



EMERGENCY PROCEDURES

FIRE



On discovering a fire:

- Sound the nearest alarm.
- Warn others in the vicinity.



On hearing the alarm:

- Leave the building by the nearest route.
- Close windows and doors
- Report to the assembly point.

College Staff

- Count students out of the building.
- Escort the class to the Assembly Point.
- If on the first floor, help disabled students to the 'Refuge Areas' (Stairwells).
- Check all students are at the assembly point.
- Report any missing persons to the Fire Officer.



- Do not use lifts.
- Do not leave the College Campus without permission.
- Do not re-enter the building until the ALL CLEAR is given.

LOCKDOWN

If there is a threat on campus:

RUN – If it is safe to leave the area, escape immediately.

HIDE – If you cannot escape, lock or block doors, stay out of sight, and keep phones silent.

TELL – When safe, call 999 and report your location.

ACCIDENTS



All accidents, however trivial, must be reported to your teacher or manager.

Staff should record incidents on Smart Log (via SharePoint).

FIRST AID



If you need a First Aider contact Reception or call 01635 845000.

**For medical emergencies:
Call 999**



Follow all safety signs, avoid unsafe actions, and report any hazards.



01635 845000



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