

## **EMERGENCY RESPONSE: Guidance for Staff & Students**

### **Critical contact numbers in the event of an emergency are:**

Gilmorehill Campus ext. **4444** (0141) 330 4444)

Garscube Campus ext. 2222 (0141 330 2222)

### **Emergency Services**

Fire Brigade 999 (Office = 0141 302 3111)

Police 999 (Office = 0141 532 3500)

Ambulance 999

Accident & Emergency (Western Infirmary) (external 0141 211 2000); (internal at WIG – reception desks 52409 / 52304 or via Switchboard (1000))

University of Glasgow Safety & Environmental Services ext 5532 (0141 330 5532)

### **Estate & Buildings**

Helpline ext. 6000 (0141 330 6000)

General Office ext. 3577 (0141 330 3577)

### **What To Do When Faced With An Emergency Situation**

**If you become aware of an emergency situation**, you should immediately phone 999 if necessary and then inform Security Control (4444), saying

- (a) where you are speaking from, your name and telephone number;
- (b) the nature and exact location of the incident;
- (c) how you have come to know about the emergency;
- (d) information re any casualties, if known; and
- (e) any other relevant information

Security Staff will assume immediate responsibility for the initial response to the situation, liaising with senior university staff and the emergency services.

On their arrival, the emergency services (Police, Fire, Ambulance) will take control of the situation. The University will provide support services and facilities as required.

Our Security Staff have a vital role in supervising the initial response to an emergency situation.

The University has an Emergency planning and Incident Control Group who will assume responsibility for coordinating the University's management of an emergency situation.