



# DIT Emergency Procedures



## Contacting Emergency Services

1. Dial 112 or 999.
2. Ask for correct service(s).
3. Give the following information:
  - Your name
  - Telephone number
  - Exact location  
(county, town, street, building, landmarks)
  - Type of incident
  - Type of injuries
  - Number of casualties
  - Any hazards

**DON'T HANG UP UNTIL THE  
OPERATOR CLEARS THE LINE!**

- If dialing 112 or 999 from a DIT landline phone, dial "0" first to get an outside line.
- Instruct someone to inform Porter's desk (reception).
- Instruct someone to go to front of building to guide emergency services to the scene.

**Safety Awareness Campaign**