



# **EMERGENCY ARRANGEMENTS**

## **-North Kensington Centre-**

- **Local Arrangements**
- **Fire Evacuation Procedure**
- **Fire Marshal Guidance**
- **First Aider List**
- **Action to Be Taken Following a  
Telephoned Bomb Threat**
- **Suspicious Items**
- **Firearms or Weapons Attack**
- **PEEP Form**
- **Floor Plan**

August 2021

# EVACUATION ESSENTIALS

1. Be aware of your nearest fire exit – you are the responsible person.
2. Evacuate promptly even if you think it's a drill.
3. Follow the green 'Means of Escape' signage.
4. Ensure any students who may require assistance have a completed PEEP (Personal Emergency Evacuation Plan) form.
5. On leaving the building gather in the designated areas.
6. Do not smoke during the evacuation.
7. Follow the instructions of the Fire Marshals.
8. Report any missing person immediately to the Duty Manager.
9. In the event of a gas leak or bomb threat the alarms will NOT sound, please follow the instructions of the Fire Marshals.
10. Do not return to the building until instructed to do so.

**PLEASE NOTE THAT DUE TO THE BUILDING WORKS COMMENCING FROM 1<sup>ST</sup> SEPTEMBER 2021 ONLY THE GROUND AND FIRST FLOORS IN THE BUILDING WILL BE ACCESSIBLE TO COLLEGE STAFF AND STUDENTS.**

**PLEASE TAKE ADDITIONAL CARE WHEN MOVING AROUND THE GROUNDS AND BUILDING AND ADHERE TO ALL SAFETY NOTICES.**

**MANY THANKS.**

# COLLEGE EMERGENCY PHONES

From Monday 29<sup>th</sup> October there will be 2 emergency mobile phones, one at each site, to enhance the College security and safety policies.

The phones will be answered at all times during the College opening hours by either a member of the Security or Site Care team.

You will be able to call the phones either as an extension from a College landline or by the mobile number itself.

## **In the event of an emergency call:**

**Kensington:**                      From an extension – 105  
   From a mobile – 07752 446456

**Chelsea:**                              From an extension – 110  
   From a mobile – 07752 446447

**Waterloo:**                            From an extension - 100

Please use the phones for any emergency, I would ask you not to use them for general site care requests.

Many thanks

**MORLEY COLLEGE LONDON**  
**HEALTH AND SAFETY AT WORK – STATEMENT OF LOCAL ARRANGEMENTS**  
**AUGUST 2021 – JULY 2022**  
**NORTH KENSINGTON CENTRE**

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**1. KEY MANAGER**

Craig Hanlon-Smith - Centre Principal  
Nigel Garrigan – Estates and Facilities Director

**2. EMERGENCIES**

(i.e. Designated Member of staff responsible for emergency action, e.g. calling emergency services when the designated Key Manager is not on site).

- **Day time:** The Duty Manager
- **Evening:** In an emergency, please contact the Duty Manager or Site Care whose mobile phone 07752 446456 number is displayed in the foyer on the Estates Noticeboard, or a member of the Reception Team.
- N.B. If you are unable to contact either of the above, please use your judgement as regards calling the emergency services.

**3. PERSONS WITH SPECIFIC RESPONSIBILITIES**

- Fire Precautions – Site Care Building Manager – Edward Kavanagh
- First Aid – Site Care Building Manager – Edward Kavanagh
- Control of substances hazardous to health – Performance and Sector Managers
- Security – Site Care Building Manager – Edward Kavanagh

**4. FIRST AIDERS ON SITE**

Ivy Oxenham (223)  
Alan Jarret (206)  
Rosie Johnston (Exams)  
Juliet Wiredu (Reception team)  
Estefan Ayim  
Mehret Tewolde (Nursery)  
Eqlima Jami (Nursery)

**5. LOCATION OF FIRST AID BOXES**

Locations displayed in Emergency Arrangements Booklet and Estates Noticeboard

**6. MAINTENANCE OF FIRST AID BOXES**

Edward Kavanagh - Site Care Building Manager

**7. COVID-19 ARRANGEMENTS**

Please refer to 'Working Safely with Covid-19' booklet for the North Kensington Centre.

Contact the local health protection team (<https://www.gov.uk/health-protection-team>) who will engage with NHS track and trace arrangements.

