UPPSALA UNIVERSITET

UFV 2026/746

EXTERNAL

Event security

Guidance from the Security and Safety Division

Affirmed by Chief Security Officer 2025-11-03

About the Security and Safety Division's advice and recommendations

When the Security and Safety Division gives advice and recommendations, these normally follow general advice/equivalent published by the Swedish Civil Defence and Resilience Agency, the Swedish Security Service, the Swedish Armed Forces or another, in this context, relevant expert authority. In individual matters, the division's staff can also provide advice based on own experience in the field related to the university's needs.

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Definitions

Alarm chain	A cohesive process that enables the initiation of an emergency call to follow a pre-determined path (which may involve multiple and different actors) and results in a purposefully correct outcome, typically involving the initiation of a response action.
Campus guard	Uppsala University’s campus guards operate around the clock on the University’s campuses. Campus guards are called via the University’s emergency number and can quickly arrive on site if help is called.
Event at Uppsala University	An organised event that takes place at the University's premises and is not part of a planned teaching or research. Examples: doctoral defences, lectures open to the public, job fairs, association activities, inaugurations, etc.
EXTERNAL	The category of the document. The document is created to be shared internally and may be shared externally.
On-call officer (TiB)	The On-call officer (TiB) is the University's function for receiving alarms about acute events (crises). The function can be reached via the university's emergency number all year round, around the clock. TiB is an information receiver and an operational resource to the crisis management. In the event of an emergency alarm, TiB reports to the Chief security officer and coordinates the initial work before other parts of the organisation have started.
Preparedness	Preparedness refers to the state in which one is prepared to meet an imaginary situation that may arise, often of a critical nature. By being prepared, many situations can be prevented and prevented, which means that life, health and property are safeguarded before anything happens.
Risk reduction	Measures taken to 1) reduce or completely eliminate the likelihood of an incident occurring, or 2) reduce or completely eliminate negative consequences in the event that an incident does occur.
Security Plan	A plan for an event (see the definition of Event at Uppsala University) with instructions on how

	assessed risks related to the event are prevented and how other safety-related issues are handled.
Uppsala University's emergency number	018-471 2500

About the Guidance

Event security is a broad field, and which parts are relevant for an event are determined based on factors such as location, number of participants, and topic. This guidance provides advice and recommendations on event security planning with a focus on common events at Uppsala University, such as lectures, dissertation defences, fairs, and concerts. The key is that an event is safe, secure, and offers a good experience, i.e., ensuring that the audience can have a good experience without getting hurt or feeling unsafe[1].

For a broader review of event security, the Swedish Civil Contingencies Agency's (MSB) 'Event Safety Guide 2021'[2] is recommended. It notes, among other things, that: *'The purpose of security planning for an event is to create predictability and thereby increase the conditions for a safe event. It is important to gain knowledge about the risks and vulnerabilities that exist, what can happen, and what is required for the public and staff to have a safe and secure experience. Therefore, it is important for the organiser to identify potential risks and how they should be managed.'*[3]

Event at Uppsala University

The Security and Safety Division defines an event at Uppsala University as:

An organised occurrence carried out on the university's premises that is not part of scheduled teaching or research.

Examples of events include:

- lectures open to the public
- academic ceremonies (doctoral degree conferment ceremonies, inauguration of professors, etc.)
- dissertation defences
- career fairs
- student association activities
- inaugurations
- conferences
- concerts
- markets in the Linnaean Gardens

[1] Säkerhetsguide vid evenemang, s. 25, MSB, 2021

[2] https://www.msb.se/sv/publikationer/sakerhetsguide-for-evenemang-2021/

[3] Säkerhetsguide vid evenemang, s. 19, MSB, 2021

- theatrical performances

Organiser's Responsibility

The organiser of an event at Uppsala University is responsible for the safety and security of the event. This includes, among other things, that:

- visitors should be able to feel safe and well-informed in the event of an incident,
- the Police is informed about, or have granted permission for, the event in cases where it is required under the Public Order Act (1993:1617), and
- the facilities management/equivalent is informed about any potential risks that the event is assessed to pose.

