Health and Safety

Emergency Procedures

As a group you need to think through and develop your own emergency procedures for everything that you do. Depending on where your activities take place your emergency procedures may be very different and it is important that as a committee you are confident of what action you should take in an emergency as well as ensuring that your members are also aware of what they need to do.

We would suggest that your plan looks something like this:

1. **Stop and think. Assess the situation**
   - Ensure that the whole group is safe and accounted for
   - Are there any hazards present that may affect the group?

2. **Attend to any casualties if safe to do so**
   1. Give first aid within the groups’ capabilities
   2. Get help if required
   3. Note down information that may be required by the emergency services
      - Precise location
      - Number of casualties and type of injuries
      - First aid given
      - Other hazards which could affect the group.

3. **Dial 999 and ask for the relevant Emergency Service**
   Please note on campus dial 8888 for emergency services (01159518888 from a mobile)
   - Co-operate fully with the emergency services
   - Someone from the group should accompany any casualties to hospital
   - Please do not contact any relatives of the individual if they have been badly injured, please use the number below so that a member of the Students’ Union can support you with the next steps.

4. **In the event of a serious incident contact the Students’ Union Emergency Number:**
   - Weekdays: 9am-5pm 0115 8468800
   - Weekdays 5pm-9am/weekends and public holidays: 0115 9513013/3014

5. **If the media contact you give ONLY the following statement please do not give any details to the media or share any information about the incident on any social media sites or forums:**

   “All requests for information must be made to the University of Nottingham Students’ Union on the following number 0115 8468800”