

## Guide for Incidents

An "incident" is a situation out of the ordinary that could cause disruption to the University, even if it's not on campus. For example:







Fire



Heavy Snowfall

If you discover an incident – or the potential for one – KEEP CALM:



Contact on **x4444** (0114 222 4444 off campus or x2222 from a hospital building).

## Advise

Give as much information as you can to the Control Room about what has happened, where and any hazards.

## Jocation

Move yourself and others away from any danger to safety and wait for help to arrive. Only stay at the scene if it is safe to do so.

## Media Matters

Incidents attract attention; if anyone from the media approaches you refer them to the Media Team on 0114 222 9852 (or the Control Room out of normal office hours).

In the meantime be prepared. As a member of staff, check that you are familiar with:

Evacuation procedures for any building you work in...

Who you should tell if there is an incident...

Plan/s your department has to manage an incident.