**8. ACCIDENT/INCIDENT REPORTING**

Please report on Accident Form kept at Reception and on the College intranet. Please send it to the Estates and Facilities Director who reports to the Chief Finance Officer

To report an accident, incident or near miss please use the on line reporting system managed by the Estates and Facilities Director

#### **9. HEALTH AND SAFETY INSPECTIONS**

An annual audit is carried out and reviewed regularly as required.

#### **10. FIRE EXITS**

See Emergency Evacuation Notice in each room and Emergency Arrangements booklet.

#### **11. FIRE DRILLS**

One evening and one daytime drill will be held each term.

#### **12. MAINTENANCE OF FIRE FIGHTING EQUIPMENT**

The Site Care Building Manager arranges this annually.

#### **14. SMOKING**

This is a no smoking site, including electronic cigarettes.

#### **15. HEALTH AND SAFETY INFORMATION FOR (i) STAFF AND (ii) STUDENTS**

- (i) This information is communicated through the Staff Handbook and the Induction Programme for new staff, arranged by Line Managers and the Staff Development Programme. Health & Safety Inspection Reports and other relevant matters are made available to all members of staff via Performance and Sector Managers.
- (ii) This information is communicated through the Student Charter, the Student Induction Programme and by Course Lecturers at the start of and during the Course.

#### **16. EMERGENCY TELEPHONE NUMBERS:**

**Hospital:** St. Mary's Hospital, Paddington – 020 7886 6666

**Health and Safety Adviser:** Chris Elliot contactable through Nigel Garrigan

**Emergency Services:** '999' or Notting Hill Police Station

020 8741 6061/2/3 – 24 hour service

Covid Advice 119

# FIRE EVACUATION PROCEDURES

## 1. Drills

- Drills will be held each half term as follows:-  
Chelsea Centre, Kensington Centre – several times during the day and once in the evening.
- Key staff will be notified beforehand but generally the drills should be impromptu.
- If the alarm sounds and is subsequently found to be false, the building should still be fully evacuated. (Registers may be checked if this is thought to be appropriate).
- A record of drills, including false alarms, will be kept and presented to the Governors.

## 2. Immediately a Fire is Discovered

SOUND THE ALARM. Use the nearest Call Point.

Instructions, which are displayed in each room or area, are to be followed.

## 3. Calling the Emergency Services

- The senior person in the office at Reception points at The Chelsea Centre and Kensington Centre will make the call on hearing the alarm. This is a back up to the Red Care auto call service to the Fire Brigade. The Duty Manager will check this has been done.
- After closure of the Reception point, the Duty Manager will make the call, as back up to the Red Care auto call service to the Fire Brigade.

## 4. Check through the building

The nominated persons (Fire Marshals and Site Care Staff) will do this in their designated area, reporting to the Duty Manager when the task is completed.

## 5. Assembly Points

Notices of these are displayed in each room or area at every Centre.

## 6. Conduct of Staff and Students

- Everyone must co-operate in evacuating the building whether as part of a drill or in a real emergency.
- All staff must familiarise themselves with the procedures.
- Lecturers must inform students of the procedures at the start of each course.
- Lecturers must give guidance to students on exiting the building quickly, in an orderly fashion.

- Lecturers must ensure at the start of each course, that proper arrangements within the class are made for the safe evacuation of students with special education needs and disabilities. This may include arranging for individual assistance. Completion of a PEEP (Personal Emergency Evacuation Plan) is mandatory.

## **6. Control of the Assembly**

The Duty Manager will be the 'Person In Charge'.

## **7. Registration and Supervision of Students**

- Lecturers will bring their class register with them.
- Lecturers must ensure that all students leave the classroom and building, reach the assembly point and are registered without delay.
- Lecturers must remain with their class until further instructions are received.

## **8. Staff with no Supervisory Duties**

Such staff must report to the Duty Manager and remain available to give assistance as required.

## **9. Checking of Staff Without Classes, Visitors and Contractors**

All staff must ensure that any visitors in their company leave the building with them. All contractors must be instructed to report to the senior Site Care person in the event of an emergency. The Duty Manager will have the 'Contractors/Visitors Signing In Book' to check all are accounted for.

## **10. Division of Responsibilities**

- SLT Members or Duty Manager will be responsible for **people**.
- The Estates and Facilities Manager, Site Care Supervisor or deputy will be responsible for **premises**.
- SLT Members or the Duty Manager has overriding responsibility.

## **11. Reporting of Completion of Assembly Phase**

Staff registering classes and other groups will report the status of their group to the 'Duty Manager' who, in turn, will pass this information on to the Senior Site Care person/Estates and Facilities Director, who will take the appropriate action.

