Always follow advice from the University of Warwick’s Security Services, Safety Teams, the Emergency Services, residential tutors or University Management.

UNDERSTAND THE UNIVERSITY OF WARWICK'S EMERGENCY PROCEDURES
For a full description visit: go.warwick.ac.uk/emergencyplanning

BE ALERT
Never be afraid to contact the University Security Services if you see something that doesn’t look right.

• On campus, call Security Services on 024 7652 2222 or pick up any emergency blue light phone. (see locations overleaf)
• Off campus call 999.

ACT: GET TO A SAFE PLACE
In the event of an emergency, your actions will depend on the nature of the event, but generally, follow the directions of the University Security Services, Safety Teams, the Emergency Services, residential tutors or University Management.

STAY IN TOUCH:
ONCE YOU ARE SAFE AND AN EMERGENCY IS CONTROLLED
• Reassure your family and friends back home. Call and tell them what’s going on. Set up alternative methods of communication to notify them in case of emergency.
• Keep your phone switched on but don’t make unnecessary calls in case anyone tries to contact you.
• Stay informed by monitoring local and national media: radio, TV, internet and University of Warwick communication methods.
• During crisis or emergency, unsubstantiated rumours often fuel fear. Don’t react to every rumour. Get good information from reliable sources.

WHAT TO DO IN AN EMERGENCY:

STAY INFORMED:
USE THE UNIVERSITY OF WARWICK'S EMERGENCY COMMUNICATION NETWORK
• Get Emergency Text Messaging! Registering is free and easy at: go.warwick.ac.uk/emergencyplanning
• EMERGENCY COMMUNICATION METHODS:
  • Your University of Warwick email
  • www.warwick.ac.uk/insite
  • University Emergency Information Message Line +44 (0)24 7615 1010
  • twitter@warwickuni
  • www.facebook.com/warwickuniversity

HOW TO GET HELP:
1. Phone Security Gatehouse on ext 22222 (024 7652 2222) or use ‘blue light’ emergency phones located around campus. (see locations overleaf)
2. Ask for assistance – first aid, fire, police or ambulance as required.
3. Give your name, location and details of the incident.
4. If it’s safe, remain at the scene until Security or Emergency Services arrive. Reassure casualties that help is on the way.
5. If you’re trained, provide first aid until help arrives.
6. If it’s unsafe, move to a safe distance or evacuate the building. Wait until Security or Emergency Services arrive.
7. If there are signs of smoke or fire, shout “Fire” and operate the nearest red break glass point and ring Security Services on ext 22222.
8. In all cases, ensure your own safety first – do not take risks.
FURTHER INFORMATION:
The University has clear procedures in place to manage emergencies or major incidents and will provide direction to staff and students in those cases. Refer to the University’s Emergency Planning Procedures:
www.go.warwick.ac.uk/emergencyplanning

EXAMPLES OF EMERGENCIES COULD INCLUDE:
• Accidents or activities resulting in serious injuries
• Death on campus
• Possible communicable disease
• Fire, explosion, building collapse, security breach etc

This list is not exhaustive and ‘incidents’ can include other serious occurrences – if in doubt, report it to University of Warwick Security Services (ext.22222)

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USEFUL CONTACT NUMBERS:
• Security Gatehouse 24/7
  +44 (0)24 7652 2083
• Security Gatehouse Emergency 24/7
  +44 (0)24 7652 2222
• University Switchboard
  +44 (0)24 7652 3523

EMERGENCY COMMUNICATION METHODS:
• Your University of Warwick email:
  www.warwick.ac.uk/insite
• University Emergency Message Line
  +44 (0)24 7657 3222

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