



Derby College Group

Keeping you safe

Safety & Security Guide

Your Safety is Important to Us

Derby College and its partners are committed to ensuring that everyone who lives, works, visits, or studies at the College is as safe as possible at all times.

While incidents are rare, it is important that we are all prepared. In the unlikely event of an emergency or major incident—such as a fire, chemical leak or spillage, accident, or hostile threat—this leaflet outlines the steps we will take to protect you, as well as the actions you can take to keep yourself and others safe.

Depending on the nature of the incident, you may be asked to remain indoors and shelter in place, or to evacuate your building or campus. It is important that you follow all instructions given by staff, Duty Safety Officers, or the emergency services at all times.

By staying informed, alert, and prepared, we can all play a part in maintaining a safe and secure environment.

Evacuation

In Case of fire

Suspecting a fire

- Raise the alarm – Vocal/Mechanical/Electronic
- On hearing an alarm, evacuate via your nearest safe exit
- Attend designated **FIRE ASSEMBLY POINT**
- Await further instruction from the Duty Safety Officer.

Stop & Search Protocol

The College operates a formal stop and search protocol where it believes there is a requirement to do so. These can be carried out without warning or as a pre-planned and pre-publicised activity.

Please be aware, the College:

- has a **Zero** tolerance on banned and prohibited substances and materials.
- will carry out the stop and searches on any site.

Suspect Packages Unattended Baggage

Apply the **HOT** Principles

- Is it **H**idden deliberately?
- Is it **O**bviously suspicious?
- Is it **T**ypical for the environment?

If you think so report it to security or nearest member of DCG staff, giving your name, location and description of the item.

Unidentified Individuals

- Are they wearing a College ID badge?
- Can they account for their whereabouts?
- Have you seen them before on site?
- Are they confident in their actions?
- Do they have any memorable characteristics?

If you suspect anyone report it to security or nearest member of DCG staff.

Lock Down

In the event of an intruder or dangerous incident

RUN

to a place of safety, this is a far better option than to surrender or negotiate, if there's nowhere to go, then...

HIDE

it's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally when it is safe to do so...

TELL

the police by calling 999

Do not assume the incident is over or leave a safe & secure area unless instructed to do so by:

- A verified member of DCG staff that you can positively identify.
- A verified member of the emergency services.

DO NOT ACTIVATE THE FIRE ALARM

Suspicious Activity

NOTICE

If you notice something suspicious, a person, a vehicle or an item in or around campus.

TRUST

Your instincts.

MOVE

Get to an area of safety if required.

REPORT

Report it to security or nearest member of DCG staff.

- Staff will support you and respond appropriately.

Safety Online

S – Stay safe

Don't share personal or sensitive information

M – Manage privacy

Check and update privacy settings regularly

A – Accepting contacts

Only interact with people you know and trust

R – Reliable information

Verify sources before downloading or responding

T – Tell someone

Report concerns, suspicious activity, or incidents

Invacuation

If required to remain in a College building following notification of a major incident move:

- away from windows and external walls.
- away from stairwells with access to lift shafts.
- preferably in an area surrounded by full height masonry walls, i.e. internal corridors. Don't forget flying glass or other fragments can cause harm at a considerable distance.

An invacuation should be undertaken in a controlled way and be area specific.

Emergency Contacts

Any Emergency – **Ext 5000**

Roundhouse Gatehouse 24 hour –
01332 371 040

Broomfield Security –
07970 152 898 or 01332 836 621

24hr College Security – **01709 590 491**

For further information about this leaflet or college security please contact
healthandsafety@derby-college.ac.uk