## **12. Briefing of Fire Brigade**

The Duty Manager or nominated Fire Marshall will meet and brief the Fire Brigade Officer in charge.

## **13. First Aiders**

- All First Aiders will report to the 'Duty Manager' to receive instructions, if necessary.
- First Aiders must evacuate with their first aid kit

## **14. Monitoring and Review /\*-Procedures**

- The effectiveness of any drill will be monitored:-
  - (a) An interim report will be written by the Estates and Facilities Director.
  - (b) The report will be reviewed by the 'Duty Manager', Executive, Chair of the Health and Safety Committee, Health and Safety Union Representative(s) and the Health and Safety Adviser.
  - (c) The final report will be submitted to the Health and Safety Committee with recommendations.
- The Evacuation Procedures of a genuine emergency will be automatically reviewed by the Executive, Chair of the Health and Safety Committee, Health and Safety Union Representative(s)

#### **15. Evacuation of the Creche/Nursery**

Designated Reception Staff will assist with the evacuation of the children from the Crèche/Nursery. The procedures, apart from this, will be as for others.

At the Crèche induction parents are requested not to go to the Crèche/Nursery in the event of an emergency evacuation. After being accounted for in the class register, parents can meet their children at the Crèche/Nursery muster point.

#### **16. Evacuation of Groups with Particular Requirements, Vulnerable or Disabled Persons (PEEP FORMS)**

Fire Marshals may request staff or students to assist with the evacuation of these persons or groups. The procedures apart from this, will be as for others. The Duty Manager and senior Site Care person will have details of all PEEPs (Personnel Emergency Evacuation Plans.)

##### **Potential Gas Leak**

In the event of a reported or suspected gas leak the building will be evacuated in accordance with the Fire Evacuation Procedures – THE ALARM **MUST NOT** BE SOUNDED.

Transco must be informed immediately by the 'Duty Manager'  
0800 111 999

##### **Returning to the Building**

No persons can return to the building without the permission of the Fire Brigade if they have attended or the 'Duty Manager' in the event of a drill.



# FIRE MARSHAL GUIDANCE

1. Treat each alarm activation as a genuine emergency evacuation.
2. Wear Hi-Vis vest.
3. Take responsibility for your area, encourage staff/students to evacuate by the nearest available exit. Check unsupervised areas i.e. toilets/prayer rooms.
4. Ensure all Staff and Students gather at the identified Fire Assembly Points and do not leave until instructed.
5. Anyone known not to have evacuated must be reported to the Duty Manager.
6. Support the Duty Manager, ensure relevant PEEP (Personal Emergency Evacuation Plan) is checked and the Student accounted for.
7. Offer reassurance where necessary.
8. Ensure nobody smokes during the evacuation.
9. Ensure nobody re-enter the buildings until cleared by the Fire Brigade, or Duty Manager in the event of a drill.

Please be familiar with the area in which you work. Please check:

- a. Nearest Fire Exit
- b. Your evacuation Route and Alternative if necessary
- c. Check 'Unsupervised' areas
- d. Be aware of the nearest Fire Extinguisher
- e. Do not put yourself or others at risk of harm.

## DESIGNATED FIRST AIDERS

<b>NAME</b>	<b>TELEPHONE NO.</b>		
Ivy Oxenham	223/ 110		
Alan Jarrett	206		
Rosie Johnston	Exams/		
Juliet Wiredu	Reception/277		
Estefan Ayim	Library/273		
Mehret Tewolde	(Nursery)	Paediatric first aiders	
Eqlima Jami	(Nursery)		

# **ACTION TO BE TAKEN FOLLOWING A TELEPHONED BOMB THREAT**

As a matter of urgency, as soon as possible after contacting the Police, this form should be completed and passed to the Interim Principal or Interim Vice Principals (or in their absence a senior member of staff). The more details there are, the easier it will be to make informed decisions.

## **AFTER THE CALL**

Complete the following as soon as possible while details are still fresh in your mind. Be as accurate as you can. Exact responses may be difficult or not possible.

### **LOCATION OF THE CALL**

Were there any signs indicating where the call was coming from? - please tick:-

- (i) House  (ii) Café  (iii) Call Box  (iv) Mobile on the street   
(v) Other .....

What background noises were there? – please tick:-

- (i) Laughing  (ii) Shouting  (iii) Aeroplanes  (iv) Traffic   
(v) Machinery  (vi) Voices  (vii) Music  Trains   
(viii) Other .....

