INCIDENT PLAN

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# KEY ROLE CANNOT ATTEND ON THE DAY OF THE EVENT

*Consider suitable alternative representatives*

* **HOST / KEY SPEAKER** – Event is cancelled / Host has a suitable replacement / lecture is postponed or recorded and made available online at a later date.

# VENUE UNAVAILABLE BEFORE THE EVENT

*Consider alternative venues that could be contacted in this scenario, ideally have a conversation pre-event and have the assurance that another venue is available.*

## e.g. Ceremony

If the Event Manager is made aware with a few day's notice or on the day of the event that the theatre is unavailable, transfer the event plans to hold the ceremony in an alternative venue nearby. Consider numbers. E.g. If sign-up numbers are over 100 (venue capacity is 100), in-person audience should be limited to those who need to be there (VC, Processional guests, PVCs and Clerks) and those invited to the lunch if applicable (Senior Internals).

# ADVANCE THREAT RECEIVED AGAINST EVENT OR INDIVIDUAL

**INCIDENT TEAM** meet (in agreed location if already onsite) and take a decision on the level or risk, and whether the event should continue or not.

*Consider the validity of the threat, intelligence behind it, who reported it to us, e.g. Proctors’ Office / Thames Valley Police?*

*Consider who would need to be made aware, depending on the threat level, and wishing to avoid panic or cancellation:*

* *Host(s)*
* *Individual concerned*
* *Other key individuals at risk alongside*
* *All guests?*
* *General public?*
* *Other venues involved in the events*

# CEREMONY IS INTERRUPTED BY A GUEST

## e.g. Through noise, holding up a sign or banner etc

* No security risk, **INCIDENT TEAM LEADER** will initially approach and calmly talk to the guest.
  + If the disruption continues, the **INCIDENT TEAM LEADER** may decide to pause the event.
  + **INCIDENT TEAM** meet in agreed location and take a decision as to whether the event should continue or not, and whether the host should exit to another building.
  + **INCIDENT TEAM LEADER** to address the guests, if necessary, to explain whether the event will continue, pause or come to an end. If the ceremony does not continue, those attending lunch should be told to proceed there. Those not attending the lunch should be told to leave the theatre.
  + **EVENT MANAGER** to notify Caterer and Venue the arrival time of guests has changed and to have drinks served asap.
  + Steps to be taken by security to ensure that disruptive guest does not enter the lunch
* If there is a Security risk, **EVENT MANAGER** to alert **SECURITY LEAD**, who should step in to manage the situation. **SECURITY LEAD** to speak to guest in an attempt to avert further disruption.
  + **INCIDENT TEAM LEADER** to pause the event, communicate to host and guests and consider if the host should return to another building (if seen to be a target and/or at risk).
  + **INCIDENT TEAM** to immediately meet and decide if guests should be evacuated for safety or if the event could continue.
  + **INCIDENT TEAM LEADER** to communicate a decision to guests.
  + See **EVACUATION** below if necessary

## e.g. Protest glue/chained

May 2024: In light of recent protest at US and UK Universities, please note the University’s agreed statement in the case of protest, which should be reflected in response and communication:

*“We are aware of the ongoing demonstration by members of our University community. We respect our students and staff members right to freedom of expression in the form of peaceful protests. We ask everyone who is taking part to do so with respect, courtesy and empathy. Oxford University’s primary focus is the health and safety of the University community, and to ensure any impact on work, research and learning, including student exams, is minimised. We stress that there is no place for antisemitism, Islamophobia, anti-Palestinian discrimination, or hate directed towards any faith, race, nationality or ethnic group at the University of Oxford.”*

* **EVENT MANAGER** to notify **SECURITY LEAD** and **VENUE MANAGER.**
* *If protest is restricting guest access/exit to/from the venue* **EVENT MANAGER, VENUE MANAGER** and **SECURITY LEAD** to consider alternative routes and access.
* *If protest is inside the venue,* **SECURITY** to enter the venue, talk with the protesters and manage the situation, with the expectation that the event can continue.
* **INCIDENT TEAM** to meet and decide on if the event should continue or end based on the level of disruption, and how long removal may take.
* **SECURITY LEAD** to contact **POLICE** if protest indicates a potential health and safety threat.
* **INCIDENT TEAM LEADER** to pause the event, communicate to host, guests and general public if applicable, and consider if the host/speaker should leave the building.
* **INCIDENT TEAM LEADER** to address the guests.

