

Dealing with emergencies using the UoN telephone system

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Introduction

The University of Nottingham telephone system spans across all campuses and buildings within the Nottingham area, including a number of NHS sites.

This document is designed to assist the telephone user in a specific location to know which number to call for assistance in the event of an emergency. Please read and familiarise yourself with the section relevant to the buildings you work in or visit. It should be read in conjunction with the information published in the *University Safety Handbook*.

1. Emergency Procedures

The following procedures have been agreed by *University of Nottingham Safety Committee*:

1.1. University Park

Emergency Type	Procedure	
For Fire and all other emergencies (e.g.: security, bomb threat, flood, power cut, intruder)	1. Dial 8888 (from an internal phone) Or Dial 0115 951 8888 (from an external phone) 2. Give the operator: <ul style="list-style-type: none">▪ Location details▪ Nature of incident	This will connect you to the University security office where your call will be dealt with appropriately.

1.2. Jubilee Campus

Emergency Type	Procedure	
For Fire and all other emergencies (e.g.: security, bomb threat, flood, power cut, intruder)	1. Dial 8888 (from an internal phone) Or Dial 0115 951 8888 (from an external phone) 2. Give the operator: <ul style="list-style-type: none">▪ Location details▪ Nature of incident	This will connect you to the University security office where your call will be dealt with appropriately.

1.3. Sutton Bonington

Emergency Type	Procedure	
For Fire and all other	1. Dial 8888 (from an internal	This will connect you to the University security

<p>emergencies (e.g.: security, bomb threat, flood, power cut, intruder)</p>	<p>phone)</p> <p>Or</p> <p>Dial 0115 951 8888 (from an external phone)</p> <p>2. Give the operator:</p> <ul style="list-style-type: none"> ▪ Location details ▪ Nature of incident 	<p>office where your call will be dealt with appropriately.</p>
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1.4. Kings Meadow

Emergency Type	Procedure	
<p>For Fire and all other emergencies (e.g.: security, bomb threat, flood, power cut, intruder)</p>	<p>1. Dial 8888 (from an internal phone)</p> <p>Or</p> <p>Dial 0115 951 8888 (from an external phone)</p> <p>2. Give the operator:</p> <ul style="list-style-type: none"> ▪ Location details ▪ Nature of incident 	<p>This will connect you to the University security office where your call will be dealt with appropriately.</p>

1.5. Shakespeare Street

Emergency Type	Procedure	
<p>For Fire and all other emergencies (e.g.: security, bomb threat, flood, power cut, intruder)</p>	<p>1. Dial 8888 (from an internal phone)</p> <p>Or</p> <p>Dial 0115 951 8888 (from an external phone)</p> <p>2. Give the operator:</p> <ul style="list-style-type: none"> ▪ Location details 	<p>This will connect you to the University security office where your call will be dealt with appropriately.</p>

	▪ Nature of incident	
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1.6. Nottingham Medical School building [on QMC site]

Emergency Type	Procedure	
Fire	<ol style="list-style-type: none"> 1. Dial 2222 2. Give the operator: <ul style="list-style-type: none"> ▪ Location details ▪ Nature of fire 	<p>Your call will be handled by a designated emergency line within the hospital switchboard.</p> <p>Local Fire wardens will be notified and the fire brigade will be called.</p>
Serious Medical Emergencies involving a hospital patient	<ol style="list-style-type: none"> 1. Dial 2222 	<p>Your call will be handled by a designated emergency line with the hospital switchboard.</p> <p>The operator will alert the relevant emergency service/crash team depending on the nature of the incident.</p>
Serious Medical Emergencies involving a member of staff, student or visitor	<ol style="list-style-type: none"> 1. Dial 8888 	<p>This will connect you to the University security office where your call will be dealt with appropriately.</p>
All other emergencies (e.g.: security, bomb threat, flood, power cut, intruder)	<ol style="list-style-type: none"> 1. Dial 8888 	<p>The University Security Office will deal with your call.</p>

1.7. Clinical Sciences Building (located at Nottingham City Hospital)

Emergency Type	Procedure	
Fire	<ol style="list-style-type: none"> 1. Dial 8888 2. Give the operator: <ul style="list-style-type: none"> ▪ Location details ▪ Nature of fire 	<p>Your call will be handled by the University Security Office</p> <p>The fire brigade will be contacted and local hospital security dispatched.</p>
<p>Serious Medical Emergencies involving a hospital patient</p>	<ol style="list-style-type: none"> 1. Dial 2222 	<p>Your call will be handled by a designated emergency line within the hospital switchboard.</p> <p>The operator will alert the relevant emergency service/crash team depending on the nature of the incident.</p>
<p>Serious Medical Emergencies involving a member of staff, student or visitor</p>	<ol style="list-style-type: none"> 1. Dial 9-999 2. Give the operator the details of the incident. 3. Then Contact the University Security Office on extension 13013 and advise that an ambulance has been called. 	
<p>All other emergencies (e.g.: security, bomb threat, flood, power cut, intruder)</p>	<ol style="list-style-type: none"> 2. Dial 8888 	<p>The University Security Office will deal with your call.</p>

1.8. Embedded Units at QMC & Nottingham City Hospital

Emergency Type	Procedure	
<p>For Fire and all emergencies (e.g.: security, bomb threat, flood, power cut, intruder)</p> <p>And for all medical emergencies Patients, staff, students & visitors</p>	<p>In all cases :</p> <p>1 Dial 2222</p> <p>2 Give location and nature of fire or emergency</p>	Your call will be handled by a designated emergency line within the hospital switchboard.

1.9. Derby Medical School

Emergency Type	Procedure	
Fire	<p>1. Dial 8888</p> <p>2. Give the operator:</p> <ul style="list-style-type: none"> ▪ Location details ▪ Nature of fire 	<p>Your call will be handled by the University Security Office</p> <p>The fire brigade will be contacted and local hospital security dispatched.</p>

<p>Serious Medical Emergencies involving staff, students, visitors or patients</p>	<p>1. Dial 9-999</p> <p>2. Give the operator the details of the incident.</p> <p>Then Contact the University Security Office on extension 13013 and advise that an ambulance has been called.</p>	
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<p>All other emergencies (e.g.: security,</p>	<p>1. Dial 8888</p>	<p>The University Security Office will deal with your call.</p>
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bomb threat, flood, power cut, intruder)	2. Give the operator: <ul style="list-style-type: none">▪ Location details▪ Nature of incident	
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