



UNIVERSITY OF  
**ILLINOIS**  
SPRINGFIELD

# Event Planning at UIS

## A tool to assist with planning events on campus

# Topics for today

Event Planning guidelines and process- Ashley

Risk Assessment (Matrix, Mitigations)- Ashley

POM- HR

Safety and Security- Campus Police

Fire Safety & Preparedness - Ravneet

# Event Planning Guidelines and Process

- Check on space availability – anywhere on campus- prior to contracting a speaker for an event or advertising the event.

○ <https://www.uis.edu/orbit/services/facilities-services/book-space>

- Space Request Submissions need to be Timely
- Consider Alternative Locations
- Understand that Venue Managers will do their best to get your event scheduled
- Be Clear and Specific on all the needs for your event

- Think about Catering and Parking needs for your event
- Catering needs 10 business days for final confirmation
- Be Flexible on Set Ups
- August 18-31, the Union had a 29.8% increase in confirmed event space usage.
- Risk Assessment
  - Think about accessibility

# Event Accessibility

- Departments and units hosting events must ensure that they are accessible for compliance with laws like the Americans with Disabilities Act, Illinois Accessibility Code, and Illinois Information Technology Accessibility Act.
  - These are baseline standards to reduce disability-related barriers and provide opportunities for equal access and meaningful participation.
    - ❖ E.g., ramps, accessible restrooms, unobstructed paths, video captions
  - Some people may have additional needs or experience additional barriers, requiring reasonable accommodations.
    - ❖ E.g., Braille materials, ASL interpreters, alternative seating (like higher or wider chairs)

# Risk Assessment– What is it?

IT IS:

- Identifying & minimizing risks
  - Assess
  - Mitigate
  - Find workarounds
- Methodical
- Assigning all roles & responsibilities
- Designed for success

# Risk Matrix and considerations

- Risk Level
- Type of Event
- Insurance
- Waivers (including participation waivers)
- Facility Use Agreement
- Code Compliance & Fire Safety
- Public Safety / Police / Security / Emergency Management
- Student Engagement Notification & Approval
- Special Event Advisory Committee
- Presentation & Approval
- Executive-Level Notification

Event: Name of event			
EVENT TYPE RISK (Select One)		RISK SCORES	
<input type="checkbox"/>	Conference without a guest speaker or with UIS employee guest speaker	30	0
<input type="checkbox"/>	Guest speaker, dignitary, VIP event	50	0
<input type="checkbox"/>	General meeting, open house, graduation ceremony, activities, or group	30	0
<input type="checkbox"/>	Wedding ceremony/reception, celebration, or reunion	10	0
<input type="checkbox"/>	External group holding an athletic, sport or non-sport competition, or	30	0
<input type="checkbox"/>	Any other event with a reasonable expectation of harmful contact or	50	0
<input type="checkbox"/>	Live performance, DJ, dance, show, recital concert, open mic (non-alcohol)	50	0
<input type="checkbox"/>	Demonstration, protest, march, vigil, rally	100	0
ATTENDANCE RISK (Select One)			
<input type="checkbox"/>	0-50	0	0
<input type="checkbox"/>	51-100	10	0
<input type="checkbox"/>	101-200	20	0
<input type="checkbox"/>	201-300	50	0
<input type="checkbox"/>	301+	70	0
REQUESTOR TYPE (Select One)			
<input type="checkbox"/>	University department	0	0
<input type="checkbox"/>	Registered Student Organization with only UIS members	10	0
<input type="checkbox"/>	Registered Student Organization with External Invitees	20	0
<input type="checkbox"/>	Unaffiliated individual or organization	30	0
SPECIFIC RISKS (Select All that Apply)			
<input type="checkbox"/>	Event involves minors*	20	0
<input type="checkbox"/>	Event is after building/venue closes or outside normal hours	30	0
<input type="checkbox"/>	Alcohol is served	60	0
<input type="checkbox"/>	Food served by external vendors*	10	0
<input type="checkbox"/>	Non-ticketed/general admission	10	0
<input type="checkbox"/>	Cash handling or collection	10	0
<input type="checkbox"/>	Media presence	10	0
<input type="checkbox"/>	Use of inflatables, rides, dunk tanks, pyrotechnics, fog machines, or	100	0
<input type="checkbox"/>	Use or presence of non-service animals	100	0
<input type="checkbox"/>	Non-seated standing only event	10	0
<input type="checkbox"/>	Event has sound amplification (per Expressive Activity Policy)	50	0
<input type="checkbox"/>	Reasonable expectation of harmful contact/injury	100	0
<input type="checkbox"/>	Request for road or lot closures and/or traffic control	100	0
VENUE COORDINATOR REVIEW RISKS (Select All that Apply)			
<input type="checkbox"/>	Crowd density concern based on attendance, venue size, and event	100	0
<input type="checkbox"/>	Public relations concern	100	0
<input type="checkbox"/>	History of issues with similar events in past, speaker, or performer	100	0
<input type="checkbox"/>	Venue coordinator request for security assessment for other concern	100	0
A RISK SCORE OF 100 REQUIRES A RISK ASSESSMENT MEETING			
FINAL SCORE			0
No Risk Assessment Required			



# Protection of Minors (POM) Policy

- Policy available on **UIS Human Resources website:** [Protection of Minors](#)
- Safeguards for minors on campus and in university programs
- Applies to staff, students, volunteers, and contractors
- Governed by UIS procedures and University of Illinois policy
- All university members must:
  - Know the policy
  - Take precautions to protect minors

