

Staying safe at work

While it is very unlikely that an act of terrorism will occur here at the Welsh Government, we cannot be complacent. Attacks can happen anywhere and at any time, as events across the globe have shown.

The security arrangements that we have in place are there to protect you and are regularly reviewed to take account of incidents around the world or any official advice received.

This short guidance will help you to be better prepared and to know what you should do if a situation ever took place. Read through the information so that if the unthinkable ever occurred, you will be better placed to keep yourself and your colleagues as safe as possible.

Plan ahead

Taking steps so that you and your colleagues know what you should do in the unlikely event that a terrorist attack took place is important. As a team, you may want to think about developing plans to identify the best options available when considering your escape and evasion opportunities.

- Get to know your work environment better. Think about where your exit routes are, not just from your desk but also from other areas of the building. You may not be at your own desk if the need to escape arises.
- Think about what you would do if your exit routes were blocked. Are there potential hiding places that you can use? Rooms with lockable doors, store rooms and cupboards could all be used to good effect.
- Work with your team to identify all the options available. Make sure that everyone in your team is aware of the plan. Remember to use it as part of induction for anyone who may join your team in the future.
- If you are disabled then consider your specific needs and how these can be addressed. If you have a Personal Emergency Evacuation Plan (PEEP), this should be reviewed and any additional requirements recorded. Make sure you share your needs with your colleagues so that they know what support you may need. If you need further advice please contact the Departmental Security Unit.

In the event of an attack, the following actions are recommended

Run

Your first response should always be to get away from the immediate threat as quickly as possible – as long as it is safe to do so.

Remembering the following points will increase your chances of escaping safely:

- Think about which exit will be the safest to use.
- Encourage other people to follow you but do not expose yourself to danger by trying to persuade them if they are reluctant to move.
- Keep the sound of any gunshots behind you.
- Once outside, keep a safe distance away and keep out of sight of the building or take cover. Remember, if you can see the building then a gunman can see you.
- If it is safe to do so, prevent other people from entering the building;

Hide

If there is no safe way to escape and leave the building, you should try to hide in the most appropriate place accessible to you.

Here are some points to help you keep safe until the police arrive:

- Encourage colleagues to hide with you or in alternative hiding places of their own.
- Use a room with a lockable door, for example storage rooms or cupboards.
- Consider barricading the door(s) using any available furniture or equipment that you can find.
- Stay as still and quiet as possible. If a gunman finds a locked door they may put their ear against it to detect any noise so keep conversations to a minimum. Using signs and gestures in some cases rather than spoken words will help.
- **Make sure your mobile phone is switched to silent and that your vibration alert is switched off.**
- Wait to be rescued by the police but remember that this may take some time.

Tell

When it is safe to do so, dial 999 (or the appropriate emergency services number if you are abroad (112 in Europe)) and give us much information as possible. Try to remember as much detail of the attack as you can – where people are located; how many intruders you may have seen; where they are in the building etc. Any information you can give will be extremely important.

Follow

When police arrive they will be armed and will not know who is who. They may well assume that everyone is a terrorist until they can prove otherwise. Be mindful that they will probably shout orders and will expect you to obey without question. Be compliant with their instructions and keep your hands where they can be seen.

Staying alert

Throughout the course of your working day, it's important to stay vigilant and be alert to any suspicious activity.

Suspect packages

If you come across a package in the work place that you think may be suspicious, consider the following:

- Is the item deliberately hidden?
- Is the item obviously suspicious?
- Is the item typical for the work place but has been left unattended for some time?

Please report your suspicions to security immediately or, if you believe the threat is urgent, dial 999 999 (or the appropriate emergency services number if you are abroad (112 in Europe)). If possible, try to clear the area and prevent people from entering the vicinity while waiting for security and/or emergency services to arrive.

Suspicious behaviour

If you witness any suspicious behaviour in or around the work place, contact security immediately. You should let them know what you have seen, where and when the activity was taking place and if you noticed any CCTV or equivalent which could help in evaluating the incident.

Further advice

For any further advice, information or support please contact the [Departmental Security Unit](#).