

OCDEM BULLETIN



FOR UNIVERSITY STAFF

WEEK COMMENCING 22nd August 2016

ISSUE NO 51



Congratulations to Dr Samiul Mostafa who has been awarded funding from the Medical Research Fund for his project "*Determining Optimal Cardiovascular risk factor levels for individuals with Type 2 Diabetes Mellitus*"

OCDEM BUILDING MAINTENANCE



Access Control Card Reader Changes

Work on the Trusts project to change the card swipe readers on doors throughout the Trust to proximity readers will continue this week and will affect various areas of the building including DTU office area, Fellows Room etc. Please note that if your current NHS pass is not in a good condition it may not work with the new readers and therefore you should contact ocdem personnel and request a replacement card



Dear colleagues,

We recently launched a revolutionary spin-out company 'OxStem' from the University. OxStem is a drug discovery company pioneering unique cell programming therapies to treat degenerative diseases (www.oxstem.co.uk). OxStem is funding a series of research projects in the university.

The University is looking to hire outstanding post-doctoral research scientists with molecular biology/cellular biology/bioinformatics experience to positions funded by OxStem Oncology – a cancer therapeutic-dedicated subsidiary of OxStem. These industry-funded academic positions offer a rare opportunity to work as part of a dynamic team with the prospect of gaining management experience within a unique, fast-paced environment. Furthermore, this represents an extraordinary opportunity to contribute and benefit from IP development of revolutionary medicines.

If you have any colleagues or students nearing the end of contracts/studies you think would make suitable candidates, please contact Prof Paresh Vyas (paresh.vyas@imm.ox.ac.uk) or Prof Tom Milne (thomas.milne@imm.ox.ac.uk).

STAFF PARKING UPDATE

Dear colleagues

We are writing to update you on the progress being made with improving our staff travel and car parking provision. We also wish to provide you with some responses to the questions that have most frequently arisen since our previous communication regarding the planned introduction of the Trust's new Transport and Travel Policy.

The consultation period associated with the Policy (which is available to view on the Trust intranet) concludes at the end of August, so we would encourage you to look at it soon. Pending further changes that need to be made as a consequence of our consultation, a final business case will be submitted to the Trust Management Executive in support of any additional financial investment required in the implementation of our improvement initiatives.

Key dates relating to car parking provision are as follows:

End August	Details of the new online application system will be published with the amended policy communications in September. Please note that recent changes to some public bus routes have influenced the eligibility criteria.
1 September	Transport and Travel Policy consultation concludes.
5 September	All vehicles left in Staff Car Parks must clearly display a valid permit at all times. This means staff working 'out of hours' shifts, including evenings and weekends, need to apply for a free permit (previously, this has not been a requirement).
Early 2017	Automatic Number Plate Recognition (APNR) planned to be operational at the John Radcliffe, Horton and Churchill Hospitals.

Understandably, the Transport and Travel Team is receiving a large volume of emailed questions on a daily basis. Many of these questions (and the responses to them) have been included within the attached frequently asked questions (FAQ) document, which we hope you will find useful.

The Trust is working in partnership with the University of Oxford, Oxford Brookes University and local transport providers on a number of initiatives which aim to secure better travel services and bigger staff discounts, and to offer more flexible options for accessing our main sites. Whilst this work remains a priority for us, some initiatives need time to be fully agreed and implemented. Your patience and continued input are greatly appreciated, because these initiatives should achieve real and lasting change to the way in which public and private transport to Headington and our hospital sites is provided.

Our priorities remain as follows:

- reduce the number of cars coming on to our sites;
- collaborate with public transport providers in order to improve services and reduce costs for staff;
- improve access for patients, visitors and staff;
- make parking on all sites safer and more compliant with insurance requirements;
- replace inefficient and costly car parking control mechanisms and equipment.

We hope this brief update and attached Q&As are helpful, and we will continue to update you. We also welcome and encourage your participation in our consultation, but would respectfully ask that everyone is mindful of the way in which they communicate with members of the Transport and Travel Team, who are doing their utmost to ensure your questions and concerns are appropriately responded to and quickly addressed.

Thank you

Mark Power Mark Neal

Director of OD and Workforce Acting Head of Estates

NB: The Content below (including Exclusion Zones and Eligibility Criteria) is taken from the DRAFT Policy that is currently subject to consultation.

