

WASC 1846

General instructions
re Terrorist Activity

IMPORTANT NOTICE

AREA No.....¹...../BUILDING...^{L109}.....

INSTRUCTIONS IN THE EVENT OF TERRORIST ACTIVITY

1 Whilst the present extremist situation continues, PERME Waltham Abbey, as a Government Establishment could be the subject of terrorist activity. An emergency plan has been prepared which would be put into operation in the event of information being received that the situation warrants such action.

2 Area Control Officers have been appointed and your building and its occupants are the responsibility of C A BECK SE Tel Ext 306 whose local deputy is the Building Emergency Officer E D OWEN Tel Ext 241 .

BIKINI RED ALERT

3 The Area Control Officer and Building Emergency Officer will be informed when a BIKINI RED alert has been notified. All firings, X-ray and associated work together with any other potentially dangerous work shall be suspended. As soon as you are informed you must lock up all security classified documents not in immediate use in their respective containers. You shall ascertain whether any suspicious or unusual object is in your office or its immediate vicinity - if such is found report it immediately to the MOD Police, Tel Exts 222, 213, 505, 312, 201. DO NOT ATTEMPT TO EXAMINE IT. Evacuate the room and tell your neighbours to do the same. Inform your Building Emergency Officer as soon as possible.

Vehicles should not be moved without prior permission from Police.

If however all is clear, carry on with your normal work and await further instructions. Be prepared to evacuate your building at short notice and assemble at L109 Car Park .

BOMB ALERT

4 On receipt of a BOMB ALERT, the building fire alarm will be sounded by the Building Emergency Officer who will ensure that you evacuate your building taking your coats etc and personal hand baggage with you, assemble at L109 Car Park and remain there until you receive further instructions.

5 On no account should you approach or use any vehicle for any purpose during this state of alert until the all clear has been given by the Police.

6 If an immediate check of your vicinity does not reveal the bomb, a systematic search for it will be carried out by the MOD Police and the Metropolitan Police. No other person shall attempt to do this.

7 On the all clear being given by the Police for any particular building the ACO will authorise your return to that building where you must remain and resume your work.

IMPORTANT NOTICE

AREA NO ... 5/A ... /BUILDING ... P705

TERRORIST ACTIVITY - GENERAL INSTRUCTIONS

1 When the warning sounds (an interrupted blast from a fog horn), or on instructions from your Building Emergency Officer (BEO), following a BIKINI RED ALERT or a BOMB THREAT;

- (a) stop any potentially dangerous work as soon as safe to do so,
- (b) be prepared to evacuate your building with your personal belongings,
- (c) check your own office/workplace. If a suspicious object is found, DO NOT TOUCH IT. Report immediately to your BEO, P J BOURN, Ext.....444, or if not available to MOD Police Exts 222, 213, 505 or 312, and move yourself and others nearby to a safe place,
- (d) if it is clear, stay in your office/workplace,

2 If the Building Fire Alarm sounds or if instructed by the MOD Police, go to your Assembly Point at GRASSED AREA OUTSIDE P703

3 Do not approach or use any vehicle.

4 When the 'all clear' (a continuous blast from the fog horn) is given proceed with your normal duties.

FOLLOW YOUR BEO'S INSTRUCTIONS AT ALL TIMES - BE VIGILANT

BEO	P J BOURN	EXT 444
DEPUTIES	J ALEXANDER	EXT 320
	K LAWRENCE	EXT 285