Emergency Procedures  (September 2011)

In the event of discovering a FIRE or ACCIDENT liable to cause injury to a person or damage to a building, follow the directions set out below:

**FIRE**

ACTIVATE THE FIRE ALARM

DIAL 8888 (INTERNAL) or 0115 951 8888 (EXTERNAL) AND STATE LOCATION OF THE FIRE

USE THE APPROPRIATE FIRE EXTINGUISHER IF SAFE TO DO SO AND YOUR ESCAPE ROUTE IS CLEAR

**ON HEARING THE FIRE ALARM**

EVACUATE YOUR PLACE OF WORK CLOSING ALL WINDOWS AND DOORS AS YOU LEAVE

LEAVE THE BUILDING BY THE NEAREST AVAILABLE EXIT AND GO TO ASSEMBLY POINT

WHERE APPROPRIATE FIRE MONITORS/PERSONNEL WILL COLLECT THE NEAREST FIRE TAG IF IT HAS NOT ALREADY BEEN COLLECTED, TAKE IT AND CHECK THAT THE ROOMS MARKED ON THE FRONT OF THE TAG HAVE BEEN EVACUATED.

**FIRE ASSEMBLY POINTS**

Physics and Mathematics Building   Near bottom of George Green Library steps
Magnetic Resonance Building     Visitors Car Park outside the building’s reception area
Cripps Building            Physics and Mathematics Main Car Park

**FIRE ALARM TESTS**

Physics and Mathematics Building  1000 on Thursdays
Magnetic Resonance Building     0915 on Mondays
Cripps Building            0930 on Tuesdays

**EVACUATION REFUGES**

The University has provided the Physics and Mathematics building with four refuges. Each refuge is designated temporary safe area where someone can wait in comparative safety for assistance. Each refuge has direct telephone communication with the University’s Security Office and two refuges have evacuation chairs. The location of each refuge within the building is:

‘A’ Floor   Research Area     By Lift adjacent to MBE Unit Entrance
‘B’ Floor Undergraduate Area     In Stairwell opposite Lecture Theatre B13
‘C’ Floor Office Area     By Lift adjacent to Room C130
‘C’ Floor Undergraduate Area     In Stairwell opposite Lecture Theatre C12 Evacuation Chair
‘C’ Floor Research Area     By Stairwell adjacent to Room C114 Evacuation Chair
‘C’ Floor Research Area     In Stairwell adjacent to Room C100

**ACCIDENT**

In case of serious injury, dial 8888 (internal) or 0115 951 8888 (external) and ask for the Ambulance Service (the University does not have its own ambulance transport). Obtain assistance from the nearest qualified first-aider.

When the Fire Brigade or Ambulance is needed state clearly where the service is required, **i.e. building name, laboratory/room number, and also give your name.**

To prevent misunderstanding ask for the message to be read back.

For less serious injuries which require medical attention, the injured person should attend the Accident and Emergency Department at the Queens Medical Centre. Where only minor injuries have been sustained a first-aider should be able to provide treatment.

If no first aiders are available the Occupational Health Unit should be contacted for advice.
ACCIDENT REPORTING
All accidents causing injury, no matter how minor, dangerous occurrences (events capable of causing injury) and near miss incidents must be reported as soon as practicable on forms available from the Room B222 – Physics and Mathematics Building, Reception – Magnetic Resonance Centre and Room 112a – Cripps Building.

IMPORTANT TELEPHONE NUMBERS
Cripps Health Centre: 75
Emergency Services (Fire & Ambulance): 8888 (internal) or 0115 951 8888 (external)
University Safety Office: 13401 (0900 to 1715)
Occupational Health Unit: 14328
Security: 13013

SAFETY WEB PAGES
University: www.nottingham.ac.uk/safety/
School: www.nottingham.ac.uk/physics/intranet/safety/Policy.htm
Magnetic Resonance Centre: www.magres.nottingham.ac.uk/safety

SAFETY PERSONNEL
School Safety Officer
Mr C R Staddon Room B125 Ext 15181

Safety Technician
Mr C R Pateman Room B222 Ext 15182

FIRST AIDERS IN THE SCHOOL
(❤❤ denotes defibrillator trained personnel)
Physics and Mathematics
Mr S R Booth Electronics Workshop (B221) Ext 15170
Mr R J A Chettle ❤❤ Electronics Workshop (B218) Ext 15167
Ms M Hall Room B121b Ext 15171
Mr J R Middleton Room B123 Ext 15194
Mr P Munday Room A22 Ext 18329
Mr C R Staddon Room B125 Ext 15181
Mr M L Woolley Engineering Workshop (B211) Ext 18326

Magnetic Resonance Centre
Ms K Head MR Centre Room 4 Ext 18276
Dr A Peters ❤❤ MR Centre Room 5 Ext 68946

Cripps Building
Mr P Parry Room A107 Ext 68813
Dr F Pearce Room B103 Ext 15160
Mrs M J Stretton ❤❤ Room A112a Ext 15183

LOCATION OF FIRST AID BOXES
Physics & Mathematics Building
Foyer Main Foyer In alcove
Room A124 Research Laboratories Outside door
Room A14 Third Year Laboratory On wall near writing board
Room A22 Second Year Laboratory On wall near writing board
Room B140 Cold Atom Laboratories On wall
Room B16 MSci Coffee Room Behind door
Room B219 Electronics Workshop Behind door
Room B500 Liquefier Plant room
Room C14 UCAS Office Behind counter

Magnetic Resonance Centre
Reception Area On Wall outside Room 10
Bottom Corridor On wall outside Records Store
Bottom Corridor On wall opposite Room 3
Top Corridor On wall opposite Room 16
Top Corridor On wall opposite Room 23
Biochemistry Laboratory On table opposite fume cupboard
New Building Room 28 On wall outside Room 29
New Building Room 36 On wall outside Room 37

Cripps Building
Room A112a Secretaries' Office Near filing cabinet
Kitchen Kitchen On wall