

# SHREWSBURY COLLEGE EMERGENCY PROCEDURES

## Firearm and Weapon Attacks

Attacks involving firearms and weapons are very rare but it is important to be prepared to cope with such an incident.

In the event of an attack take these four actions:

### Stay Safe

- **Under immediate GUN FIRE** – Take cover initially, but leave the area as soon as possible if safe to do so **Do Not Sound Any Alarm Systems**
- **Nearby GUN FIRE** - Leave the area immediately, if possible and it is safe to do so.
- Leave your belongings behind.
- Do not congregate at evacuation points.

<b>COVER FROM GUN FIRE</b>	<b>COVER FROM VIEW</b>
Substantial brick or concrete	Internal partition walls
Engine blocks or motor vehicles	Car doors
Base of large live trees	Wooden fences
Earth banks/hills/mounds	Curtains

**REMEMBER** - out of sight does not necessarily mean out of danger, especially if you are not in 'cover from gun fire.'

**IF YOU CAN'T ESCAPE** - consider locking yourself and others in a room or cupboard. Barricade the door then stay away from it. If possible choose a room where escape or further movement is possible. Silence any sources of noise, such as mobile phones, that may give away your presence.

### See

**The more information that you can pass to police the better but NEVER risk your own safety or that of others to gain it. Consider using CCTV and other remote methods where possible to reduce the risk. If it is safe to do so, think about the following:**

- Is it a firearms / weapons incident?
- What else are they carrying?
- Moving in any particular direction?
- Exact location of the incident.
- Number and description of assailant.
- Type of weapon long-barrelled, handgun or knife.

### Tell

- **POLICE** - contact them immediately by dialling 999, giving them the information shown under '**See**'
- Use all the **channels of communication** available to you (Phone, Email, SMS,) to inform staff, visitors, neighbouring premises, etc of the danger.

### Act

- Secure your immediate environment and other vulnerable areas.
- Keep people out of public areas, such as corridors and foyers.
- Move away from the door and remain quiet until told otherwise by *appropriate authorities* or if you need to move for safety reasons, such as a building fire.

### **Armed Police**

**In the event of an attack involving firearms or weapons, a Police Officer's priority is to protect and save lives. Please remember:**

- Initially they may not be able to distinguish you from the gunmen.
- Officers may be armed and may point guns at you.
- They may have to treat the public firmly. Follow their instructions; keep hands in the air / in view.
- Avoid quick movement towards the officers and pointing, screaming or shouting.

## Fire Alarm/Evacuation

Remember the acronym:

**R** – Rescue and relocate anyone in immediate danger.

**A** – Alert others by activating the building fire alarm and calling ext. 2111 from a safe location.

**C** – Confine the incident by closing the doors

**E** – Evacuate immediately. Do not waste time with lifts as they automatically deactivate. Use stairs.

In the event of an alarm activation leave the space, close all doors behind you. Leave all material and personal belongings behind to avoid wasting time and go to the nearest exit or stairway. If the first exit is blocked or congested go to an alternative exit or stairway. As staff are leaving the building they should be on the lookout for people still in offices or classrooms who may not have heard the alarm. Once out of the building, staff and students should go directly to a designated Assembly Point and make themselves known to their tutor or Incident Team (wearing Hi-Viz Jackets). Those staff not escorting visitors or students should proceed to the Control Centre and offer assistance to the Incident Team (Estates will normally lead the Incident Team)

When an alarm sounds, all building occupants must evacuate immediately and not return until given permission to do so by a member of the Incident Team managing the emergency. Treat every alarm as an actual emergency.

Only evacuate the Building in which the alarm is sounding (eg Perf Arts, Arts, ECC buildings etc would not be evacuated if the Main Block was in alarm)

Occupants of building not in alarm are expected to stay in the building they are in and not attempt to enter the building that is in alarm.

Vehicle movements around the site will be restricted during the evacuation to protect pedestrians and ensure that emergency services have free access to the site.

If you can't evacuate the space, keep the door closed. Open the windows to let out any heat and smoke. Seal the bottom of the room door with a coat or other material. Once the ingress of smoke has been prevented or reduced, hang a light coloured object out the window to attract the attention of the Incident Team or the Fire Service.

**Never attempt to use a lift during a fire emergency.** All lifts are connected to the alarm system and they descend to the ground floor when the alarm is activated. This measure is in place to ensure that people do not become trapped between floors should an electrical failure occur.

If you are not able to self-evacuate, proceed to an enclosed stairwell where a designated area of safe refuge is provided and clearly signed. If you go to an enclosed stairwell, be sure to position yourself so as not to block or impede pedestrian flow or access to the stairwell exit.

When at a Refuge, ensure that you are visible at all times and attract the attention of the Incident Team, who will be monitoring the situation. Remain at the Refuge until you are told otherwise. If evacuation is necessary, EvacChairs are available adjacent to all Refuges and trained staff will be on hand to use them.

