I. PURPOSE
The purpose of this process is to provide a structured framework where special event risk can be identified, evaluated and addressed through mitigation. While risk can never be avoided or eliminated, all parties involved should work towards implementing sound mitigation strategies in an effort to provide a safe and effective event.

II. POLICY
It is the policy of the Shasta College Campus Safety Department that potential high risk special events on or affiliated with all Shasta-Tehama-Trinity Joint Community College Districts will be assessed for public safety risk factors by Campus Safety personnel and appropriate mitigation measures employed to ensure the safety and security of all persons attending special events at the Shasta College campuses.

III. DEFINITIONS
Designated Special Event Coordinator (DSEC) – the person and/or unit responsible for the Shasta College special assessment and planning at each college campus.

Special Event – A special event can be any event that occurs outside the day-to-day operations of the college. Special events are usually short-term, and they can expose the institution to risk either directly or indirectly. Examples of special events include fundraiser, graduations, concerts, sporting/athletic events, political events, conferences, and camps.

High Risk Special Event (HRSE) – A high risk event is a special event that is unusually large in scope and may include one or more of the following elements:

- Expected attendance of 500 or more
- May use more than one campus facility
- Includes non-campus affiliated guests
- Includes alcohol
- Is advertised off campus
- Includes high risk elements
**Risk Management** – the process of identifying and assessing risk and developing strategies to avoid personal injury, property damage, and resulting financial loss. Risk management means making sure that no injuries occur and that no property is damaged at the event. Sound risk management also requires an understanding of the potential for liability and resultant litigation should an incident occur which is not planned for. Even the simplest reception or speaking event presents some potential risk.

**Venue** – any programmable area on campus that may be the host of a special event.

**Venue Manager** – a designated position or office that is responsible for the approval and coordination of special events for a campus venue.

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Lonnie Seay  
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Director of Campus Safety  
Amended March 19, 2105