



Campus Security Social Event Check List

The following is a check list for security officers assigned to fraternity/sorority social events. Officers should record compliance by placing a 'X' in the box next to each task. If the task was not satisfactory the officer should leave the box blank and comment on the shortcomings including how the officer addressed the issue. Also attached to this check list is the Risk management policies that fraternities and sororities should be abiding by.

- ◇ Officer received the pre-party check list from the Director of Security or the Office of Residential and Greek Life

- ◇ Check in with president or his/her designee prior to event start time

- ◇ Ask for names of sober party monitors (one monitor for every 15 guests)

- ◇ Ensure that there is a designated check in station with one entrance

- ◇ Ensure that the station is manned, someone is checking ID's and that guests of legal age are being identified (i.e. wristbands, etc)

- ◇ Ensure that all non-Westminster College or William Woods University students are being required to fill out an emergency contact information form

- ◇ Ensure that there are non-salty foods and non-alcoholic beverages available

- ◇ Ensure that the guest limit (described in the risk management policies) is not exceeded (~150-180 people)

- ◇ Keep a watchful eye to ensure that students are not becoming overly intoxicated

- ◇ Quickly address any altercations that might occur

- ◇ Escort unruly and/or disruptive guests from the premises

- ◇ Ensure that music is kept at a reasonable level and that students cooperate with the Fulton Police Department if/when confronted

- ◇ Ensure that event concludes at the designated end time (see event registration and risk management forms)

- ◇ Hard liquor is prohibited. Please ask student to discard of hard liquor and report violations

- ◇ Address and report all incidents involving illegal drugs

- ◇ Address and report all incidents involving sexual misconduct immediately

- ◇ Log security detail and any important notification to Sgt. Christine Middaugh or Ron Mooney, Director of Campus Security, at the conclusion of the event.

Additional comments: