If your hand or any part of the body has been exposed to the direct X-ray beam, press the EMO or emergency shutter release button, leave the room and contact an ambulance immediately stating that you have an X-ray beam burn

Call (9) 999 or 112 (mobile phone)

The emergency services will ask for the building name and postcode which are **BMS ANNEXE** and **KY16 9ST**

**In the event of an injury – call a First Aider**

**other emergency situations requiring immediate action**

- Detection of x-ray leakage outside of the cabinet or enclosure
- Failure of shutter close mechanism
- Failure of interlock system
- Failure of indicator lights/bulbs

**In any emergency situation :-**

- Close the shutter (if possible) and leave the room
- Where necessary, power off the equipment and remove the HV key
- Do not use the equipment until any necessary checks and repairs have been made and it is safe to use
- Post signage to ensure that nobody else enters the room until it is safe
- Notify the URPO and DRPS
- Notify the Director of EHSS

An Accident/Incident form must be filled in and sent to EHSS as soon as possible

**Do not re-enter the room until the URPO and DRPS have stated it is safe to do so**

**NOTE:** The HV key should always be removed from equipment when it is not in use

**Contact Numbers**

**DRPS – Dr. Magnus S. Alphey**; Tel: (01334 46) **7257**; e-mail: msa31

University Radiation Protection Officer (URPO) – **Dr. Paul Szawlowski**
Tel: (01334 46) **2753**; Mobile: **07715 843061**; e-mail: pwss@st-andrews.ac.uk

Building Safety Coordinator – **Dr. Magnus S. Alphey**; Tel: **7257**; email: msa31