



# Emergency Action Plan

## **This is an Emergency Action Plan for:**

Centre of English Studies  
OXFORD

Date Prepared:

Prepared by:

## **Emergency Personnel Names and Contact Details**

Peter Williams – Health and Safety  
Principal  
[oxfordprincipal@ces-schools.com](mailto:oxfordprincipal@ces-schools.com)  
00 44 (0)1865 874786

Mihai Leca – Health and Safety  
Social Programme Manager  
[isakntiasare@ces-schools.com](mailto:isakntiasare@ces-schools.com)  
00 44 (0)1865 874786

## **CES Oxford 24 Hour Emergency Number**

00 44 (0)7972 584674

## Evacuation Routes

The following information is placed on the walls or doors in each classroom and work area::

- Map showing the nearest emergency exits
- Fire alarm procedures for designated staff
- Fire instructions

Emergency exits are clearly sign posted as are fire alarm call points and fire extinguishers. Full drills are held quarterly

If an alarm is sounded then the monitoring station will automatically call the Principal

Emergency services : 999

## Utility Company Emergency Phone Contact

Electricity : SWALEC – 0345 300 2136  
Water : Thames Water - 0800 714 614  
Gas : SWALEC– 0345 300 2136

## Emergency Reporting

Types of emergencies to be reported by staff are:

- Medical
- Fire
- Chemical spill
- Severe structural defects
- Bomb threat
- Terrorist attack
- Extremist threat of any type
- Fly tipping
- Vandalism
- Power Cut

## Medical Emergency

- Contact first aid staff member (identified on posters around school)
- If the emergency is serious call 999. Be ready with the following information
  - Nature of medical emergency
  - Location of the emergency (address, building, room number)
  - Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.

- If staff trained in First Aid are not available, as a minimum, attempt to provide the following assistance if the situation calls for it.
  - Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  - Clear the air passages using the Heimlich Maneuver in case of choking.

## **Fire Emergency**

*If fire is discovered.*

- Activate the nearest fire alarm (if installed)
- Leave the building via the nearest emergency exit
- Go to the designated assembly point
- Remain calm and quiet
- Give your name to a senior member of staff when asked to do so
- Remain outside until instructed by a senior member of staff that it is safe to go back into the building

*Fight the fire ONLY if:*

- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and you have training in its use
- Your safety is in no way compromised

*Designated staff must*

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel
- Determine a rescue method to locate missing personnel
- Provide the Fire Officers with the necessary information
- Assist anyone with physical disabilities

## **Chemical/Hazardous Spills**

Chemical or hazardous liquids and materials are not stored in the school, so an emergency in this area is unlikely. However, if such a spill occurs then:

- Immediately notify the designated Health and Safety Coordinator
- Secure the area and alert other site personnel
- Evacuate building as necessary (i.e. if toxic fumes are involved)
- If possible and provided you do not put yourself at risk contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.)
- Do not attempt to clean the spill unless trained to do so
- Attend to injured personnel and follow the medical emergency action plan if required (outside if possible if toxic fumes are involved)
- If it is a major spillage and involves hazardous or toxic substances, call the fire brigade

## **Severe Structural Defects**

- Cordon off potentially dangerous areas
- Place clear signs warning against use and or access to the affected area.

## **Telephone Bomb Threat Checklist**

- Be calm and courteous.
- Do not interrupt the caller
- Get a colleague to call the Police immediately
- Get as much information as you can within the limits of safety. For example:
  - Is the caller male / female / old / young
  - Does it sound like the call is local or long distance
  - Voice characteristics (e.g. loud, soft , deep)
  - Speech characteristics (e.g. fast, distinct, stutter, slur)
  - Language used (e.g. bad/ good / political / religious / personal)
  - Accent (e.g. local / foreign)
  - Manner (e.g. calm / rational / emotional / angry / incoherent)
  - Any background noises
  - Any information about the device itself
- Ensure that you, all staff and students vacate the building immediately by sounding a fire alarm
- Follow evacuation procedure as outlined above

## **Terrorist Attack**

If an attack takes place in the wider community (i.e. not on school premises) then:

- Establish the whereabouts of all students on the registers at that moment
- If necessary lock down the building
- Advise any students you have contacted by phone to stay in their homestay or find a place of security if not at home (e.g. a police station)
- When safe to do so, call all agents to advise of the well-being of their students. Call all parents in the case of direct bookings

## **Verbal, Written or On-Line Extremist Threat**

- Challenge any such behaviour
- If behaviour persists then report to the PREVENT Co-Ordinator (The Principal)

## **Fly Tipping**

- Call council / maintenance firm as appropriate to clear the waste.
- Check CCTV footage (if available) to see if culprits can be identified.
- If so inform the police.

## **Vandalism**

- Check what damage has been done:
- Call maintenance firm if needed:
- Clear area where vandalism has occurred:
- Check if building can be opened
- Check if normal operations can go ahead
- Isolate certain areas of premises if needed
- Check CCTV footage (if available) to see if culprits can be identified.
- If so inform the police.

## **Power Cuts**

- Identify which parts of the building are affected
- Check fuse boxes on individual floors to see if a fuse has tripped. If so switch the fuse back on using wooden tongs or other piece of wood.
- If still not fixed call an electrician.
- If just one floor, move classes to areas with power.
- If on upper floor, tell staff to use downstairs water heating / food warming facilities
- If on a floor with staff computers, encourage staff to use personal telephones to access internet / make calls until problem is fixed
- If power cut throughout whole building, call electrician immediately
- Continue to operate as much as possible until problem is fixed.