

SAFETY AND SECURITY IN THE EVENT OF AN EMERGENCY

Mayfair School of English has in place an Emergency Action Plan in order to inform students, parents, agents and staff of the procedures that we have in place should an emergency situation arise. Emergency situations include naturally occurring incidents such as earthquakes and hurricanes, or man-made incidents, such as terrorism.

ORGANISATION AND ROLES

The Principal or CEO or nominated Deputy:

- 1 Will be responsible for coordinating the response to any emergency arising.
- 2 Will ensure that there is a central and confidential list of phone numbers and email addresses of all staff to contact in the event of the emergency.
- 3 Ensure that the above lists are updated and shared at regular intervals.
- 4 Will follow up any student absences as deemed necessary with police or hospitals, and will liaise with agents or the emergency contacts of students who are unaccounted for.
- 5 Will respond to any communications via the website or by phone with updated information regarding the emergency.

The Director of Studies:

- 1 Will contact all academic staff and advise teachers when to return to work and when access to the school is allowed.
- 2 Will liaise with the Registrar to establish the well-being of students attending school or recently arrived in London.
- 3 Maintain a list of all the teachers' contact details and regularly share updates with the Principal or CEO.

The Registrar and/or Office Manager:

- 1 The Registrar will contact all current students to advise them on the nature of the emergency and provide clear advice on the school closure, if applicable, and access to the building.
- 2 Will pass on immediately to the Principal or CEO the emergency contact information of any students who are unaccounted for or with whom contact cannot be made.
- 3 Contact and update host families and residences about the emergency with updates on what is happening and if and when students may resume their courses.

The Office Manager:

- 1 Will liaise with the Principal or CEO and update the school website and social media pages with appropriate notices providing information or contact details in the event of an emergency.

How updates and information are shared:

- The Principal will ensure that staff are updated regularly on the status of the emergency.
- Staff should check their emails regularly for information on the closure of the school and anticipated re-opening times.
- If there is a lapse communication, staff should follow any guidelines broadcast via TV or radio on safety with regard to travel. Staff are advised always to consider safety first and not to travel unnecessarily.
- Families, host families and agents will be informed at the earliest opportunity of the nature of the emergency, how the students may have or have been affected and the action that the school is taking. Procedures will start immediately to provide accurate information to students, staff, host families and emergency contacts and regularly update all concerned parties regularly.
- School emergency number: 0207 437 9941 For emergency, press #1
- In the case of an emergency, a clear notice will be posted on our website advising students to use the emergency contact number, to visit Facebook or to email the school for updates.
- The emergency contact details are as follows:

Mayfair School of English **website** www.mayfairschool.co.uk

Mayfair School of English **landline** [0207 437 9941](tel:02074379941)

Mayfair School of English **email** info@mayfairschool.co.uk

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