

Incidents on Campus

Incidents include:

- Accidents resulting in serious injury
- Death on the premises (accident, ill health, suicide)
- Fire, explosion, building collapse, contamination, security breach
- This list is not exhaustive: if in doubt report other incidents.



Other incidents affecting the School

These are incidents that may impact on the School community such as major transport problems, floods, snow, disruption from terrorism.



What to do:

- Phone the 24 hr LSE Security hotline on ext 666 (020 7955 6200 from a non-campus phone). This line will work even if the main LSE exchange is out of action
- Ask for assistance: first aid, fire, police or ambulance as needed
- Give your name, location and describe the incident as best you can (what has happened, casualties)
- If safe, stay at the scene to meet LSE Security or emergency staff
- Reassure any casualties that help is on the way
- If trained, provide first aid until assistance arrives
- Familiarise yourself with the Police's "Run, Hide, Tell" advice
- If the area is unsafe, withdraw to a safe distance or evacuate the building. Remain available for the Emergency Services
- If there are signs of smoke, fire or other immediate danger, operate the building fire alarm by breaking the nearest red "break glass unit"
- **IN ALL CASES DO NOT TAKE RISKS, ENSURE YOUR OWN SAFETY FIRST.**

What to do:

- If not at the School, look for information/advice on the LSE Website before travelling
- If at the School, look for information displayed around the School
- Check your email inbox
- Check your mobile phone for messages from the School
- Check LSE Social Media channels
- Watch the news on TV (BBC News 24 or Sky) or listen to the radio for updates
- If you are a member of the Gold or Silver Teams expect to be contacted under the provisions of the MIIRP
- If you are a member of your Division/ Department's business recovery team, enact your business continuity plan as appropriate and also stand by for possible communications from the Gold and Silver Teams
- Keep your mobile phone switched on and call your family to let them know you are safe but don't make unnecessary calls in case someone needs to contact you
- Follow advice given by the Police, Fire or Ambulance Services or the LSE Security Team or Gold and Silver Teams
- Familiarise yourself with the Police's "Run, Hide, Tell" advice.

This guide is intended to provide advice to all staff to follow in an emergency

- Always follow advice provided by the Emergency Services, LSE Security or LSE Gold and Silver Teams
- All staff should follow instructions on evacuation, invacuation or directed dispersal and ensure students in their care/classroom do the same
- If you have a specific emergency role such as Fire Warden, First Aider or are a member of the Gold and Silver Teams you should report to Main Reception for further instructions or call Security on 666 or 0207 955 6200
- Familiarise yourself with the Police's "Run, Hide, Tell" advice.



LSE security staff should:

- Send First Aider/ assistance to incident scene
- Summon the Emergency Services, giving information about the location to which they should go, address of the nearest entrance, brief description of the incident, how many casualties, name and contact details
- Escort Emergency Services to the scene
- Inform the Duty Manager on duty
- Start a Log to record all the facts of the incident known, and decisions and actions taken
- Ensure the safety of people by preventing access to buildings.



The LSE “Gold” (Strategic) Emergency Management Team should:

- Meet at an agreed location if necessary
- Follow guidance in the LSE’s Business Continuity Plans
- Invoke The Major Incident Initial Response Plan (MIIRP) if warranted
- Oversee external communications
- Make assessments on the basis of information from the Silver Team and set high level and strategic objectives for the management of the incident.

The LSE “Silver” (Tactical) Emergency Management Team should:

- Manage the incident
- Obtain and work with advice and instructions from the Emergency Services
- Make impact/duration/ scale assessments of the incident
- Ensure the safety, welfare and security of people and school property
- Communicate instructions and advice to the LSE community
- Use the Major Incident Initial Response Plan (MIIRP) if required
- Devise and co-ordinate the delivery of strategies to meet the Gold Team’s high level objectives for managing the incident
- Monitor the Bronze Team’s implementation of actions to achieve strategies
- Keep Gold Team updated if the MIIRP has been invoked.

The LSE “Bronze”* (Operational) Emergency Management Team should:

- Take advice from the LSE Silver Emergency Management Team
- Communicate with their staff and students as required
- Assess and report on the impact of the incident on the Division/ Department
- Activate local business recovery plans as required.

*The Bronze Team refers to anyone called upon by Silver to help and assist during an incident, including within their own operational areas.

Useful contacts

LSE Security
020 7955 6200 (24hrs)

LSE Duty Managers
020 7955 6055
020 7955 6589

LSE Main Switchboard
020 7405 7686

LSE Press Office
020 7955 7053/7417

LSE Student Services Centre
020 7955 7457

LSE Students Union
020 7955 6724

Westminster City Council Contingency Planning Team
020 7641 6000 (24 hrs)

Camden Council Emergency Planning Office
020 7974 4444 (24 hrs)

Emergency Services – police, ambulance, fire brigade

Emergency: 999 from any phone

Non Urgent: 101 from any phone

USEFUL WEBSITES

LSE
www.lse.ac.uk

Transport for London
www.tfl.gov.uk/

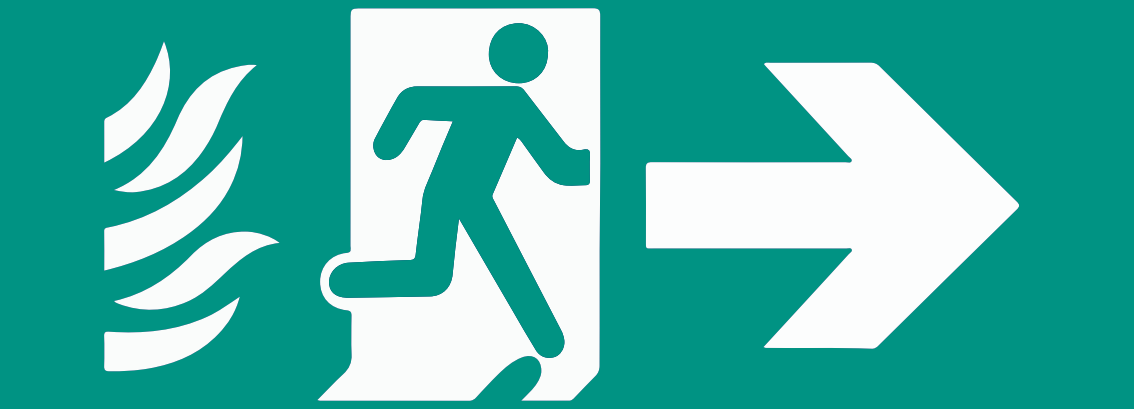
National Rail
www.nationalrail.co.uk/

Met Office
www.metoffice.gov.uk/public/weather/warnings

Government Advice
www.londonprepared.gov.uk

www.metpolice.uk
www.gov.uk/local-planning-emergency-major-incident

Run, Hide, Tell advice
www.npcc.police.uk/staysafe



The LSE first responder should:

- Prioritise the safety of people, eg, by arranging evacuation of buildings, setting up an incident perimeter etc
- Make an initial assessment of the impact, duration and scale of the incident
- Undertake actions to mitigate initial impact, eg, clear campus, close a building etc
- Maintain the Incident Log
- Contact members of the LSE Gold and Silver Teams in accordance with the Major Incident Initial Response Plan (MIIRP)
- Arrange the set up of an Emergency Management Centre if required and notify relevant staff of location
- Liaise with the Emergency Services.