Buildings should be evacuated using designated methods of egress (corridors and marked exits). Unless affected by the fire themselves, these will provide 1 hour or more of protection from heat and smoke. If in the fire-affected zone, move quickly away from the fire and beyond any fire door; evacuation to safety may then be completed in a calm manner. Staff not involved in the evacuation procedure must follow any instructions delivered by members of the Incident Team who are controlling the evacuation.

Every member of College staff has the responsibility of knowing the location of the fire alarm call points, fire extinguishers and primary and secondary exit routes for their area of occupancy while on

College property. Under normal circumstances, any fire or smoke will be detected by the automatic system and the alarm will be activated. Should a fire be discovered or suspected in an area not covered by a detector or where fire or smoke can be observed but the alarm has not activated automatically; the fire alarm should be triggered by activating the nearest call point. If time permits and it is safe to do so, call Reception on 2111 as well as activating the manual alarm call point.

**All fires, even small ones** must be reported.

Be especially aware of persons with disabilities in your building who may be unaccompanied or visiting. They may need your help to reach a point of safety such as a Refuge located in the stairwells. Staff identifying occupation of a Refuge as they exit should report this information to a member of the Incident Team.

Rescue others only if you can do so safely and there is a clear route to an exit.

If you find yourself exposed to smoke or heat, crawl or keep low to avoid the smoke, heat and fumes as the effects can be serious. If there is smoke in a corridor, stay in the room, close and seal doors, stand by a window to ensure you can be seen clearly.

Before opening any doors without vision panels, feel the door first. **If it is hot, don't open it.** If it is cold, brace yourself against the door, open it slightly and if heat or heavy smoke is present, close the door immediately and leave by an alternative exit.

## **Assisting an Individual with a Disability**

Please ensure Estates are informed of any students or staff with significant physical impairment working in any of the curriculum areas and any developments / changes that occur throughout the year.

### **Responsibility of Tutors**

Tutors are responsible for being thoroughly knowledgeable of emergency evacuation procedures and for knowing the primary and alternative routes of exit from their buildings. They are also responsible for knowing the location of the offices and labs, of staff who are mobility, visually and/or hearing impaired. Each year or term, Student Services should notify Estates and Reception of the normal location occupied by students with physical disabilities.

### **Responsibility of Individuals with Mobility Impairment**

It is critical to the health and safety of an individual with a mobility impairment that he/she is knowledgeable of their needs during an emergency evacuation and knows the location of Refuge Points. They should be expected to convey these needs to their Line Manager or Tutors at the commencement of their employment or course. In the event of an emergency evacuation, an individual with a mobility impairment may choose one of the following alternatives:

**Staff:** Proceed to an enclosed stairwell, accompanied by a partner or "buddy" and wait at the Refuge inside the stairwell. Remain in the stairwell and clearly visible to people outside until the Incident Team or the fire service arrives and safely completes the evacuation.

**Students:** Should be accompanied by a tutor or member of staff who will remain with them until told otherwise or evacuated by the Incident Team; those trained in the use of EvacChairs or the Fire Service.

Visitors: Should be accompanied by the host member of staff who will remain with them until told otherwise or evacuated by the Incident Team; those trained in the use of EvacChairs or the Fire Service.

### **Mobility Impaired – Wheelchair**

Where possible the staff should seek to place Individuals who use a wheelchair on the ground floor which has wheelchair access particularly, if they use a respirator. During an emergency evacuation, it is preferable for someone to remain with and assist the non-ambulatory person if they can do so without endangering their own life.

### **Mobility Impaired – Ambulatory**

Individuals who are able to walk independently, either with or without the use of crutches or a cane and can negotiate stairs in an emergency situation with minor assistance. This individual should wait until heavy pedestrian traffic has cleared before attempting to use stairways. Alternatively, they should proceed to a Refuge Point and await instruction.

### **Hearing Impaired**

Staff should be aware of those persons with hearing impairments and should attempt to provide assistance and guidance in the event of an emergency evacuation. Alternatively, they may sign a Pager out from Reception which will vibrate when the alarm is activated.

### **Visually Impaired**

Individuals with a visual impairment should become familiar with their immediate surroundings and most frequently travelled routes. Staff or other students should offer to guide an individual with a visual impairment from the building. Special attention should be given to obstacles or route obstructions. They should make their impairment known to Reception who will provide them with a Pager to provide warning of an emergency. They should then evacuate the building on their own or request others to assist. Where heavy pedestrian traffic is encountered during an evacuation, they should wait on the nearest landing inside the fire compartmentalised zone until the traffic has thinned. This will allow fully mobile people to leave the building quickly and safely.

### **Speech Impaired**

Individuals with speech impairment may have difficulty communicating during an emergency evacuation. Ideally, a volunteer or “buddy” capable of communicating with that individual should assist them during the evacuation.

### **Developmentally Disabled**

It is critically important that the designated evacuation route be rehearsed with a developmentally disabled occupant. Ideally, someone capable of communicating effectively with this person should assist them during the evacuation.

## **Pre-Emergency Preparation**

All members of staff should become thoroughly familiar with the College site and their particular area. They should be fully conversant with this procedure and the location of all exits and areas of refuge.

