

Event Safety Committee Guidelines

Updated July 28, 2025 (changes to previous indicated in yellow highlight)

The following provides guidelines established by Student Activities for the Event Safety Committee (ESC), whose function is to help registered student organizations mitigate risk at their events held in university facilities or on campus grounds.

Committee Information

ESC is comprised of representatives from Student Activities (whose staff member serves as the Chair), UNT Police Department, Risk Management Services- Insurance, Risk Management Services- Fire & Life Safety, reserving department, and when appropriate, the Center for Fraternity & Sorority Life. In the fall and spring semesters, the committee meets at least once per week at a time and day published at the beginning of each semester.

Risk Assessment

Several event details in the Event Application, pre-determined to indicate the potential for risk, automatically tag ESC (via the ESC Chair) as a reviewer. When this happens, an automatically-generated email is sent to the ESC Chair and likely other ESC members. Factors include, but are not limited to: hazardous materials, physical activity, equipment rentals, alcohol, cash handling, attendance of 150 or more, and guest speakers. The ESC Chair, or designee, will review each ESC-tagged Event Application to understand the scope of the event and the unique combination of risk factors presented.

In addition to reviewing the specific details of the proposed event, the ESC Chair may compare the event to general knowledge of similar, previous events, to determine the potential risk level of the proposed event.

Events are generally categorized into one of three levels of risk: high, medium, and low. If at any point new or additional details arise that increase the event's risk factors, the ESC Chair may raise the risk level and ensure stipulations are assigned for the event, as needed. This may include additional touch points with ESC. Depending on how far in advance of the event these new or additional details arise, they may not be able to be approved, or the stipulations may not be able to be met, prior to the event date and therefore may not be allowed. The originally approved details, however, may continue.

High Risk

For events determined to be high risk, ESC will meet with the student organization during its regularly scheduled meeting time. Failure to meet with ESC will result in the denial or postponement of the event.

In addition to reviewing the combination of risk factors presented by the student organization, the committee may consider information from past events or event types, even those hosted by other student organizations and on other college campuses, to determine stipulations that the student organization must meet in order to host the event and decrease the chances of injury, damage, and liability. The history of a guest speaker on another college campus could also impact ESC stipulations. For example, if the event is an outdoor concert with an expected attendance of 300 students and off-campus guests, and the student organization is charging admission, ESC will likely speak with the student organization about the stipulations of needing police presence, event insurance, and use of the university ticketing system.

After the meeting, the ESC Chair or designee will send a copy of the Event Safety Planner, which includes the event details as discussed in the meeting as well as any stipulations, to the student organization. The student organization must sign and return the Event Safety Planner, as well as meet all stipulations set forth in the Event Safety Planner, by the assigned deadlines. Failure to meet these deadlines will result in the denial or postponement of the event.

Medium Risk

For events determined to be medium risk, the ESC Chair or designee will have a conversation (usually via phone or video conference) with the student organization and may, as needed, provide stipulations that it needs to meet to host the event. On occasion, members of ESC, based on their expertise, may join the conversation to provide additional insight into risk mitigation. For example, if the event is a blood drive run by a professional company, the ESC Chair will speak with the student organization about the stipulation of needing to provide snacks for blood donors. Failure to meet with the ESC Chair or designee, or failure to meet stipulations, will result in the denial or postponement of the event.

Low Risk

Events determined to be low risk will have no formal ESC intervention, although the ESC Chair and/or other reviewers may ask clarifying questions and provide direction by adding comments in the Event Application. For example, if the only detail that tags ESC is that the student organization will use paint as an event feature, the ESC Chair will comment about the need for them to use non-toxic paint. Failure to respond to questions or directions will result in the denial or postponement of the event.

In some instances, the ESC Chair may determine that the student organization incorrectly responded to a question that tagged ESC. In this case, assuming no other risk factors are

present, the ESC Chair will approve on behalf of ESC to allow the Event Application to advance to the next level of review.

Event Monitoring and Security

Student Activities staff members may be assigned to attend an event to monitor the implementation of ESC stipulations and ensure that the student organization is following general safety protocols.

In addition, some events, based on their level of risk, will require the presence of UNT Police officers and in rare cases, officers from local jurisdictions. Factors contributing to the need for police presence include, but are not limited to:

- Expected attendance (e.g., number of off-campus guests, total number of attendees),
- Presence of alcohol,
- Assessment of current and social political climate, or
- History of incidents at or as a result of similar events, including those hosted by other student organizations and on other college campuses

After-Action Meeting

There is generally no requirement for a student organization to follow-up with ESC after their event. However, if ESC identifies concerns about the safety of persons or property or potential violations of the event stipulations, it may require the student organization to attend an After-Action meeting to discuss what happened and how issues can be avoided at their future events. Failure by the student organization to attend this meeting may result in the loss of ability to host future events. The student organization has the ability to request an After-Action meeting by emailing the ESC Chair.