The Party Thrower Toolkit
PartySafe@Cal Student Team - 2015

We, the PartySafe team, are dedicated to improving Cal’s party culture and social benefits by decreasing drama and problems related to alcohol. Last fall alone, the university experienced three alcohol related student deaths, multiple hospital transports, injuries, and numerous public nuisance incidents each weekend. We feel that’s unacceptable for a university like ours. Let’s join together to make our party culture as world class as our international reputation. What can you do as a Party Thrower? This toolkit is for you.

Whether you are a first-time or veteran party thrower, don’t underestimate importance of your role or the satisfaction of doing it well. You influence the key components of increasing the social benefits at the party and minimizing drama and problems related to alcohol. We all want to enjoy the great experiences of student life. When it comes to alcohol and parties, party throwers have unique position, opportunity and responsibility to ensure safe and social settings for all participants. It's up to us to change the social norms of what's acceptable.

This toolkit is aligned with ASUC Bill passed in April 2015 calling for Standardizing Alcohol Risk Management Practices and the Our House, Our Rules, Our Responsibility campaign based on it. This toolkit is to assist you with information about hosting parties successfully and safely. There are facts, tips and resources to help you be successful, creative and safe.

Having a party this semester? Use this checklist to cover your bases.

**Party Thrower Checklist**

**In Advance:**
- Recruit and train a crew of sober servers for the semester.
- Attend a PartySafe@Cal Party Thrower Workshop.
- Meet your neighbors and swap contact information.
- Create your House Rules - involve everyone in the house..

**Pre-Party Prep:**
- Choose a primary host who will be the contact and point person.
- Pick a date, time, and theme for the event.
- Review University, City, and your organization’s policy on alcohol and any laws that may apply.
  - Resources can be found at the end of this Tool Kit and at the PartySafe@Cal website
- Schedule a free 30 minute on-site planning meeting with a PartySafe@Cal consultant to improve your party’s social benefits by minimizing drama and problems related to alcohol. Email partysafe@berkeley.edu. (optional)
- Discuss and agree on the plan for your event with the neighbors and exchange contact information.
- At least 10 business days before the party, apply for an Indoor Entertainment/Event Permit if you anticipate more than 50 people, plan to serve alcohol or use amplified music. You can apply for the IEEP at the Berkeley Fire Department. (510) 981-5585 / 2100 M.L.K. Jr Way, Berkeley, CA 94704. It will require a pre-party inspection 1-2 days before the party..
- Map out your floor plan: location of bar, dance floors, games, and water.
- Designate sober alcohol servers (do not allow self service) and security monitors to be the eyes and ears for your event, and to maintain occupancy and manage the door.
- Make a plan for emergencies, ie: injury, fire, over crowding, unwanted guests - inside or loitering outside. Organize and train your security monitors.

**Day Of:**
- Organize and purchase **food** and drinks. No hard alcohol, nothing above 20%ABV, may be served in common areas. Have plenty of water and offer attractive non-alcoholic choices.
- Have emergency and non-emergency numbers saved in phones.
- Post house rules and be clear on your expectations from the guests.
- Review security, monitoring and intervention with servers and monitors and all other hosts.

**Post Party:**
- Immediate clean up; dispose of trash and recycling in the proper receptacles.
- Schedule a debrief session with a PartySafe consultant to review if party goals were met. (optional)

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**Facts and Tips for the Party Thrower**

I. **Get the good without the bad. Make a Plan. Stick to it.**

Be the kind of house that throws parties that have high social benefits and minimal drama and problems related to alcohol.

First, ask yourself:
- Why are you throwing this party? What do we want to get out of it?
- What do we want our guests to think of and say about this party?
- What has worked and not worked well in the past? What do we want to change this time?
- Who is responsible if something unfortunate happens?
- Do I know my neighbors and will this event affect their quality of life?

**THE FACTS:**
- Over 95% of Cal students minimize negative consequences by using at least one of these harm reduction techniques that can be facilitated by party throwers:
  1. Low alcohol content drinks
  2. Drinking plenty of water
  3. Spacing and pacing to one drink per hour
- Among 100 party observations conducted by Public Health 14 students in Spring 2014, of the 20 parties at which “passed out” guests were observed, 16 did not have sober hosts
- Student drinking behavior at parties varies as a result of their own individual characteristics and perceived campus drinking norms, as well as party specific situational influences, such as party size, location, duration and level of social control (Demers et al, 2002)
- Theme parties are a context associated with increased alcohol consumption among college students, with specific reports that non-themed events generally offer beer, whereas themed events will likely offer hard liquor and mixed drinks (Clapp et al 2008).

