

## **Orchard Lake Schools Event Security Procedures**

### **Prior to the Event**

- The Event ground rules meeting will take place prior to the start of the event.
- Event Meeting should have in attendance Event Coordinator, security staff, and any representative in each department.
- Event Staff will review all entrances, exits and perimeter of event. Focus on any defects in perimeter and establish emergency exit.
- Event Staff will review emergency evacuation procedure. (Weather: Dombrowski Filedhouse)
- Event Staff will recognize the event map, first aid, police presence and other important facilities.

### **Event admission policy**

- Any patron with a wrist band will be admitted throughout the grounds of the show.
- All Adults are \$5 and any children under 5 are free admission. (Anyone without a wrist band please direct to the admission desk)
- Individuals under the influence of alcohol or illegal substances will not be permitted into the event.
- Attendants may re-enter the event but are required to pass through security each time. Please keep any eye on recurrences and items coming in.
- Smoking is not permitted
- Event staff should confiscate any and all items not allowed during the event (see restricted items). Items to be secured in the entrance area.

### **Restricted Items**

- No alcohol or other controlled substances.
- No pepper mace or personal protection sprays.
- No containers.
- No weapons of any kind.
- No box cutters or knives of any kind.
- No large purses or backpacks.

### **EMERGENCY POLICY**

Weather – Announced from the events coordinator

Thunderstorm - Dombrowski Fieldhouse.

Tornado – Dombrowski Gymnasium.

***Carry-in items are subject to search.***

### **During Event**

- Event Staff will always travel in pairs.
- Event staff and other staff on duty will monitor entrances and exits throughout the entire event.
- Please advise police, events coordinator for any abuse of rules and regulations.
- Event staff will be required to have attendees go through security checks each time they leave and return.
- At the point that the venue has reached capacity, the event security staff will inform all parties that admittance must cease.
- Those who attended the ground rules meeting will convene to determine whether or not to cease admittance to the event in all cases which include maximum capacity, weather or violence.
- All patrons are admitted through the designated entrance(s).
- All patrons must exit through the designated exit door.
- All event staff must have visible identification. **T-Shirts**.

### **After Event**

- Discuss and problems or concerns with police and events coordinator.
- After the venue has been cleared and secured, event security will agree that identification information is no longer needed for that event.