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| **EVENT TITLE** | |
| **Event Manager contacts** | Contact name: contact mobile number |
| **ID requirements for event if applicable** | All attendees have been asked to bring photo ID / University card… |
| **Event Dates** |  |
| **Event Times** |  |
| **Event Venue(s)** |  |
| **Host** |  |
| **Dress Code** |  |
| **Specific H&S details** | e.g. PPE required on a building site / Covid precautions taken |

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| **INCIDENT TEAM & INCIDENT PLAN** *Roles may double-up at small or low-risk events*  *\*Delete explanations if not required* |

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| **Incident Team Leader** | Contact name (senior internal, not event host)  *Lead on decision-making and communication, reassuring host and guests, and communicating key actions and decisions (including to Press if no officer onsite).*  *Supported by team below to inform decisions* | mobile number |
| **Meeting point** | Location where Incident Team will meet (just outside event space)  *Please note, any urgent matters should be dealt with before assembling. e.g. evacuating building / contacting First Aid / emergency services / security* | |
| **Event logistics** | Contact name (event manager)  *Informer to Incident Team Leader, responsible for calling emergency services, communicating with team and venue, following up decisions with practical logistics and actions, guest and venue management, event continuation, communicating knock-on effects of incident to wider stakeholders including suppliers* | mobile number |
| **Venue logistics** | Contact name (duty manager)  *Responsible for venue evacuation, providing venue information to enable incident team decisions* | mobile number |
| Evacuation lead: e.g. Venue staff would lead evacuation, event stewards would assist  Assembly/Muster Point: detail location | | |
| **Security** | Contact name  *Onsite/offsite security support, key contact with University Security Services (and visiting security if applicable), responsible for calling 999 if required* | mobile number |
| **Press liaison**  *Role* | Contact name  *Manage any onsite press or liaise with Duty Press Officer offsite, agree media statement with Incident Team Leader and ensure joined-up comms across University, local and National media.* | mobile number  Duty Press Officer  Weekends only: 07738 135619 |
| **First aid responder**  *Role* | Contact name  *First responder if first aid is required, liaising with emergency services when they arrive onsite* | mobile number |
| First Aid Kit and defibrillator are available at detail location. | | |
| **Scribe**  *Role* | Contact name  *Take note of incident, time, those affected, actions and by who, developments and decisions taken* | mobile number |

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| **EMERGENCY CONTACT NUMBERS** | |
| **University Security Services** | To report an emergency 01865 289999  To contact the control room 01865 272944 |
| **University Press & Information Office** | During office hours 01865 280528  At weekends and bank holidays 07738 135619  Security Services also hold home contact numbers for the press office team and can pass on a message on weekday evenings or if mobile number is not answered |
| **University Safety Office** | 01865 270811 |
| **Estates Services** | 01865 278750 |
| **Vice-Chancellor’s Office** | 01865 270243 |

**APPENDIX:**

* **Guest list if applicable**
* **Table plan if applicable**
* **Photos of prominent VIPs if applicable**

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| **RUNNING ORDER** *Only relevant sections from Event Manager Briefing* | | | |
| **Time** | **Event** | **Space** | **Action/Notes** |
| **Day and Date** | | | |
| 16:30 | Doors open |  | If staggered, ensure Incident Team Leader is onsite in good time  Please bring photo ID with you  There will be a reserved seat at the front for you. |
| 17:00 | Event begins etc |  |  |
| 18:00 | Post-event reception |  |  |
| 18:15 | Speeches |  |  |
| 19:00 | Guest departures |  | If staggered, ensure Incident Team Leader is onsite to the end |