The Campus Area/Equivalent Emergency Preparedness

At the same time as an event in the university's premises, other activities usually take place in the surrounding rooms and buildings. The persons responsible for the premises, the facilities management/equivalent, may have information about activities that, when many events are held simultaneously or close to each other, could collectively entail more risks than you as a single organiser could anticipate. If the facilities management/equivalent requests that additional measures be taken to increase safety during the event, such as arranging campus guards to ensure order around the event in the specific case, it is important that you as an organiser comply with such requirements. By contributing with measures that enhance safety during an event, you help support the area's overall crisis preparedness.

Event Security Planning

The Security and Safety Division has developed a process for event security planning as a methodological support for organisers. The extent of the planning is determined by factors such as location, number of participants, format, and topic. The methodological support consists, among other things, of:

1. Guidance on event security (this document)
2. Form: The organiser's risk assessment for events at Uppsala University
3. Security plan templates

The form for the risk assessment and the security plan templates are available in the Staff Gateway[4] and are described in more detail below.

[4] https://www.uu.se/medarbetare/stod-och-verktyg/sakerhet/sakerhet-pa-campus/sakerhet-vid-evenemang

With the help of the methodology support, you as an organiser can carry out a risk review, assess identified risks, and identify relevant protective measures to implement. In general terms, it is about assessing what needs to be protected at the event. This could be people, the execution of the event, preventing fires, avoiding conflicts, and so on. By identifying possible scenarios that could occur, estimating the likelihood of their occurrence, and assessing the potential consequences, conclusions can be drawn about which risk-reducing measures are relevant. Common measures at events include having evacuation plans in case of fire or plans in case of incidents/medical emergencies. At larger events, campus guards are often employed, for example, to prevent disturbances among people (audience/spectators). The process is summarised in Figure 1.

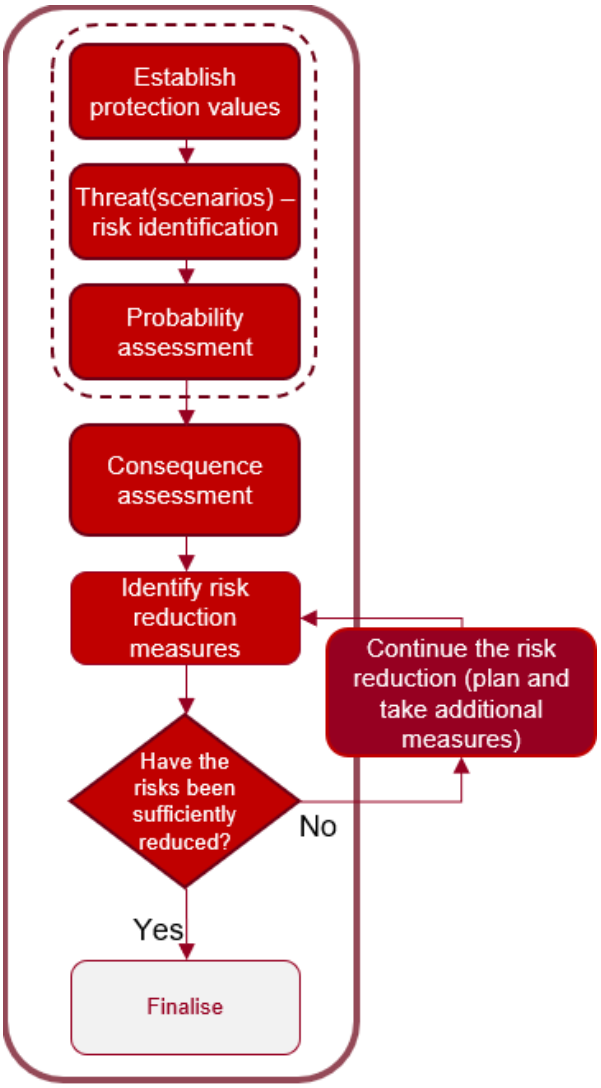


Figure 1 Risk assessment

Common to all event security planning at Uppsala University is that the organiser collaborates with the facilities management/equivalent responsible for the location where the event is held. The flowchart in Figure 2 below provides an overview of the process.

