**Emergency Action Plan**

**Security Alert(s)**

Building Lockdown and Bomb Threat/Suspect Items

**The Emergency Action Plan - Security Alert(s) response plan provides a framework to safely manage your building and its occupants during the incidents as described above.**

**A security alert can be declared by the building occupiers, Emergency Services, University Security Services, or other Responsible Authority.**

**Building Name: Clarendon Institute, Walton Street**

**Building number: 300**

Occupying department(s): **Asian and Middle Eastern Studies; Linguistics, Philology & Phonetics; Oxford Centre for Hebrew & Jewish Studies; Bodleian Library (Leopold Muller Memorial Library)**

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| **Building/Department Security Alert Response Coordinator(s)**  *Job role or named in*dividual*(s)and contact details*  **Thomas Hall,** Head of Administration and Finance, Faculty of Asian and Middle Eastern Studies, [thomas.hall@orinst.ox.ac.uk](mailto:thomas.hall@orinst.ox.ac.uk), 01865 278210 (note: not on site)  **Judith Olszowy-Schlanger,** President of the Oxford Centre for Hebrew and Jewish Studies, [judith.schlanger@orinst.ox.ac.uk](mailto:judith.schlanger@orinst.ox.ac.uk), 01865 610430  **Security Alert Response Team Members:**  *Job Role or named individual(s) and contact details*  **Basement/Library**: **César Merchán-Hamann**, Fellow Librarian, [cesar.merchan-hamann@bodleian.ox.ac.uk](mailto:cesar.merchan-hamann@bodleian.ox.ac.uk), 01865 610446; **Milena Zeidler**, Deputy Librarian, [milena.zeidler@bodleian.ox.ac.uk](mailto:milena.zeidler@bodleian.ox.ac.uk), 01865 610445  **Ground Floor**: **Madeleine Trivasse**, OCHJS Academic Registrar, [registrar@ochjs.ac.uk](mailto:registrar@ochjs.ac.uk), 01865 610421; **Priscilla Lange**, OCHJS Academic Administrator, [academic.administrator@ochjs.ac.uk](mailto:academic.administrator@ochjs.ac.uk), 01865 610422; **Miri Freud-Kandel**, Fellow, 01865 610438  **First Floor:** **Dan Holloway**, LPP Head of Administration and Finance, [administrator@ling-phil.ox.ac.uk](mailto:administrator@ling-phil.ox.ac.uk), 01865 270489; **Jane Cunning,** LPP Assistant Administrator, [jane.cunning@ling-phil.ox.ac.uk](mailto:jane.cunning@ling-phil.ox.ac.uk), 01865 280400  **Out-of-hours resilience options**  *Job Role or named individual(s) and contact details*  *Security Services are the key holders for this building, and have access to contact details for these individuals.*   1. OUSS 01865 (2)72944 2. Thomas Hall 3. Milena Zeidler Library only 4. Cesar Merchan-Hamann Library only |

**Lockdown** is likely to be in response to incident(s) where it may be safer for people to remain inside the building because of an external event that may threaten their safety.

**Bomb threats** can be received in a number of ways—email, letter, in person, or through social media—and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. You should always inform the police and follow advice before a decision is taken to close or evacuate the building.

**Suspect Items** can be anything that is suspicious, out of place, or unusual which you believe may pose a threat to life or property (including malicious chemical and biological items).

**A security alert ‘all clear’ message can be given by the Emergency Services, Security Services, Incident Response Coordinator, or other Relevant Authority.**

