire Department. UW-Whitewater Police Department also has specialized equipment that can be utilized by medical staff.

10. If any external special operation personnel, logistics, or outside agency resources are needed this will be planned out ahead of time and a staging area will be coordinated for incoming staff. Most commonly this would be one of the Joint Mobile Field Force (MFF) Teams. The Incident Commander can have a UW-Whitewater police MFF representative

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coordinate this. The Emergency Government Lieutenant can also assist with logistic support with County Emergency Management Directors.

G. For the Rock County Campus, all of the above criteria should be considered. However, the Rock County campus usually does not host as many large events. They do host events with VIPs, politicians, and potential protests that should be planned for using the protocol above.