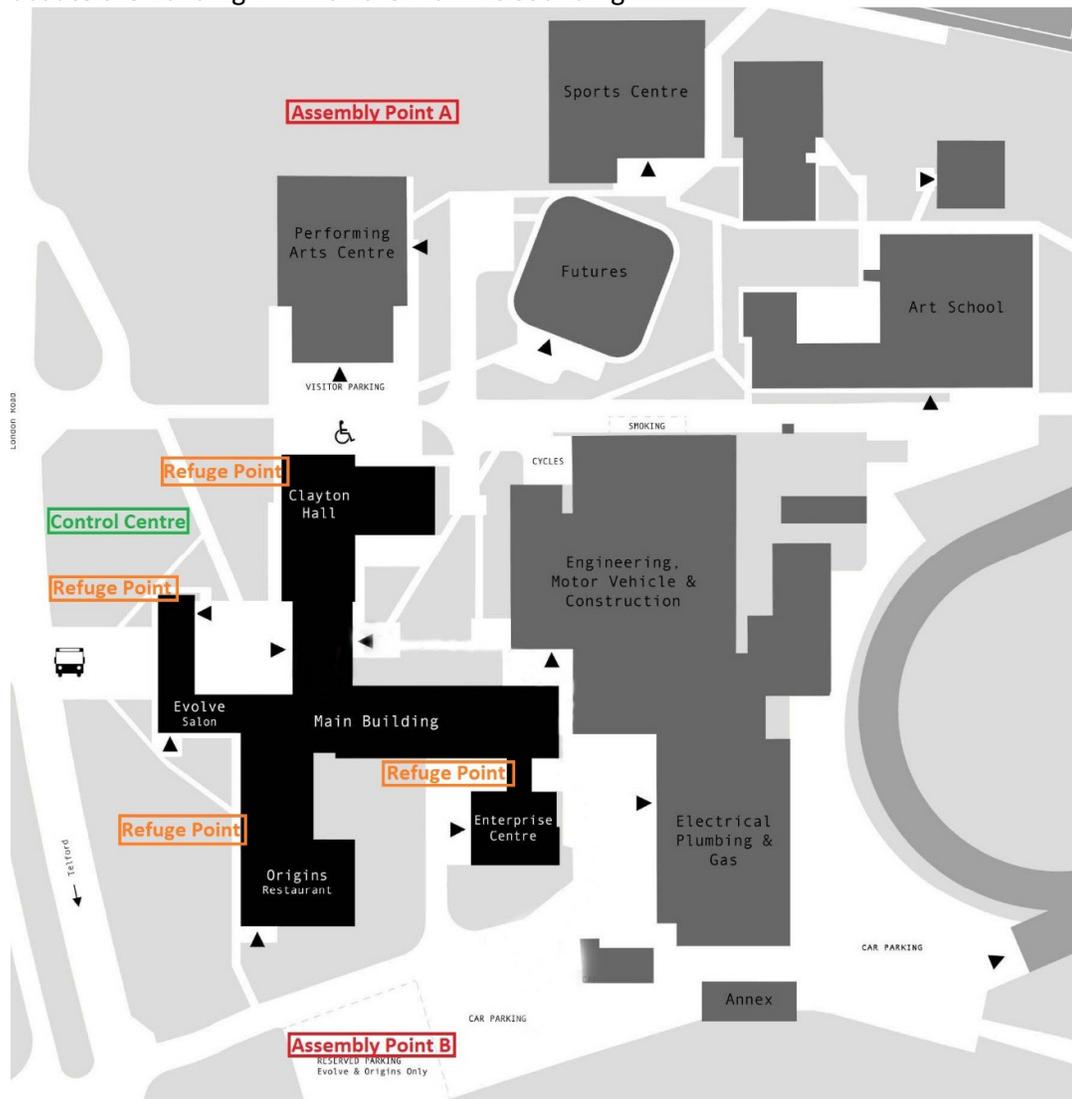
They should become familiar with the distinct sound of the fire alarm signal and remember that if the alarm sounds for more than 15 seconds they must evacuate themselves and anyone with them or in the vicinity.

Those members of staff who do not have responsibility for groups of students or visitors should present themselves to the incident team at the Control Centre. These members of staff will provide additional assistance in controlling the incident.

## Building Evacuation Procedure

On observing the activation of the Fire Alarm all building occupants must leave the building immediately via the nearest exit and proceed directly to the designated Assembly Point as detailed below.

Only evacuate the Building in which the Alarm is sounding



Any members of staff who has students or visitors with mobility issues should accompany them to the refuge point if they are unable to be safely evacuated from the building and remain with them until told otherwise by the incident team. Those staff not escorting visitors or students should proceed to the Control Centre and offer assistance to the incident team.

If on evacuating the building, you have information on either the fire location or people at Refuge Points please let a member of staff or a member of the Incident Team (dressed in Hi-viz jackets) know.

All occupants must remain at the assembly point until advised otherwise by the incident team

Failure to comply with the above measures may place yourself or others at risk and this could lead to disciplinary or criminal action being taken against you.

**ACTION FOLLOWING THE ACTIVATION OF A FIRE ALARM**

