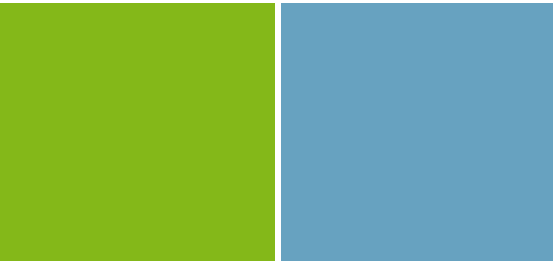


Action in an emergency





Fire

If you discover a fire

Raise the alarm by breaking glass of nearest call point.

If it is safe to do so inform the main reception on **ext. 5555** or if based in a building other than Bedford Way call the emergency services on **999** then inform the main reception.

Accidents

If you need a first aider

- Contact security **ext. 5555** and ask for a first-aider or medical assistance.
- Lists of first-aiders can be found on departmental notice-boards and on the health and safety web page (<http://intranet.ioead/hands/firstaid/firstaiders090615.pdf>).
- Minor injuries can be treated by the nursing sister at the Gower Street Practice, 20 Gower Street, **020 7636 7628**, during office hours (Monday–Friday 09.15–17.30).
- Outside office hours, all casualties should go directly to the accident unit, University College Hospital, Euston Road.

Reporting accidents

All accidents and dangerous or potentially dangerous incidents must be reported to the Health & Safety Officer directly after the occurrence using an accident report form available at http://www.ioe.ac.uk/about/documents/about_policies/accident_report_form_090317.pdf

In the event of an emergency in Bedford Way

The alarm system in 20 Bedford Way has both an alert signal (intermittent) and evacuation signal.

The intermittent alarm will signify that there may be a problem and will ring for **up to 2 minutes**. No action should be taken until the alarm sounds continuously. When the alarm rings continuously leave the building by the nearest available exit and go to the assembly point in Woburn Square.

In the event of an emergency in all other buildings

The alarm will ring continuously until the building has been vacated. You should leave the building by the nearest available exit and go your assembly point.

Remember

- Do not use the lifts in an emergency.
- Always use the emergency exits as well as the main entrances.
- Do not return to your office to retrieve personal belongings.
- Do not assemble immediately in front of the building where you might obstruct the exit.
- If evacuating from 20 Bedford Way do not assemble on the concourse.
- Do not re-enter the building until instructed by the fire brigade or a responsible officer of the Institute.

Theft or possible intruder

Report all details immediately to the main reception in person and ensure an incident report form is completed by reception staff. Where personal loss is incurred you are advised to report this to the police tel: **020 7404 1212**. A crime reference number will be confirmed which you may require for insurance purposes.

Lost and Found Property

Please enquire at the main reception desk or via **ext. 6136** regarding any lost property. Please hand to the main reception any property found.

Security

Do not leave bags, coats, luggage or packages unattended at anytime. If you find such items unattended or receive a threat by telephone inform main reception on **ext. 5555** and await instructions.

If the decision is taken to evacuate, the bells will ring continuously (i.e. there will be no intermittent warning). You should leave the building immediately. If easily accessible, take all bags, brief cases etc with you.



Useful contacts

Emergency number

t: ext. 5555

Main reception

t: 020 7612 6136

Head of Estates and Facilities

Anthony Tyrell

t: 020 7612 6110

e: a.tyrell@ioe.ac.uk

Health and Safety Advisor

t: ext. 5555

e: healthandsafety@ioe.ac.uk

Disability Coordinator

Sarah Slater

t: 020 7612 6604

e: s.slater@ioe.ac.uk

Conference Officer

Sharon Fisher

t: 020 7612 6401

e: s.fisher@ioe.ac.uk

Student Union General Manager

Sarah Douglas

t: 020 7612 6166

e: s.douglas@ioe.ac.uk

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