

STANFORDS TRAINING EMERGENCY RESPONSE PLAN (ERP)



This Emergency Response Plan (ERP) provides all Centre staff, students, and visitors with clear, step-by-step procedures for responding to critical incidents, including medical emergencies, bomb threats, fires, hazardous material incidents, and other urgent events. This plan applies to all Centre facilities, personnel, students, visitors, and contractors. It is designed to ensure a coordinated, safe, and effective response to emergencies.

This Emergency Response Plan is developed in accordance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Regulatory Reform (Fire Safety) Order 2005.

Stanfords Training recognises its legal duty to protect the health, safety, and welfare of all staff, learners, visitors, and contractors. All staff are required to be familiar with this plan and participate in emergency training and drills.

Emergency contact numbers

Role	Contact Name	Phone Number
Emergency Services	Paramedics, Ambulance, Fire Department	999 (UK emergency number)
First Aid Lead	Baba Jaiteh	0121 633 8100
Head of Security	Baba Jaiteh	0121 633 8100
Fire Marshall	Baba Jaiteh	0121 633 8100
Designated Safeguarding	Akila Sharif	0121 633 8100

Lead

**Designated Safeguarding
Lead**

Noveneet Kaur

0121 633 8100

EMERGENCY PROCEDURES

Medical Emergency

In the event of a medical emergency caused by or occurring during a fire evacuation:

- ~ Call medical emergency phone number (check applicable):
 - Paramedics
 - Ambulance
 - Fire Department
 - Other
- ~ Provide the following information:
 - Nature of medical emergency
 - Location of the emergency (address, building, room number)
 - Your name and phone number from which you are calling
- ~ Do not move injured individuals unless they are in immediate danger (such as from fire or smoke).
- ~ If available, contact personnel trained in First Aid and CPR to provide assistance while awaiting professional medical help.
- ~ Only attempt first aid if you are trained and qualified to do so.
- ~ For chemical or hazardous materials exposure, follow the instructions in the relevant Material Safety Data Sheet (MSDS) and use appropriate protective equipment. Attempt first aid ONLY if trained and qualified.
- ~ Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:
Name: Baba Jaiteh Phone: 0121 633 8100

- ~ If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 - Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - Clear the air passages using the Heimlich maneuver in case of choking.

Stanfords Training maintains a valid First Aid Needs Assessment in line with the Health and Safety (First Aid) Regulations 1981. First aid kits are checked monthly, and at least one trained First Aider is present during all training sessions. A defibrillator (AED) is available on-site, and all staff are briefed on its location.

Fire Safety Procedures

- In the event of a fire alarm, all staff, learners, and visitors must evacuate the building immediately via the nearest exit.
- Do not use lifts during an evacuation.
- Proceed to the Fire Assembly Point
- The Fire Marshall (Baba Jaiteh) will ensure all rooms are cleared and report to the Head of Security once evacuation is complete.
- Fire alarms are tested weekly, and fire drills are conducted at least once every term.
- The Fire Risk Assessment is reviewed annually or following any major changes to the premises.
- Staff must familiarise themselves with fire exits and extinguisher points during induction.

Accessibility and Personal Emergency Evacuation Plans (PEEPs)

Stanfords Training ensures that all learners, staff, and visitors with mobility, sensory, or other disabilities have individual Personal Emergency Evacuation Plans (PEEPs) in place.

PEEPs are reviewed regularly and updated if an individual's needs or class location changes.

Staff are trained to support individuals with additional needs during emergencies in a safe and respectful manner.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____

CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____ APPROXIMATE AGE: _____

ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS		SPEECH		LANGUAGE	
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal	<input type="checkbox"/> Foul	<input type="checkbox"/> Other
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Other	<input type="checkbox"/> Slurred	<input type="checkbox"/> Other		
ACCENT		MANNER		BACKGROUND NOISES	
<input type="checkbox"/> Local	<input type="checkbox"/> Not Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Factory	<input type="checkbox"/> Trains
<input type="checkbox"/> Foreign	<input type="checkbox"/> Region	<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational	<input type="checkbox"/> Machines	<input type="checkbox"/> Animals
<input type="checkbox"/> Race		<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Music	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional	<input type="checkbox"/> Office	<input type="checkbox"/> Voices
		<input type="checkbox"/> Righteous	<input type="checkbox"/> Laughing	<input type="checkbox"/> Machines	<input type="checkbox"/> Airplanes
				<input type="checkbox"/> Street	<input type="checkbox"/> Party
				<input type="checkbox"/> Traffic	<input type="checkbox"/> Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEKS
AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining

Where is it located? Building _____ Area

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

Call 999 and relay information about the call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach it to this checklist.

Notify your supervisor immediately.

Incident Recording and Communication

- All emergency incidents, near misses, or drills must be recorded in the Incident Log Book.

- The Health & Safety Lead will review all reports and share lessons learned with the management team.
- Serious incidents must be reported to external bodies as required (e.g. HSE under RIDDOR, Awarding Organisations, or Local Authority).
- All staff must report any faults, hazards, or safety concerns immediately to the Head of Security or Health & Safety Lead.
- Emergency communication (such as building evacuation or lockdown) will be coordinated using the building's intercom and phone system.

STANFORDS TRAINING

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Review date: 01/11/2025

Next review date: 31/10/2026

A handwritten signature in black ink, enclosed in an oval. The signature reads "R. Howe".

Signed by _____