



FAQs: Emergency Procedures

Where is the muster point in case of an emergency evacuation?

Faculty should be familiar with the emergency evacuation procedures for each space in which they work. In the case of an emergency during a class you are teaching, please lead the evacuation of the group in accordance with the procedures below:

BUILDING	TYPE OF ALARM	MUSTER POINT
Main Globe Site (including Globe Theatre & Sam Wanamaker Playhouse)	Announcement	Gather at Tate Community Gardens (1).
Globe Education Studios	Siren	Gather at Bankside opposite Pizza Express (2).



On hearing a fire alarm, Faculty need to escort their student group to the relevant muster point. You are required to stay with the students until all have been accounted for by the Building Operations team.

In the unlikely event that an evacuation is required out of normal working hours then Building Operations and/or Security will be at the evacuation point to help you identify any absent students.

What do I do in the case of a firearms and weapons attack?

Attacks of this kind are very rare, but we do need to be prepared. Please watch the [**Run, Hide, Tell** video](#) which tells you what to do in the case of a firearms and weapons attack.

We also have a lockdown policy and procedure. This spoken alarm will tell you to remain within the building. Alternatively, a member of staff or the security team may inform you personally that we have entered lockdown. If this occurs, please stay inside, follow directions from authorised persons, and move away from the windows.

What do I do if I require a First Aider?

If you require a First Aider, please immediately contact the nearest Globe radio user. This will usually be either Security or Front of House. They will be able to send a First Aider to you. If necessary, contact the emergency services.

Any accident, however minor and whether to a student or Faculty, should be reported. You may be asked to complete a form for entry in the Incident Book.

All accidents and near misses will be discussed by Higher Education Management and Building Operations to ensure the continuing safety of students and staff.

What is my Health and Safety responsibility?

As stated in the Faculty Handbook, Faculty should adhere to instructions from the Buildings Operations team regarding health and safety policies and procedures.

In accordance with the Health and Safety at Work Act 1974, all Faculty have a duty to:

- a. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- b. Co-operate with their employer so far as is necessary to enable any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions to be performed or complied with.
- c. Not intentionally or recklessly interfere with or misuse any equipment, tools or machinery provided in the interests of health, safety, and welfare.