



## Procedures for the death of the Monarch

**Approving Body:** University Executive

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# Procedures for the death of the Monarch

## 1. Purpose of this document

1. These procedures are intended to guide the University's response following the death of the Monarch.
2. This document should be read in conjunction with the *Protocol for flying flags at Aberystwyth University*, a copy of which can be accessed at <https://www.aber.ac.uk/en/corporate-information/policies/#vice-chancellor's-office>.
3. The procedures set out in this document only apply to the death of the Monarch. The University shall normally mark the deaths of other members of the British Royal Family or Senior National Figures as set out in the *Protocol for flying flags at Aberystwyth University*.

## 2. Invoking these Procedures

1. These procedures shall be invoked by the Vice-Chancellor (or in their absence by the Head of Communications and Public Affairs) on the formal announcement of the death of the Monarch.
2. The formal announcement of the death will be made by Buckingham Palace and / or Downing Street. A notice will also be posted on the Royal Family's website (<https://www.royal.uk/>). The University will take care not to invoke these procedures in response to unconfirmed media reports or social media speculation.
3. A timetable providing a general indication of how the University will respond to the death is included at Appendix A.

## 3. Flying Flags

1. Immediately on invoking these Procedures, all flags at the University shall be flown at half-mast<sup>1</sup>, in accordance with the *Protocol for flying flags at Aberystwyth University*. At the same time, the Union Flag shall replace the second flag pole at the entrance to the Penglais Campus, and be flown at half mast alongside the Welsh Dragon Flag (*Y Ddraig Goch*).
2. On the day following the death ('Proclamation Day', when the new Monarch is proclaimed), all flags are to be flown at mast-head from 11:00. All flags will remain at mast-head until 13:00 the following day, when they will be returned to half mast.

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<sup>1</sup> "Flags at half-mast should be flown approximately two-thirds up between the top and bottom of the flag pole, with at least the height of the flag between the top of the flag and the top of the flagpole" (point 3.3; *Protocol for flying flags at Aberystwyth University*).

3. All flags will remain at half mast until 0900 on the morning following the State Funeral (11 days after the day of death).

#### 4. Communications to Staff and Students

1. The Head of Communications and Public Affairs will arrange for appropriate communications to be issued to staff and students as soon as possible once these Procedures are invoked.
2. Such communications will outline how the University will observe the death, as set out in these Procedures, with specific information on:
  - a. Books of Condolence;
  - b. Marking a silence;
  - c. Public Holiday arrangements (for the day of the State Funeral); and
  - d. Where relevant, advising that further communications will be issued where there are implications for examinations or graduation ceremonies (see 6.2).

#### 5. Books of Condolence

The Head of the Vice-Chancellor's Office shall liaise with other local institutions (e.g. Ceredigion County Council, Aberystwyth Town Council) who will be organising Books of Condolence for the local community. Where appropriate, the University shall facilitate the location of Books of Condolence on its premises.

#### 6. Events scheduled for the period of Mourning

1. The Head of Communications and Public Affairs shall co-ordinate a review the programme of events that are to be hosted at or by the University during the period of mourning, and make a decision on whether to continue, cancel or postpone.
2. Graduation ceremonies scheduled during the period of Mourning may be rescheduled. This will be further considered in accordance with the University's Business Continuity Procedures.
3. Lectures, examinations, Open Days and Applicant Days will continue during the period of Mourning, except for the day of the State Funeral (which shall be a Public Holiday). Appropriate steps will be taken to reschedule as appropriate where lectures, examinations, or events need to be cancelled.

#### 7. Marking a silence

A UK-wide two-minute silence will be held at 11:00 on the day of the State Funeral. This day will be formally recognised as a Public Holiday, and the University will be closed on this day (except for

business-critical activity). Appropriate communications will be issued by the Head of Communications and Public Affairs to advise staff and students on any arrangements to formally mark the two-minute silence on campus.

## APPENDIX A: Timetable

While subject to change in response to any further guidance issued, the University's response will conform with the following timetable:

<u>Day</u>	<u>Time</u>	<u>Description</u>	<u>Action</u>	<u>Responsible Officer</u>	<u>Notes</u>
D		Death of the Monarch is formally announced	Procedures for the death of the Monarch are invoked	Vice-Chancellor (in their absence, Head of Communications and Public Affairs)	See point 2.1.
			The Union Flag is raised on the second flag pole at the entrance to the Penglais Campus.  All flags to be flown at half-mast.	Head of Facilities Management	See point 3.1.
			Appropriate communications issued to staff and students	Head of Communications and Public Affairs	See point 4.2.
D+1	11:00	Proclamation Day	All flags to be flown at mast-head.	Head of Facilities Management	See point 3.2.
D+2	13:00		All flags to be flown at half mast.	Head of Facilities Management	See point 3.2.
D+10	11:00	State Funeral (Public Holiday)	Two-minute silence observed		See point 7.
D+11	09:00		Union Flag on the second flag pole at the entrance to the Penglais Campus to be replaced with the flag which normally be flown (as per the <i>Protocol for flying flags at Aberystwyth University</i> ).	Head of Facilities Management	See point 3.3.

			All flags to be flown at mast-head.		
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