**TIPS:**
- Designate and train a primary host, alcohol servers and security monitors.
- If co-hosting with another group, make sure they help plan and take responsibility for key activities.
- Map out your floor plan
Make a schedule of sober alcohol server and security monitor shifts.

Ensure all decorations are safe, nonflammable material, treated and maintained in a flame-retardant condition.
- NO FOG MACHINES.
- Exits, exit lights, fire alarm sending stations, smoke detectors, sprinklers and fire extinguishers cannot be concealed, in whole or in part, by any decorative material.

TRUE STORIES:

"Their planning stopped any drama before it got crazy and made the difference between a great time and a disaster." - Alex, 1st year

II. Avoid trouble. Respect community policies & expectations.

THE FACTS:
- There were 53 alcohol emergency transports during fall 2014.
- There were 26 alcohol emergency transports during the first six weeks of fall 2015 (same as for the same period in 2014).
- In spite of party hosts’ stated familiarity with relevant local and state laws, few were capable of elaborating on what these laws actually entailed (Lin et al 2014).

TIPS:

Know the alcohol and party-related policies.
- Greek Social Code
- ASUC Senate Bill
- Indoor Entertainment Event Permit
- Second Response & Nuisance
- Social Host Ordinance
- Underage Drinking Laws
- Amnesty Policy
- Berkeley Quiet Hours
- Berkeley Campus Code of Student Conduct

Create and post your house rules. Everyone should understand what is expected and hold themselves and others accountable for their conduct and behavior
- Places to post rules:
  - Stairs
  - Front Door
  - At the bar
  - Bathroom
- Sample House rules:
  - Please don’t burn the house down.
  - Designated smoking areas only.
  - Drama-free zone.
  - Do NOT touch the music.
  - Made a mess? Clean it up.
  - Leave when we tell you to.
  - You puke, you’re out
  - Don’t break anything.
  - Don’t be boring.
  - Have Fun. Stay Classy.
  - Never drink alone.
  - If you notice something risky contact x

Serve alcohol with less than 20%ABV. No hard liquor in common areas.
● Wine, beer, sake, cider, soju, coolers

❖ Notify and talk to your neighbors about your party. They will appreciate the heads up and you will appreciate them not calling the police at the first notice of noise. If you need help reaching your neighbors, contact calhappyneighbors@gmail.com. Happy Neighbors is a campus resource for supporting optimal neighbor relations through peer education and outreach.

❖ Respect that other students may be sleeping or studying while you are partying. They deserve the same conditions you would expect if in their situation.

❖ If police or neighbors stop by your event, stay calm and speak to them honestly.

TRUE STORIES:

"When we talked to our downstairs neighbors about our Friday night party plan, they said Saturday would work better for them so we shifted it. Everything went fine!" - Sophia, 3rd year

"We spoke with neighbors in advance and when it started to get too loud, they called us instead of the police and asked us to take it down a notch. We did, happy to not answer to the cops." - James, 3rd year

"We want to have fun and awesome parties without complaints." - Patrick, 2nd year

III. Keep it social, not slurred. Control the alcohol.

THE FACTS:

❖ Most undergrads (77%) drink four or fewer when they party

❖ A standard drink is:
  a. 12 oz. beer
  b. 4 oz. wine
  c. 1.5 oz liquor

❖ In the two weeks following the IFC ban on hard alcohol in common areas, UC Berkeley experienced 60% less alcohol related incidents.

❖ Buettner et al (2011) found that student party hosts reported significantly greater drink consumption and related negative consequences compared to their attendees when party location is off-campus.

TIPS:

❖ Serve alcohol with less than 20%ABV. No hard liquor in common areas.
  ● Wine, beer, sake, cider, soju, coolers

❖ Designate trained and sober alcohol servers to manage the bar area. Do not have self-service alcohol.
  ● Schedule servers in pairs so not only one person is responsible at any given time.
  ● Standardize drink sizes. Right cups for right drinks.