### **DETAILS OF CALLER**

The person was:-

- (i) Male  (ii) Female

The voice seemed to be:-

- (i) An elderly person  (ii) A mature person  (iii) A teenager

(iv) A child

### SPEECH

The person's speech showed signs of him/her being:-

(i) Intoxicated (slurred)  (ii) Irrational (not making sense)

(iii) Rambling (incoherent)  (iv) Excited  (v) Serious

(vi) Depressed  (vii) Hesitant  (viii) Tense

The person had:-

(i) A speech impediment: .....

(ii) An accent (say where you think from – local, regional, foreign):  
.....

(iii) An odd turn of phrase,: .....

(iv) Any other distinctive feature,: .....

Do you think the message was read or spontaneous: .....

### SUBSEQUENT ACTION

The Police should be immediately informed by dialling 9 '999' on a landline, **(mobile phones should not be used)** giving the known details and their advice sought. A log should be kept of the action taken up to this point and the times.

The area, if identified, should be the first part of the College to be evacuated – under close supervision, with no one being allowed to go anywhere else. Visitors, contractors and other members of the public should be escorted from the building in the same way. The appropriate assembly points for possible explosion will be used (see Gas Evacuation Procedures). These should be far enough away from the building and out of direct line of any flying glass, masonry, etc., to eliminate the risk of injury as a consequence of an explosion. No one should be allowed to stand directly outside the building. A drill incorporating these procedures will be carried out at least once a year.

**Disabled persons should be evacuated in accordance with instructions for the particular building. Staff should be designated to escort any disabled person from the building or to a place of safety.**

**The threatened area must be cordoned off and by-passed safely.**

**All evacuation should be by verbal instruction. The Fire Alarm should not be sounded.**

If a parcel or object is identified as suspicious, it must not be touched, it should be reported to the Interim Principal or person in charge. They should make a brief description and note where it is located so that the Police can be informed. The Interim Principal or person in charge will liaise with the authorities and they should make themselves available at all times.

All cash transactions should cease and all cash, valuables and confidential papers should be put back in to the safe or other secure place and locked securely.

It is essential that:-

- A log is kept, step-by-step, of actions taken. The Director of Estates and Facilities will be responsible for this.
- A Log Book is specifically designed for this purpose.
- Training is provided for staff – particularly those with responsibilities.

## **LETTER BOMBS**

Letter bombs are designed to explode when opened. Any suspect letter or package should be left where it is, the area should be vacated and the Police called to deal with it.

# SUSPICIOUS ITEMS

## GUIDANCE FOR STAFF

When dealing with suspicious items:

- Do not touch
- Try and identify an owner in the immediate area.
- If you still think it's suspicious, don't feel embarrassed or think somebody else will report it.
- Report it to a member of Site Care/Duty Manager or if they are not available dial 999 (do not use mobile phone in the immediate vicinity).
- Move away to a safe distance – even for a small item such as briefcase move at least 100m away from the item starting from the centre and moving out.

**Remember:**

If you think it's suspicious, **SAY SOMETHING**

When dealing with **Suspicious items** apply the 4 Cs protocol:

**CONFIRM, CLEAR, COMMUNICATE AND CONTROL.**

**CONFIRM** whether or not the item exhibits recognisably suspicious characteristics.

The HOT protocol may be used to inform your judgement:

**Is it Hidden?**

- Has the item been deliberately concealed or is it obviously hidden from view?

**Obviously** suspicious?

- Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
- Do you think the item poses an immediate threat to life?

**Is the item Typical of what you would expect to find in this location?**

- Most lost property is found in locations where people congregate. Ask if anyone has left the item.
- If the item is assessed to be unattended rather than suspicious, examine further before applying lost property procedures.

**CLEAR the immediate area**

- Do not touch it
- Take charge and move people away to a safe distance. Follow College' Emergency Evacuation Procedures. Even for a small item such as a briefcase move at least 100m away from the items starting from the centre and moving out.
- Keep yourself and other people out of line of site of the item. It is a broad rule, but generally if you cannot see the item then you are better protected from it.
- Think about what you can hide behind. Pick something substantial and keep away from glass such as windows and skylights.
- Cordon off the area.

**COMMUNICATE – Call 999**

- Do not use radios within 15 meters.
- **Anti-Terrorism Hot Line 0800 789 321**

**CONTROL access to the cordoned area**

- Members of the public should not be able to approach the area until is deemed safe.
- Try and keep eyewitnesses on hand so they can tell police what they saw.



