

**IJ Tours Ltd t/a “International House Manchester or IH Manchester”**

## **Emergency Action Plan**

**Arthur House, 13-15 Chorlton Street, M1 3FH**

Reviewed April 2022– Next review October 2022 or in the event of staffing, policy, or legislative changes.

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## AIM OF THIS DOCUMENT

IH Manchester is committed to ensuring that, in the event of an emergency incident affecting the school, the school will provide an effective response, working with the Emergency Services and other relevant authorities to minimise the impact of the emergency on the school and the community as a whole.

## SCHOOL PROFILE

<b>Principal</b>	John O’Leary
<b>School Address</b>	Arthur House 5 <sup>th</sup> Floor Chorlton Street Manchester M1 3FH
<b>Contact Telephone Number</b>	+44 (0)7455 563 392
<b>Location Map</b>	<a href="https://goo.gl/maps/aPzWLyUCBQ82">https://goo.gl/maps/aPzWLyUCBQ82</a>
<b>Access Roads, alternative/ emergency access</b>	Chorlton Street Silver Street Major Street
<b>Access points to school building</b>	Front door at corner of Chorlton Street and Silver Street – public access with manned reception during building opening hours and fob after hours. Two back exits onto different ends of the car park – step free access to Major Street or with a step to Silver Street (fob access only).
<b>Number of Students</b>	Max 85
<b>Age of students</b>	16 upwards

## EMERGENCY PHONE NUMBERS

**FIRE DEPARTMENT:** 999 or 112

**AMBULANCE:** 999 or 112

**POLICE:** 999 or 112

**BUILDING MANAGER:** phone: +44 (0) 161 236 6869 or mobile: +44 (0) 7870 999137

## ROLES AND RESPONSABILITIES

The people below are trained to deal with emergencies.

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Name	Job Role	Relevant Emergency Training	Contact details
John O’Leary	Principal and Director	Fire Marshal and First Aider	Arthur House, Chorlton Street Manchester, M1 3FH +44 (0)7455 563 392 john@ihmanchester.com
Claire Bouédo	Welfare and Accommodation Manager	First Aider and Fire Marshal	Arthur House, Chorlton Street Manchester, M1 3FH +44 (0)7455 563 392 claire.bouedo@ihmanchester.com
Joseph Baker	Assistant Director of Studies	Fire Marshal and First Aider	Arthur House, Chorlton Street Manchester, M1 3FH +44 (0)7455 563 392 joseph@ihmanchester.com

Posters are displayed around the school to quickly identify the above people.

## TYPES OF EMERGENCIES

An emergency incident can be defined as an unexpected event which affects the school community, and which causes disruption on a scale which is beyond the normal coping capability of the school. The emergency incident may involve significant threat, damage, or injury to property and individuals, and may have long term impacts on pupils, staff, governors and parents.

The following are examples of emergency incidents which may impact on the school and necessitate activation of the emergency plan.

- Fire within the school or nearby premises
- A medical emergency or accident involving students or staff, on or off site (on a social activity for example)
- Missing student
- A terrorist or violent attack on or nearby school premises
- Severe weather events such as flood, high winds, extreme storms etc.

## FIRE

### When fire is discovered

- Activate the nearest fire alarm.



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- Contact the local Fire Department.
- If the fire alarm is not available, notify a Fire Marshal or the Building Manager about the fire emergency.



### Upon being notified about the fire emergency, students and staff must:

- Leave the building using the designated escape routes. Staff should encourage students to leave as quickly as possible without collecting all their belongings.
- Students and staff should assemble **PER CLASS** at the fire assembly point: **Outside Yates' Bar, corner of Chorlton Street and Portland Street** (49 Portland St, Manchester M1 3LA). Teachers should ensure that all their students gather around them and Fire Marshals should ensure that everyone is accounted for.
- Stay outside until the competent authority (Fire Services, Fire Marshall or Building Manager) announces that it is safe to re-enter.



### Fight the fire **ONLY** if

- The Fire Department has been notified.
- The fire extinguisher is in working condition and the person is trained to use it, or if you feel confident in using it.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.

### Fire Marshals' duties

- Ensure that all employees have evacuated the school premises while remaining safe themselves. Claire Bouédo to check main reception area, female and male toilets (including cubicles), kitchen and corridor. Joseph Baker to check classrooms, staffroom and corridor. John O'Leary to assist or cover.
- Coordinate an orderly evacuation of students, staff and visitors.
- Perform an accurate head count of students, staff and visitors reported to the assembly point.
- Determine a rescue method to locate missing people if possible.
- Provide the Fire Department personnel with the necessary information about the premises.
- Report any problems to the Building Manager or Fire Department personnel at the assembly point.
- Assist all physically impaired students or employees during the evacuation.