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| **Action/Activity** | ***Notes/Information*** |
| 1. **Implement the Security Alert Response Plan (this plan)** | Responsibility of the Building/Department Security Alert Response Coordinators |
| 1. **Secure external doors and windows** | Responsibility of the Building/Department Security Alert Response Coordinators and/or Security Alert Response Team Members |
| 1. **Control Centre** | Co-ordinators to establish, if required, at suitable location on or off site |
| 1. **Communicate the security alert message to the occupants of the building** | See Appendix A – Template messages located at the back of this document.  Responsibility of the Building/Department Security Alert Response Coordinators and/or Security Alert Response Team Members |
| 1. **Communicate the current status of the building to staff working away from the building** | Responsibility of the Building/Department Security Alert Response Coordinators |
| 1. **Key Locations in the building, away from external doors and windows, where occupants can shelter** | Identified as rooms 204 and 206 |
| 1. **Staff who require special assistance** | None at time of writing |
| 1. **Public Shelter location(s)** | Lecture Theatre |
| 1. **Communicate the security alert message to First Aiders** | Responsibility of the Building/Department Security Alert Response Coordinators and/or Security Alert Response Team Members |
| 1. **Building Systems** |  |
| 1. **Building Lockdown Advice: Person wishing to leave the building during a security alert incident**   See advice at Appendix B - Located at the back of this document | |
| 1. **Building Lockdown Advice: Fire alarm action**   See advice at Appendix B – Located at the back of this document | |
| 1. **Controlled non-fire evacuation** | Responsibility of the Building/Department Security Alert Response Coordinators and/or Security Alert Response Team Members |
| 1. **Responding to a Bomb Threat**   See advice at Appendix C – Located at the back of this document RESPONSIBILITY OF THE BUILDING/DEPARTMENT SECURITY ALERT RESPONSE COORDINATORS TO ALERT SECURITY SERVICES AND THE POLICE | |
| 1. **Responding to Suspect Item(s).**   See advice at Appendix D – Located at the back of this document RESPONSIBILITY OF THE BUILDING/DEPARTMENT SECURITY ALERT RESPONSE COORDINATORS TO ALERT SECURITY SERVICES AND THE POLICE | |
| 1. **Post event** | Co-ordinators to confirm and communicate end of incident, and initiate debrief |
| 1. **Debrief Incident** | **A debriefing checklist is available to assist with this process at:** [**Security Plans and Emergency Action Plans | Estates Services (ox.ac.uk)**](https://estates.admin.ox.ac.uk/security-plans#tab-1352706) |

**Appendix A – Security Alert Messages**

* **Security Alert: Building Lockdown/Shelter**

**Subject: Building lockdown** Clarendon Institute TIME / DATE

A security incident is occurring in the area of (INSERT LOCATION(S)

Emergency services are responding

Staff must initiate buildings lockdown/shelter procedures immediately

Wait for further updates/all-clear notification

* **Security Alert: Building Non-Fire Evacuation**

**Subject: Building non-fire evacuation** Clarendon Institute TIME / DATE

A security incident is occurring at (INSERT LOCATION(S)

Emergency services are responding

Staff must initiate the non-fire evacuation procedures immediately

Dispersal safe route identified (insert safe routes)

* **Security Alert: All-Clear Message**

**Subject: All Clear** TIME / DATE

The situation is under control and the all-clear notification has been issued by: (Insert Emergency Service/Security Services)

Emergency Services advice: (Insert any relevant advice issued by emergency services)

If you have any questions or concerns, please call: (insert contact details)

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| **Appendix B - Building Lockdown**  **Dealing with person(s) wishing to leave the building during a building lockdown**   * If person(s) wishes to leave the building, then they should be advised that a Security Alert has been declared and people are to remain in the building for their own safety. If they choose to leave, then they could be in imminent danger of being harmed. * If a person(s)insists on leaving thebuilding, then theBuilding/Department Security Alert Response Coordinator(s) or Security Alert Response Team should advise emergency services to agree an exit point.   **Building Lockdown Advice: Fire-alarm action**  **If the fire alarm activates during a building lockdown event, and you have a delay programmed into you fire alarm panel, consider the following actions:**   * Follow your fire-emergency procedures and investigate as usual. * If a fire is confirmed, then consider whether it is possible initially to move people to areas of relative safety within the building, away from the fire location. * If a full evacuation is necessary, then reactivate the fire alarm; the response team should deploy to assist with the safe evacuation**.**   **Remember, the fire assembly point may not be a safe location.**  **If the fire alarm activates during a building lockdown event, and you do not have a delay programmed into you fire alarm panel, consider the following actions:**   * Silence the alarm at the panel. * Check the fire alarm panel to locate the activation point. * Check the area to see if there is a fire at that location. * If a fire is confirmed, consider whether it is possible initially to move people to areas of relative safety within the building, away from the fire location. * If a full evacuation is necessary, then reactivate the fire alarm; the response team should deploy to assist with the safe evacuation.   **Remember, the fire assembly point may not be a safe location.**  **False fire alarm activation – Reset the alarm to resecure the external doors, which may have failed ‘open’ as a result of the alarm activation.** |

