Incidents on Campus

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?

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.

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

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.

Suspect / Unattended Items
Apply these H.O.T. protocols:

HIDDEN? Is the item concealed or hidden from view?
• If yes, call Security on 0113 34 32222

OBVIOUSLY SUSPICIOUS? Does it have wires, batteries, circuit boards or putty-like substances? Do you think it poses an immediate threat to life?
• If yes, call Security on 0113 34 32222

TYPICAL? Is the item typical of what you would expect to find in this location?
• If yes, 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)