On the following pages, the organiser's risk review (the form), security plan, the role of stewards, and fire safety are first covered. After that, there is a review of what a public assembly/public gathering (the Public Order Act (1993:1617)) entail for events organised at Uppsala University. The guidance concludes with a brief section on the execution of the event (before, during, and after) as well as the alarm chain at Uppsala University.

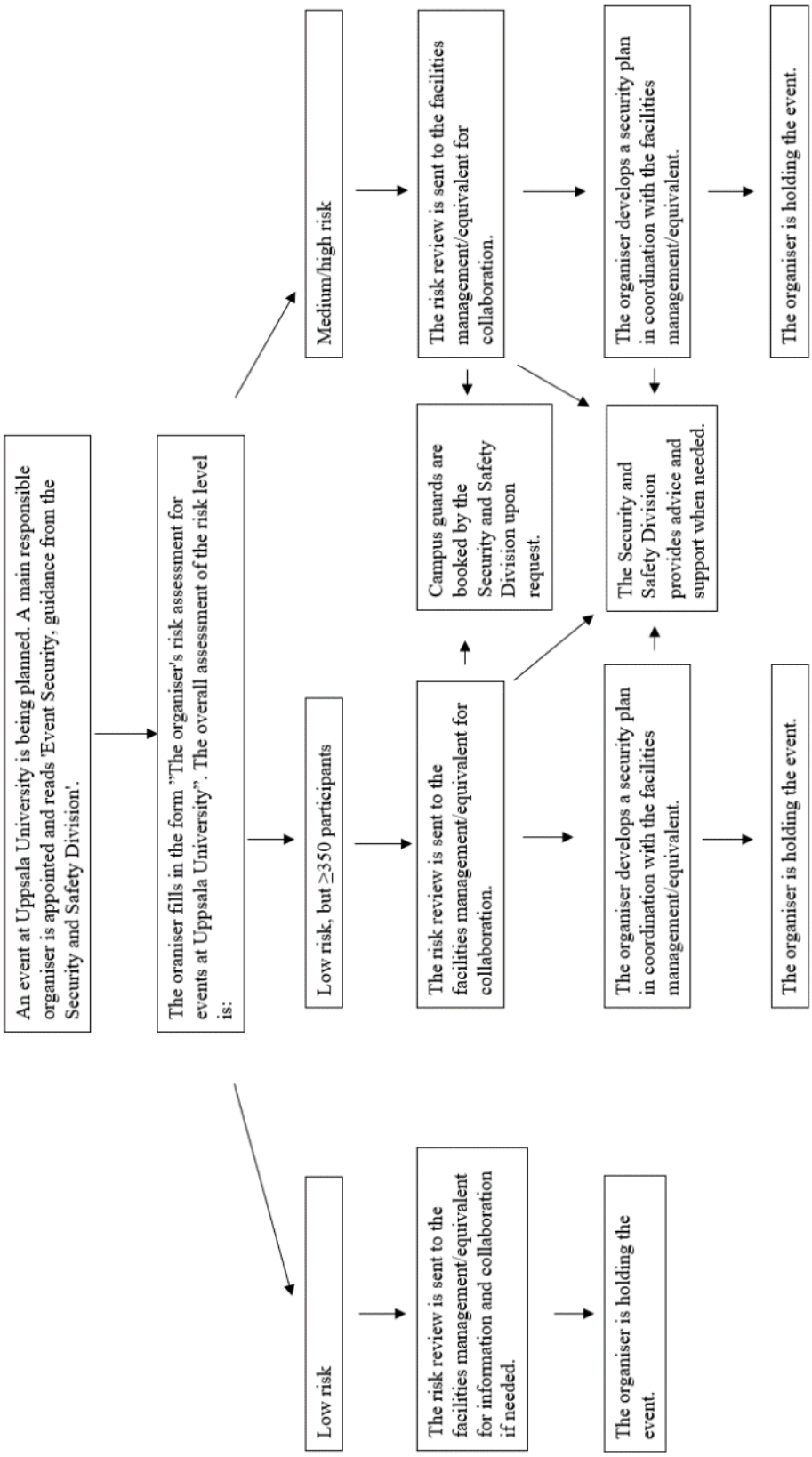


Figure 2. Flowchart of the event security planning process at Uppsala University

The Organiser's Risk Assessment before Events at Uppsala University

The risk review (the form[5]) is a tool in security planning aimed at helping the organiser identify and assess risks as well as provide relevant collaborating parties (such as the facilities management/equivalent) with information about the event and any assessed risks. The risk review is sent to the relevant facilities management/equivalent, which, if necessary, collaborates with the Security and Safety Division. The organiser also receives a copy of the submitted notification when it is sent in.

The risk assessment form consists of five parts described below.

1. General information
2. Risk assessment
3. Requests for campus guards at the event
4. Public gathering and public event
5. The organiser's overall assessment of the event

General Information

The first, overall, section includes, among other things, who is primarily responsible for the event. Note that the person who is primarily responsible for the event is also primarily responsible for security at the event. The person who is primarily responsible therefore needs to be present at the event and reachable via the provided contact information.

Another point in this section is information about the number of participants and the target audience for the event. Specify whether the event is aimed at employees, students, a smaller group of specially invited guests, and/or the general public. Also provide an estimated number of participants. If the event is expected to have 350 or more participants, a security plan should be prepared and submitted to the facilities management/equivalent, regardless of the results of the risk assessment. This is because a larger audience in itself constitutes an increased risk, where factors such as evacuation, medical incidents, signage for crowd flow, etc., should be considered. For recurring events of a similar nature, the organiser can likely reuse previous security plan, with minor adjustments so that the security plan is always kept up to date with the date/time, responsible organiser, contact information, etc.

Risk Review