QUESTION	ANSWER
What is the current bus exclusion zone?	The Current Exclusion Zone is a 45 minute journey from the nearest bus stop to your home address to Trust sites' bus stops, plus a 10 minute walk to the place of work. This can include one or two busses. Anyone whose journey takes them outside this criteria will be eligible for a permit.
Will people in South Abingdon with more than 10 min walk to the bus get a permit?	It depends exactly where the person lives.
Can people living in Witney or Bicester get a permit?	Staff may be eligible for a permit dependant on their address and personal circumstances.
Are exclusion zones going to change very much and how will I know they have changed?	Huge changes are not expected but, with the introduction of new services and improvements to existing services, the zones may change at any time. It is each individual's responsibility to keep themselves updated by checking the Policy and accompanying documents which will be kept current.
General Eligibility for a permit	
Who do people appeal to?	The Transport & Travel Committee via CarParking.Appeals@ouh.nhs.uk
If live in Bicester and have children do I qualify	The new parking application software includes an evaluation tool for eligibility criteria such as being a sole parent for children under 12, complex journeys to drop children at school, etc. The eligibility criteria has not changed in the new policy.
Do I qualify if I am a Carer?	Yes, you must have main or sole caring responsibility.
PRO-RATA PERMITS	
Will they be solely for specific days?	<p>Yes. At the moment, you will have to specify which days you want to park as you will be charged only for those days. For example, if you have a Permit for Monday and Thursday and you park on site in a staff car park on a Wednesday, you could receive PCN. Equally, Parking Officers can check staff car registrations, so if you park in a Patient and Visitor car park, again, you could receive a PCN.</p> <p>Once ANPR (Automatic Number Plate Recognition) cameras are installed, you will be able to stipulate just the number of days per month you need and the software will monitor that usage. If you park more than the number of days allocated, it is possible that you will receive PCNs each day you park over and above what you have paid for the pro rata permit.</p>

How can you manage this when you don't know when people will use them?	See above. It will be monitored and well planned so that it can be managed.
What happens if you have a pro-rata permit, but need to come in on an extra day for an emergency?	Emergency parking cover can be arranged through transport@ouh.nhs.uk or the site's car parking office, where a temporary permit could be issued if you are eligible.
I am low paid so I can't afford to pay for parking I don't use – which is why the scratch cards were so good	Scratch cards cannot be controlled effectively which is why they are being phased out. Permit prices are linked to salaries, so low paid staff pay less for parking.
Can you carry over unused days from one month to the next?	No.
BLUE BADGE PERMITS	
If you have a blue badge permit, but there are no spaces will you be ticketed for parking in a 'normal' space or double yellow?	If you find all Blue Badge spaces are occupied, you can park in another staff car parking space. Do not park on double yellow or red lines as you will receive a PCN. Parking on yellow lines may be permissible elsewhere on the Council's streets but, because the Trust's sites are private property, different rules apply. Please see your Blue Badge handbook for full details.
Will enforcement of non-blue badge users improve?	Yes.
I bring my parents in on their blue badges for appointments and have a staff permit so will I be fined if I park in a blue badge spot for their appointment?	Nobody parking in a blue badge bay will receive a PCN provided they are displaying a blue badge. This will cover anyone bringing a relative for an appointment or attending an appointment themselves. The only reason a PCN would be issued is if it can be proved a staff Blue Badge holder is regularly parking in the Patient & Visitor disabled spaces in preference to using staff disabled spaces whilst on work duty.
Will you tow away people who park in these spaces illegally?	These people will be issued with a PCN.
OOH (OUT OF HOURS)/WEEKENDS	
Why are Out of Hours or Weekend passes required?	The ANPR will monitor the sites 24/7 every day of the year. That is why there will be Out of Hours permits at no cost for staff who regularly work nights/weekends and to date have not needed to get a permit. If you work nights/weekends you MUST get a free Out of Hours permit to avoid receiving a PCN.
Will early starters (0600) need Out of Hours and staff permits	No. Early starters will not need an additional Out of Hours permit if they have a staff permit.
Does the exclusion zone apply for Out of Hours permits	No.
Weekend parking in staff car parks isn't causing anyone a problem so why penalise staff who use it?	The ANPR system will run 24 hours a day so it is not possible to make exceptions at weekends.
Why not open the staff car parks at w/ends to charities for fund raising?	This is not possible for many reasons and using a Trust asset to raise funds is very complex, as is the insurance.

