

Event Risk Management at UBC

Many events take place on UBC's campuses throughout the academic year and during seasonal breaks. These include official university events, student-run initiatives and externally-organized room bookings.

It's important that campus user safety and wellbeing is considered for all events that take place on any of UBC's campuses. To ensure this, an event risk assessment must be carried out for every event taking place on UBC campuses by the individual who manages the booking space.

Review the checklist below; if any of the statements apply to the event in question, complete this form and forward it to outdoor.events@ubc.ca and campus.security@ubc.ca. If the event requires further risk management, a member of the team will get in touch with you.

- There is social context that heightens the risk profile of the event, such as political climate, sensitive subject matter and/or heightened attention in the media, etc.
- The event may draw community groups (e.g. participants, organizers, protestors) of opposing ideologies that have a history of confrontation and/or may result in safety concerns or require the presence of Campus Security.
- The content of the event may plausibly include discriminatory or hate speech contrary to the British Columbia Human Rights Code or the Criminal Code.
- The event may involve external entities such as media, police and/or fire services.
- Attendance may exceed the capacity limits of the space (i.e. no tickets required).
- The event has potential reputational impact to the University.

UBC Event Details	
Name of event	
Date of event	
Reason(s) for event referral and/or additional details	
Contact details for person submitting form	

If at any time an event book/venue organizer feels there is a heightened risk related to a booking they are encouraged to refer the event through this process.