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| **INCIDENT RESPONSE**  *Examples below for a high-risk and/or large event. Edit as appropriate for event risk level.*  *For large, high risk or high-profile events an extended* [*Incident Response Plan*](https://unioxfordnexus.sharepoint.com/:w:/r/sites/PublicAffairsDirectorate-EventsOffice/Shared%20Documents/General/Templates/Incident%20Planning/INCIDENT%20RESPONSE%20PLAN%20Template.docx?d=w59bd7c12097446f2a2aa449ed3e5e8e3&csf=1&web=1&e=fP804r) *may be required.* |
| **KEY ROLE CANNOT ATTEND ON THE DAY OF THE EVENT *examples below***   * **VICE-CHANCELLOR** – Event is cancelled and the written oration is circulated online? And/or the Oration is recorded and made available online at a later date. * **SENIOR PROCTOR** – The Junior Proctor steps in. * **PVC** – Name is omitted from the ceremony. They are instead sworn in during a regular meeting with the Proctor. |
| **POTENTIAL ISSUES AROUND ENTRY *examples below***   * We over sold the event by 25% based on the lower end of previous dropout rates. If the dropout rate is less than this on the night we may hit capacity and have to turn people away. * If we fill the venue, people who have not registered but would like to attend may be disappointed. We must adhere to venue capacity given. * If we do not have capacity for anyone who kicks up a fuss, in the first instance the Incident Lead will deal with their complaint. It may be necessary, if they get abusive, to ask for support from **University Security Services (USS).** |
| **IN CASE OF FIRE / TERROR THREAT**  Evacuation lead: e.g. Venue staff would lead evacuation, event stewards would assist  Assembly/Muster Point: detail location   * In the case of fire alarm sounding, Venue stewards will lead and manage any necessary building evacuation. * Venue staff / Events staff are aware of evacuation procedure, muster point and evac chair procedure * The **INCIDENT TEAM** should quickly assemble and take a decision as to whether the event should continue or not, and what will be communicated (outdoors if necessary). Considerations including timing of return to the building, timing of evacuation in event programme. * Following any evacuation, direction will be taken from the **INCIDENT TEAM LEADER** * Venue / Events stewards / Proctors’ Officers will have radios – messages can be cascaded to stewards using the radios. Stewards can then verbally cascade messages to guests, if the **INCIDENT TEAM LEADER** is not able to address them. |
| **IN THE EVENT OF VERBAL DISRUPTION FROM A MEMBER OF THE AUDIENCE / PROTEST**   1. **INCIDENT TEAM LEADER**, will take the lectern and invite the individual to sit down and desist from causing a disruption otherwise the lecture/event may be discontinued. 2. If the individual does not desist, then the **INCIDENT TEAM LEADER** will suspend the event and the Host and/or Keynote Speaker / VIP will return to the green room / named building. 3. The security team will be on hand to try and encourage the disrupter to leave.  However it may be the case, if the disruption goes on for a protracted length of time, that a decision be taken by **INCIDENT TEAM LEADER** (in discussion with host and **INCIDENT TEAM** where possible) as to whether to abandon the event. 4. The security team will escalate to police if necessary. |
| **VENUE UNAVAILABLE BEFORE OR DURING THE EVENT**  Potential alternative venues may be listed, noting that Event Manager would coordinate. |
| **INVACUATION (e.g. building takeover / threat of terrorist incident)**   * **SECURITY LEAD** will assess threat and communicate to **INCIDENT TEAM LEADER** and **VENUE** **MANAGER.** * **SECURITY LEAD** to contact Police if required and remain in contact * Assuming threat is outside the building, **VENUE MANAGER** to instruct venue stewards to lock external doors and remain at fire exit doors in case evacuation required. * **INCIDENT TEAM** should quickly assemble and **INCIDENT TEAM LEADER** to take a decision as to whether the event should continue or not, and what (if anything) should be communicated at this point. * If invacuation is precautionary, event may be able to continue without guest comms * If threat is substantial (e.g. bomb threat), **INCIDENT TEAM LEADER** to communicate to VC and guests * **EVENT MANAGER** and **VENUE MANAGER** to lead any necessary movement of guests away from windows (e.g. to lower level space), where possible. * **SCRIBE** to note down details of the incident, including timings, people involved, messages received, guidance given and comms going out * On direction of **INCIDENT TEAM LEADER, MEDIA MANAGER** to make contact with PAD Social Media Team to consider a holding message going out and agree reactions to any associated posts. * **MEDIA MANAGER** to ensure security team, venue, events team and senior internals are aware of the message going out and ensure consistency in content. * EVENT MANAGERto consider necessary supplies (e.g. water/food) and any later events that may be affected by timing e.g. lunch |
| **WET WEATHER PLAN** |