

EMERGENCY ACTION PLAN *

The Colchester English Study Centre Emergency Action Plan is intended to assist students, parents, staff and agents to understand our procedure during an emergency situation if the centre is closed due to emergencies such as natural disasters or a terrorist attack. This procedure is intended as a guideline only, as every situation is different and may require a different response. All staff are made aware of the existence of this plan in their induction.

RESPONSIBILITIES

Managing Director/Principal

- Will ensure at all times that key staff maintain a record of home telephone numbers, mobile phone numbers and email addresses of all administrative staff and management to contact in the event of an emergency. This information is restricted to appointed staff members.
- Will coordinate emergency response and liaise closely with other key members of staff
- Will liaise with all emergency services.
- Will deal with the safety and security of the site
- Will inform contractors (including canteen staff) and instruct them accordingly, considering such issues as when to return to work, whether the school buildings are safe to use and accessible
- Will contact all staff and instruct them accordingly, regarding such issues as

when to return to work, whether the Centre buildings are safe to use and accessible

- Will liaise with the Welfare & Accommodation Officer to establish the well-being of existing students

Welfare & Accommodation Officer

- Will contact all current students and update them on the nature of the emergency and how it affects the Centre, including whether we are running classes and whether the building is safe to use and accessible
- Will contact prospective students who may be affected by the emergency and keep them informed about our response
- Will contact agents or emergency contacts of students who remain unaccounted for
- Will make sure the CESC website is updated with a special notice on the home page providing information or contact details in event of emergency
- Will respond to all enquiries, as far as possible, on the latest information we have

Accommodation – Homestay

- Will contact and update homestay providers about the emergency and the way we are dealing with it

Record Keeping

Records are kept of the following:

- Details of emergency evacuation drills and any other relevant training provided
- Maintenance of emergency alarms and other equipment for use in an emergency
- Any emergency which actually happens

Emergency Contacts

Emergency phone 1	Emergency phone 2
07366466874	07588 831 631