

Emergency Procedures

- If you are on or off campus you should **report the incidence** to the **JMSU Office (in normal office hours 9am-5pm)** on **0151-231-4969** or **contact security on 0151-231-2222**.
- When you have made contact, we will need you to provide the following **information**:
 - Your name and telephone number.
 - The name of the sport/society.
 - A brief description of the incident.
 - The name and number of students involved.
 - The name of the hospital where any casualties have been taken.
 - The name and number of any police officer involved with the incident.
- If you have been involved in an accident in a hired vehicle, please **follow the steps** in the transport manual – You are still required to contact the JMSU Office
- If you are in an external venue, **seek help** from them and contact the JMSU Office in office hours or LJMU Security out of office hours once the emergency has been taken care of.

Basic Steps

1) Stop and think. Assess the situation

- Make sure that the whole group is safe and accounted for.
- Are there any hazards present that may affect the group?

2) Attend to any casualties if safe to do so

- Give first aid within the groups' capabilities.
- Get help if required.
- Note down information that may be required by the emergency services e.g., precise location, number of casualties and type of injuries, first aid given, other hazards which could affect the group.

3) Dial 999 and ask for the relevant Emergency Service

PLEASE NOTE: For Security dial 0121 204 2222

- Co-operate fully with the emergency services.
- Someone from the group should accompany any casualties to hospital.
- Please do not contact any relatives of the individual if they have been badly injured.
- Please use the number below so that a member of the Students' Union can support you with the next steps.



4) Contact JMSU & Security

In the event of a serious incident contact JMSU after you have called the relevant emergency services.

Weekdays: 9am-5pm 0151-231-4969

Weekdays 5pm-9am/weekends and public holidays: 0151-231-2222.

If the media contact you give ONLY the following statement, please do not give any details to the media, or share any information about the incident on any social media sites or forums:

All requests for information must be made to JMSU on the number above.

5) Complete Incident Report Form

Please make sure you complete the incident report form within 24 hours of the incident whilst the incident is fresh.

