

## Birkbeck College, School of Crystallography

# Emergency Procedures

### In case of emergency - Dial 555 - Give

1. **Your name**
2. **The building you are calling from**
3. **Room number and telephone extension you are calling from or location [Room number B54, Biophysics Centre, School of Crystallography]**
4. **Nature of the emergency**

**General:** All staff and students are expected to be familiar with the emergency procedures set out in the School Safety Codes of Practice and any specific measures detailed in their COSHH form(s).

**Discovering a fire:** Set off alarm [continuous bell] and leave building. Do not tackle any fire with an extinguisher unless you have been trained and the fire is very small. Do not risk yourself!

**Personal injury:** Contact a First Aider [see below]. All accidents must be reported using the accident report form [<http://www.bbk.ac.uk/so/forms/accident>]. Remember any person may fill in such an accident report.

**Spillage:** Deal with as detailed in the School Safety Codes of Practice and COSHH forms.

#### **Contacts:**

First Aiders:

- Bob Sarra - ring ext. 6846
- Stella Geddes - ring ext. 6841
- Jim Pitts - ring ext. 6865
- others - ring ext. 6031 (Main Reception)

Crystallography Safety Officer:

- Jim Pitts - ring ext. 6865 - [j.pitts@mail.cryst.bbk.ac.uk](mailto:j.pitts@mail.cryst.bbk.ac.uk)

College Safety Officer:

- Tom McCartney - ring ext. 6218

**Info from:** <http://people.cryst.bbk.ac.uk/~ubcg17a/safety/emerg99.htm>  
**Last updated: 2/10/06 (Jim Pitts)**