The section with the risk review consists of a number of yes/no questions that are designed to help the organiser reflect on any potential risks associated with the event. The answers to the questions form the basis for the organiser's overall assessment of the risk level (low/medium/high) for an event. The overall assessment is indicated at the

[5] This form has replaced the previous form “Registration of an event”.

end of the form. If a question is answered with yes, a text box appears where planned risk management measures can be specified.

Regarding issues such as any potential threats against speakers or similar and/or specially invited guests and whether they have personal protection, the organiser is advised to have a dialogue with them to obtain a good basis for the risk assessment.

For questions concerning evacuation routes, venue capacity, other events in adjacent spaces, sensitive equipment/environments, etc., the organiser is advised to contact the facilities management/equivalent responsible for the specific location.

For questions regarding, for example, threats and topics that may be considered controversial, the organiser is welcome to contact the Security and Safety Division.

Request for Campus Guards at the Event

For events where the organiser's overall assessment indicates a higher risk level, the organiser may consider booking security personnel, usually in the form of campus guards. All security within the University´s area is carried out by staff from the University's contracted security provider. The only exception is for individuals with personal protection (for example, from the Security Service or the Police).

The organiser is responsible for the cost[6] of any security measures. Booking requests must be submitted to the Security and Safety Division no later than 15 working days before the event and are most easily made by indicating the request for campus guards in the form. If a booking request becomes relevant at a later stage in the planning process, the organiser can send a copy of the risk assessment and supplement it with the following information:

1. Date and time of the monitoring
2. Location
3. Number of guards (usually two)
4. Instructions for campus guards (e.g., monitor outside the hall/inside the hall)
5. Attire: standard uniform or uniform with jacket (only for formal occasions)
6. Contact information for the responsible organiser
7. Billing information

The Difference between Campus Guards and Public Order Officers

Campus guards and public order officers have different powers[7]. Event security is usually handled by campus guards. Public order officers can only be booked if the

[6] For external organisers, a registration fee of approximately 2000 SEK excluding VAT applies. Organisers employed at Uppsala University and students at Uppsala University do not have to pay any registration fee and only pay an hourly rate. Questions about the cost of security can be directed to the Security and Safety Division at security@uu.se.

