### Evacuations & Searching

**Purpose**

**CODE ORANGE**

*All bomb threats will be responded to immediately and an evacuation only commenced if the threat is assessed as likely and persons are considered endangered.*

*(Note: An evacuation will not be conducted as a matter of course).*

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### Guideline

**Evacuation:**

The order to evacuate will be given by the Security Manager or his delegate.

If a suspect item has been located, the building and adjacent areas MUST be evacuated.

If a building is to be fully evacuated and time to conduct an orderly evacuation does not exist, the Security Manager or his delegate will activate the evacuation signal on the fire panel.

*(This action will not call the Fire Brigade).*

- A safe assembly area away from the range of glass and debris must be established.

- If the building’s Fire Wardens are present they should now be fully advised of the situation.

- If a search is initiated the SSOs and/or Floor Wardens should then move through each room, speak to the occupants, ascertain whether there are any suspicious objects in the rooms and then ensure the rooms and floors are cleared.

- A careful watch should be kept for anything that looks suspicious.

- Personnel being evacuated should take all personal equipment / belongings (that are readily accessible) with them when they leave the building.

- Arrangements should be made for any machinery operating in the area to be shut down.
**Searching:**
Prior to evacuation, the occupants of the rooms must be spoken to.
Any searches of the building and their surrounds should be carried out by “trained searchers” or persons under the supervision of a trained searcher.

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<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
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<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
</tr>
<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
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<td>Next Date of Review</td>
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