❖ Know the signs of intoxication and steps to intervene effectively
  ➢ Slurring or swaying:
    ■ Slow them down. Offer water.
  ➢ Dazed, stumbling or making others uncomfortable:
    ■ Cut them off. Offer water.
  ➢ Confused, belligerent or vomiting:
    ■ Get them home. Offer water.
  ➢ Any sign of alcohol poisoning (CUSP) - If left untreated, it can be fatal:
➢ cold, clammy or bluish skin,
➢ unconscious or unable to be roused,
➢ slow or irregular breathing, and
➢ puking repeatedly or uncontrollably.

IF YOU NOTICE ANY OF THESE SIGNS CALL 911 - PUT THEM IN RECOVERY POSITION

❖ Provide plenty of water. Do not run out!
   ● Place in multiple locations.
   ● Options for water:
     ■ Sealed and bottled
     ■ Covered tank or cooler
     ■ Recyclable cups next to the kitchen sink
   ❖ Serve a variety of non-alcoholic beverages. Be creative

TRUE STORIES:

"At the last party we only had beer. Some folks drank all night but no one got trashed. It’s more fun when you’re not falling down." - Steven, 4th year

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<tr>
<th>Blood Alcohol Level</th>
<th>What Happens When You Drink?</th>
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<td>BAL</td>
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<td>.25–.35%</td>
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This information is not meant to convey that any drinking is safe.

IV. Be Yourself. Don’t assume or overestimate how much others drink.

THE FACTS:

❖ About one-third of Cal students don’t drink.
❖ 77% of all Berkeley students who drink have four or fewer
❖ 22% of Berkeley students binge drink
❖ 69% of new students do not drink
❖ Key informant interviews with UC Berkeley student party throwers in summer 2014 reveal attitudes and behaviors similar to those reported in published research (Lin et al, 2014). College student party throwers express willingness and intention to learn and practice responsible party-hosting skills, however they perceive problems (including binge drinking) as congruent with party norms and that as hosts they have little control over the negative consequences.
TIPS:
❖ Enthusiastically support moderate and non-drinkers. Stop people who pressure others to drink.
❖ Set the scene. Focus the party on non-drinking activities. Have an agenda of non-drinking activities.
❖ Provide plenty of water. Do not run out! Expect Party Goers to ask “Where’s the water?” if they don’t see it.
❖ Serve alcohol with less than 20%ABV. No hard liquor in common areas.
  ● Wine, beer, sake, cider, soju

TRUE STORIES:

"Contrary to common college stereotypes, substance-free partying is a top choice for lots of us." - Bryan, 4th year

V.  Don’t let small problems become big. See something, do something

FACTS:
❖ 60% of student drinkers do not experience negative consequences due to their drinking. However:
  ● 27% did something they later regretted
  ● 21% drove under the influence
  ● 12% had unprotected sex
  ● 8% injured themselves
❖ Among new student drinkers:
  ● 36% were nauseated or vomited
  ● 19% got into an argument
  ● 18% missed class or did poorly on an assignment
  ● 11% got in trouble with police or school authorities.
❖ The Amnesty Policy shields any person from punishment when calling for medical assistance related to drugs or alcohol. For more information: http://ssdp.org/campaigns/call-911-good-samaritan-policies/

TIPS:
❖ Don’t let small problems become big.
❖ Empower guests to speak up if they see something risky.
❖ Place sober security in strategic places to be eyes and ears of the event. They are the first on the scene to prevent small problems from becoming bigger ones.
  ● Security locations:
    ■ The door to manage flow and capacity
    ■ The bar in case someone needs to be cut off
    ■ Back doors, windows, or any alternative entrances where unwanted guests may sneak in
❖ If you see your friend, or someone:
  ● Slurring, swaying - Slow them down. Offer water. Check in. “I’m hearing some slur. Let’s slow it down.”
  ● Dazed, stumbling or making others uncomfortable - Cut them off. Offer water. “We want everyone to stay hydrated.”
  ● Confused, belligerent or vomiting - Get them home. Offer water.
Any sign of alcohol poisoning (CUSP) - call for medical assistance and put them in the recovery position. If left untreated, it can be fatal.

*Remember the acronym C-U-S-P, or CUSP. The signs are:
- cold, clammy or bluish skin,
- unconscious or unable to be roused,
- slow or irregular breathing, and
- puking repeatedly or uncontrollably.