DEPARTMENTAL PERMITS & VISITORS	
What are the criteria, how many will there be, how will they work, who will hold them?	Departmental permits are available now and this also includes the University Departments and Buildings on Trust sites. They are <u>not</u> an alternative for staff who are not eligible for a permit but are intended to enable the Department to meet its operational needs i.e. contractors, emergencies, dropping off/collecting samples etc. Application by the Department Head can be made to transport@ouh.nhs.uk stating the need for the permits and number required. The Department will be expected to strictly control usage and keep a record of who they are logged out to. The Travel and Transport Team may need to audit the records to check they are not being abused.
If a visitor comes in for a meeting and uses one, they might get a ticket when ANPR comes in, so how will that work?	Visitors should not be given Departmental Permits but should be using Patient and Visitor car parks and paying the appropriate fee.
Will there be enough spaces for people to park with these permits?	A Permit does not guarantee a space as they are subject to availability.
Can there be reserved visitor parking that has to be booked in advance?	No, parking is on a first-come, first-served basis and spaces cannot be reserved for visitors. In exceptional cases (e.g. visit by a VIP) this would need to be authorised by both by the Exec Office and Travel & Transport team.
PATIENTS/VISITORS	
How does cracking down on staff parking help patient access as they park in totally different car parks?	We want to reduce the number of cars coming to site, improve traffic flow in Headington and the priority is to improve the parking for patients, visitors and staff. Currently, some staff and their visitors are using patient car parks and this has to stop in order to allow patients sufficient parking spaces.
Will you ticket patients who park illegally in staff car parks?	Any car parked in a staff car park NOT displaying a valid permit will receive a PCN.
If I have a staff permit, but come here as a patient/visitor/carer and park in patient car parks, will I be fined?	Anyone genuinely attending as a patient/visitor and paying the appropriate Patient & Visitor parking fee will not have to pay a further PCN fee. If a PCN has been issued in error then, provided it can be proven attendance was for a genuine appointment (as a patient or carer), then the PCN will be waived.
How will you know whether I have a legitimate appointment or not?	See above. We are currently giving considering how this could be better managed, especially when ANPR comes in.
How will you know if cars in visitor car parks are patients, or staff without a permit using the spaces?	We will be carrying out audits and spot checks. Once ANPR is in place, we will know which staff cars registered on our system have entered the site.
ENFORCEMENT/POLICY	
How many available staff spaces are there across JR/CH/NOC?	2,685 in total for JR/CH/NOC plus 323 at the Horton.

How many permits are issued a year?	Around 3800 were issued in the last 12 months across all 4 sites which includes new applications and renewals. Also, please remember that some staff will have left their jobs and handed their permits back and this, combined with the fact that not all staff are on site at the same time (due to holidays, sickness, shifts, meetings , etc), keeps the balance of permits to a feasible level.
How many scratch cards are being issued now?	These are ceasing from 31 st August 2016.
Is there enough staff parking for the number of permits issued?	Yes, based on the fact that at any given time people are away at meetings, on holiday, absent, shift working etc.
How many people currently park illegally and how do you know?	Surveys have shown that up to 40% of cars on the Trust's Oxford sites are parked illegally. It is slightly lower at the Horton Hospital.
How many new staff have been taken on to enforce this?	The department has been re-organised and staff have been re-deployed to cover car park monitoring.
How much is it costing?	Costs of the new system are currently being reviewed in the Business Case and are being seen in the context of 11-year old equipment in car parks that is no longer fit for purpose and cannot be maintained cost effectively
Where will the revenue go?	Any revenue over and above operating costs goes back into clinical care.
Why don't you tow away offenders?	This is being considered in extreme cases but comes at a cost to the Trust
I am not paying my ticket because I had paid for my permit and couldn't get a space – the problem was caused by the Trust's non-enforcement, not by me	There is an appeal process that is clearly laid out in the Policy documents. Having a permit does not guarantee a parking space. Everyone is expected to abide by the Trust's Terms and Conditions of parking and not abiding by this means a PCN will be issued.
There should be an amnesty now on outstanding fines as almost everyone who appeals wins	All appeals are considered on a case by case basis. Unsuccessful appeals will progress to further legal action (i.e. court judgement) if ignored or not paid.
I got a ticket one day for parking on a double yellow because I couldn't find any other space and then for weeks after no-one else in those spots got a ticket. It is not fair.	Monitoring and enforcement are consistent, but a large number of cars come and go all day throughout all car parks so you may not see all the work that is being done.
Why are there double yellows in car parks and if I park on one will I now get a ticket?	The double yellow lines in the car parks are there to prevent obstruction and/or to maintain access to buildings or other services. If you park on these double yellow lines, you could receive a PCN.
Please look at all the double yellows around the Manor House – they seem to be unnecessary?	All the yellow and red lines are there on the advice of the Emergency Services, planning conditions and transport management consultants. There are valid reasons for them being where they are.
Do you really need all the double yellow and red lines?	The double red and yellow lines in the car parks are there to prevent obstruction and/or to maintain access to buildings, fire routes, or other essential services. They have been

