

# Security Alert - Staff Actions

## Bomb Threat, Suspicious Items and Suspect Devices - Building Evacuation

Staff may be instructed to check their usual working space and report any unfamiliar bags or packages to the nominated Floor Walker(s) or Incident Controller(s)

If unfamiliar items are found report this to the Floor Walker(s) or Incident Controller(s)

Staff will be notified if the building has to be evacuated:

- Remain calm
- Gather together essential personal belongings
- Wait to be directed to a suitable evacuation point

**DO NOT RETURN TO THE BUILDING UNLESS YOU ARE TOLD IT IS SAFE TO DO SO**

## Building Invacuation or Shelter

You will be notified that staff should remain inside the building:

- Remain calm
- Close all nearby external windows and doors
- Stay at your work station unless you are instructed to move to another area of the building
- You will be informed of emerging issues

**DO NOT LEAVE THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO**

## Building Lockdown

You will be notified that the entry points to the building have been locked:

- Remain calm
- Close all nearby windows
- Stay at your workstation unless you are instructed to move to another area of the building
- You will be informed of emerging issues

**DO NOT LEAVE THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO**

Further information and advice is available from  
Oxford University Security Services  
01865 (2)72944  
Email: [security.control@admin.ox.ac.uk](mailto:security.control@admin.ox.ac.uk)

