# Emergency Guidance

As a Student Leader, you should be aware of the emergency procedures. Whilst there will sometimes be a member of staff present or near your activity, it is essential for you to know what to do in the event of a serious incident.

## A. Immediate Danger to Life

If there is an immediate danger to life, call **999**. To report a crime that doesn't require emergency attention call 101 or report it online. You can also visit your local police station.

## B. Other Emergency

For other emergency, please check the related procedures and emergency contact based on your event location.

### Fire Emergency

| Clerkenwell and Moorgate | Tooting |
|---|---|
| Event organizers should familiarize themselves with the Fire emergency procedure \| Student Hub \| City, University of London | Event organizers should familiarize themselves with the Fire Emergency Evacuation Procedures |

## Other Emergency

In case of other emergency or at any point that you feel uncomfortable dealing with a situation, including an unwanted attendee,

| Clerkenwell and Moorgate | Tooting | Out of Campus / Out of UK |
|---|---|---|
| Please always contact the security 24/7 hotline to get immediate help at **020 7040 3333** | Please always contact the security 24/7 hotline to get immediate help at **020 8725 0909 / ext 50909** | Please contact local emergency services and follow their instructions |
| Please do this **after** you have alerted security or evacuated.<br>• Contact SU Staff at **0207 040 5600** during Mon - Fri 9AM - 6:30PM | Please do this **after** you have alerted security or evacuated.<br>• Contact SU Staff at **020 8725 0562** during Mon - Fri 9AM - 5PM | Please do this **after** you have alerted security or evacuated.<br>• Contact SU Staff at **0207 040 5600** during 9AM - 6:30PM |
| Emergency will be reported and escalated as below in chronological order:<br>• Head of Communities<br>• Deputy CEO<br>• CEO | Emergency will be reported and escalated as below in chronological order:<br>• Office Manager<br>• Deputy CEO<br>• CEO | Emergency will be reported and escalated as below in chronological order:<br>• Head of Communities<br>• Deputy CEO<br>• CEO |

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DAY BETTER