	applied in set areas following consultation with the emergency services, planning conditions and advice from traffic management consultants.
Can you open the Northway exit to improve flow now that the Osler Road entry is restricted?	No. This would require Planning Permission and the Trust has been told it would be unlikely to be granted. The County Council's Access to Headington work that will begin this autumn includes very detailed plans that have had wide consultation to improve access to all the Headington sites and, in particular, access to the JRH from Headley Way.
How would a waiting list work?	It would be weighted according to need using the eligibility criteria in the online application system.
PUBLIC TRANSPORT AND PARK & RIDE	
It is too expensive, got to get better discounts and more services	The Trust, University of Oxford and Brookes University are all working together as a united group with the bus companies and Council to achieve the best results they can for everyone.
Can't use park and ride if you come from South or west and need to also do a school run	It is possible in some cases depending on where you live. If you are the main carer and your children are under 12 you should qualify for a permit.
Park and ride services are infrequent and the service does not run for staff on late/earlies	Clinical staff whose start and finish times are outside the bus service times would qualify for a permit. Discussions with bus operators are emphasising the desirability of bus timetables meeting the needs of shift workers
Can't the Trust, University of Oxford & Brookes University get together to run their own buses from the park and ride?	Rather than spending money on our own busses, University of Oxford, The Trust and Brookes University want to support public transport as part of our joint commitment to reducing traffic. We are working very closely with the individual bus companies to achieve this.
When will you know if the service can be improved/subsidised as this will affect when/if I renew my permit?	If you renew your permit and decide to change your travel plans, you can cancel the permit and be refunded for the months not used.
Can you get better public transport to the sites from all points around the City?	The Trust, University of Oxford and Brookes University are working closely on this with the bus companies and supporting other options including the Oxonbike bike sharing scheme which now features electric bikes.
Why expand with so many new buildings without thinking about how to get staff to site	As a requirement of gaining planning consent, all extra buildings and expansion plans have to include an accompanying Transport Assessment and Travel Plan which demonstrates how travel needs will be met. In addition, this new Travel & Transport Policy is replacing one that has needed updating for a little while.
Will free parking ever come back at park and ride?	We have been told by the County Council that, with the effects of the recent budget cuts, parking charges will have to continue in order to pay for the maintenance of the car

	parks.
Can University of Oxford staff apply for the same discount as OUH Trust staff	Information about the travel benefits currently on offer to University staff are available at http://www.admin.ox.ac.uk/estates/ourservices/travel/ . Discussions are ongoing to determine whether the 20% discount on public transport that the OUH Trust staff receives could also be made available to University staff.
CYCLE	
Been told for 14 years that lockable cycle parking, showers, lockers and changing facilities were coming and still not here. Can you put a date and plan out please?	A survey of current facilities is being undertaken at this moment so please be patient for a few more months. Funding for this will be requested as part of a Business Case based around several initiatives.
When will the lockable bike racks be put in at park and rides and will it be at all of them?	There is a cost to the Trust and the University of Oxford for this, so the plan is part of the Business Case. Access to the secure cycle units would be with an ID badge swipe system. The locations form part of the proposals, so they will be announced once the Business Plan has been ratified. Initially this will be trialled at Thornhill as part of the Park and Pedal initiative. Funding is also being sought from the Government's Local Access Fund through Oxfordshire County Council to deliver this project.
People with keys don't hand them back so the lockable facilities are underused and don't seem to be monitored at all?	An audit has been done recently and only one key is unaccounted for.
Can you make staff aware of the battery powered bikes?	There has been several communications around this, including a press release and launch at the Travel Day in May this year. There are 4 electric bikes at the Oxford Hospitals, 2 at Oxford University's Old Road Campus and a further 12 across the City with another 8 planned for the railway station and Thornhill Park and Ride. The Trust plans to expand this to all 5 sites (which includes OUH@Cowley). Staff who do not have intranet access can learn all about hiring these bikes by visiting the website on the internet. https://www.oxonbikes.co.uk
Could the Bike Doctor service be expanded across the sites?	The Bike Doctor currently visits the JR and CH sites and we have included an option in the Business Case to expand his services.
CAR SHARE	
If we do car share on an informal basis with people who don't work on site, can we register for the official scheme?	Any University of Oxford or OUH staff can register on our Liftshare scheme. However, the person who parks the car in the Trust's car park must be eligible for a staff car parking permit. When there are a minimum of 2 people in the car who are eligible for staff parking permits, then they can form a BUDi group, when a discount of 30% on the

