**Who to call for any kind of fire, security, accident or other emergency issue**

Please note that for any kind of fire, security or other emergency issue on College premises you should call **Security Control Room** as soon as possible and give as informative and accurate a brief as you can.

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| **Campus/Building** | **Internal Phone** | **External/Mobile Phone** |
| South Kensington | 4444 | 020 7589 1000 |
| Silwood Park | 42444 | 020 7589 1000 |
| NHS Trust Sites but see below | 3333 |  |
| Buildings not on NHS Phone System/ External calls |  |  |
| Charing Cross  Reynolds Building | 40713 | 020 7594 0713 |
| Chelsea and Westminster | 56999 |  |
| Hammersmith  Burlington Danes IRDB  ICTEM Floors 1,2,3,4,5  Commonwealth Building/ Wolfson Building/B Block | 43457/8  466666  3333  3333 | 020 7594 6666  020 7594 3457/8  020 7594 6666  020 7594 6666 |
| Northwick Park | Security 3999  Fire 3333 | 0208 869 3999 |
| Royal Brompton |  |  |
| Emmanuel Kaye Building  Guy Scadding Building | 4444 | 020 7589 1000 |
| St. Marys  Medical School  NHS Trust Buildings | 43660  2222 | 020 7594 3660 |

These are the numbers to call for a whole range of incidents including actual or suspected fire, security incident, bomb threat, intruder or suspicious person, accident, medical emergency and anything that might need the attendance of the emergency services.

The Security Control Room is situated in the Sherfield building on South Kensington Campus.  It is the nerve centre for security services covering all campuses.  All alarms are relayed to the Security Control Room. Staff on duty will acknowledge the alarm and send the appropriate response. This could be a team of security officers, the police, fire brigade or an ambulance.  The Security Control Room team will call and liaise with the emergency services, ensuring they get quickly to the right location and briefing them on any necessary local knowledge and risks.  College has a number of plans and protocols to manage a range of incidents and Security Control Room will trigger the right ones and tell the right people.

Please read more about Security Control Room here, how to contact them and what they do.

<http://www3.imperial.ac.uk/estatesfacilities/services/security/securitycontrol>

**What to do in an evacuation**

1. If the alarms sound, evacuate the building immediately leaving via the nearest fire exit marked with a green fire exit sign.  Always press the break glass panel if a fire door hasn’t automatically opened.
2. Do not use lifts.
3. Go to your designated assembly point.
4. Do not re-enter buildings until permission is given by the Emergency Services or College Security Team.
5. Do not move from an area that is not evacuated INTO an area in which the alarm is sounding.
6. In an evacuation and any other emergency situation our College Security team, clearly identifiable through their uniforms and identity cards, have full control authority.  Their instructions **must** be followed immediately.

**ACTIONS:**

1.  Please put the external number for Security Control Room into the contacts list of your phone in case you need it.

2.  If you line manage, supervise or have anyone doing any work for you, please make sure they know all of this.

3.  If you run a programme please make sure your students know all of this.

4.  If you have event participants, visitors, guests, suppliers or anyone else on site, please make sure they know what to do in an evacuation.