

EVENT PLANNING GUIDE

Event Characteristics

Quantitative (Q1)	Code	Risk Value	Score	Qualitative (Q2)	Code	Risk Value	Score	Qualitative Explanation	
Attendance - <50	<50	1		Attendance - York Community	AYC	1		Attendance by York Community members only	
Attendance - 51-100	A1	2		Attendance - Non-York Community	ANYC	2		Attendance by Non-York Community members only	
Attendance - 101-250	A2	3		Attendance - Mixed	AM	3		Attendance by both York and Non-Community members	
Attendance - 251-500	A3	4		Attendance - Controversial Speaker/Entertainment	ACS1	1		May attract some vocal opposition	
Attendance - 501+	A3+	5		Attendance - Controversial Speaker/Entertainment	ACS2	2		May attract some active opposition	
				Attendance - Controversial Speaker/Entertainment	ACS3	3		May attract disruptive protest activities	
				Attendance - Internationally Protected Person(s)	AIPP	5		Speaker travels with formal security protocols	
				Attendance - Persons with special needs	APSN	3		Persons with special needs will be in attendance	
				Attendance - Prior Confirmation of Admittance	APCA	1		Admittance pre-authorized	
				Attendance - At Door Admittance Confirmation	ADC	3		Admittance authorized at door or No Admittance Controls	
Q1 - ATTENDANCE SUB-TOTAL			0	Q2 - ATTENDANCE SUB-TOTAL			0		
Venue - Capacity Utilization - <50%	VCU1	1		Venue - Indoor Event	VI	1		Indoor Event	
Venue - Capacity Utilization - 50-75%	VCU2	2		Venue - Outdoor Event	VO	2		Outdoor Event	
Venue - Capacity Utilization - 75-100%	VCU3	3		Venue - Indoor & Outdoor Event	VIO	3		Indoor & Outdoor Event	
				Venue - Multi-Site Event	VMS	5		Many event sites	
				Venue - On Campus	VOC	1		On campus event	
				Venue - Off Campus	VFC	3		Off campus event	
Q1 - VENUE SUB-TOTAL			0	Q2 - VENUE SUB-TOTAL			0		
				Event - Alcoholic Beverages Served	EABS	6		Alcohol served at event	
				Event - Food Served	EFS	-3		Food served at event	
				Event - Daylight	ED	1		Entire event occurs during daylight hours	
				Event - Night	EN	3		All or portion of event occurs during non-daylight hours	
				Event - Known Organizers	EKO	-3		Organizers have track record of successful events	
				Event - Unknown Organizers	EEO	3		Unknown organizers with undetermined event history	
Q1 - EVENT SUB-TOTAL			0	Q2 - EVENT SUB-TOTAL			0		
				Planning - Proactive Security Plan Prepared	PSP	-5		Safety Plan prepared in consultation with York Security	
				Planning - No security plan in place	PNSP	5		No Safety Plan in place	
				Planning - Pre-approved Private Security - 0	PPS-0	0		No Pre-approved Private Security	
				Planning - Pre-approved Private Security - 1-5	PPS-L1	-2		On site trained active security - L1	
				Planning - Pre-approved Private Security - 6-10	PPS-L2	-3		On site trained active security - L2	
				Planning - Pre-approved Private Security - 11-15	PPS-L3	-4		On site trained active security - L3	
				Planning - Pre-approved Private Security - 15+	PPS-L4	-5		On site trained active security - L4	
Q1 - PLANNING SUB-TOTAL			0	Q2 - PLANNING SUB-TOTAL			0		
Total Security Risk Value					0				

Event Security Assessment Guide

Security Resources - General Application

York Security: 0 - Low	Security Risk Value	Security Risk Category
York Security: 0-2 - Moderate		
York Security: 3-5 - Medium		
York Security: 5+ - High		
Police: 0 - Low/Moderate	0 to 9	Low
Police: 2-5 - Medium	10 to 20	Moderate
Police: 5+ - High	21 to 30	Medium
EMS: On site - High	30 Plus	High
EMS: Not On Site - Low-Medium		