APPENDIX A: What to Do in an Emergency

In the event of an emergency:

1. **Call 046-603.<u>8999</u> - Campus Protection Unit** (**CPU**) – the first contact point. Only one phone call needs be made. Use your cell phone if necessary.
2. **Emergency Procedure**: Follow your building's emergency procedures.
3. **Radio**: If all telephones are out of order, it is recommended that you switch on a radio and tune into local radio stations **RMR (89.7FM)** and/or **Radio Grahamstown** or, if no signal, **SAFM (96.7FM)** as it is possible that announcements may be made about the emergency.
4. **Website**: Announcements about the emergency will also be available on the University's emergency web page, **http://crisis.ru.ac.za/**

CPU Emergency number:

Do not assume that the CPU has already learned about the emergency. Any member of the Rhodes University community, staff or student, should immediately communicate any information regarding any emergency to the CPU. This will streamline the process and ensure that an emergency situation can be quickly and efficiently managed. The CPU will in turn liaise with the other people through the *Emergency Management and Response Network* (see 2.3.1,) so that information is quickly and appropriately disseminated:

CALL CPU IMMEDIATELY!
On campus: dial 8999
Off campus: dial 046-603.8999

As much information as possible should be communicated to CPU, but at a minimum this should include:

- Nature of emergency, including extent of damage and possible assistance required
- Location of emergency
- How information was received
- Time the information was receiv

Appendices