

## Emergency Procedures



A continuous two-tone alarm plus flashing red ceiling lights indicate a valid fire alarm. The building must be evacuated immediately.

All staff, students and visitors must proceed to the designated assembly point (eastern courtyard) as directed.

All visitors must report to the Receptionist who will register you against the visitors signing-in book on entry.



## Health and Safety

Earl Mortimer College and Sixth Form Centre has a duty of care to all persons on site. This includes visitors, employees and students. All injuries or accidents that occur on site MUST be reported to Reception immediately.

**Smoking is not permitted within the building or within the grounds of the College.**

## Security around the College



All visitors must report to Reception to sign in and receive a Visitor Pass. Your pass must be worn around the neck and kept visible at all times. You must not enter any area of the College building or grounds without one.

## Safeguarding and Child Protection



If you are concerned about your safety or that of a child, please ask for Assistant Principal, Mr J Wharam or indeed any member of the Senior Leadership Team.

## Support for Disability



The College is fully equipped to support students, staff and visitors who may require the use of specialist facilities including toilets, the lifts and desks. The Theatre is equipped with a Closed Loop system to assist hearing difficulties. If your disability prevents you from evacuating the building by the regular escape route, please inform Reception.



**EARL MORTIMER**  
**COLLEGE**  
building achievement and  
excellence in our community

# Visitor Information

A USEFUL GUIDE FOR COLLEGE VISITORS

Tel: 01568 613221

[www.earlmortimer.org.uk](http://www.earlmortimer.org.uk)



Second Floor	
S	
S01 - S13	English & Languages
S32 - S33	Sixth Form Zone
Learning Support Areas	
Staff Areas	



First Floor	
F	
F02 - F07	Art
F11 - F23	Sciences
F28 - F36	Humanities
F47 - F52	Maths
Learning Support Areas	
Staff Areas	



Ground Floor	
G	
G14 - G16	Food Technology
G22 - G24	Design Technology
G26 - G27	Graphic & Textile Design
G31 - G41	ICT
G46 - G58	Music, Drama & Sports
G65	Studio Hall
G70	Theatre Hall
Learning Support Areas	
Staff Areas	

**FIRE ASSEMBLY POINT**

