

Emergency Plan

UK Office

14 Gloucester Gate
London NW1 4HG
+44 (0)20 7487 0730

US Office

900 West End Avenue, 15F
New York, NY 10025
+1 212 203 6956

BRITISH AMERICAN DRAMA ACADEMY

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Company limited by guarantee registered
in England & Wales. Reg No. 1828640.

www.bada.org.uk
info@bada.org.uk

Emergency Plan Overview

The British American Drama Academy's Emergency Plan has been designed to ensure a swift and safe response to an emergency situation, mainly pertaining to an emergency security situation or declared national disaster.

BADA takes its responsibilities to its students 'health and safety seriously from the first day they arrive to attend our courses to the day they leave.

On arrival every student and employee is given a welcome folder which includes emergency contact numbers, maps of fire-routes for the academy building, and health and safety / security guidelines.

At the orientation day which takes place on the first Sunday after students arrive, students are given an in-depth introduction to what to do in case of an emergency that requires the quick and safe evacuation of the building. Questions of best practice in security and fire safety are also addressed.

During orientation, all BADA students will be reminded to always remain vigilant while living in London, to not put themselves in unnecessary danger and that should they suspect anything suspicious they should inform the local police or BADA administration staff as soon as possible.

The additional advice given by the Police Service is as follows:

- Be Prepared
- Act Quickly
- Make yourself a smaller target or keep out of sight by hiding if possible
- If safe to do so run away from the situation and tell local authorities providing as much information as possible

Emergency Representatives of BADA's Staff Team are trained in Basic First Aid and Fire Safety Training and all other relevant aspects of Health and Safety in accordance with British law. These representatives are clearly listed in the Main Office and we ensure that there is always at least one representative of BADA in the building during term-time to approach should there be any danger, real or perceived, that needs reporting. A fire evacuation drill takes place each semester to ensure that students and employees are clear about the procedure.

Current Emergency Representatives:

- **Administration Assistant** - **FIRST AID & FIRE MARSHALL**
- **Facilities & Compliance Manager** - **FIRST AID & FIRE MARSHALL**
- **Dean** - **FIRST AID**

EMERGENCY PLAN FOR EVACUATION FROM GLOUCESTER GATE

In the event of a city-wide emergency BADA undertakes to ensure the following responses, dependent on the nature of the emergency -

- If the emergency takes place at a location in central London but the threat to student and staff safety is not immediate, BADA undertakes to ensure that the location of all students and staff is known to the BADA management and that no-one is in immediate risk or danger, notify families of students, the American Embassy (if applicable) and our affiliated college in America (Sarah Lawrence College) as soon as is reasonably practicable and again once students' safety and well-being has been confirmed.

EMERGENCY PLAN FOR EVACUATION OF STUDENTS FROM THE UNITED KINGDOM

If necessary BADA will also undertake to assist students in arranging flights back to their home countries, in conjunction with Sarah Lawrence College, should the threat to safety prove to be long-term.

All students studying on the London Theatre Program will have full HTH Worldwide health cover which includes emergency evacuation cover under certain conditions. These conditions include if the UK declares a state of emergency, experiences a natural disaster or has political or military events which represent an imminent threat of bodily harm to the students. Should one of these covered events occur, the covered student should contact the HTH Worldwide's Global Health and Safety Team. This team will contact and coordinate communications and services with Drum Cussac. Drum Cussac makes all determinations as to covered events and arranging any travel arrangements.

In the event of the United Kingdom declaring an official disaster or state of emergency, BADA must contact HTH Worldwide Global Health and Safety Team as soon as possible after the declaration on the following number:

Global Health and Safety - +1 610 254 8771

BADA will undertake to assist in this process in any means possible including ensuring the students have access to phone and other communication methods during the emergency situation as far as is reasonably practicable.

BADA will also ensure students can access a copy of the photograph page of their passports in the event of emergency evacuation from the United Kingdom

EMERGENCY PLAN FOR EVENINGS, WEEEEKENDS AND MIDTERM BREAK

If an emergency situation occurs during a time when the BADA students are not in direct care, at 14-15 Gloucester Gate the following action will be taken by the BADA administration to ensure the safety of all BADA students.

The Programme Support and Student Welfare Manager, Facilities and Compliance Manager and Dean will attempt to make direct contact with all current BADA students via phone call, text, email or other social media routes in contact with the student their physical state and exact location will be recorded. If safe to do so all students will be asked to come to 14 Gloucester Gate to collectively meet with BADA Staff. At this point all students will receive a copy of the photograph page of their passports in the event that a full evacuation of the country is required. Each student will also be able to use the telephone and computers at BADA to make contact with family. BADA staff will ensure Sarah Lawrence College is kept up to date and informed throughout the emergency plan being carried out and again when all students have been located and are collectively at 14 Gloucester Gate.

In the event of a city-wide emergency situation when it is not physically possible or safe for students to collectively meet at 14 Gloucester Gate, the students should follow the evacuation procedure of their location or take advice from the London Metropolitan Police. BADA Staff will stay in communication with them via telephone or whatever means possible until it can be arranged for them to be safely evacuated from that area. BADA staff will also inform Sarah Lawrence College of the students' locations and physical states and remain in open communication throughout, as far as reasonably practicable.

ENSURING SECURITY AT BADA

PHYSICAL SECURITY:

The Management and Staff at BADA take the building and physical security of the Organisation very seriously. We have an onsite Caretaker who checks the building and its perimeter daily when opening and locking the building.