[7] For more information, see: https://polisen.se/lagar-och-regler/ordningsvakter/vad-gor-en-ordningsvakt/

Police have specified it as a condition following a notification/application for a public gathering/public event (see below). If an organiser receives conditions requiring public order officers, this must be immediately reported to the Security and Safety Division as these need to be booked well in advance.

The Organiser´s Overall Assessment of the Event

The fifth and final part of the risk assessment is the organiser's overall evaluation of the risks associated with the event. It is based on the results of the risk assessment. The form indicates whether the overall risk level is considered low, low but with 350 or more participants, medium, or high. If several of the questions in the risk assessment are answered with yes, the overall risk level is likely to be medium or high.

Low risk level

If the organiser assesses that the event has a low risk level, the information in the form is sent to the relevant facilities management/equivalent for any comments and further collaboration.

Even if the event is assessed as having a low risk level, it is recommended that at least the following points are ensured:

- Any permits are documented.
- The organisation for evacuation and medical care is on site.
- Everyone who works with the event must be familiar with the alarm chain at Uppsala University (see below).
- Follow local regulations. Collaborate with the Campus Management for more information.

Medium/High Risk/350 Participants or More

If the organiser assesses that the event has a medium/high risk level and/or the event is expected to have 350 or more participants, the information in the form is sent to the relevant facilities management/equivalent for any comments and further coordination. The next step in event planning in these cases is to prepare a security plan for the event and send it to the relevant facilities management/equivalent. The facilities management/equivalent collaborates with the Security and Safety Division as needed.

Security Plan

The security plan brings together all parts of the security planning. When the event begins, the goal is for the security work to:

- largely be completed through the preparations made by the organiser, and
- be carried out according to the established plan for the event.

By gathering all security documentation in one place, communication between the parties involved is also facilitated.

Security plan templates for events at Uppsala University are available in the Staff Gateway. The templates include, among other things, descriptions of the event organisation (roles of those responsible and staff), any permits, participants/audience, the event venue, surveillance, and risk management.

The security plan templates can be used not only for internal purposes but also for any permit applications to the Police.

For questions regarding evacuation routes, venue capacity, risk management, etc., it is recommended that the organiser contact the relevant facilities management/equivalent. For questions about cooperation with, for example, the Police or questions regarding the template in general, the organiser is welcome to contact the Security and Safety Division.

Events where the Responsible Organiser is Employed at Uppsala University

Security plans prepared by the authority are generally subject to confidentiality. An assessment of confidentiality is always made by the person who prepares/is responsible for the security plan, see OSL Chapter 18 § 8. When distributing the security plan, the recipient should be informed of the confidentiality classification that applies to the security plan.

Security plans must be recorded in the registry. Indicate the confidentiality assessment when registering. Questions regarding registration can be directed to the registry function at your own workplace[8].

Role of Officials

Event officials have several important roles, such as assisting participants/audience and contributing to security efforts before, during, and after an event, for example in the case of a possible evacuation. Therefore, officials must be over 18 years old and be familiar with the alarm chain at Uppsala University. The number of organisers should be sufficient to maintain good order and safety. See more under the section "Event Implementation" below.

Officials should wear clothing/accessories that clearly indicate that they are officials at the event. For example, t-shirts, vests, branded clothing, or sashes can be used. It is important that the clothing/accessories are clearly visible in a crowd, for instance by having a brightly shining colour (e.g., red or yellow).

Fire safety at events

The responsibility for fire and evacuation safety lies with the organiser in consultation with the facilities management/equivalent. Collaborate with the responsible facilities management/equivalent before the event starts and ensure that:

[8] Employees at UFY are referred to registrator@uu.se .

- All staff are well acquainted with evacuation routes, assembly points, the location of fire extinguishers, and the function of the evacuation alarm. These must remain fully operational and accessible throughout the event. Emergency exits and fire equipment must not be blocked.
- The organiser and staff are trained in using fire extinguishers and evacuation procedures.
- Ensure that there is a fire safety officer and at least one evacuation leader.
- Ensure that the maximum number of people in the venue is not exceeded.
- Minimise the amount of combustible material in public areas.

