**Emergency Procedure**

As per the risk assessment you would have gone through the emergency protocol to follow. It is important that as a committee you are confident of what action you should take in an emergency as well as ensuring that your members are also aware of what they need to do.

* If you are on campus you should report the incidence to the Student Activities Office in normal office hours 9am-5pm) or contact security on 0121 204 2222.

When you have made contact we will need you to provide the following information:

1. **Your name and telephone number.**
2. **The name of the Club/Society.**
3. **A brief description of the incident.**
4. **The name and number of students involved.**
5. **The name of the hospital where any casualties have been taken.**
6. **The name and number of any Police Officer involved with the incident.**

* If you have been involved in an accident in a SU vehicle please follow the steps in the Transport Booking Guide – You are still required to make contact with the Student Activities Office
* If you are in an external venue seek help from them and contact the Student Activities Office in office hours or Aston Security out of office hours once the emergency has been taken care of.
* As discussed in the risk assessment you are to follow the emergency procedures set in place.

Here are some basic steps that you should ensure that you take in an emergency

**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**

1. Give first aid within the groups’ capabilities

2. Get help if required

3. Note down information that may be required by the emergency services

o Precise location

o Number of casualties and type of injuries

o First aid given

o 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. In the event of a serious incident contact the Students’ Union after you have called the relevant emergency services.**

 Weekdays: 9am-5pm 0121 204 4819

 Weekdays 5pm-9am/weekends and public holidays: 0121 204 2222

**5. 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 Aston Students’ Union on the

Following number 0121 204 4819”