

Important contacts

Emergency services

999

Lia centre emergency number

If something goes wrong, here's what to do.

1

✓ **Yes**

Stay where you are.
Stay with your group.
Follow staff instructions.

Are you safe?

Take a moment
and check:

- Am I safe?
- Are my friends safe?
- Is there any immediate danger?

✗ **No**

Move to a safe place if you can.
Do not put yourself in danger.
Call for help immediately.

 **999**

2

What has happened?

Someone is seriously hurt

Find the nearest LiA staff member immediately.
If no staff are nearby, call **999**.

Someone feels ill

Tell a staff member. We will help you get medical assistance.

You feel unsafe

Tell a member of staff immediately. This includes bullying, discrimination, inappropriate behaviour, strangers worrying you or feeling uncomfortable.

You have lost your group

Stay where you are. Call your Group Leader.
If you cannot reach them, call the Emergency Number on your Student Card.

Fire alarm

Leave the building immediately. Do not use lifts.
Go to the assembly point. Wait for staff.

Something doesn't feel right

Tell us. Even if you're unsure We would always rather know.

3

Talk to us

You can speak to:



Your Group Leader



Any LiA member of staff



Campus Coordinators/ Centre Manager

4

What will we do?



Keep everyone safe



Call emergency services if needed



Support you



Contact your parents if appropriate



Help you return safely to the centre



Make sure you receive any support you need

Your safety matters

You can always speak to us if:

- ✓ you feel unsafe
- ✓ someone is bullying you
- ✓ someone makes you uncomfortable
- ✓ you see something that worries you
- ✓ you are worried about a friend

Remember



Stay with your group



Follow staff instructions



If something worries you...

TELL US.