	cost of a permit can be applied.
If we do carshare just with University of Oxford staff, can we still be part of 'the system'?	See above. The aim is to get as many cars off the site as possible, which is why we encourage permit holders who can car share, to do so.
5 people in a car who are sharing the cost of parking in a patient car park is still a lot cheaper than park & ride	Parking Officers will issue PCNs to cars that should not be parking in Patient and Visitor car parks. This is because patients and visitors have priority and staff should not park there.
OTHER	
Please have one person in Occupational Health at OU and OUH who knows what to do for the Blue Badges as currently neither will get involved	Staff who believe that they qualify for a Blue Badge need to apply to their local council with support from their GP. It is not for the individual Occupational Health Departments to become involved.
Who do I complain to?	If you have a complaint, please address the Transport & Travel Committee and they will address the issues raised(transport@ouh.nhs.uk)
Who is the overall leader/arbitrator on parking disputes?	The Transport & Travel Committee.
Transport and Housing are the two of the biggest staff retention issues and now you have made it a whole lot worse as people on low salaries can't afford to live close by and the cost of public transport is too much	In recent surveys less than 1% cited the cost or inconvenience of travel as a reason for leaving this Trust. However, a lot of work is being done to try to reduce the cost of transport and the Trust's Personal Travel Plan is available to staff to help the find the best and cheapest way to get to work. The Trust's Workforce Team is also considering options for recruitment and retention initiatives, some of which link with improvement to travel and parking as well as staff housing.
The solution is obviously to build a multi-story car park	This would require planning permission from Oxford City Council after input from Oxfordshire County Council on transport issues. Both Councils have clearly stated that no additional parking will be permitted at the hospital sites in Headington as it does not comply with the Local Plan and the Local Transport Plan because additional parking will generate more traffic and congestion than the local road network can cope with and, in turn, lead to worsening gridlock and environmental degradation including poor air quality and increased carbon emissions. The solution is to improve accessibility by a range of sustainable transport measures and ensure the car parks are managed in a fair and equitable way to ensure that parking is available to those that need it.
Where will ANPR (Automatic Number Plate Recognition) be installed?	It will be installed at the JRH, Churchill and Horton initially. The NOC is currently managed separately.

Changes to the Transport & Travel Policy

Below are the headline changes being proposed on the new draft Transport & Travel Policy Consultation ends on 31st August 2016.

ONE POLICY:

- The OUH Trust will have one Policy to cover the John Radcliffe, NOC, Churchill and Horton Hospitals.

BUS EXCLUSION ZONES:

- Due to new and improved bus services on some routes there have been some changes to the green travel zones. Some staff will now no longer qualify for a permit. Any affected staff who have a current permit which is about to expire, and is not likely to be renewed further to the changes, can extend their permit for another two months while they look for alternative means of travel.



SCRATCH CARDS/DAY PASSES:

- Day passes cease from 31st August 2016
- Pro-rata day permits will be available for set days per week. Once ANPR is installed, then staff can apply for xx days/month.

DISABLED/TEMPORARY PASSES DUE TO ILL HEALTH:

- Disabled staff will need to apply for a permit for which they will have to pay and must park in disabled spaces in the staff car parks.
 - There are new procedures for applying for temporary permits for a change in circumstances due to health reasons that are supported by Occupational Health advice (from the relevant employing organisation).
-

PERSONAL PLANS:

- Personal Travel Planning service to be offered to staff to assist with finding alternative ways of getting to work for those who either do not qualify for a permit or who choose to use public transport. An appointment can be made through transport@ouh.nhs.uk.

