

Incidents on the Houghton St site

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
- If the area is unsafe, withdraw 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 Web site before travelling
- If at the School, look for information displayed on boards in building entrances and on plasma screens
- Check your email inbox
- Check your mobile phone for messages from the School
- 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 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.

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
- Academic staff should ensure their students follow evacuation procedures, evacuate from buildings as required and follow advice given by the Emergency Services or LSE Security or Gold and Silver Team members



- 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.

What to do in an emergency incident

A quick reference checklist for staff at the LSE



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 the agreed location if necessary
- Follow guidance in the LSE’s Business Continuity Plans
- Oversee external communications
- Make assessments on the basis of information from the Silver Team and set high level 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 of welfare and security of property
- Communicate instructions and advice to the LSE community
- Use the Major Incident Initial Response Plan (MIIRP)
- 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.



The LSE first responder should:

- Prioritise the safety of people by arranging evacuation of buildings, setting up an incident perimeter
- Make an initial assessment of the impact, duration and scale of the incident
- Maintain the Incident Log
- Contact members of the LSE Gold and Silver Teams in accordance with the Major Incident Initial Response Plan (MIIRP)
- Set up an Emergency Management Centre if required and notify relevant staff of location
- Liaise with the Police Incident Commander and Emergency Services.

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)

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