# EVACUATION

## e.g. Sheldonian

* **SHELDONIAN STEWARDS** will assess threat and manage any necessary building evacuation
* 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).
* **FIRST AID RESPONDERS** should act if required, and if safe to do so. **INCIDENT TEAM** to contact emergency services if required.
* Following any evacuation, direction will be taken from the **INCIDENT TEAM LEADER,** who should address guests directly if possible.
* **EVENTS / SHELDONIAN STEWARDS** and **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.

## Continuation plan if venue evacuated at the start of the event

* **INCIDENT TEAM LEADER** to address the guests and clarify who should remain onsite:
  + Lunch guests only (incl. VC, Processional guests, PVCs and Clerks) move to another venue
* **Event stewards** to relay messages to guests and help move them into other venue. Capacity is 100. Therefore depending on attendance not all guests would be able to attend. **Use lunch list** to check off names on the door. Fill the venue and then send people away once it is full, with apologies.
* **EVENT MANAGER** to locate the **VC** and **Senior Proctor** and guide them to their new places (Bedels can assist).No microphone will be used.
* **Event Steward** to sit next to PVC’s during the ceremony. If evacuated steward to guide this row of people to other venue and sit them in a front row. Double check they are all there, if anyone is missing make sure the Senior Proctors is aware for reading out the names.
* **EVENT MANAGER** to direct event to resume from stopping point once all guests are seated.
* **EVENT MANAGER** to alert the Catering Company who will be setting up in the Divinity School.
* If moved to a new venue then proceedings are no longer filmed as we won’t have sound from the sound desk. Therefore we would share the written oration with no video post event.
* Exit procession is cancelled.

## Continuation plan if the venue is evacuated towards the end of the event

* **EVENT MANAGER** to let the VC know the remaining oration will be shared post event.
* **INCIDENT TEAM LEADER** to address the guests and clarify who should remain onsite
* Lunch guests to go directly to Divinity School. **EVENT STEWARD** to check guests in on iPad. **EVENT MANGER** to make the Caterers aware and have drinks served asap. Then get food service out ASAP.
* Other **EVENT/VENUE STEWARDS** to relay messaged to guests and ask them to disperse (if not lunch guests), advise that they can read the remaining Oration on the Staff Gateway post-event
* The PVC’s will be sworn in, in a Proctors meeting at a later date. **EVENT MANAGER** to flag to Proctors’ Office post event.
* **EVENT MANAGER** to approach the VC after the event to ask if she would like to record the remainder of the Oration or re-record the whole Oration. Or if she would rather share in written format.

INVACUATION(e.g. building takeover / threat of terrorist incident)

* **SECURITY LEAD** will assess threat and communicate to **INCIDENT TEAM** including **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 MANAGER** to consider necessary supplies (e.g. water/food) and any later events that may be affected by timing e.g. lunch

# WET WEATHER PLAN

## e.g. Ceremony

If it is raining heavily before the ceremony, procession to form up at Divinity School and processes across the quod to the South Door with Proctors officers and Event team holding umbrellas.

If it is light rain, the procession will depart from the Clarendon Arch, as normal, and participants will be provided with umbrellas.

After the ceremony, if it is raining heavily, Event Stewards will be at the South Doors with umbrellas for departure across to Divinity School.

# ADD VENUE FLOORPLANS / SEATING PLANS / PROCESSION ROUTES / ACCESS POINTS if useful