

**STANDARD OPERATING PROCEDURE  
SAFETY AND SECURITY ARRANGEMENTS FOR GRADUATION ACTIVITIES**

**Purpose:** To provide guidance and establish procedures and responsibility for making safety and security arrangements for Kaiserslautern District graduation activities.

**Applicability:** This guidance applies to all district employees with responsibility for initiating, supervising, and making arrangements for graduation-related activities such as proms, baccalaureates, senior dinners, breakfasts, practices, and graduation ceremonies held at on and off-base/post locations.

**Reference:** AR 525-13, Anti-Terrorism, 23 Feb 2005; DoDEA Regulation 4000.2, Internal Security, 27 Mar 01; Kaiserslautern District SOP 04-05, Mar 2006.

**Procedures:**

1. Graduation-related activities that involve 50 or more persons are considered “mass gatherings” and must be reviewed and approved by the local military threat working groups. The first step in making arrangements for safety and security at all of these functions is to notify the DSO Safety and Security Office **NLT 15 January** annually of the proposed dates, times, locations, and anticipated number of participants/spectators at each activity.
2. **DSO Safety and Security Specialist(s)** are responsible for ensuring the activity is reviewed at the local military threat working group meeting **NLT 45** days prior to the event, developing the required vulnerability assessment reports, briefing the appropriate threat working groups and submitting a security operations plan for each event to military authorities.
3. **School POCs** are responsible for scheduling a planning session with the DSO Safety and Security Specialist(s) to discuss details of and requirements for each activity, requesting security support from their local security forces or military police. These support requirements usually include bomb dog sweeps of applicable facilities and a security/law enforcement presence during the event/activity.
4. **Principals** are directly responsible for informing the DSO Safety and Security Specialist(s) of any VIPs who are potential attendees/participants in any graduation-related activities.

**Controls:**

1. DSO safety and security office review of each activity completed.
2. Review and approval of events by the local threat working groups.
3. Local military support received as needed.
4. Completion of operational plans and vulnerability assessments.

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