***** IF YOU NOTICE ANY OF THESE SIGNS CALL 911*****

When you interact with 911 and the paramedics:
1. Give them the access to the patient and the information they need to help them - like what and how much was consumed, where it came from, if they've vomited;
2. Make sure patient has ID, phone, keys, and cash on them; and
3. Offer to accompany or pick up when released.
4. When police and paramedics arrive life safety is their #1 priority.

Don’t be afraid to get help if trouble arises. Save these in your phone.
- Poison control (1-800-222-1222)
- 911 for immediate emergencies
- Berkeley Police Non-Emergency Number (510) 981-5900
- Berkeley Fire Department (510) 981-3473
- UCPD Non-Emergency Number (510) 642-6750

**Policies**

- **ASUC Senate Bill**
Associated Students of the University of California (ASUC) Senate endorses the following standardized alcohol risk management practices at parties of 50+ UC Berkeley students and affiliates at non-alcohol-licensed locations where alcohol is served or consumed: serve no alcoholic beverages with greater than 20% alcohol content in common areas, provide plentiful and highly accessible water, mandate sober hosts, security monitors and trained alcohol servers who monitor and intervene for intoxication, and use security measures that keep attendance under the maximum occupancy for the residence or facility.

- **Indoor Entertainment Event Permit**
The purpose of this ordinance is to protect the health and safety of persons who attend indoor entertainment events in occupancies that are not normally used for that purpose, as well as nearby residents, from the risks of fire and associated harms, while minimizing intrusion into the right of persons who wish to sponsor or attend such events. Prior to holding any entertainment involving the service or permitted consumption of alcohol, the sponsor(s) or person or persons responsible for said event shall notify the Fire Marshal and the Chief of Police of the date and time of the entertainment event no later than 10 business days prior to the event. The sponsor(s) shall schedule a pre-fire clearance inspection at such time of notification for the event.

- **Greek Social Code**
- **Second Response & Nuisance**
Due to inadequate supervision, some large gatherings of people, such as parties, frequently become loud and unruly to the point that they constitute a threat to the peace, health, safety, or general welfare of the public as a result of conduct such as one or more of the following: excessive noise, excessive traffic,
obstruction of public streets or crowds who have spilled over into public streets, public drunkenness, the
service of alcohol to minors, fights, disturbances of the peace, and litter. When the City intervenes at a
gathering which constitutes a public nuisance under this chapter, the premises at which such nuisance
occurred shall be posted with a notice substantially in the form attached hereto as Exhibit "A" stating that a
public nuisance under this chapter was caused by a gathering at the premises, the date and time of the
police intervention, and that any subsequent or second police intervention with respect to a nuisance under
this chapter at said premises, including a second intervention that same day or night, within one hundred
twenty (120) days of the first intervention, shall result in the joint and several liability of any guests causing
the public nuisance, persons who are residents or in control of the property at which the public nuisance
occurred, persons who sponsored the gathering constituting the public nuisance, and owners of the
premises as more fully set forth in Sections 13.48.040 through 13.48.060. The residents and persons in
control of such property, and the sponsors of the event, shall be responsible for ensuring that such notice is
not removed or defaced and shall be liable for a civil penalty of one hundred dollars ($100.00) in addition to
any other penalties which may be due under this chapter, if such notice is removed or defaced; provided,
however, that the residents of the premises or sponsor of the event, if present, shall be consulted as to the
location in which such notice is posted in order to achieve both the security of the notice and its prominent
display. The notice shall remain posted for the entire one hundred twenty (120) day period.

- **Social Host Ordinance**

  The purpose is to address the problems and protect the public health, safety and general welfare by
  enhancing the enforcement of laws prohibiting the consumption of alcohol by minors and reducing the costs
  of providing police services to parties, gatherings, or events requiring a response, by requiring hosts to
  ensure minors are not consuming alcoholic beverages.

