

## Useful telephone numbers

**222** EMERGENCY SERVICES  
OR 01293 501222

Do not obstruct emergency exits  
or emergency exit routes

Report unattended items	01293 501212
Report dangerous situation/accidents	01293 503455
Report equipment faults	01293 501111

Internal Spills (South)	01293 502271
Internal Spills (North)	01293 501944
External Spills (Airsides)	01293 503090
External Spills (Landside)	07831 172543

## RESPONDING TO AN INCIDENT... think response

# RESPONSE

- Review scene and ensure no dangers**
- Evaluate first aid requirements**
- Secure scene**
- Preserve and protect, gather evidence**
- Only report factual information**
- Notify GCC and duty manager of area**
- Submit report**  
to relevant business manager or (PRIME for all GAL staff before leaving site)
- Ensure corrective actions**  
are in place (reduce re-occurrence)

## Fire and evacuation information

### ON DISCOVERY OF A FIRE

**REPORT** Break glass at the nearest fire alarm point. Call Fire Service by dialling **222** on an internal line or **01293 501222 / 999** on a public line. State 'Fire' and give precise location.

**ACT** Try to put out the fire **ONLY** if it is safe to do so, using the appropriate fire fighting equipment.  
**DO NOT PUT YOURSELF AT RISK!**

**EVACUATE** Use the nearest available Emergency Exit route to the appropriate Assembly Point or Safe Haven (see plans overleaf) or move to an area where the alarm is intermittent or silent.

**Continuous alarm** = Evacuate  
**Intermittent alarm** = Be prepared to evacuate

### EVACUATION

- Help the public to evacuate in an orderly manner.
- Less mobile persons must be assisted to the nearest safe area such as an emergency exit stairwell or safe haven.
- Listen carefully for public address announcements.
- Do not use the lifts.
- Immediately report any persons unaccounted for and the location of less mobile persons to the Fire officer or Assembly Point Marshall.
- Wait until the 'all clear' is given before returning.

### REMEMBER

Act on the alarm bells

Do not telephone the Gatwick Control Centre for confirmation

## Security Information

### Stay Safe - Firearms and Weapons attack

#### RUN

- Run to a place of safety if you can.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

#### HIDE

- If you cannot RUN, HIDE.
- It is better to hide than confront.
- Be quiet, silence your phone and turn off vibrate.
- Lock/barricade yourself in.

#### TELL

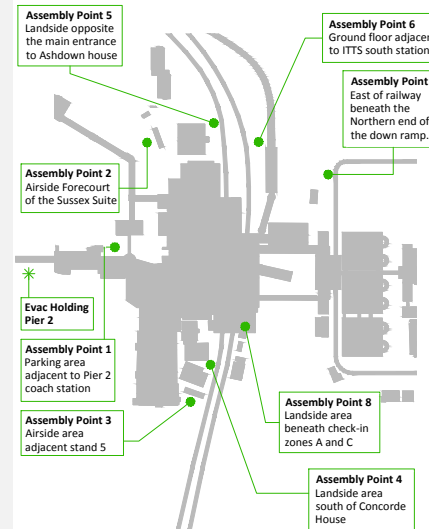
- Call 222 on an internal line or 01293 501222/999 on a public line.

### UNATTENDED ITEMS: lost... or suspicious?

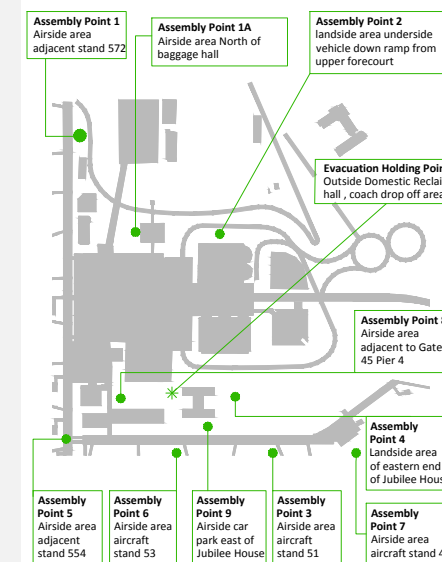
- Do not touch or move unattended items.
- CONFIRM** whether or not the item exhibits recognisably suspicious characteristics - **think HOT**
  - Is it HIDDEN?** Has the item been deliberately concealed or hidden from view?
  - OBVIOUSLY suspicious?** Does it have wires, batteries, tape or liquids visible?
  - TYPICAL?** Is the item typical of what you would expect to find in this location? If so ask if anyone has left the item.
- If the item is assessed to be unattended call 1212 on an internal line or 01293 501212 on a public line.
- If H-O-T leads you to believe the item is suspicious:
- CLEAR the immediate area** - move people away to a safe distance.
- COMMUNICATE** - Call 222 on an internal line or 01293501222/999 on a public line.
- CONTROL** access to the area.

