

FIRE SAFETY AND FIRST AID



Fire Safety

Fire exits

The building is equipped with fire alarm systems which are maintained and tested.

The test happens every Monday 13:30, so please do not leave the building at this time!

There are two fire exits in the building:

Exit 1 - the main entrance, on the ground floor

Exit 2 - On the 5th floor, the back of the corridor on the right

- If you are on the 1st, 2nd, 3rd or 4th Floor, please use exit 1.
- If you are on the 5th Floor, please use exit 2.
- If the fire alarm rings, your teacher or a member of school staff will tell you what to do.

The assembly point is Soho Square but please follow the instructions of your teacher/fire marshal.

You will see a fire warden with a yellow high-visibility jacket waiting for you on the corner of Soho Street and Soho Square.

The college operates a **no smoking policy** throughout its buildings.

If you discover a fire:

You have to warn persons nearby and raise the alarm by breaking one of the fire alarm call points, and inform a member of staff of the fire location without delay.

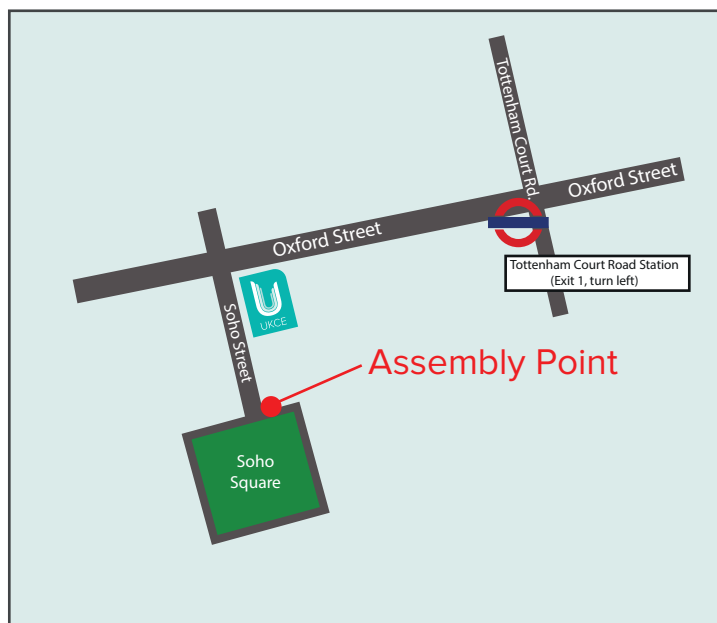
- DO NOT try to fight the fire unless you have been trained to do so.
- DO NOT put yourself in any danger.
- DO NOT stop to take your bags and coats – Leave IMMEDIATELY.
- DO NOT run.
- DO NOT go back into the school until your teacher tells you that it is safe.

Evacuation Procedure

We have evacuation instructions in all rooms and strategically placed around all of the College buildings.

In the event of the fire alarm sounding:

- STAY CALM
- leave immediately in an orderly and controlled manner via the nearest available fire exit route.
- Report to the designated assembly point (SOHO SQUARE)



•When you are outside, please report to the UKCE fire warden. Report any missing persons too.

Nominated Fire Wardens wear **hi-visibility jackets (yellow)**

- DO NOT try to return to any part of the College.
- DO NOT try to use the lift. If you are in the lift when the alarm sounds, it will return to the ground floor. Please exit the school and go to the meeting point.

If you have problems with moving quickly, we will make an evacuation plan for you. **Please tell us if you have an injury during your school stay, so we can make a new evacuation plan for you.**

If you ever see a student, staff member, or any other person acting suspiciously or touching fire equipment without a good reason, please report this to a staff member immediately.

Your fire wardens are: Oscar Czerniawski and Gianluca Di Luciano

In the evening, there are fewer members of staff, therefore the teachers act as Fire Wardens as follows:

- The teacher in 304 (the last classroom from the left on the third floor) will be responsible for clearing the third floor. This includes checking the women's toilet.
- The teacher in 403 (the last classroom from the left on the fourth floor) will be responsible for clearing the fourth floor.

This includes checking the men's toilet. This teacher will also need to clear the fifth floor.

Emergency Plan

If Oxford Street becomes dangerous, the UK College of English becomes a safe place to hide and we will ask students to stay inside until the danger has passed. A Welfare officer will stay on the ground floor to let in students only.

Being safe at all times



London is a big city and there's a lot of fun things to do and it is very, very safe but you never know what might happen. We want you to be safe all the time, so we strongly recommend you to download the **CITIZEN AID app**. This app contains information on what to do in various emergency situations, i.e. bomb, gun, knife attacks. It will give you live updates during any emergency situation to help you get somewhere safe quickly. Go to the App Store or Google Play and download it!

What to do if you get lost:

- If you get lost on your way to school or your accommodation, please call the emergency phone number on your student ID card (07956190553).
- If you get lost out on a social programme activity, call the phone number the teacher will give you on the day of the activity or the emergency phone number on your student ID card (07956190553).
- **If you do not have your mobile phone with you**, when out on a trip. Do the following:

Don't Panic

Look out for a police officer and tell them you are lost.

If there is no police officer, go back to the meeting point

If you cannot find your teacher at the meeting point, please ask a member of staff in a shop or museum if you can use their mobile phone to contact your group leader to tell them you are lost.

First Aid

Your health and safety representatives are Oscar Czerniawski and Laura Villa

In the event that a member of staff, student or visitor is injured or becomes ill on UKCE premises, a Certified First Aider should be found as soon as possible.

First aid kits can be found in a marked cupboard in reception and on each floor along with an Accident Report Book, which will be filled in by the First Aider.

First Aider at UKCE:

- Neil Harvey
- Keyla Porras
- Beren Rashit
- Brenda Savelski
- Stephanie Day
- Paul Mills
- Lara Selwyn Kogan
- Oscar Czerniawski