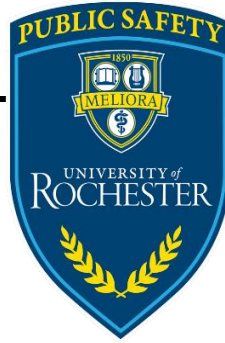


Department of Public Safety

Alcohol Event Checklist



OFFICERS:
CAD CALL#:
LOCATION:
DATE/TIME:

YES NO

ACCESS CONTROL:

- Proofing/ID Checks
- Wrist Bands/Hand Stamps
- Granting access through side doors
- Able to Maintain Orderly Process through main door

BARTENDING:

- Serving Based on Wrist Bands/Hand Stamps
- Server is Sober/Not Drinking
- Serving Intoxicated Individuals
- Excessive amount of Alcohol present

EVENT SAFETY:

- Exits Clear/Fire Areas Not Blocked
- Guests Orderly
- SWARM Member Present/Wearing SWARM shirt
- SWARM Member is Sober

COMPLIANCE:

- Party Registration is Posted
- Alternative Beverages
- Sufficient Food
- Contact Person identified themselves to Officers

CONTACT PERSON INFO:

NOTES ABOUT ABOVE CONCERNS (LIST ID CHECKS IF NEEDED):

Fraternity Quad Events: Standard Operating Procedure

The purpose of this document is to ensure consistency across all safety policies and procedures with regards to alcohol at events on the Fraternity Quad. Though there may be extenuating circumstances, this SOP serves as a guide to handle incidents at Fraternity Quad events. Please note, you may want to call the RD of the Fraternity Quad and/or the RD on Duty for consultation in certain cases.

During rounds, the DPS Officer on Duty will be completing an Alcohol Event Checklist sheet. This document mirrors the four main categories displayed on the aforementioned sheet: Access Control, Bartending, Event Safety, and Compliance.

When documenting any situation, all student names must be collected off of their U of R ID card.

Note: the GHA on Duty and the Department of Public Safety may use their discretion when confronting situations. If multiple violations occur in one night, the GHA on Duty and DPS may decide to shut down an event if there is an imminent safety concern.

Violation	1st Time	2nd Time	3rd Time
Not checking IDs	GHA documentation & organization leadership to follow up with FSA, RD, & CSCM	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM	
Not marking hands	GHA documentation & organization leadership to follow up with FSA, RD, & CSCM	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM	
People entering through side/back doors	GHA Verbal Warning (1 per event) Note in Duty Report	GHA/DPS documentation & organization leadership to follow up with FSA, RD, & CSCM	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM

Violation	1st Time	2nd Time	3rd Time
Serving underage guests	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM		
No SWARM Monitor at bar	GHA Verbal Warning (1 per event) find a SWARM Monitor ASAP Note in Duty Report	GHA/DPS documentation & organization leadership to follow up with FSA, RD, & CSCM	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM
Serving intoxicated individuals	GHA/DPS documentation & organization leadership to follow up with FSA, RD, & CSCM	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM	
More alcohol than was permitted in the event registration	GHA Verbal Warning and lock excess alcohol in a 21+ room (1 per event) Note in Duty Report	GHA/DPS documentation & organization leadership to follow up with FSA, RD, & CSCM	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM
Alcohol being served after last call (1:30am)	GHA documentation & organization leadership to follow up with FSA, RD, & CSCM	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM	

Violation	1st Time	2nd Time	3rd Time
Serving hard alcohol at bar	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM		
Serving wrong alcohol at bar (see Event Registration)	If beer/wine/champagne and the correct/safe amount, can be served THIS TIME ONLY, GHA documentation		
Serving alcohol out of bedrooms (or any other non-bar space, ex: chapter room, kitchen)	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM		

Violation	1st Time	2nd Time	3rd Time
Event Registration/Risk Management Plan are not posted	GHA Verbal Warning (1 per event) Must be printed ASAP. Note in Duty Report	GHA/DPS documentation & organization leadership to follow up with FSA, RD, & CSCM	GHA/DPS documentation & organization leadership to follow up with FSA, RD, & CSCM
No Alternative Beverages	GHA Verbal Warning; pizza/food/drinks must be bought from Pit/Hillside etc. ASAP Note in Duty Report	TBD--as needed per event	
No food/not sufficient (should be enough for 1/2 of the projected attendance)	GHA Verbal Warning; pizza/food/drinks must be bought from Pit/Hillside etc. ASAP Note in Duty Report	TBD--as needed per event	
Event managers NOT identified to GHA/DPS	GHA Verbal Warning (1 per event) Note in Duty Report	GHA/DPS documentation	

Violation	1st Time	2nd Time	3rd Time
Exits are not clear (Fire Safety concern)	GHA Verbal Warning (1 per event); needs to be cleared ASAP Note in Duty Report	GHA/DPS documentation & potential meeting with RD	
Guests are disorderly	GHA/DPS documentation; follow up meeting with RD		
No SWARM Monitors	GHA Verbal Warning: find sober/SWARM trained people to step into SWARM Monitor role, GHA documentation	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM	
Drunk SWARM Monitors	GHA Verbal Warning: find sober/SWARM trained people to step into SWARM Monitor role, GHA documentation	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM	
SWARM Monitors not wearing shirts/not wearing shirts correctly	GHA Verbal Warning (1 per event) need to put on SWARM shirts ASAP Note in Duty Report	GHA documentation & potential meeting with FSA, RD, & CSCM, need to put SWARM shirts on ASAP	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM
Underaged guests are drinking	GHA/DPS documentation; must be dumped out ASAP; follow up meeting with RD	GHA/DPS remove student(s) from event; GHA/DPS documentation; follow up meeting with RD	

Violation	1st Time	2nd Time	3rd Time
No SWARM Monitor at door	GHA Verbal Warning (1 per event); find one immediately Note in Duty Report	GHA/DPS documentation & organization leadership to follow up with FSA, RD, & CSCM	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM
Not enough SWARM Monitors	GHA Verbal Warning: find sober/SWARM trained people to step into SWARM Monitor role OR altering occupancy limit to accommodate the lack of SWARM Monitors	GHA/DPS clear people out to accommodate available SWARM Monitors	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM
Drinking Games (no alcohol present)	GHA/DPS documentation & follow-up meeting with RD, must be put away ASAP	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM	
Drinking Games (with alcohol)	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM		
Drinking hard alcohol at event	GHA/DPS documentation & follow-up meeting with RD, pour it out ASAP	GHA/DPS shut down the event; organization leadership to follow up with FSA, RD, & CSCM	

Violation	1st Time	2nd Time	3rd Time
Mixing with groups not stated on registration	GHA documentation		