



Medina College

Hirer Emergency Summary 2026

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Medina College: Hirer Emergency Summary (2026)

1. Fire & Evacuation

- **Alarm Sound:** A continuous, high-pitched siren.
- **Assembly Point: The far car park (Area B).**
- **Action:** Leave by the nearest fire exit. Do not stop to collect belongings.
- **Reporting:** The Hirer must take their register and immediately report any missing persons to the Site Duty Officer or Emergency Services.

2. Security & "Lockdown" (Martyn's Law Compliance)

In the event of an external threat or intruder, the College operates a **Lockdown Procedure:**

- **Signal:** The lockdown siren
- **Action: RUN, HIDE, TELL.**
 - **Run:** To a place of safety if there is a clear escape route.
 - **Hide:** If you cannot run, stay in your room, lock/bolt the door, turn off lights, stay away from windows, and silence mobile phones.
 - **Tell:** Call 999 as soon as it is safe to do so.

3. First Aid & Incidents

- **First Aid:** The Hirer is the primary provider of First Aid for their participants.
- **Defibrillator (AED) Location:** Main Reception
- **Reporting:** Any accident or "near miss" must be reported to the school via emailing info@medina.iow.sch.uk if you have been unable to tell a member of staff.

4. Site Specifics

- **Site Duty Officer Phone:** _____
- **Smoking/Vaping/Lithium Charging:** Strictly prohibited across the entire site (including car parks).
- **Out-of-Hours Access:** Do not prop open external fire doors; this compromises school security and fire safety.