ONLINE REGISTRATION:

- There will be a new online process for permit applications, this is being developed during the consultation stage and will be available following the Consultation period and when the new policy is in place.

DEPARTMENTAL PERMITS:

- Departmental permits will be available where staff are not eligible for a permit but need to come to one of the sites intermittently. These will be held by department managers (or equivalent) and logged out to the users who must return the permit to the department. These will be very strictly issued and controlled.

ANPR:

- A business case for ANPR (Automatic Number Plate Recognition) technology is currently being prepared for installation on our acute sites during 2017.

NEW STAFF:

- Plans to put a link to eligibility criteria on the OUH "Working for Us" jobs page so that potential applicants can check their eligibility before applying for a job.

PAYMENT:

- Plans to introduce additional payments include: PayPal, debit and credit card payments. Cash and cheque payments will be phased out.

LENGTH OF VALIDITY:

- All passes are valid for one year. Staff who need to cancel, can do so and get a refund for the unused months if they have paid in advance.

LOST PERMITS:

- Charge reduced from £20 to £10 for a replacing lost permits.

NEW VEHICLES:

- There will be a form for staff to complete when they change their car. No charge for swapping.

ENFORCEMENT/FALSE PERMITS:

- Enforcement has already started and the wording for the section on fake permits/dishonest applications being updated.

ATHENA SWAN INFORMATION



Information For Parents And Carers At The University

The University aims to support all employees with parental or caring responsibilities to ensure that they are able to balance work and family life.

For further information please click [here](#)

The OCDEM Athena Swan Team are due to meet on Thursday 25th August if you have anything which you would like to bring to the attention of the Team or any suggestions on how we can improve the working environment of OCDEM staff then please let us know by emailing oracle@ocdem.ox.a.cuk

Photographs from the recent Garden Open held at Rachel Mullins house where £820 was raised for charity can be found <http://www.ocdem.ox.ac.uk/horspath-garden-open-day-august-2016>

OCDEM HEALTH CHAMPIONS: Mellow Month of August

T'ai Chi

Remember If you would be interested in signing up for a course of beginners classes run during a lunchtime please let us know as we need to have a minimum of 6 people to make it worthwhile:

Please complete the doodle poll below:

<http://doodle.com/poll/xs7cytbfh3vcuiqx>



Running Is Not Only Great For The Soul But Good For Your Well-Being

Why not consider taking part in the following events:

- Henley 10K Sunday 11th September: <http://www.thamespathchallenge.com/henley-10k>
- Blenheim Palace Half Marathon and 10k: Sunday 2nd October: <https://www.bhf.org.uk/get-involved/events/runs/blenheim-palace-half-marathon-10k-and-family-fun-run>
- Vitality Oxford Half Marathon: Sunday 9th October: <http://oxfordhalf.co.uk/>

What to do in the event of an attack

by an armed person or persons

The purpose of this guidance is to alert and not to alarm – it is not being provided in response to any specific information. Staff and students should remain alert to the danger of terrorism but should not let the fear of terrorism stop them from going about their day-to-day life as normal.

Be **PREPARED**
Stay **CALM**

In the event of an incident, quickly determine the best way to protect yourself:

Evacuate

- ▶ If it is possible to do so safely, exit the building or area immediately
- ▶ Have an escape route in mind (Fire Exit signs are a good point of reference)
- ▶ Evacuate regardless of whether others agree to follow
- ▶ Help others, if possible
- ▶ Prevent others from entering the area of danger
- ▶ Do not attempt to move wounded people
- ▶ When you are safe, call 999 and ask for the police



Hide

- ▶ If evacuation is not possible, find a place to hide where the offender is less likely to find you
- ▶ If you are in a room/office, stay there
- ▶ If you are in a corridor, get into a room/office
- ▶ Lock the door and blockade it with furniture
- ▶ Silence your mobile phone and remain quiet
- ▶ Turn off the lights and draw any blinds
- ▶ Hide out of view and behind something solid (desk or cabinet)
- ▶ If it is possible to do so safely, call 999 and ask for the police



Inform

When you contact the police provide the following information:

- ▶ Location of and the number of offenders
- ▶ Any physical descriptions of the offenders
- ▶ Number and type of weapons used by the offenders
- ▶ Number of potential victims at the location
- ▶ Your location



Stay
SAFE

Further information and advice is available from
Oxford University Security Services
01865 (2) 72944
security.control@admin.ox.ac.uk

