

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-organised 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 identification 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**. If the event requires further risk management a member of the team will get in touch with you.

There is relevant social context that heightens the profile of the event, such as political climate, sensitive subject matter, and/or recent controversy in the media, etc.

There is relevant history around components of the event (e.g. participants, organizers, protestors) that includes safety concerns, or requires Campus Security.

There is a reasonable basis to believe that the content of the event may include discriminatory or hate speech contrary to the British Columbia Human Rights Code or the Criminal Code.

The event involves media and/or additional support from police and/or fire services.

There is a large planned attendance (>250).

The event has potential reputational impact.

UBC Event Details	
Name of event	
Date of event	
Reason(s) for event	
Contact details for person submitting form	

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

