

INCIDENTS ON CAMPUS

Although critical incidents on campus are extremely rare, it makes common sense for us all to be prepared and have the best, most up-to-date knowledge and advice of what to do in an emergency situation.

For further information, please visit www.leeds.ac.uk/security



UNIVERSITY OF LEEDS

MAJOR EMERGENCY

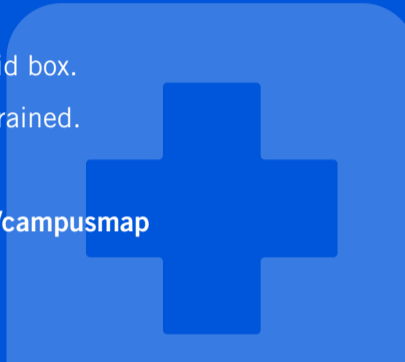
Contact Security on **0113 34 32222** as soon as you can, and provide as much detail as possible:

- Exact location – where is it?
- Type of incident – can you describe what's happening?
- Hazards – are there any present or expected?
- Access routes to where you are – are these affected?
- Emergency Services – which are required?

FIRST AID INCIDENT MANAGEMENT

Know who your local first aiders are, and the location of your nearest first aid box.

- Security personnel and Facility Support Assistants (Porters) are first-aid trained.
- You must contact Security **0113 34 32222** if an ambulance is needed.
- There are a number of defibrillators across campus.
- The location of these are shown in the 'Facilities' tab at www.leeds.ac.uk/campusmap



WEAPONS ATTACK

In the rare event of a firearms or weapons attack:

- **RUN** to a place of safety. If there's nowhere to go, then...
- **HIDE** Turn your phone to silent and off vibrate. Barricade yourself in if you can. Then only when it is safe to do so...
- **TELL** the Police by calling **999** also call Security on **0113 34 32222**

RUN HIDE TELL



COUNTER TERRORISM

- Report suspicious activity.
- If you've seen or heard something that could suggest a threat to the UK **do not ignore it, report it.**
- Terrorists often undertake some form of reconnaissance (or look around), prior to carrying out attacks. They may do this in vehicles or on foot, recording and documenting locations.
- In the current climate, it is vital to remain vigilant and trust your instincts.

You can call the police in confidence **0800 789 321** or online at gov.uk/act

If your concerns are University based, please contact Security on **0113 34 32222**

BOMB THREAT

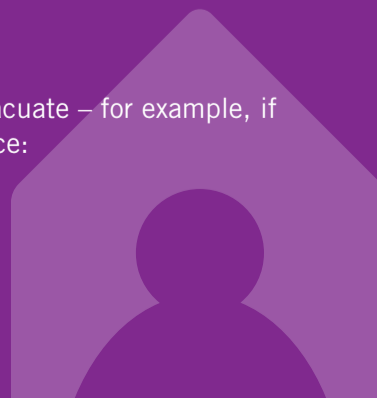
- Should a telephone message be received that a bomb is in the building or area, the person receiving the call should try to stay calm and obtain as much information from the caller as possible.
- Keep the line open, even after the caller has hung up, as this will assist in tracing the call.

Report the call to Security on **0113 34 32222** as soon as possible.

SHELTER IN PLACE

In an emergency situation, it is sometimes safer to stay inside rather than evacuate – for example, if there is a risk of contamination. If you receive an instruction to shelter in place:

- Stay calm
- Stay inside, or quickly go inside
- Close windows and doors
- Turn off fans and ventilation equipment, if in your control and safe to do so
- Await further instructions.



FIRE

- Familiarise yourself with the building you are working in.
- Know your fire exit routes and the assembly point.
- On hearing the fire alarm (a two-toned siren) the building should be evacuated.
- Call Security on **0113 34 32222** and let them know if you think people are still in the area.

IF YOU DISCOVER A FIRE

- Break the glass at the nearest call point.
- Evacuate the building at the nearest exit.
- Call Security on **0113 34 32222** when you are in a safe place.



SUSPECT / UNATTENDED ITEMS

Apply these **H.O.T.** protocols:

H **HIDDEN?** Is the item concealed or hidden from view?

O **OBVIOUSLY SUSPICIOUS?** Does it have wires, batteries, circuit boards or putty-like substances? Do you think it poses an immediate threat to life?

T **TYPICAL?** Is the item typical of what you would expect to find in this location?

- If after applying the **H.O.T.** protocols you believe the item to be suspicious, **DO NOT TOUCH IT.**
- Move at least 15 metres away before you report it using a mobile phone or hand-held radio.

Call Security on **0113 34 32222**



GAS LEAK

- Turn off appliances if safe to do so.
- Open any available windows.
- Evacuate and inform Security on **0113 34 32222**



POWER FAILURE

- Contact the Facilities Directorate Helpdesk on **0113 34 35555** (08:00-17:00 Monday-Friday)
- Contact Security (out of hours) on **0113 34 35494** (17:00-08:00 weekdays, all weekend)