# POM Event Form Submission

- Event form is now electronic: [Protection of Minors Event Form](#)
- Submit **Event Form** to UIS Human Resources **30+ days before event**
- HR determines need for background checks and approves event
- Include complete event itinerary, C-FOPAL, and list of individuals working with minors
- Approval/denial is sent electronically
- Non-compliance may lead to event cancellation or restricted participation





## Working with UIS Police to plan a safe and successful event:

### Provide consultation, guidance, or physical presence

- Safety challenges / threat assessment
- Dignitary or celebrity presence
- History of past problems with event or attendees
- Traffic route impact
- Conflict with other campus events
- Emergency Action Planning

# Expressive Activities on Campus

## Expressive Activities

- Speech, assembly, demonstrations, and other expression protected under the First Amendment
- Outside of the First Amendment: obscenity, defamation, true threats
- Comprehensive policy



# Police responsibilities during expressive activities

- Communicate with event organizers/facilitators
  - Explain the expectation to abide by University policies (Expressive Activity Policy, etc)
- Monitor expressive activities in non-reserved spaces
  - Escalations
  - De-escalate tensions when possible
  - Address criminal matters that arise
- Collaborate with facility/event managers at the event as needed

# Managing Events With Elevated Risk

- Risk Assessment meeting
- Pre-Registration/Sign in
- House Rules—no food/drink, no signs
- No, or clear, bags
- Welcome remarks addressing if Q/A will take place; that disruptors will be asked to leave
- Attempts to address disruptions-event organizers, UIS Police Department



# Managing Events with Elevated Risk

- You are creating a disruption of this event. Please cease (activity) so the speaker/video may be heard. Reference Q/A portion of event if applicable.
- This is your final warning to cease (activity). Remain quiet or leave.
- This interference has reached the stage where you are directed to leave the venue immediately.
- Staff or UISPD remove those who refuse to leave. If no UISPD present, call UIS Dispatch Center 217-206-6690
- If needed, pause event activity (speaker/video/livestream).
- Notify audience that you are taking a moment to restore order and will return to the speech/video in a moment.

# Conflict De-Escalation Techniques

- Be Empathetic and Non-judgmental
- Respect Personal Space
- Use Non-threatening Non-Verbal Body & Facial Cues
- Keep Your Emotional Brain in Check
- Focus on Feelings
- Ignore Challenging Questions
- Set Limitations and Boundaries
- Choose Wisely What you Insist Upon
- Allow Silence for Reflection
- Allow Time for Decisions





# Run / Hide / Fight

## How to respond to an emergency

When we're faced with *any* kind of emergency – like fire, severe weather or if someone is trying to hurt you – we have three options: run, hide or fight.

### Run

Leaving the area quickly is the best option if it is safe to do so.

- Take time now to learn the different ways to leave your building.
- Leave personal items behind.
- Assist those who need help but consider whether doing so puts yourself at risk.
- Alert authorities of the emergency when it is safe to do so.

# Run / Hide / Fight

## Hide

When you can't or don't feel it's safe to run, take shelter indoors.

- Take time now to learn the different ways to seek shelter in your building.
- If severe weather is imminent, proceed to the nearest indoor storm refuge area. Remember grade school tornado drills!
- If someone is trying to hurt you and you can't evacuate
  1. Get out of sight – lights off, shades drawn
  2. Lock it and/or block it – use desks or chairs to barricade yourself
  3. Silence your phone – don't turn off or you will miss valuable updates
  4. Silence yourself and others – minimize movement & noises
  5. Don't come out until you receive an "all clear" via

Rave

Rave



# Run / Hide / Fight

## Fight

- You may need to fight to increase your chances of survival.
- Think about what kind of common items are in your area which you can use to defend yourself.
- Team up with others to fight if the situation allows.
- Mentally prepare yourself – you may be in a fight for your life.

Please be aware of persons with disabilities who may need additional assistance in emergency situations.

# Run / Hide / Fight – Active Shooter Threat

The background of the slide is a blurred image of emergency lights, likely from police or fire vehicles, in shades of red, white, and blue, creating a sense of urgency and danger.

**RUN  
HIDE  
FIGHT**

# Fire Safety and Preparedness

## Proper Preparedness Ensures:

- Identifying Risks
- Minimizing Issues
- Planning Your Response
- Effective Recovery



# Fire Safety and Preparedness – Safety Reminders

## Indoor Safety

- Understand all evacuation routes
- Be aware of the fire alarm panels and shut-offs
- Ensure smoke detectors are working properly
- Ensure fire exit doors are not blocked
- Report and replace damaged fire equipment
- Be familiar with how to use a fire extinguisher



# Fire Safety and Preparedness – Indoor Hazards

## Electrical – Indoor Hazards

- Ensure all devices have ground fault circuit interrupters
- Do not use frayed or cracked cords
- Do not overload plugs, circuits or extension cords

## Housekeeping – Indoor Hazards

- Keep combustibles away from heat sources
- Keep aisle and egress routes clear at all times

# Fire Safety and Preparedness – Outdoor Hazards

## Electrical – Outdoor Hazards

- Ensure all devices have ground fault circuit interrupters
- Do not use frayed or cracked cords
- Do not overload plugs, circuits or extension cords
- Ensure wiring is protected from water and weather
- Ground wires may create trip hazard if not covered



# Fire Safety and Preparedness – Outdoor Hazards

## Housekeeping – Outdoor Hazards

- Make sure stage is well constructed and anchored
- Should have properly identified exits
- Should have Security Plan & crowd control measures



**Questions?**