**999**

**Remain the liaison point with Emergency Services and Security Services.**

**Press Liaison**

Will contact the Director of Public Affairs, who has overall responsibility and will liaise with the VC/VC’s Office and Registrar.

Make a decision on how to proceed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event Manager: | | | | | | | |
| Date: | | | Location: | | Event: | | |
|  | | | | | | | |
| Incident no. | Time | Description of incident | | Person(s) involved | Action taken | Emergency services involved | Status e.g. resolved, processing |
|  |  |  | |  |  | Yes / No |  |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |