

Emergency closure procedure

A guide to students and staff

Purpose

To ensure that in the event of an emergency closure of any campus or site within The Bedford College Group (TBCG), communication is clear, timely, empathetic, and accessible, in line with the Group's Crisis Communications Principles.

Interim arrangements in the event of a closure

In the event of a college/campus being forced to close, information can be found from a number of sources:

- College website (Updated with closure notice and most up to date guidance)
- Social Media: Facebook, Instagram and X/Twitter.
- Local Radio (BBC & Heart)
- College telephone switchboard

College website and switchboard

We will endeavour to put a message on the relevant college website and telephone switchboard should the college need to put an emergency closure into operation, but this procedure may not always be viable.

College Social Media accounts

Notices will be put on the relevant college's official Facebook, Instagram and TBCG Twitter/X page.

Radio broadcast of closure

Should a college need to put the emergency procedure into operation, a message to this effect, together with details, will be communicated on your local heart radio station:

Heart Bedford	96.9
Heart Cambridge	103 & 97.4
Heart Dunstable	97.6
Heart Milton Keynes	103.3
Heart Northants	96.6
BBC Northampton	104.2
BBC 3 Counties	95.5 (Bedford & Hitchin), 103.8 (Luton & Dunstable)

Alternatively, you can visit www.heart.co.uk/bedford for Bedfordshire based colleges/campuses or www.heart.co.uk/northants for Northamptonshire based colleges/campuses.

BBC Radio Northampton

https://www.bbc.co.uk/sounds/play/live/bbc_radio_northampton for
Northamptonshire based colleges and BBC 3 Counties

https://www.bbc.co.uk/sounds/play/live/bbc_three_counties radio for
Bedfordshire based colleges.