

EMERGENCY INSTRUCTIONS

DIAL 0800 842 8888

PERSONAL EMERGENCY PLANNING

Being prepared for an emergency can help you and the people around you. Have a Personal Emergency Plan so you know what to do and can ensure you and your household are safe and well.

COMMUNICATIONS

Make arrangements on how to contact your household and where you will all meet if unable to return home.

PREPARATIONS

You will need to be self-sufficient for at least 3–5 days in a disaster. Assemble emergency survival items at home and work if possible. Recommended items include:

- essential medication
- 3–5 days' supply of water and non-perishable foods
- alternative lighting (torch, spare batteries, lightsticks)
- warm waterproof clothing and strong walking shoes
- battery-operated radio
- contact details for family.

FIRE

IF YOU DISCOVER A FIRE

- Operate the nearest fire alarm call point by breaking the glass and pressing the switch down
- Dial 0800 842 8888 and advise Campus Security
- Dial 111 and ask for Fire
- Use firefighting equipment only if you are confident and it is safe to do so

IF YOU HEAR CONTINUOUS SOUNDING OF THE FIRE ALARM

- DON'T linger—leave the building as quickly as possible
- DON'T attempt to return to your room
- DON'T run—keep calm
- DON'T use lifts—keep left on stairs
- DON'T return to the building until the all-clear is given
- ASSEMBLE at your assembly point and keep well clear of the building

EARTHQUAKE

DURING AN EARTHQUAKE

- Act quickly—**DROP** to the ground, get under **COVER**, and **HOLD** until the shaking stops
- If there is no cover, crouch on your knees on the floor away from windows and put your arms over your head and neck to protect them

AFTER AN EARTHQUAKE

- Stay inside and gather everyone in one place until it is safe to exit
- If you are in a multi-storey building, check the stairs before making your way to lower floors
- If you are in the stairwells, use emergency door release buttons to exit
- If your building is unsafe, evacuate. Take your belongings, beware of falling debris, and make your way to a large open space

TSUNAMI

Know where the nearest high ground is and how you will reach it. Plan to get as high up or as far inland as you can.

IF YOU ARE NEAR THE SEA AND

- feel a strong earthquake that makes it hard to stand up, or a weak rolling earthquake that lasts a minute or more
- see a sudden rise or fall in sea level
- hear loud and unusual noises from the sea

MOVE IMMEDIATELY to the nearest high ground or as far inland as you can. If evacuation maps are present, follow the routes shown.

SEVERE WEATHER

- Ensure all windows and doors are closed.
- If you have to move outdoors, be aware of flying debris.
- Report any damage or flooding to Campus Security on 0800 842 8888.

MEDICAL EMERGENCY

- Dial 0800 842 8888 and advise Campus Security.
- Dial 111 and ask for the Ambulance.
- Apply first aid if you are confident and it is safe to do so.

UTILITIES FAILURE

- Dial 0800 842 8888 and advise Campus Security.

SUSPICIOUS ACTIVITY

- Ensure your personal safety.
- Dial Campus Security 0800 842 8888.
- Provide description, location, and direction of travel of suspicious person(s) and Campus Security will investigate.

ACTIVE ARMED OFFENDER/SHOOTER

ESCAPE

- Where possible get out of area, if not hide. Advise others to do the same.
- Leave belongings behind, except mobile phone.

HIDE

- Find a safe place out of sight or behind a lockable door.
- Be quiet and silence your phone.
- Take opportunities to escape.

TELL

- Alert other staff and students when you are able to do so.
- From a safe location, dial 111 for Police, or alert Campus Security on 0800 842 8888.



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