



## **UTC Plymouth**

### **Emergency, Open and Lock-up Procedures**

#### **Introduction**

UTC Plymouth has contracted Security Management South West Limited to assist with its security and emergency call out procedures. This document aims to provide a basic guide to both the UTC staff and Reach South Staff involved in opening and securing the site at the beginning and end of the day, as well as actions and procedures to follow in the event of an emergency or incident. This short guide is not exhaustive and many scenarios which can be imagined are not yet fully considered, and guidance will be developed over the course of the next year. Comments, advice and proposed amendments are most welcome.

#### **Key Holders**

A wide number of staff have signed for and hold keys for individual or groups of doors/locks, however, the main key holders are as follows:

Principal	Polly Lovell	Master Building (CK1) and Master Security Fence Keys
Vice Principal Fence Keys	Helen Johnston, Jo Ware	Master Building (CK1) and Master Security
Premises Manager	Darren Hitchcock	Master Building (CK1) and Master Security Fence Keys
Head of KS5	Peter Bragg	Master Building (CK1) and Master Security Fence Key
Reach South, Head of HR	Olivia Frings	Master Building (CK1) and Master Security Fence Key
IT teacher	Simon Pykett	Master Building (CK1) and Master Security Fence Key
IT technician	Jason Parkes	Master Building (CK1) and Master Security Fence Key

#### **Procedures**

The Principal/CEO of UTC has responsibility for the safety and security of all students, staff and the property - UTC Plymouth itself. On a day to day basis, the smooth running, maintenance and security of the whole site and buildings is delegated to the Premises Manager.

During working hours the Senior Leadership Team (SLT) have a number of policies and procedures that will be followed in the event of an emergency of security issue. However, out of working hours, the first point of call in the event of an incident will be Security Management South West Limited.

The UTC building is equipped with a number of security and fire / smoke detection systems that are monitored by Security Management South West Limited. The main purpose of this document is therefore to ensure a routine is established whereby both the UTC and Security Management South West Limited know exactly at any time who is responsible for what action.

<b>Fire Alarm Activation</b>			
	<b>Student or staff Working Day</b>	<b>Outside working day but before securing building</b>	<b>Silent hours, weekends, bank holidays, close down periods</b>
<b>UTC</b>	Evacuate and initiate standard emergency procedures  Call Security Management South West Limited for info	Investigate  Call Security Management South West Limited asap with sitrep and intentions – do not dither  Call SLT	No personnel involved, no action
Security Management South West Limited	Log call and no immediate action	Either call Fire brigade or stand down  Investigate (keys required)  Inform duty SLT	Call Fire Brigade and investigate (keys required)  Call duty SLT

<b>Burglar Alarm Activation or Intruder</b>			
	<b>Student or staff Working Day</b>	<b>Outside working day but before securing building</b>	<b>Silent hours, weekends, bank holidays, close down periods</b>

<b>UTC</b>	PM to investigate Inform Principal, call Police. Call Security Management South West Limited	Investigate Call Security Management South West Limited/Police asap with sitrep and intentions – do not dither Call SLT	No personnel involved, no action
Security Management South West Limited	Log call and no immediate action	Investigate if available (keys required) Assess, call Police if necessary Call duty SLT	Investigate (keys required) Call Police and Call duty SLT

### Duty SLT

The Principal will email all those appropriate the SLT duty roster on a monthly basis with telephone numbers and contact details of those concerned.

### Daily Routines

For the purposes of these procedures the following daily schedules are assumed

	Perimeter Gates opened	Alarm Deactivated	Students start	Students end	Cleaners	Alarm Activated and perimeter gates closed	Ops Room (01752 55) acknowledge by
<b>Term Time</b>							
Mon to Thur	0700-0730	0700-0730	0830	17.30	1730-1930	1930-2000	By 2000
Fri	0700-0730	0700-0730	0830	1615	1615-1815	1830	By 1830
Weekends, Bank holidays and outside timings above	Closed	N/A	N/A	N/A	N/A	N/A	N/A
<b>Out of Term Time</b>							
Mon to Thur	0815-0830	0815-0830	N/A	N/A	1400-1600	1630-1700	By 1730
Fri	0800-0830	0800-0830	N/A	N/A	1330-1530	1600-1630	By 1700
Weekends, shut down periods, Bank holidays and outside timings above	Closed	N/A	N/A	N/A	N/A	N/A	N/A

VERSION CONTROL SHEET

**POLICY NAME: Emergency, Opening and closing procedures**

**Policy Prepared by: Julie Rae**

Document date	Filename	Mtg submitted	Summary of changes required
April 2015		PHSC	New Policy
June 2019			Reviewed and Updated

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