



UNC Greensboro Police Department

Special Events Plan

General Order 3-4.6

The UNCG Police Department recognizes the need for specific planning for all special events. The department further recognizes that some events may require additional resources and planning. This policy outlines the required steps that will be taken for all special events hosted at UNCG.

Coordination of Special Events

The UNCG Police Department plans and coordinates security issues related to special events with consistency and based on accepted standards, including National Fire Prevention Association (NFPA) guidance and the Incident Command System (ICS). The appropriate Commander will designate an Event Coordinator. The Event Coordinator will serve as the primary liaison between the UNCG Police Department and those entities wishing to host a special event on UNCG property.

Request for Coverage

Upon receiving a request for coverage for a special event, the appropriate Commander or designee will review the event contract needs and decide on resources to be allocated based on the type of event, location, expected number of participants, and potential street closures. The Commander or designee will then notify the requester of the number of officers that will be assigned to the event and the cost per officer.

Assignment of Personnel

The appropriate Commander or designee will post the event to allow for officers to sign-up. At the discretion of the Commander (or designee), some events may be mandatory assignments for off-duty employees. Upon completion of the event, the Business Officer will ensure that the hosting entity is invoiced for the cost of resources. The appropriate Commander will conduct a logistics/planning meeting for large scale events such as road races, sporting events, and any other events that require more detailed planning. The Commander or designee may utilize other department members with specialized training and/or knowledge to plan or assist in planning events. Special event plans will clearly designate a single person as supervisor for the event if needed.

Special Event Considerations

Special events may vary greatly in scope and complexity. When planning a special event, the Commander will, at a minimum, consider the following circumstances:

- Number of attendees,
- Is the event open to the public,
- Dignitary protection,
- Highway construction/ maintenance activities,
- Picketing/demonstrations,
- Ingress and egress of vehicles and pedestrians,
- Parking space,
- Spectator control,
- Public transportation,
- Relief of personnel assigned,
- News media,
- Alternate traffic routes,
- Temporary traffic controls and parking prohibitions, and
- Emergency vehicle access.

The Commander should additionally consider the utilization of resources which have special training and capabilities. These resources may be within the agency or with other agencies. Where appropriate, the Commander will coordinate with the Greensboro Police Department and/or the City of Greensboro on matters that will directly affect operations outside of the campus geography. In addition, UNCG Police may request assistance from other law enforcement agencies to help staff at events if necessary.

After Action Report

An After-Action Report is mandatory for any planned or unplanned event that results in a substantial response from campus departments and external emergency services. Examples of significant events include major power outages, fires, hazardous material spills, severe weather responses, or large-scale campus disruptions.

- An After –Action Report shall include the following:
 - Incident overview and timeline
 - Action taken and by whom
 - Communication and coordination efforts
 - Strengths and areas of improvement
 - Recommendations and corrective actions