All Staff and Students are asked for full cooperation and abidance with the following security measures;

- Keep all the external doors closed at all times especially when not supervised
- DO NOT let strangers into the buildings unless authorised by a member of staff
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DO NOT tell anyone outside the Organization the current door codes

- If you are approached outside the building by someone you do not recognise seeking ingress, DO NOT allow them to enter the building with you. Please ask them to use the video entry phone so that BADA office staff can identify and if necessary meet them at the door.
- All visitors, except BADA employees, contractors and students, MUST sign our visitors' book, which is held in the main office. If you have reason to believe that a visitor has not signed the visitors' book, please request that they do so immediately – BADA operate a 'challenge policy' but in accordance with our equality and confidentiality policies.
- During term time the buildings will be open from 8.30am until 6.30pm, Monday to Friday. If you wish to be here at any other times, permission must be gained from a BADA staff member in advance.
- If you notice anything suspicious around or near the buildings, please report this to a member of staff immediately but do not touch the suspicious item and prevent others from going near that area. BADA staff will then notify the police.
- DO NOT place litter bins in vulnerable areas for example, near windows, main exits from the building or near support structures of the building..
- Keep all communal and entrance areas clear and tidy and ensure fixtures and fittings in these areas are kept to a minimum.
- Lock unoccupied offices, cupboards and rooms when the building is not in use.
- Keep external areas clear and tidy, including the garden area which is maintained regularly by the caretaker to ensure adequate surveillance and prevent the concealment of any suspicious items.

INFORMATION SECURITY:

In accordance with our confidentiality policy and the Data Protection Act, BADA management and staff take the necessary steps to ensure the personal and confidential information we hold on students, faculty and staff are protected as far as is reasonably practicable from hacking or cyber-attacks.

BADA Management work closely with our IT support team, SBI Ltd., to ensure all our computers have the correct levels of antivirus protection and firewalls to protect our systems.

All Staff and Students are asked for full cooperation and abidance with the following security measures;

- Any personal printed information relating to any staff member, faculty member or student, including but not limited to passport copies, Visa documents, medical information, family contact information, must be locked away securely in the filing cabinets and cupboards provided. The keys to these should be kept in a different secure location. Spare keys should be kept in another alternative secure location.
- No papers or documents containing personal or confidential information should be left on desks outside of working hours or if you are away on annual leave. All such documents should be stored in secure drawers or cupboards.
- All computers should be completely shut down before leaving the office for the day.
- All computers should be locked when you are away from your desk regardless of the content on the screen.
- All staff are prompted every 12 weeks to change their outlook email passwords. Only our IT support team, SBI Ltd., should be informed of the new password. Please do not share this with others inside or outside the organization.
- Ensure all private, personal, confidential and sensitive documents are shredded when no longer required by BADA.

For large disposals of confidential documents or sensitive information, BADA will bring in a confidential and secure waste disposal company.

Appendix 2

Notes on Health & Safety at 14 & 15 Gloucester Gate

To phone the emergency services from the internal telephone system you must first dial 9 (to get an outside line) then 999. You will be asked which service you require and our address and phone number. They are as follows:

The British American Drama Academy

14 & 15 Gloucester Gate

Regents Park

London

NW1 4HG

020 7487 0730

Fire

Please familiarise yourselves with the location of Fire Extinguishers, Fire Alarm Buttons and Fire Exits near your teaching rooms. Maps showing fire exits are included in this booklet.

If you discover a fire, sound the alarm immediately, it is monitored and the fire brigade will be called automatically.

Or if the fire alarm bells sound;

- Evacuate quickly and quietly using the nearest emergency exit. Please listen to and follow the instructions of the designated Fire Warden (who can be identified by the red armband they will be wearing.) DO NOT stop to collect personal belongings.
- If there is anyone missing, inform a BADA Staff member or a Fire Brigade Officer immediately.
- Do not re-enter the buildings until the all-clear has been given by the Fire Brigade.

The assembly point is in Gloucester Mews, which is off Albany Street behind number 15. (Turn RIGHT onto Gloucester Gate, RIGHT again onto Albany Street and then RIGHT into Gloucester Mews.

Other Hazards

Students should also be aware of other hazards in and around the buildings.

14 Gloucester Gate

- The marble steps in the entrance area can get very slippery when it is wet. Please be careful.
- The stairs down to the basement have a low ceiling. Mind your head.
- The stairs to the green room have a low ceiling. Mind your head.
- The stairs to the top floor are very steep and very narrow. Watch your step.
- The area around the water fountain in the basement can get wet and slippery. Please be careful.
- Students should keep away from the full-length windows. If you wish to open a window please ask a member of faculty or of the BADA office staff to do so.
- Do **not** stand on the low radiators in Behn.
- Do **not** sit or lean on the radiators in Congrieve (as they may come away from the wall if you do so).
- Doors marked with blue, circular “Fire Door” stickers are Fire Doors and **must be kept closed** at all times. It is good practice to keep all doors closed when not in use, even if they do not carry a “Fire Door” sticker.

15 Gloucester Gate

- The pavement and entrance steps can get slippery when wet. Please be careful.
- Students should keep away from the full-length windows.
- The roof area outside Wycherley is only to be used as an escape route. No one is permitted on the roof **at any other time**.

If you discover a hazard please inform a BADA staff member immediately.

Appendix 3

Duties of Employees and Students in the event of an Emergency

In the event of any emergency, including those listed above, the duties of every student or employee are as follows.

You **MUST**:

Follow the drill. Do exactly as you have been instructed – otherwise you may jeopardise your own safety and that of others

Leave the building quickly. Go to the designated assembly point immediately and stay there until told otherwise.

INFORM a representative of BADA's management of any intruders inside the building or anyone acting in a suspicious manner outside the building or in the nearby area.

INFORM a representative of BADA's management immediately of any suspicious packages or bags, which have been left unattended inside or outside the building.

NEVER re-enter the building for any reason until you are told it is safe to do so by a member of BADA's management or the Emergency Services