**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 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |