

Occupation 101

1. Planning the occupation

Why

- Make specific demands
- Can be disruptive to management
- Space to make our demands heard
- Increase support for the campaign, movement building

Who

- Are people up for it (think inside and outside support roles needed)?
- Can you involve more people outside your group on the taking day?
Okay to have few people planning, but definitely need more
- Support roles
- Roles to take the space

Where

- Strategic, symbolic, visibility, location, can you control access to the space? Minimal impact to students, impact on university management
- Facilities: toilets, water
- Windows to bring food in if locked in?
- Secure the space: can you lock yourselves in? Have door rota. Make sure no one can get into the space if you don't want to. Don't allow access to security or university unless strategic - it's YOUR space and you should be able to control it

When

- When is a good time to do an occupation? Does it relate back to your aims?
- Is it time-bound? Until aims are achieved? Or are you staying there for as long as possible?
- Strategy for finishing it and what can people get involved in next?

What

- D-locks to keep doors open/shut
- Locks and rope
- Sleeping bags
- Food
- Flipchart, pens, banner making material: make the space yours

2. Building the movement

- Outreach:
 - online strategy: SU facebook, other groups facebook, memes
 - offline strategy: flyers, lecture shout out, posters, banners, coverage in student media, action/demo of support
- Outreach to other groups, involve more campaigns, are there skills that can be useful to other societies?
- Opportunity for education and events
- Fun and high energy, but also if needed can have a study space
- Inclusive and social environment
- Sharing skills
- Welcome desk

3. Running the occupation

- Internal democracy – transparency on decision making meetings, students involved to feel ownership
- Safer Spaces
- Looking after each other: feelings go rounds (even one word), make sure people feel like they can have a break if they need to
- Burn out & Debrief
- Working groups: media, negotiating with management, food, cleaning, welcome team, – have rotations and prioritise what needs to be sorted
- Make sure you control access to the space