



Emergency Policy Statement

The English Language Centre has responsibility to provide a safe & healthy learning environment for all students and staff but especially for students under the age of 18 and vulnerable adults. We recognise the importance of establishing clear guidelines and strategies to react to any school related emergency.

ELC has a detailed emergency policy and plan in place; ELC also has a nominated School Emergency Management Team and Emergency Lead to ensure that:

- we can establish clear guidelines and strategies to react to any school related emergency.
- members of staff are aware of which students are on medication or have other special needs and which students are under 18.
- we provide on-going training in emergency procedures for all staff including for those leading or participating in activities and on excursions.
- administrative procedures are strictly adhered to including ensuring that we have all students' mobile phone numbers and the emergency contact numbers for each individual student and member of staff and that excursion and activity leaders have access to this information.
- accurate records are kept throughout an emergency to show how things unfolded and how they were handled.
- Our contact with staff, students, agents, homestays, other ELC stakeholders, the media and any emergency agencies are managed sensitively and appropriately

Definition

The definition of an emergency related/critical incident is:

“An incident or situation involving trauma, fatality or serious injury to an individual or individuals, or serious damage to either the ELC property or ELC’s business activities. By its very nature the former can be sudden, unpredictable and is often outside the range of normal human experiences. Any such events are likely to have significant emotional and/or organisational consequences”.

Emergency incidents may occur at any time at any location

1. A Major Incident in the Vicinity of the School

Students and staff will be instructed to remain in the school buildings until any immediate external threat seems to have subsided. The School Emergency Management Team will set up a control room in the administrative offices. Should a major incident occur (e.g. terrorist incident) in the vicinity of the school, all public exits will be secured by the School Emergency Management Team and all staff and students will be instructed to remain securely on the premises until advised otherwise by the authorities

2. On-site Emergency Procedures

ELC has fire safety and emergency procedures in place in case of fire, bomb threat or of a suspicious package or intruder discovered in one of the school buildings. The exact response will depend on the situation, the School Emergency Management Team may:

- Trigger the fire alarm to evacuate specific buildings.
- Advise staff and students on each floor of the intruder situation and evacuate where possible
- Advise staff and students to seek the nearest lockable room



3. A Major Incident in a Location which Students are Visiting

The activity leader will have a hard copy of the contact details those students*/staff on the activity/excursion, contact details of the Emergency Lead, a pen and a charged mobile.

**students' mobile telephone numbers are always kept by the Social Organiser and also by the school. The school and the emergency management team also have access to the students' emergency contact numbers and every effort has been made to ensure that the emergency contacts can at least speak some English. If this is not the case we have contact details for translators available.*

The Activity Leader will:

- Make sure all group members are safe – check who is with him/her immediately.
- Contact relevant emergency services – they will want to know their name, the school name, location, type of emergency, number of injured, action so far
- Contact the Emergency Lead to let them know that an incident has occurred, giving them a list of the students involved. The incident will be discussed and a decision taken as to whether to continue or abandon the visit. The Emergency Lead can then assist the social organiser in contacting students and staff.

ELC School Emergency Management Teams

Brighton

ELC PERSONNEL	NAMES	Language Spoken
SENIOR MANAGEMENT:		
Chief Executive	Phil Hopkins (Emergency Lead 1)	Spanish, French
Group Academic Director	Peter Tamkin (Emergency Lead 2)	Portuguese
ADMINISTRATION:		
Accommodation & Welfare Officer	Ali Passmore	
Social Activity Organiser	Fergus Kavanagh	

Staff who can assist in other languages are:

Language Speakers	Person	Mobile
Enrolment & Marketing Officer	Megan Ennion	French
Groups & Marketing Officer	Camilla Danelli	Italian
Accommodation & Welfare Officer	Monica Szkudlarek	Polish
Administration Assistant	Elina Sandmeier	German



Eastbourne

ELC PERSONNEL	NAMES	Language Spoken
SENIOR MANAGEMENT:		
Chief Executive	Phil Hopkins (Emergency Lead 1)	Spanish, French
Centre Manager	John Veale (Emergency Lead 2)	Spanish
Academic Manager	Jenny Johnson	Spanish
ADMINISTRATION:		
Accommodation & Welfare Officer	Jay Rowley	Latvian, Russian
Social Activity Organiser	William Orr	

Staff who can assist in other languages are:

Language Speakers	Person	Mobile
Enrolment Officer	Radek Kwietniewski	Polish, Czech
Teacher	Rolf Donald	French, German