



Emergency Procedures at IH Manchester



Our Promise to You

At IH Manchester, we work to keep you **safe in all emergencies**. Staff are trained to act **quickly and safely**.



In Any Emergency

- Stay **calm**
- Listen to **staff instructions**
- Follow directions **immediately**



Fire Alarm

If you hear the fire alarm:

- ✦ Leave the building **immediately**
- ✦ Do **not** collect your belongings
- ✦ Follow the **exit signs**
- ✦ Go to the **assembly point with your class**



📍 **Assembly point: Outside Yates' Bar, Portland Street**

Do not go back inside until staff say it is safe



➤ Medical Emergency

If someone is injured or very unwell:

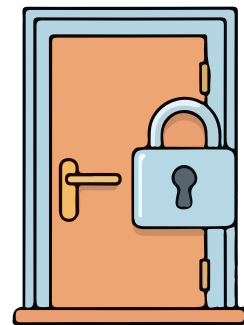
- ✦ tell a **teacher or staff member immediately**
- ✦ do not leave the person alone
- ✦ staff will call an ambulance if needed



➤ Lockdown (Stay Inside)

If told to stay inside:

- ✦ go to a safe room
- ✦ stay away from windows and doors
- ✦ stay quiet and calm
- ✦ wait for instructions



➤ Serious Danger (RUN, HIDE, TELL)

If there is serious danger:

RUN → leave the area if it is safe

HIDE → find a safe place and stay quiet

TELL → call **999** when safe





➤ Missing Student

If a student is missing, the school will:

- try to contact them
- contact family or agents if needed



➤ Emergency Numbers

- ✦ 999 or 112
(for police, fire, or ambulance)



➤ Remember

- Follow staff instructions at all times
- Do not panic
- Your safety is the **priority**
- Help others if it is safe to do so