## FIREARMS OR WEAPONS ATTACK

In the event of a firearm or weapons attack, it is imperative that you do not put yourself and others in danger.

The College advise that the official guidance for the NPCC (National Police Chief's Council) is followed.

**RUN** to a place of safety. This is a better option than to surrender or negotiate. Ensure you know your safety way out. If there is nowhere to go, then.....

**HIDE** It is better to hide than confront. Turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Only leave when it is safe to do so. Ensure you know your safest way out.

**TELL** CALL the Police by calling 999

or Call the Anti-Terrorism Hot Line. **0800 789 321.**

Do not sound the College Fire Alarm.

# ACT

ACTION  
COUNTERS  
TERRORISM

## RUN



## HIDE



## TELL



# PERSONAL EMERGENCY EVACUATION PLAN

*Please refer to the 'Guidance for Writing a Personal Emergency Evacuation Plan' overleaf for further information.*

Student's name:		Course:	
Days and times of course:		Centre:	
Floor:	Room number:	Student mobile no:	
<b>AWARENESS OF PROCEDURE</b> I am informed of a fire emergency requiring an			
<b>DESIGNATED ASSISTANCE</b> To either exit the building or to be taken to a <b>Refuge Point (please see Guidance notes attached)</b> . The following person / people have agreed to accompany the student out of the building or to the evacuation point in an emergency. If the student has an in-class support worker they can assist or if appropriate the class teacher can escort the student.			
<b>METHODS OF ASSISTANCE</b> (e.g. transfer procedures, methods of guidance, etc)			
<b>EVACUATION PROCEDURE</b> (A step by step account beginning with the first alarm)			
<b>SAFE ROUTE(S)</b> Details of the escape route(s) the disabled person might be expected to use.			
Name of teacher:		Signature of teacher:	

## VERY IMPORTANT

Please send a copy of this PEEP to Nigel Garrigan, Director of Estates & Facilities, Kensington Centre and to Mark Bradley, Learning Support Officer, Kensington Centre and *keep a copy in your teaching file.*

### Guidance for Writing a Personal Emergency Evacuation Plan (PEEP)

#### What is a PEEP?

PEEP is a plan that should be developed for an individual, particularly someone with a disability or health problem, to ensure their safety in a building evacuation situation. It is a **legal requirement** and very important that it is pre-planned as it could **save lives**.

#### Responsibility

It is the responsibility of the class teacher to identify students with disabilities or health problems who may require assistance in an emergency. If the Study Support Officer is aware of a student who requires this assistance they will inform the class teacher/s.

#### Writing a PEEP

You can get help completing a PEEP form from either a Learning Support Officer or the Site Care Manager, (please see their contact details below). If assistants are being identified they may need training, in which case please contact the Site Care Manager.

#### Refuge Point

Where disabled students are located above or below the ground floor and are unable to use stairways it will be necessary to assist them to the identified **Refuge Point**. Teaching staff, (any identified assistants) and the student in question must make sure they familiarise themselves with the **Refuge Point**. It is the responsibility of the College to ensure safe evacuation from the **Refuge Point**.

#### Course details

It's very important that the Site Care Team is aware of course details. They need to know the days and times the student attends college, which floor they are on and the room number of the class as they will be providing evacuation support.

**Student mobile phone number**

If the student has a mobile phone, please put the number on the PEEP form. This will be a way of contacting the student if they have to wait at a Refuge Point.

### **Lifts**

Lifts cannot be used during an emergency situation.

### **Evacuation Chairs**

If a wheelchair user is able to transfer to an evacuation chair, this can be used to assist him/her to ground level. All persons assisting with this must receive training on how to use the evacuation chair. Please contact the Site Care Manager to arrange this.

### **Safe Route(s)**

Include clear unobstructed gangways and corridors and doors the evacuating person can open themselves when planning a route and avoid steps or stairs where possible. If possible, alternative escape routes should be identified in case the main route becomes inaccessible during the emergency.

### **Deaf and Hearing Impaired students**

The Deaf Alert system is available; students should give their mobile number to the Building Manger who will programme it in to the system, allowing a text message to be received on each alarm activation. Generally most deaf students working alongside hearing students and teachers will not require special equipment, providing they have been made aware of what to do in the event of a fire. However they will require a PEEP form to be completed ensuring their safe evacuation.