## MEDICAL EMERGENCY

### Medical emergency on school premises

- Do not leave the patient(s) alone. Call out for help and ask for a First Aider to come and assist you.

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- The First Aider should then call 999. If a First Aider is not immediately available, ask someone to seek assistance immediately from reception or call 999.
- Provide the emergency services with the following information:
  - Location of the emergency (address, floor, description of building)
  - Your name and phone number
  - Explain what happened. For example: “Are you with the patient? How old is the patient? Is the patient awake? Is the patient breathing?”
  - Don’t hang up until the call handler advises you can.
- Do not move the patient unless absolutely necessary and stay with the patient until the ambulance arrives.

### Medical emergency off site (social activity for example)

Please see General Excursion Risk Assessment.

### In case of death of a student

If a student dies whilst being on a course with IH Manchester, the school will contact the next of kin or agent (if applicable).

## MISSING STUDENT

### Student missing from school

Please refer to the attendance policy for more information. IH Manchester records attendance daily and will always attempt to contact students who are missing from the school. If an adult student is missing from school for more than 3 school days without any contact, the school will contact the next of kin or the agent (where applicable). If an under 18 student is missing from school for more than an hour, the school will contact the host, the next of kin or agent (where applicable). The school may also call the Police if there are concerns about their safety.

### Missing student in the evening

#### *Student is under-18 years of age*

A 9pm curfew applies to under-18 students every night of the week. If a host rings to inform that an under-18 student has not come home in the evening, the school will:

- Ask if the host was aware of where the student was going that evening and with whom.
- Try calling the student’s mobile number or any student who is thought to have been with the student that evening.
- If contact is made, check the student is OK and knows how to get home, then ask the student to make their way home immediately.
- Call the host to inform them and ask them to call / text once the student has arrived home.
- If contact cannot be made with the student or if the host has not called to confirm safe arrival by 11 pm, the school will make contact with the next of kin or agent (where applicable) and then inform the Police to report the situation.
- All incidents are logged for systematic review and implementation of disciplinary procedures.

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*Student is over 18 years of age:*

There is no curfew for adult students. If a host rings to inform that an adult student has not come home that night, the school will monitor to see if they are present in school the next morning. If the situation occurs at the weekend, the school will ask the host to call back should the student not arrive home or make contact within 24 hours.

## CRITICAL INCIDENT

### Incident on or near the school premises

#### *Lockdown procedure*

The school will use the lock down procedure when the safety of the students and staff is at risk and staying inside the building or a designed space within it is safer. Doors will be locked, windows shut and blinds drawn. The school will activate this procedure in response to a number of situations, such as:

- A reported incident in the vicinity of the school, such as a potential terrorist attack
- An intruder on the premises
- A risk of air pollution such as a gas cloud for example
- A major fire or explosion in the vicinity of the school

Managers will immediately lock any doors and shut windows, where safe to do so. If students are outside and need to get back into the locked area, a manager will open the door, where safe to do so. The safest area to congregate will be decided based on the outside situation. Everyone must stay away from the windows and doors. The situation will be managed dependant on the situation and the information available. Once the all clear has been given externally, a manager will issue the all clear internally.

### **If the school is in immediate danger of an intruder, the police will be called as a matter of urgency.**

The school will inform the public (parents and agents) about the situation at the earliest safest opportunity and will update them when the information changes, either via direct contact or social media.

#### *Attack on a school excursion*

The situation will be managed dependant on the situation and the information available, however, the teacher(s) leading the activity should take the students to safety, following the RUN, HIDE, TELL government advice:

#### **RUN**

- Escape if you can
- Consider the safest options: is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

#### **HIDE**

- If you cannot RUN, HIDE

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- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock / barricade yourself in
- Move away from the door

## TELL

Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker.

### Attack in Manchester (causing concerns about students' safety)

The school will make contact with all students as soon as possible to make sure they are safe. If a student is uncontactable and no other students can confirm they are safe, the school will then make contact with the next of kin or agent (where applicable). The school will take into account the individual circumstances and features of the attack to decide whether it is safer to be closed until further notice or continue as normal.

## BOMB THREAT

If a bomb threat is received, the person taking the call will record all details given and raise the alarm as soon as possible. The school will then follow the fire evacuation procedure to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible.

## EVACUATION ROUTES

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

- Emergency exits
- Evacuation routes
- Locations of fire extinguishers
- Fire alarm pull stations' location
- Assembly points

Site personnel should know at least two evacuation routes.

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House**  
Manchester



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