



# Emergency Evacuation Procedure

## Safety Procedures for Visitors

### Fire Alarm System

If you hear the fire alarm sound:

- Please leave the building immediately, using the nearest Fire Exit and go to the Assembly Point indicated on the map

## Raising the Fire Alarm

If you discover a fire, please take the following actions:



- 1. **Activate the nearest fire alarm** by breaking the glass



- 2. **Leave the building** using the nearest available Fire Exit and go to the **Assembly point indicated on the map**



- 3. **People with disabilities will be helped to evacuate** the building, if required, according to their Personal Emergency Evacuation Plan. Ask at reception for further details.



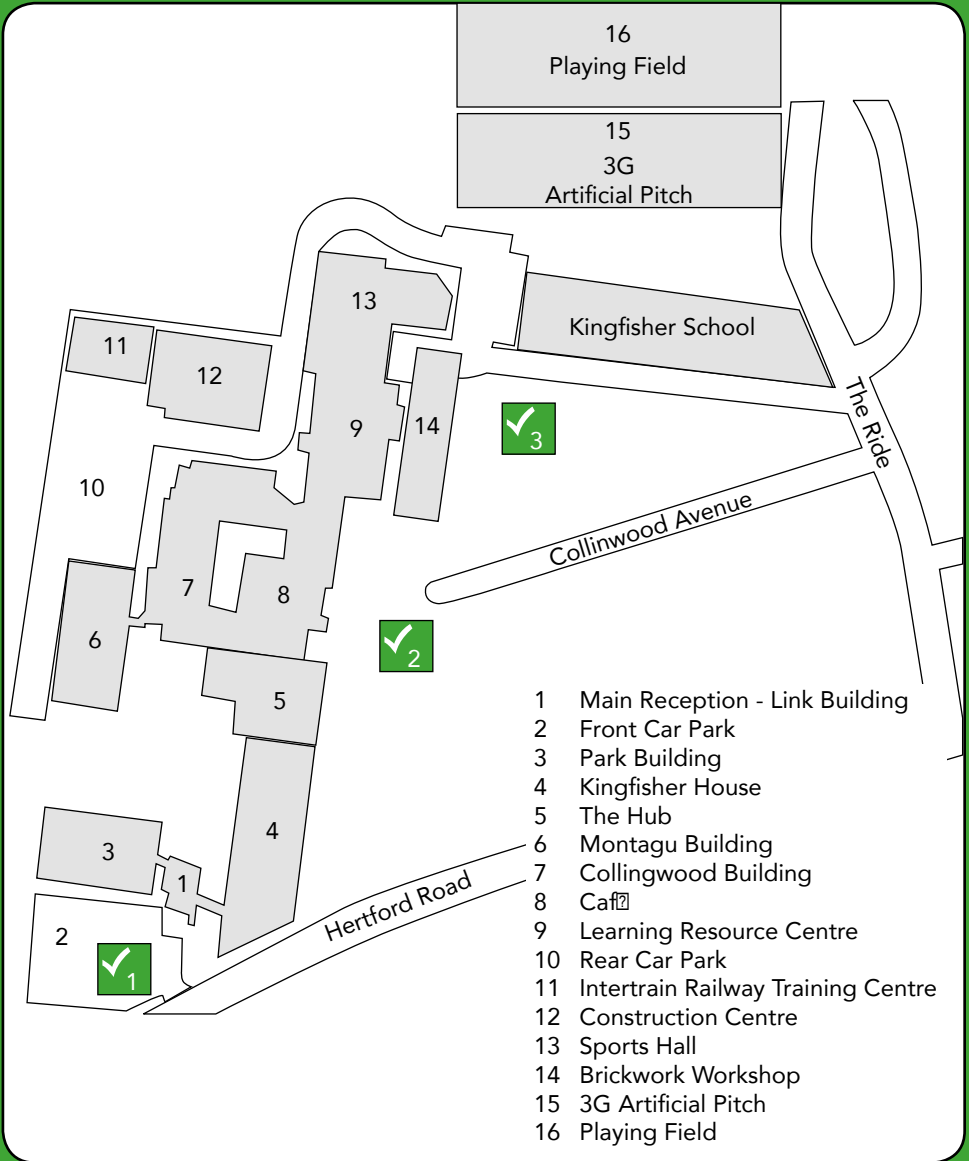
- 4. **First Aid:** Please ask at Reception for First Aid assistance.

## Safeguarding

The College is committed to safeguarding and promoting the welfare of all its learners, staff and visitors ensuring that they have the right to access the College free from fear of harm, and to be protected from mistreatment and abuse.

If you have any safeguarding concerns, please contact the **Safeguarding hotline 020 8442 3958**.

# Emergency Evacuation Assembly Points



- 1 Main Reception - Link Building
- 2 Front Car Park
- 3 Park Building
- 4 Kingfisher House
- 5 The Hub
- 6 Montagu Building
- 7 Collingwood Building
- 8 Caffè
- 9 Learning Resource Centre
- 10 Rear Car Park
- 11 Intertrain Railway Training Centre
- 12 Construction Centre
- 13 Sports Hall
- 14 Brickwork Workshop
- 15 3G Artificial Pitch
- 16 Playing Field



**Front Car Park**



**Supported Learners Garden**



**Back Car Park**