

# Security Staffing Description

Office of Student Activities ♦ [getinvolved.wustl.edu](http://getinvolved.wustl.edu)



High attendance, the distribution and consumption of alcohol, or a combination of alcohol and high attendance, increases liability when implementing events. Liability is increased for the group planning the event, the attendees of the event and also for the University. For these reasons, extra safety and security measures must be taken for all events with alcohol and those where attendance is expected to be near or over 150. Staff from the Office of Student Activities (OSA), the Washington University Police Department (WUPD), Event Services and/or the Greek Life Office (GLO) must be involved with the planning of these events to assure that the proper safety and security measures are in place. These measures include determining the appropriate number of security guards for the event.

## Main Entrance Monitor:

- At least one Security guard will be posted at the main entrance to the event. (If there are multiple entrances to the venue where the event is being held, a guard is to be posted at each location to ensure no one unauthorized is entering).
- All students entering the event should be asked for identification. Wash U students need to show their school ID.
- Guests are permitted into the event provided they are at least 18 years of age and are accompanied by a Wash U student. One guest per Wash U identification is permitted.
- All guests, with their student host, should be referred to the guest entrance or guest table where they will need to show picture identification and sign a guest waiver.
- Students who appear intoxicated are not to be allowed into the event. A student representative from the sponsoring group will be assigned to this location to assist in this decision making process.
- The main entrance guard is responsible for checking identification and affixing wristbands of those legally permitted to consume alcohol.
- It is advisable to have more guards in this location if attendance exceeds 50 students.

## Bar Monitors:

- At least one Security guard will be assigned to the area where the distribution of alcohol is taking place.
- It is advisable to have more guards near the alcohol distribution area if attendance exceeds 50 students.
- Every student approaching this area should be asked for identification, if wristbands have not been given out at the door. Students who appear to be intoxicated are not to be served.

## Roamers:

- At least one Security guard will be assigned the responsibility of roaming the event. There should be several roamers at events of more than 50 students.
- Ideally a roamer would be assigned a portion of the venue to avoid asking guards to cover an area larger than can reasonably be monitored.
- Roamers are asked to make sure that underage students (those without a wristband) are not consuming alcohol.
- Should an underage student be confronted for consuming alcohol, that person should be escorted out of the event.
- Those students who are legally permitted to consume alcohol should have only one 12 ounce beverage at a time.
- Roamers should also confront students observed passing cups or sharing alcohol with underage or of age participants, those who may be causing disruption to the event, or those who are outwardly intoxicated.
- If a guard observes a student who appears to be suffering from excessive intoxication and whose health may be in jeopardy, EST (5-5555) or 911 is to be called immediately.