

MAJOR INCIDENT POLICY

Preamble:

A major incident obviously contains a large degree of unpredictability and therefore it is impossible to predetermine an appropriate response to every emergency. The following policy is an outline arrangement that would be followed by Global London College staff and students in the event of a major incident occurring.

The policy:

The safety of our students and staff is always a priority and where possible they should be moved away from areas of danger. In the event of a fire we have plans to evacuate the building and a similar evacuation procedure would be followed if a bomb or suspected bomb were discovered on the premises.

As a small private language school we would consider the threat level relating specifically to Global London College to be classed as low to moderate.

This major incident policy therefore refers to a situation that might potentially develop outside the school in New Oxford Street or, in an extreme situation, an incident could possibly occur in either the entrance or area of Global London College.

In any of these scenarios the students will be instructed to remain inside the building. The teachers will then direct their students to gather in the 'safe room' which is room 8 on the top floor of the building.

This room has been designated as the safe room because:

- It is a large room
- It is at the back of the building and is thus shielded from any bomb blasts in the street
- It is close to the students' lavatories

In an emergency the doors to rooms which are facing the street must be kept closed and generally nobody should enter those rooms.

All of the staff and students will stay inside the safe room (or the area outside the students' lavatories) for as long as the threat remains.