

Student Activities Emergency Procedure

If you or anyone else is in immediate danger, call 999 immediately.

Cardiff Students' Union emergency number – 029 2078 1412.

This emergency procedure is to be followed by all affiliated student groups in the event of an accident.

In the event of a serious accident, involving missing persons, severe injuries, or fatalities, you should:

1. Contact the relevant emergency service, 999 or 112, immediately.
2. Contact Cardiff Students' Union emergency number, 029 2078 1412, with the below details:
 - What is your name?
 - Which student group are you from?
 - What is the best contact number for you?
 - Where are you?
 - What has happened?
 - How many are injured?
 - Who is injured?
 - Are the rest of the group in a safe place?
 - What is happening now?
 - Have you called the emergency services?
 - Where can we support / help you if not already established?
3. Do not make any comments to the media.
4. With support from CSU staff, arrange next steps and for the party to safely return as appropriate.



Other accidents must be dealt with appropriately by ensuring:

1. First Aid is administered where appropriate to do so, by a qualified First Aider.
2. You have recorded the names of any injured, as well as the extent of their injuries.
3. Contact the relevant emergency service if required, 999 or 112, immediately.
4. Efforts are made to ensure that the injured parties are accompanied to the hospital if required.
5. The rest of the group are safe and accounted for. Things you will need to think about:
 - Is it safe / appropriate to continue with the trip?
 - Can the rest of the group get to the destination / back to Cardiff safely?
 - Do you need to arrange alternative transport?
6. You have notified your staff contact of the accident. If in doubt, record this with the Cardiff Students' Union emergency number, 029 2078 1412.
7. The Students' Union Accident Report Form is completed and returned at your earliest opportunity.