The Public Order Act

In MSB's Safety Guide for events[9], it is noted that "*In most cases, an organiser is required to apply for permission from or notify the Police that a public assembly or public gathering is to be held. This is regulated by the Public Order Act[10] (1993:1617).*"

Whether an event at Uppsala University is considered a public gathering/public event or not depends on several factors regulated by the Public Order Act (1993:1617). Fundamental is whether the public has access to an event or not. If the general public does not have access, it is not a public gathering/public event and the event does not need to be reported/applied for to the Police. Employees of Uppsala University are not considered the general public. Students of Uppsala University as a general group are considered the general public. However, if an event is directed at a specific group of students, e.g., a program at Uppsala University, they are not considered the general public as it is a smaller and defined group.

If the public is welcome, it may be a public gathering/public event. The Police application form is the same for both types. However, not all public gathering/public event need to be reported[11] to the Police. It is the responsibility of the organiser to ensure well in advance that any permits/notifications are in place before the event. Note that the processing time with the Police can be long (a few weeks). In addition, there needs to be time to ensure that the conditions set by the Police are met (for example, if there are requirements regarding campus guards or public order officials).

To assist the organiser in determining whether an event should be considered public gathering/public event, the Security and Safety Division has conducted a review of the most common types of events and listed some general advice. Please note, however, that it is always the responsible organiser who is accountable for deciding whether an event needs to be reported to the Police. An assessment must be made in each individual

[9] Säkerhetsguide vid evenemang, s. 74, MSB, 2021

[10] https://www.riksdagen.se/sv/dokument-och-lagar/dokument/svensk-forfattningssamling/ordningslag-19931617_sfs-1993-1617/

[11] https://polisen.se/tjanster-tillstand/tillstand-ansok/anordna-arrangemang/

case based on factors such as the number of participants and whether there is any risk to order and safety. The Security and Safety Division can provide advice regarding this assessment.

Public Gathering

The following commonly occurring event types at Uppsala University are public gatherings:

- The Capping Ceremony at Carolina Rediviva during Last of April.
- Seminars/equivalent held in the University's premises during Almedalsveckan on Gotland.
- Dissertation defences.
- The University´s birthday/anniversary.
- Doctoral degree conferment ceremonies.
- Inauguration of professors.
- Conferences open to the public.
- Lectures open to the public, such as the Dag Hammarskjöld Lecture, the Alumni of the Year Lecture, and the Nobel Lectures.
- Concerts/performances of artistic works.
- Inaugurations of facilities where the public is welcome to participate.

Whether a notification should be made to the Police or not is regulated by the Public Order Act (1993:1617). In short, events with a high number of participants and/or where there is a risk that order and safety may be affected must be reported. There is no guideline for the number of participants in the Public Order Act. The Security and Safety Division has established a guideline stating that 350 or more participants/spectators is considered a high number of participants. Examples of events that must be reported to the Police include the cap ceremony, concerts, markets, doctoral degree conferment ceremonies, and inauguration of professors.

Events where the expected number of participants is fewer than 350 people and where there is no increased risk to order and safety usually do not need to be reported to the Police. For example, the following events usually do not need to be reported to the Police: dissertation defences, lectures at University Libraries/University museums, as well as openings and conferences with a low expected number of participants. Note that the responsible organiser must always make their own assessment based on the specific event.

Public Event

The following commonly occurring event types at Uppsala University are public events:

- Markets held for the general public in the Linnaean Gardens.

- SciFest
- Open house with fair for high school students.
- Reception and fair for new students at Uppsala University (welcome days).

Like public gatherings, the Public Order Act (1993:1617) regulates whether the organiser needs to apply for a permit for a public event or not. Events with a large number of participants and/or if there is a risk of affecting order and safety must be applied for to the Police. Examples of events that must be applied for to the Police are markets in the Linnaean Gardens[12], Sci Fest, and welcome days in the University building for new students.

