

Calling the police

The local police are aware of FSY – should they need to be called for an incident at FSY please quote the number -
468-27072017

The addresses for FSY are as follows:

- East Midlands Conference Centre and Hotel
University Park, Nottingham, NG7 2RJ
- Rutland Hall (The University of Nottingham)
University Park, Nottingham, NG7 2QZ
- Ancaster Hall (The University of Nottingham)
Portland Building, University Park, Nottingham
NG7 2RE

If you call the police please ensure that (Insert Session Directors Names) are notified on
and notify the university on **8888 internal – 0115 9518888 mobile.**

Serious Incident on site

RUN



Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE



It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL



Tell the police by calling 999.

Emergency Evacuation of the Site

ALWAYS FOLLOW POLICE ORDERS TO THE LETTER

If you need to evacuate the site the map overleaf shows the location of the halls, conference centre and the exits to

- West Entrance onto Woodside Road (A6464) and
- North Entrance onto the QMC roundabout/A52, though there are also footpaths leading to the A53 Derby Road a short walk from the Sherwood Hall, which you can follow to the North entrance.
- South Entrance onto A6005, University Boulevard

Upon evacuation of the site ACs should gather their youth together in a safe place near to the West, North or South entrances, notify the (Insert Session Directors Names) where they are and await further instructions.

Mobile numbers you should have

Session Directors –
Administrators –
Assistant Administrators –
Coordinators

List ACs and their numbers

List individual health counsellors

(Assistant Coordinators should have the mobile numbers of all their counsellors)