

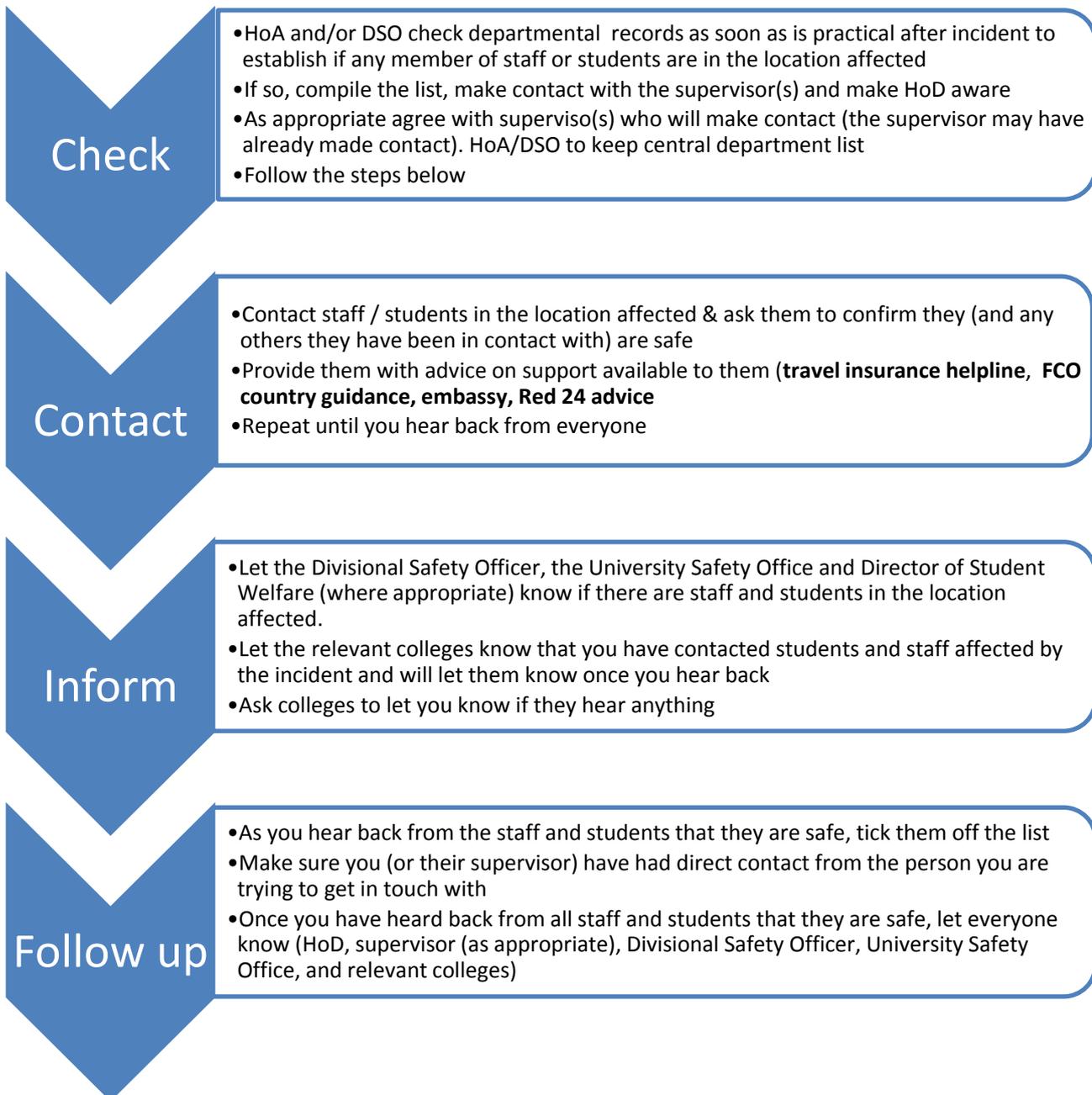
# What to do in the event of a major incident overseas

The guidance offers a checklist for departments when news emerges of a major incident overseas.

In the immediate aftermath travellers should be guided by local government advice and should contact their insurance helpline for practical assistance. They can also get advice from their own embassy in country.

Supervisors/line managers will be aware of the locations of travellers they are supervising and will wish to contact any affected to check they are OK and whether they need further support.

Staff are not expected to come into the office out of hours except under exceptional circumstances (for example activation of university crisis team, direct knowledge that life of staff or student is threatened)



## Useful contact numbers:

University Safety Office: 01865 (2)70811

Divisional Health and Safety Officer: 01865 (6) 14878