### **Blind and Partially sighted students**

If necessary staff and students should be offered orientation training and, where applicable, this must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

### **Evacuating a group of students with disabilities**

If you have a group of students with disabilities, as a teacher you cannot be expected to ensure they are all evacuated yourself, you will need to have assistance from appropriate members of staff.

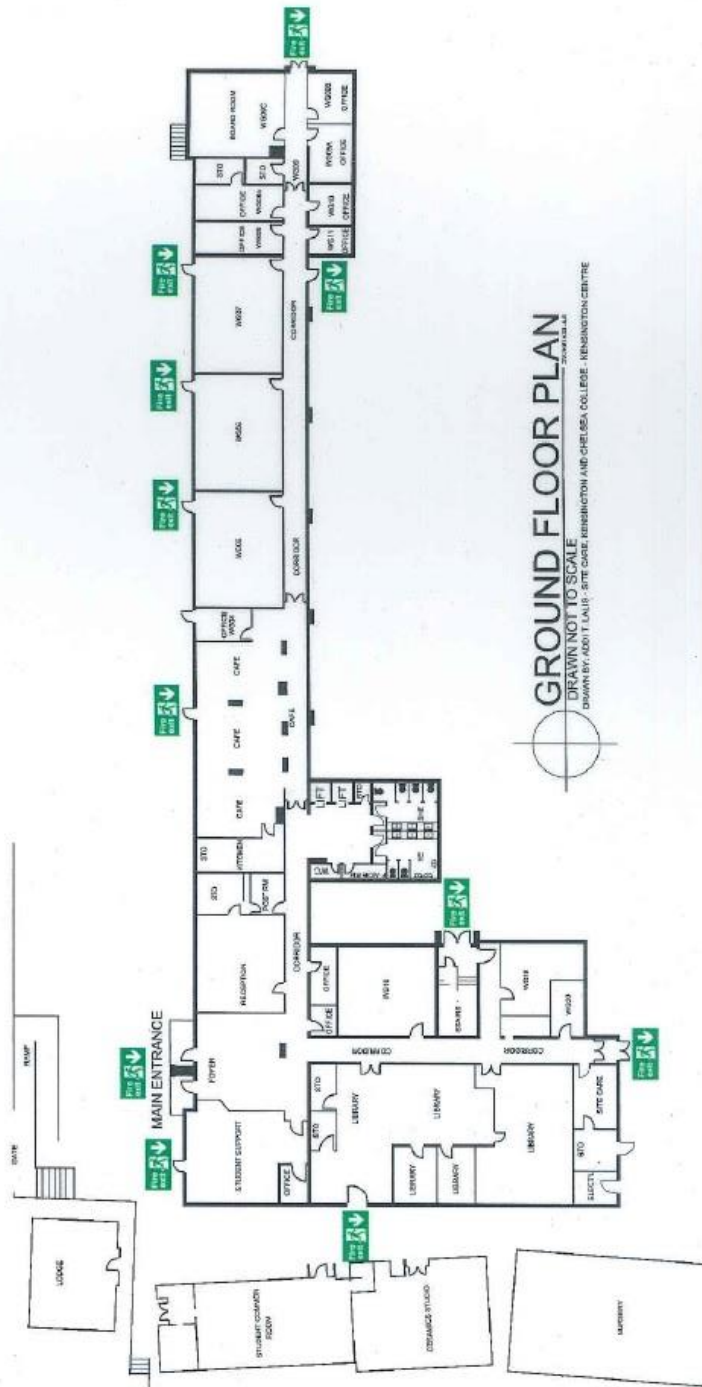
### **Who to contact**

**Nigel Garrigan**

**Director of Estates & Facilities**

**020 7573 5250**





## KENSINGTON CENTRE FLOOR PLANS



# FIRST FLOOR PLAN

Area: 100.00m<sup>2</sup>

DRAWN NOT TO SCALE

DESIGNED BY: AEDT T. LAUR - SITE CARE, RECONSTRUCTION AND CHRISTINA COLLEGE - HANNOVERTON CORNICE



## SECOND FLOOR PLAN

DRAWN NOT TO SCALE

DRAWN BY: AOD T. LAUS - STE CARE, NZNS INSTN AND O-BUREA COLLEGE - KENSINGTON CENTRE







## THIRD FLOOR PLAN

DRAWN TO SCALE  
 APPROVED BY: LUIS DE LOS ANGELES, ARCHITECT AND CHIEF OF COLLEGE - RESEARCH CENTER