- **Underage Drinking Laws**

  If you are under 21 and caught with a fake ID, the penalty is a minimum $250 fine and/or 24-32 hours of
  community service, or a maximum $1,000 fine and/or six months in the county jail, **PLUS... a one year
  suspension of your driver's license.** If you don't yet have one, you'll have to wait an extra year to get one.
  *Fake ID includes presenting (in fact, even carrying) anyone's ID other than your own.*

  If you are under 21 and purchase, consume or possess alcohol the penalty is a $250 fine and 24-32 hours of
  community service, plus...a one year suspension of your drivers license. If you **attempt to purchase**
  alcohol the penalty is a maximum $100 fine and/or 24-32 hours of community service, plus...a one year
  suspension of your drivers license. If you don't yet have one, you'll have to wait an extra year to get one.
  (BPC 25658.5)

  If you are under 21, you cannot drive a vehicle with alcohol in it and you cannot drive while under the
  influence. If you are caught driving with any evidence of alcohol in your blood: 1 to 3 year suspension of your
  driver's license. Refusal to submit to a blood alcohol test is an admission of guilt to driving under the
  influence.

  If you are 21 or over, and are caught furnishing alcohol to an underage person: $250 to $1000 fine, a
  minimum of 24 to 32 hours community service to a maximum 6 months in county jail BPC 25658)

- **Amnesty Policy**

  The California Business & Professions Code sections dealing with minor in possession of alcohol and the
  purchase of alcohol by a minor were recently amended to provide for immunity from prosecution for either
  violation if the person involved (1) called 911 and reported that s/he or someone else needed medical
  assistance due to alcohol consumption, (2) was the first person to make the 911 report, and (3) if making the
  call on behalf of someone else, remained on scene with that person until the arrival of help and cooperated
  with medical/law enforcement when they did arrive. This immunity does **not** extend to potential criminal
liability for other activities “made dangerous by the consumption of alcohol” (namely, violations related to driving a vehicle while under the influence of alcohol).

- **Berkeley Quiet Hours**

  Every person is entitled to an environment in which the noise is not detrimental to his or her life, quality of life, health, or enjoyment of property. Quiet hours in Berkeley are 10pm to 7am everyday in every neighborhood.

  **EXTERIOR NOISE LIMITS**
  (Levels not to be exceeded more than 30 minutes any hour)

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<thead>
<tr>
<th>Zoning District</th>
<th>Time Period</th>
<th>Noise Level (dBA)</th>
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<tbody>
<tr>
<td>R-1, R-2, R-1A, R-2A, and ESR</td>
<td>7:00 a.m. – 10:00 p.m.</td>
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<td>10:00 p.m. – 7:00 a.m.</td>
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- **Berkeley Campus Code of Student Conduct**

**Resources and Contacts**

**In case of emergencies:**
- 911 for immediate emergencies
- Berkeley Police Non-Emergency Number (510) 981-5900
- Berkeley Fire Department (510) 981-3473
- UCPD Non-Emergency Number (510) 642-6750

**Warning Signs of Intoxication and Steps to Intervene:** The signs of possible alcohol poisoning and how to call for emergency medical help. Includes information about what to know and do if you're transported to the hospital.

**Assessment Tools:** Use these to help you recognize individual or environmental factors (e.g. policies and practices) that can be related to alcohol-related problems.

**PartySafe@Cal Monthly Newsletter:** sign up for our newsletter and we’ll email a monthly update with information, resources and ways to get involved.

**Cal Party Tips** facebook page: Give a shout out to the party throwers and the party goers who help make parties at their fraternity, co-op, house or apartment world class - socially excellent. Share tips, stories and challenges about how to get the good without the bad.

**UHS - Tang Center: Alcohol and Other Drugs: Information and Resources:** medical, counseling, education and policy resources for students - both on and off campus.
For more details and data - both Berkeley and National visit:  [College Drinking Facts](#)

**Every Bear Gets Home:** The lessons of EBGH are important for every Cal student to be safe, to learn to survive their college years, to help others survive, and to respect the first-responder needs of the larger Berkeley community. We want to teach students how to be safe while they are having fun.

**Bears That Care (BTC)** - an active bystander initiative to make our Berkeley campus safer - wherein community members — like yourself — are able to recognize and intervene in situations that have the potential to be violent or harmful. Attend a Bears That Care Take Action presentation. Questions? 510-642-5991. takeaction@berkeley.edu.

**Contact us:**
- PartySafe@Cal - UHS - Tang Center - Health Promotion
- Coordinator: Karen Hughes  kHughes@berkeley.edu  510-643-9073
- Asst. Coordinator: Leona Chen leonac@berkeley.edu
- 2015-16 Student Team: Email partysafe@berkeley.edu
- Sierra Westhem; Jacob Nikolau; Michelle Fong