



## CAMPBELL HARRIS EMERGENCY PLAN

The following plan provides an indication of the action to be taken in the event of reasonably foreseeable emergencies.

The persons responsible for co-ordinating responses to emergencies within our premises is : Mark Harris/Caleb Smith or deputy

Type of incident	Action to be taken			
	Notifications to :	Immediate action :	Evacuation :	Additional actions :
Fire	Fire Wardens (Mark Harris or Caleb Smith) and Emergency Services as appropriate and any neighbours who may be affected	Raise the alarm and commence fire evacuation procedures	Evacuate the building in accordance with the fire evacuation procedure	Follow the plans identified in the Premises Fire Safety Log Book any additional advice provided by the emergency services, only re-enter the building when advised to do so by the Fire Service

Type of incident	Action to be taken			
	Notifications to :	Immediate action :	Evacuation :	Additional actions :
Bomb Threat	Mark Harris, Emergency Services as appropriate and any neighbours who may be affected	Identify the source of the threat, isolate the area and follow the advice provided by the emergency services	Follow the bomb threat procedure for the building i.e. evacuate if <b>this is the agreed action subject to instructions from the emergency services.</b> Remain clear of glass, windows, and outer doors in case of an explosion	Await additional advice from the emergency services

Type of incident	Action to be taken			
	Notifications to :	Immediate action :	Evacuation :	Additional actions :
Access/Egress issues	Caleb Smith, Co-Principal(s) and other staff within the building, visitors	Identify the issue and determine an appropriate course of action i.e. close off particular access routes, ensure everyone remains in the building or evacuate as appropriate; identification of alternative access routes	May not be necessary	Review the situation in line with any action taken

Type of incident	Action to be taken			
	Notifications to :	Immediate action :	Evacuation :	Additional actions :
Adverse weather conditions	Caleb Smith and other staff (and in turn students) within the building, visitors etc., Health and Safety Co-ordinator	Follow the advice provided by Mark Harris	May not be necessary	Review the situation regularly
Loss of services (electricity, water etc.)	Caleb Smith and other staff (and in turn students) within the building, visitors etc.,	Follow the advice provided by Mark Harris	May not be necessary as this will be dependant upon the nature of the emergency and its affect on the whole or part of the premise	In the event of a major power cut, turn off electrical appliances that will automatically switch on when power is restored. If several appliances restart at once, they may overload the system. In the event of failure of the water supply, an assessment will be made as to whether normal service can be maintained, bottled water may need to be provided
Gas leak	Caleb Smith and other staff within the building, visitors etc., contact Transco), any neighbours who may be affected	Follow the advice provided by Transco or Mark Harris	If the leak is confined to a particular area, evacuation may not be required, seek clarification from Transco. If an evacuation is required, follow the procedure for fire evacuations	Await confirmation from Transco before re-entering the building and follow any advice provided such as ventilating the building

Type of incident	Action to be taken			
	Notifications to :	Immediate action :	Evacuation :	Additional actions :
Failure of waste services	Caleb Smith and other staff (and in turn students) within the building, visitors etc.,	Follow the advice provided by Mark Harris	An evacuation will not normally be necessary however any affected areas should be isolated. The extent of the problem will determine whether or not services have to be suspended temporarily	If services have to be suspended, follow the general arrangements for ensuring the safe transportation of service users, visitors and employees etc.
Large scale medical emergency/epidemic /outbreak of an infectious disease	Caleb Smith and other staff within the building, parents and guardians of students, visitors,	Follow the advice provided by Mark Harris	An evacuation will not normally be necessary however any affected areas should be isolated. The extent of the problem will determine whether or not the College has to be closed temporarily	If services have to be suspended, follow the general arrangements for ensuring the safe transportation of service users, visitors and employees etc.
Civil unrest/public disorder	Caleb Smith and other staff (and in turn students) within the building, visitors etc., and emergency services as appropriate	Follow the advice provided by the police and/or Mark Harris	If an incident occurs in the general area and there is no immediate threat to occupants of the building, an evacuation will not be necessary, however everyone should move away from windows and outer doors	Dependant upon the extent of the incident, it may be appropriate, upon advice from the police to; evacuate the building and arrange transportation away from the premises for students, visitors and staff etc.; or to remain within the building

Type of incident	Action to be taken			
	Notifications to :	Immediate action :	Evacuation :	Additional actions :
Chemical/biological/radiation incident	Caleb Smith/Mark Harris, Police and other Emergency Services as appropriate, any neighbours who may be affected	Follow the advice provided by the police and/or Mark Harris	If the incident has occurred in the general area, building occupants will be safer inside, unless advised otherwise by the emergency services	If you have been advised to remain within the building, close all windows and doors and remain clear of them. Await further advice from the emergency services
Major chemical release within the building (in particular from the laboratory)	Caleb Smith/Mark Harris, Police and other Emergency Services as appropriate, any neighbours who may be affected	Follow the advice provided by the police and/or Mark Harris	It may be necessary to evacuate the entire building to the fire assembly point or as per instructions from the emergency services.	Await further advice from the emergency services before taking further action
Large scale water leak/flood/heavy rain	Caleb Smith (who will notify the water board if appropriate), and other staff within the building, visitors etc., and any neighbours who may be affected	Follow the advice provided by the water board and/or Mark Harris	If there is a major leak within the premises, isolate the area, if this cannot be achieved, it may be necessary to evacuate the building following the fire evacuation procedure and await additional advice from the building surveyor. In the case of localised flooding, follow the advice of the Water Board and Emergency Services, this will be provided via radio transmissions	It may be appropriate to evacuate the building and arrange transportation away from the premises for students, visitors and staff etc.  If the flooding etc. happens overnight, it may be necessary to suspend close the building and inform staff, parents and guardians of students and likely visitors

Emergency Contact Numbers		
Contact	Number	Additional Information
Emergency Services :	999	1 <sup>st</sup> point of contact for general emergencies
NHS Direct :	111	Advice on infection control and other medical issues
Location of emergency shut off switches and valves		
Service :	Location :	Additional information : contact telephone numbers
Water	Mains water - in the 'coffee room' under the sink	Thames Water: 0800 316 9800
Gas	1 <sup>st</sup> floor corridor overhead cupboard, adjacent to coffee room	BG: 0800 111 999.
Electricity	In wall cupboard on stairs from ground floor entrance	EDF: 0800 6783 105

May 2023  
to be reviewed May 2026