

Emergency Procedures

(August 2017)

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 Building

Near bottom of George Green
Library steps

Sir Peter Mansfield Magnetic Resonance Imaging Centre

Visitors Car Park outside the
building's reception area

Cripps Building

Physics Main Car Park

FIRE ALARM TESTS

Physics and Mathematics Building

1000 on Thursdays

Sir Peter Mansfield Magnetic Resonance Imaging Centre

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 a 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 by completing the online form.

Safety Office <http://www.nottingham.ac.uk/safety/> quick link to forms Report an Accident

IMPORTANT TELEPHONE NUMBERS

Cripps Health Centre:	68888
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/safety/Policy.htm
SPMIC:	www.magres.nottingham.ac.uk

SAFETY PERSONNEL

School Safety Officer

Dr P.K. Milligan	Room C148	Ext 67729
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Safety Technician

Mr M Shaw	Room B401	Ext 84718
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FIRST AIDERS IN THE SCHOOL

Physics Building

Mrs. W. Brennan	Room C124	Ext 15163
Mrs P. Davies	Reception	Ext 15374
Mr J.R. Middleton	Room B123	Ext 15194
Dr. P.K. Milligan	Room C148	Ext 67729
Mr P. Munday	Room A22	Ext 18329
Mr M.L. Woolley	Engineering Workshop (B211)	Ext 18326

Magnetic Resonance Centre

Dr A. Peters	MR Centre Room 5	Ext 68946
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Cripps Building

Mr P. Parry	Room A107	Ext 68813
Prof. F. Pearce	Room B103	Ext 15160
Mrs M.J. Stretton	Room A112a	Ext 15183

LOCATION OF DEFIBRILLATOR

Reception

LOCATION OF FIRST AID BOXES

Physics & Mathematics Building

Foyer	Main Foyer Reception	Reception in Cupboard
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