



Visitor Information.

Safeguarding:

At DISC, our **Designated Safeguarding Lead** is: Caroline Dean

Our **Deputy Designated Safeguarding Leads** are:

Kirsty Bradley Law, Clare O'Toole, Lizzie Northcote-Smith, Gemma Crockett ,Fran Hilton

If you need to report a safeguarding incident after leaving the building please email caroline.d@disc.ac.uk.

First Aiders: Caroline Dean, Fran Hilton, Nicola Wardle, Joanne Booty, Ezra Rushen

Fire Marshalls: Joanne Booty, Matthew Harrison

Fire Wardens: Kirsty Bradley-Law, Ezra Rushen, Hollie Glossop

Health & Safety Officers: Matthew Harrison, Joanne Booty

Data Protection Officer: Ezra Rushen

EMERGENCY ACTION PLAN

ASSEMBLY POINT: Sadler's Yard Square

ACTION ON DISCOVERY OF FIRE

SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT

LEAVE THE BUILDING BY THE NEAREST FIRE EXIT DO NOT RE-ENTER THE BUILDING

REPORT TO THE ASSEMBLY POINT

CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)

LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO

DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM - FIRE ALARM SIGNAL IS A CONTINUOUS BELL

LEAVE THE BUILDING BY THE NEAREST EXIT DO NOT RE-ENTER THE BUILDING

ALL VISITORS AND CONTRACTORS WILL BE TAKEN TO THE ASSEMBLY POINT

ANY DISABLED PERSONS WILL BE HELPED WITH THEIR EVACUATION AS NECESSARY

WHEELCHAIR USERS SHOULD GO TO THE NEAREST SAFE SPACE - YOU WILL BE DIRECTED/TAKEN TO THIS IF REQUIRED.