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| **Appendix C - Bomb Threat**  **Dial 999 immediately and follow police advice. Then inform University Security Services (emergency number: 289999).**  **If you receive a phone bomb threat, you should:**   * Stay calm, have access to a checklist on key information that should be recorded (refer to bomb-threat checklist) * If practical, keep the phone caller talking and alert a colleague to dial 999 * If displayed on your phone, note the number of the caller * If the threat is a recorded message, then write down as much detail as possible * If the threat is received via text message, then do not reply to, forward or delete the message; note the number of the sender and follow police advice   **If the threat is delivered face-to-face:**   * Try to remember as many distinguishing characteristics of the threat-maker as possible * Consider whether there is CCTV operating in the area   **If discovered in a written note, letter, or as graffiti:**   * Treat as police evidence and stop other people touching the item(s)   **If the threat is received via email or social media application:**   * Do not reply to, forward, or delete the message * Note the sender’s email address or username/user ID for social media applications * Preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)   **Hoax Bomb Threat – If emergency services advise that the threat is a hoax and the decision is made not to evacuate the building, then it may be appropriate check the building for suspicious items.**   * Focus on areas that are open to the public; enclosed areas (e.g. cloakrooms, stairs, corridors, lifts etc.) evacuation routes and assembly points, car parks, other external areas such as goods or loading bays * Ask office staff to check their immediate surroundings for anything unusual or suspicious * Ensure all staff students and visitors visiting your building have the confidence to report suspicious items/behaviour   **If a suspicious item is located, under no circumstances should it be touched or moved in any way. Immediately start an evacuation and call the police on 999.** |

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| **Appendix D - Responding to Suspect Item(s)**  **Suspect Items Advice:** Suspicious items can be anything that is suspicious, out of place or unusual, and which you believe may pose a threat to life or property.  **Initial Actions:** When assessing suspicious items apply the **4 Cs** protocol:  **Confirm – Clear – Communicate - Control**  **CONFIRM**  **- Whether or not the item exhibits recognisably suspicious characteristics.**  The H-O-T protocol may be used to inform your judgement:  **Hidden:** Has the item been deliberately concealed or is it obviously hidden from view?  **Obviously suspicious:** Does it have wires, circuit boards, batteries, tape, liquids, or putty-like substances visible?  **Typical:** Is the item typical of what you would expect to find in this location?  **If the H-O-T protocol leads you to believe the item is suspicious, then consider the following actions:**  **CLEAR**  **the immediate area**   * Do not touch the item(s) * Take charge and move people away to a safe distance * Keep yourself and other people out of line of sight of the item * Think about what you can hide behind and keep away from glass, such as windows and skylights * Cordon off the area     **COMMUNICATE**  **C call police immediately on 999**   * Inform the Building/Department Security Alert Response Coordinator(s) through the appropriate means of contact and Security Services by calling 272944 or 289999. * Do not use radios or mobile phones within 15 metres of the suspicious item.   **access to the cordoned area**  **CONTROL**  Staff, students, visitors, and the public should not be allowed to approach the area until it is deemed safe  **Suspected Biological- or Chemical-Substance Packages**  If a package suspected to contain a harmful biological/chemical substance has been received, then sensible steps can be taken to minimise the risk of exposure and the possibility of harm.  The overall message is to remain calm.  **If you are in any doubt about a package, do not touch, move, or open it.**  **Call the Police on 999. Inform University Security Services on 01865 289999**  **Features that can trigger suspicion:**  https://www1.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/securityservices/images/banners/Suspect_package.gif   * Leave the package in the room it was found and shut windows and doors. Switch off any room air conditioning system. Ensure any individuals in the contaminated area are moved away from the immediate hazard to an unoccupied room/area. * Movement of contaminated persons outside contained locations should be avoided as much as possible. * Unaffected persons should evacuate and assemble at a safe distance away from the incident following guidance by the police and the other attending emergency services. * Contaminated persons should be advised not touch eyes, nose or any other part of the body. * Wash hands in ordinary soap where facilities are available.   **Seek immediate medical advice.** |