Most public events require an application, but there are exceptions. For example, an open house with a fair for high school students usually does not need to be applied for with the Police. Some fairs attract more than 350 people, but based on experience, they are calm events held in the evening when there are fewer people in the premises otherwise. Here too, the responsible organiser must always make their own assessment based on the specific event.

Events Organised by an External Party

The responsible organiser is always responsible for ensuring that the necessary permits/notifications are in place. It is therefore not Uppsala University's responsibility to check which permits may be required or to ensure they are in place at the start of the event. As a helpful guide, some commonly occurring types of events are listed below. It is noteworthy that even if an event is a public gathering or public event, it does not automatically mean that permits/notifications are required. However, Uppsala University can, for example in the booking terms, require that a safety plan be prepared in collaboration with the relevant facilities management/equivalent.

Public Gathering

- Seminars during Almedalen Week in the University's premises.
- Concerts
- Lectures (the public is invited).
- Conferences (the public is invited).

Public Event

- Trade fairs organised by student associations for students.

[12] Events at Linné's Hammarby are usually exempt as they are not part of a detailed development plan area.

Not a public assembly/public event

- Graduation ceremonies for students organised by, for example, student associations (aimed at a specific group).
- Student association lectures/similar events (for members).
- Annual meetings (associations/political youth leagues/local party associations) (for members/specially invited guests).

Conditions from the Police

When a notification of a public gathering/public event is sent to the Police, the notifier will first receive a confirmation that the notification has been submitted. If an event requires a permit[13] from the Police, the organiser will receive an invoice for payment. The case will not be processed until the payment has been received by the Police.

When the Police have processed the case, a certificate of notification or a permit will be issued to the organiser. When the conditions are communicated, it is important that the responsible organiser carefully reviews them. All listed conditions must be met, and the responsible organiser must be able to present proof of notification/permit upon request. If there are requirements for campus guards or public order officers, the organiser must immediately notify the Security and Safety Division unless there is already a corresponding booking (see above for booking campus guards/public order officers).

The Implementation of the Event

When the organiser of an event at Uppsala University has taken the measures below, the organiser has carried out good event security planning and should be well prepared in case an incident occurs.

1. Completed the form for the organiser's risk review for event at Uppsala University.
2. Ensured that any permits/notifications are arranged and followed.
3. Collaborated with the facilities management/equivalent in charge and, if necessary, also with the Security and Safety Division.
4. If needed, prepared a security plan.

Ensure that the information in the above documentation is up-to-date, that relevant actors are aware of the content, and revise the documentation if circumstances change. If an incident occurs during the event, the organiser shall act according to the alarm chain at Uppsala University (see below) and the plans that have been developed.

[13] For many events, only a certificate of registration is issued, and this is usually free of charge. This should not be confused with whether an event needs to be registered or not, as the difference between a certificate of registration/permit depends on the nature of the event.

Well in advance of the event, it is recommended that the responsible organiser and staff (including, for example, a moderator leading a seminar/ceremony) go through various scenarios, such as a disturbance or a medical emergency. Agree on who does what and what the person leading the event/responsible organiser should say in the event of an incident. This way, mental preparedness is strengthened and the situation can be handled calmly, creating a sense of security for the participants.

Before the Event Starts

Before the event begins, it is recommended that the responsible organiser and all staff gather for a meeting where relevant parts of the security plan are reviewed, such as the locations of exits, medical equipment, who does what in the event of an incident (such as a disturbance, illness, or fire), contact channels, the alarm chain, etc. This way, everyone receives the same information and can act accordingly if a situation arises. It also creates a sense of security and provides mental preparation for those working at the event.

It is also a good idea to meet participants/audience members at the entrance to the venue to welcome them, inform them about any cloakroom facilities, and check any tickets. This contributes to a positive first impression among participants/audience members and establishes a relationship between the organiser and the audience, while also removing anonymity from any potential antagonists. Read more about "The power of hello" in the MSB event safety guide[14].

