

Issue Date: September 20, 2003
Approved by: Council

Review Date: June 30, 2005
Review Responsibility: Director
Function: Policy & Communications

Policy Statement	The interests of PEO, its employees, its volunteers, and all guests can best be protected by careful adherence to and observance of the guidelines on alcohol use. As required by law, no person shall drive while in an impaired condition, and PEO supports the policy of "DON'T DRINK AND DRIVE."
Responsibilities	Whenever PEO (including its chapters and committees) makes alcoholic beverages available at PEO-sponsored events, the following guidelines should be observed when planning and running the event. All conditions of permit from LLBO and the provisions of the Liquor Licence Act and regulations shall apply.
Exceptions	The policy statement holds for all events, however, the full application of the guidelines is intended for large events. For smaller meetings, dinner meetings, etc. common sense and good judgement will be required to limit the consumption of alcohol of attendees to prevent driving in an impaired condition.
Who Should Know this Policy?	The host banquet manager, hotel meeting coordinator, and owner of the facility hosting PEO events. All employees of PEO, its volunteers and all guests attending PEO sponsored events.
Related Documents	Guidelines for Serving Alcohol at PEO Events
Rationale	<i>PEO recognizes that the responsible use of alcohol is important to the safety and well being of employees, volunteers and guests.</i>

Guidelines for Serving Alcohol at PEO Events

The PEO planner shall:

1. Provide the site coordinator (banquet manager, hotel meeting coordinator, owner of the facility, etc.) with a copy of this guideline.
2. Develop the event agenda in conjunction with the site coordinator. The agenda will include establishing start and stop times for serving alcohol. The agenda may include, among other things:
 - limiting the total number of drinks to be served (to the equivalent of no more than one drink per hour per person)
 - offering a cash bar
 - limiting the number of alcohol beverage tickets, or consider offering a cash bar for a limited time period

The agenda must state that the PEO planner must approve any variance.

3. Require that the site coordinator direct those serving alcoholic beverages to report to the PEO planner or monitor(s) those persons they suspect may be drinking to excess. In addition, a method of communicating these concerns to the PEO planner for corrective action will be discussed. The PEO planner and monitor(s) will also circulate through the group for the same purpose.

It is recommended that one monitor is required for every 100 people in attendance at the event.

4. Require that the site coordinator direct those serving alcoholic beverages to enforce all applicable provincial drinking laws, e.g. request ID from any person they suspect may be underage, discontinue alcohol service to any participant who appears to be intoxicated.
5. Make arrangements for food or snacks to be available during any events where alcoholic beverages are served.
6. Arrange for special event liability insurance (\$1 million) that names the site as an additional insured.
7. PEO planner makes the decision based on the Alcohol and Gaming Commission of Ontario (AGCO) on intoxication guidelines and arranges, at PEO's expense, for safe transportation (public and/or private transportation) or a subsidized hotel room for those persons unable to get safely to their final destination at the conclusion of the event. Plans for safe transportation could include such options as: a designated driver program, taxi fare, and calls to the police if an intoxicated participant insists on driving, etc.
8. When the PEO planner and monitor(s) become aware of a disruptive individual, caution should be exercised when approaching the person. The following are some tips:
 - a. Never approach the person alone. When a participant is involved, the planner should, if possible, request a PEO senior management person to assist in approaching the person. Otherwise the site coordinator or security personnel should be requested to assist.
 - b. Should strong measures be necessary, the site security or police should be notified to deal with the situation.
9. Common sense and good judgment will be required as part of all "pre-event" planning involving any use of alcohol. The safety and well being of employees, volunteers and guests are critically important.

Recognizing Intoxication for PEO event planner or monitor(s)

Although individual reactions to alcohol may vary, people follow certain general patterns as they approach intoxication.

Listed below are ten main signs that indicate the individual is becoming drunk (taken from Alcohol and Gaming Commission of Ontario (AGCO) guidelines on recognizing intoxication). These signs may appear in any sequence or be clustered, depending on the individual. As people become intoxicated, they will show more signs. Drinkers showing three can most certainly be considered intoxicated.

1. **Inappropriate speech volume:** Drunks frequently speak in volumes inappropriate to the situation. They shout when it isn't necessary, whisper when there's no need for secrecy. The voice may go from low to high (or vice versa) when there is no reason to suggest that a change in volume is necessary.
2. **Motor control (fine) deteriorates:** As people become drunk, their skills requiring fine motor control (hand-eye coordination) deteriorate. Intoxicated individuals may fumble with cigarettes or have difficulty picking up things. As their coordination declines, people also misjudge distances. They may set a drink down hard on a table, thinking that the table is lower than it is, or miss ashtrays when smoking.
3. **Pace of speech:** Intoxicated individuals may change the rate of their speaking, alternating racing speech with slow speech, or talking consistently slow or fast.
4. **Alertness decreases:** Intoxicated individuals take longer to respond to questions or react to events. They may not be able to understand or pay attention to what you're saying. They easily become muddled, and you have to repeat simple questions or requests before they respond.
5. **Inappropriate sweating:** Intoxicated individuals may sweat more than might be considered normal given the surrounding temperature, conditions or situation.
6. **Red eyes:** Take note if an individual's eyes are bloodshot to any degree.
7. **Motor control (gross) deteriorates:** Alcohol also impairs skills requiring gross motor coordination. Intoxicated individuals may have difficulty standing upright or walking a straight line. They weave, misstep or stumble, perhaps bumping into other people or furniture. To compensate, they may put their hands out at the sides for support or balance.
8. **Enunciation poor, slurring words:** Alcohol relaxes muscles, including those in the mouth, making it hard to speak clearly and distinctly. An intoxicated individual may make a single error—repeatedly stumbling over one word—or slur several words together. This is a very good sign someone is impaired.
9. **Noticeably shallow breathing:** An intoxicated person may breathe noticeably slower or shallower than others. There may be weakness in breath, with little air inhaled or exhaled.
10. **Tiredness:** Alcohol is a depressant. As individuals become intoxicated, they show signs of being tired or sleepy. Their eyes may be heavy or closed, or they may have a placid or fixed gaze.

Dealing with Intoxicated Individuals

The Addiction Research Foundation offers these strategies to deal with individuals who show signs of intoxication:

One Sign - Become alert for the development of other signs (a single sign is not necessarily linked to intoxication)

Two Signs - Monitor the individual carefully

Three or more Signs - Serve no more alcohol to this individual under any circumstance.