



# KEEPING IT SAFE

UNDER 21 ALCOHOL PREVENTION

## Under 21 Alcohol Free Events Best Practices

### Keeping it Safe: Under 21 Alcohol Prevention Coalition Partners

- MC Alcohol Beverage Services
- MC Department of Police
- Kensington Volunteer Fire Department
- MC State's Attorney Office
- MC District Court Judges
- MC Public Schools: Safe and Drug Free Schools
- MC Parent Teacher Association
- MC Public Schools Instructional TV
- Dept. of Juvenile Justice
- ENCARE: (emergency nurses cancel alcohol related emergencies)
- J. Frank, PhD
- ~~Montgomery Park~~ National Capital
- Mothers' Against Drunk Driving (MADD)
- Stage 2 A/V Productions
- Washington Regional Alcohol Program (WRAP)
- Maryland Physicians Care
- Mid Atlantic AAA
- MC Project Prom / Graduation
- MC Recreation Department
- Various volunteers

Keeping it Safe Coalition  
16650 Crabbs Branch Way  
Rockville, MD 20855  
Phone: 240-777-6652

### Site Selection Tips

- Does the site layout permits for adequate movement flow and sight lines?
- What is the number of occupants allowed follows Montgomery County fire code? To take the Crowd Manager program simply log on to [www.firemarshal.state.md.us](http://www.firemarshal.state.md.us) and click on Crowd Manager.
- For site references, call the Montgomery County Alcohol Beverage Services, Outreach Office, at 240-777-1904 or 240-777-1989, or email [abs@montgomerycountymd.gov](mailto:abs@montgomerycountymd.gov).

### Logistics

- Event Promotion
  - How will you get the word out and monitor RSVP's?
  - The event should be independently targeted to middle school or high school, not both.
- Determine Start Time & End Time
  - The event should end by a time that allows for the provisional driver's license to get home by midnight
- Check In & Check Out
  - Check In*
    - Registration table(s)
    - Collect students: name, school, and emergency phone number
    - Acceptable ID's: School issued student ID or school schedule
    - Mark each student as they arrive with stamp or wristband
    - Have a policy on what to do if attendee forgets or does not have an acceptable ID
    - Coat/phone/purse check
  - Check Out*
    - Policy in place if attendee leaves before event ends (example: no re-entry)
- Will there be an admission fee/advance tickets sold? (this will limit accessibility)
- Food Service:
  - If food is being offered, who will be providing the food (caterer, event location, etc.)?
  - Will cost be in admission fee, or will it be an open cash concession for attendees?
- Room lighting: do not have it too dark.
- Designated "cafe" area for students to relax, talk, and/or enjoy refreshments.
  - Make sure the designated area is well lit



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- Ratio of adult monitors to attendees:
  - 1 adult monitor for every 50 youth, with a minimum of 2 adults monitors
  - Monitors arrive 30 minutes before the event starts for training
  - Stagger monitors schedules, so some arrive 30 minutes before for training, and some remain on site for 30 minutes after the event is over for debriefing
  - Monitors should stand out (example: bright colored t-shirts)
- Plan for emergencies:
  - First aid kit available
  - How to communicate with attendees parents/guardians
  - If lights go out: location lighting, flashlights
  - Have emergency contact numbers available
  - Cell phones for communication between security and staff
- Outside Event/Parking:
  - Designate parking area
  - Make sure the parking lot is well lit
  - Designate drop off and pick up areas
  - Coordinate with police, traffic control at the end of the event
  - Plan to address transportation needs of attendees if adult does not pick up students
- A minimum of two (2) police officers should be hired to work the event.
- Have an inclement weather plan.

### **Policies**

- No alcohol, tobacco, other drugs, smoking, violence, or weapons allowed on premise.
- Appropriate behavior is expected: no rudeness, name calling, pushing, or shoving.
- Dress code: no one wearing clothing with Alcohol, Tobacco, and Other Drug (ATOD), suspected gang paraphernalia, inappropriate words, colors or markings will be permitted to enter.
- Event area is closed to the public during the event.
- Have a written policy in place on what to do if someone arrives under the influence of alcohol or other substance (involve police; call parents).
- Have a policy in writing for: fire, fight, other reason to leave the building, etc.
  - Develop an exit plan
  - Use an incident report if a fight breaks out
- Monitor bathrooms consistently throughout the event.
- Keep youth out of other parts of a hotel (if applicable)
  - What is acceptable? What is off limits?
  - Hotel front desk: Monitor/communicate with front desk staff on who may be renting rooms for the night .