## Assembly Points and Safe Havens

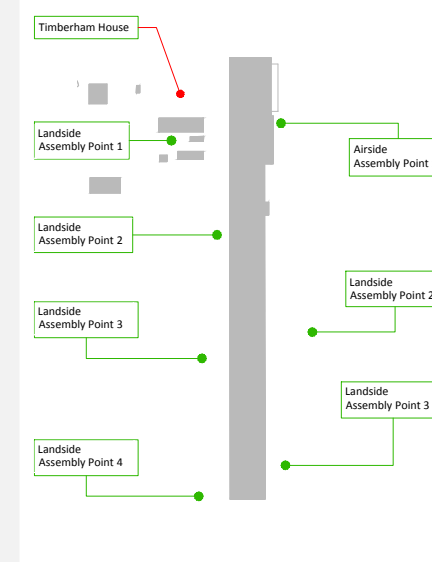
### South Terminal Assembly Points



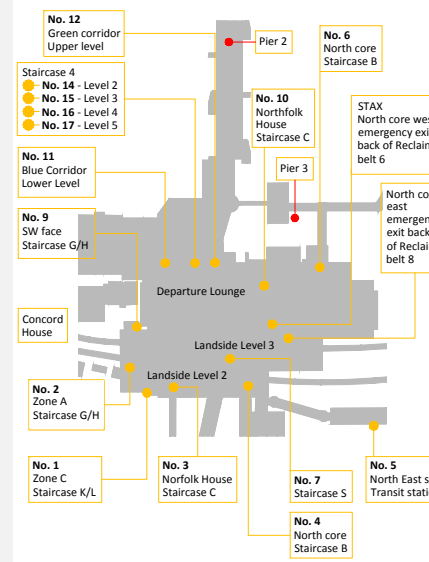
### North Terminal Assembly Points



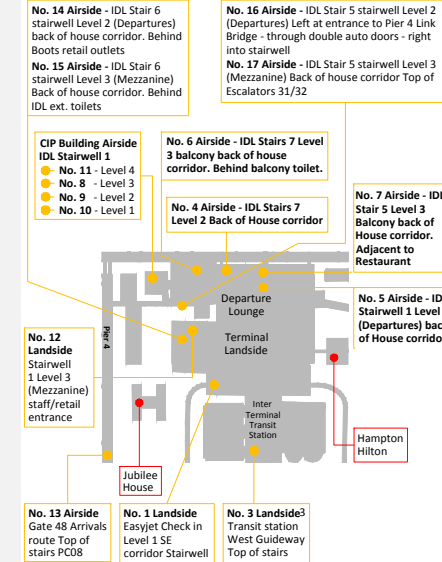
### World Cargo Centre Assembly Points



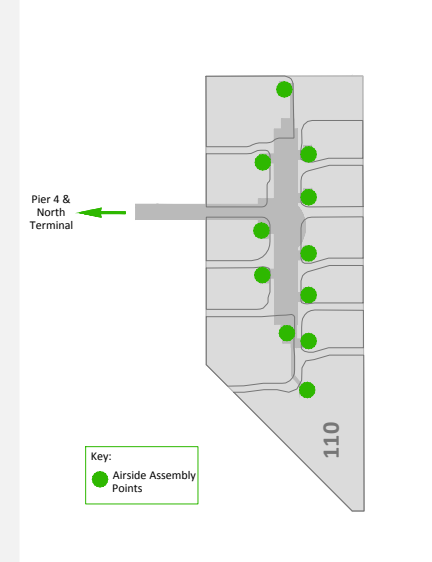
### South Terminal Safe Haven Locations



### North Terminal Safe Haven Locations



### Pier Six Assembly Points



## Environment

### WASTE



- Minimise waste produced and re-use where possible.
- Label and store waste to prevent spills and FOD.
- Improve segregation and recycling of waste.

### SPILLS



- Minimise the risk of spills.
- Report all spills to the numbers listed above and respond immediately.
- Prevent spills from entering drains and dispose of appropriately.

### ENERGY



- Switch off equipment/lights if not needed and safe to do so.
- Maintain a comfortable working temperature.
- Support efficient energy use.

### WATER



- Report leaks/dripping taps.
- Only use approved materials authorised by GAL.
- Obtain GAL approval if activities may result in water discharges.

### BIODIVERSITY



- Be aware of wildlife at sensitive times of the year e.g. bird nesting season.
- Do your bit for wildlife and volunteer with Gatwick Greenspace Partnership.
- If you have queries email [hs&e@gatwickairport.com](mailto:hs&e@gatwickairport.com)

The environment is central to our Decade of Change plan to be the UK's most sustainable airport. Click [here](#) for more on how we are progressing.

## What is Gatwick SAFE?

Gatwick SAFE represents an approach, culture and mentality that aims to deliver a better environment, health and safety standards at Gatwick.



IT'S THE WAY WE DO THINGS AROUND HERE