During the event

When the event begins, the responsible organiser or another appointed person (for example, a moderator) should welcome everyone and then inform the audience/participants about emergency exits as well as any other information deemed relevant. Ensure that the number of people in the venue does not exceed its maximum capacity. Furthermore, if the audience is allowed to ask questions during the event, such as during a lecture or a dissertation defence, it is recommended that a staff member holds the microphone when a question is asked, or alternatively that the moderator can mute the microphone from the podium if necessary.

[14] Säkerhetsguide vid evenemang, s. 259, MSB, 2021

In Case of Acute Illness/Incident

1. Call 112 in case of acute illness/similar.
2. While waiting for the ambulance, utilise/request if someone has knowledge in first aid.
3. In case of confirmed cardiac arrest, begin CPR and use a defibrillator if one is available.

General Instruction when an Event is Disrupted by a Demonstration/Similar

1. If silent manifestations occur through placards or flags in the audience, this can be left without action as long as it does not disturb the event.
2. If a manifestation/similar that disturbs the event arises, the moderator or another designated person can decide whether the event needs to be interrupted or not. Remain calm and do not debate/overpower. However, the moderator may urge those who are disturbing to cease their manifestation/similar.
3. Follow the alarm chain. Call 018-471 2500 and ask for campus guard support.
4. The campus guards ask the participants in the demonstration/similar to stop their demonstration/similar.
5. If the request is not heeded – evacuate the premises. However, a judgment must be made about whether evacuation or having everyone remain in their seats is the best solution in the specific case.
6. Call the Police via 112.
7. Wait for Police support to arrive on site.
8. Resume the event when it is calm again.

After the event has taken place

When the event is over, the organiser must ensure that the venue is restored according to the instructions of the facilities management/equivalent authority (such as restoring tables/chairs, removing any signs/programs/other materials, and returning any cards/keys borrowed by the organiser).

After the event, the parties involved can advantageously gather to discuss what went well and what might need improvement for next time. Make notes for the next event's security plan immediately so that any necessary actions are not forgotten. For example, if there was a disruption, it needs to be mentioned in the next plan along with preventive and security-promoting measures. In this way, event security work is continuously improved.

Document History

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Appendix 01 The Alarm Chain at Uppsala University

Alarm if Necessary

Uppsala University's emergency number is 018-471 2500 and is staffed 24/7 by the university's security service provider. The university's campus guards are available 24/7. The alarm chain at Uppsala University is organised as below.

Danger to life or property

The incident implies, or may imply, danger to human life or university property.

1. Call the emergency services 112.
2. After that, call the emergency number 018-471 2500. Explain which campus area/equivalent you are on, what has happened and request campus guards to come to the location. Also, request a connection to TiB (on-call officer).
3. Inform the immediate supervisor.

Need for campus guard support

1. Call 018-471 2500.
2. Explain which campus area/equivalent you are on, what has happened and request campus guards to come to the location.
3. Inform the immediate supervisor.

Incident Reporting

In the event of a work-related incident, it should be reported through the university's incident reporting system (the IA-system). Follow the instructions on the Staff Gateway (MI).

Incidents in IT and cybersecurity, information security, and personal data management are collectively referred to as security incidents. Security incidents are reported to security@uu.se according to the instructions on MI.

Appendix 02 The Security and Safety Division’s Advice and Support

The university's occupational health and safety policy describes how responsibility for the work environment at Uppsala University is established. In the event of an incident in the work environment where measures need to be implemented and followed up, managers are responsible for ensuring these tasks are carried out. Therefore, the recommendation from the Security and Safety Division is that it is primarily the responsible manager who contacts the Security and Safety Division if there is a need for advice regarding safety aspects. In a later stage, or after the case is concluded, it may be relevant to examine the incident more comprehensively. Collaboration is essential to strengthen each other during the handling of an incident. Furthermore, by reflecting on experiences and lessons learned, we build knowledge that can facilitate the management of future incidents.

Contact with the Security and Safety Division is preferably made by emailing security@uu.se.

Online Training(s) and Guidelines

For further advice and support, Uppsala University employees are referred to the Staff Gateway, where online training courses and guidance from the Security and Safety Division are published.