Procedure 5: Security Evacuation (including bomb alerts)

1 Introduction

The Security Evacuation procedures cover all evacuations of buildings for security reasons including bomb alerts.

The Fire and Evacuation Procedure is the starting point for all emergency evacuations and, as such any security evacuation will share substantial common elements with it. The content below therefore refers mainly to the areas where the Security Evacuation Procedure differs from the generic Fire and Evacuation Procedure.

It should be noted that because of the potential consequences of any blast all evacuees can expect to be directed some considerable distance from the buildings during the course of an evacuation and, possibly, off site. It should further be noted that it may not be possible to use exits or exits routes ordinarily available.

These procedures also hold for any other required evacuations (other than fire)

<table>
<thead>
<tr>
<th>SMR</th>
<th>Paragon</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Off-Site Points Assembly Points:</strong></td>
<td></td>
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<tr>
<td>Ealing Green</td>
<td>Boston Manor Park</td>
<td>St Mary’s Minster Church green</td>
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2 Reporting Procedure

There are three ways in which the presence or suspected presence of a bomb may be notified to the University and this influences the way that an evacuation will take place as follows:

**Evacuation Procedures**

<table>
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<tr>
<th>Notification from an individual by word of mouth, telephone or other electronic means.</th>
<th>Discovery by a member of staff, student or member of the public.</th>
<th>Notification from the Police</th>
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</table>
| 1. The person receiving the threat will inform Security on the Emergency Helpline number, ext 3333  
2. Reception will notify the Key Contact or deputising colleague and then call the Police on 999  
Evacuate the premises via word of mouth / silent evacuation allowing for | 1. Call the Emergency Helpline (3333) and report the presence of the suspicious package/case and its location.  
2. Security staff to advise Key Contact (or deputising colleague) who will check in location if anyone owns the package/case. If an address can be seen contact supplier to check if it is a delivery due that day. | 1 Evacuate the premises via word of mouth / silent evacuation allowing for bags, coats, keys etc to be collected. |
2 Telephone Bomb Threat

If you receive a telephone call alerting the University to a bomb threat you should:

1. Stay calm and obtain as much details as possible especially location of the bomb (use bomb threat checklist if available)
2. Notify security on the security emergency helpline Ext. 3333.
3. Security to contact the police on 999
4. Notify UWL nominated IMG contact and follow advise to evacuate and clear area.

4 Postal Bombs

If staff have any suspicion that a postal bomb has arrived they should

1. put the item down carefully
2. clear the immediate area
3. inform the Key Contact or Security Staff
4. the Key Contact or Security Staff will:
   i. clear the area
   ii. inform the switchboard who will contact the Police
   iii. await advice from the Police
   iv. implement the full evacuation procedures

5 Car Bombs

If the device is suspected to be in a car or in the car park then individuals will be advised to leave their cars and return home using other means of transport. The area will only be re-opened and access to vehicles permitted following advice from the Police.

6 Cordons

If the evacuation is a result of a security, health or safety incident, or a serious crime, the Police may set up a cordon to restrict access in the area. This may be:
To protect the public from what may be a dangerous area
To facilitate any rescue operation
To preserve a possible crime scene
To facilitate the controlled restoration of normality.
The cordon may be limited to 50 metres, or as far as 500 metres depending on the severity of the incident, which may result in the restriction or limited access to University areas. An Incident Control Point (ICP) will normally be designated by the Police somewhere along the cordon. In such circumstances, the person appointed as the IMG Security/Emergency Services Liaison should liaise directly with the emergency services at the ICP, to identify timescales and details of the cordon operation (hours/days/weeks?). A list of University IMG members with contact numbers should be provided to the Police for ease of communication.

The Police (or senior Emergency Services representative) will advise on who should be allowed entry to the restricted area. The University Security/Emergency Services Liaison person should keep a log (or appoint a person to do so) of all University staff who enter the restricted area, noting name, department, reason for visit, time in and time out. Where required, Personal Protective Equipment (PPE) should be issued before entering the cordon area.

7    Re-Occupation of the Premises

The premises will only be re-occupied following advice from the Police.

8    Destruction of the Premises or Part of the Premises.

Any areas damaged by explosion will be cordoned off and staff, students and visitors will be prevented from accessing these areas. Business Continuity Plans will be invoked.