

STEP BY STEP GUIDE TO SEARCHING AND EVACUATING THE MARKET.

RESPONSIBLE OFFICER NOTES

The following is an overview of the main action required for either a search or evacuation of the Markets area. A more detailed summary can be found within the full bomb procedures contained in this folder - including advice on when to search and when to evacuate

SEARCH

- Call all available staff to the Market offices in Westminster Buildings.
- Give each member of staff a plan of an area to search from lists in this folder.
- Remind staff of the 'HOT' Principle when undertaking the search – Hidden. Obvious. Typical.
- Arrange for the following coded message to be put over the PA system in the indoor market

'stall lights will now be turned off for a test'

On hearing this message traders should immediately check their stalls for suspicious packages.

Instruct staff as follows:

- No radio communication unless related to the search - all communication to go through you
- To immediately contact you if anything suspicious is found – do not use radio within 15m of the item (approx. length of a bus). Refer to page 5 of procedure for HOT summary
- Evacuation to be undertaken following Police instruction.
- Ask the traders in their allocated area to check their stall(s) as required.
- Staff to report back to you when the area they are checking is clear.

EVACUATION

- Select an on duty senior officer as Roll Call Officer. Instruct this officer to collect the Roll Call folder from the cabinet.
- Duties of this officer are to collect staff/visitors signing in books (from reception, office ground floor and chargehands office) and loudhailers from cupboard in kitchen area
- You then inform staff to meet you in the Market offices, Westminster Buildings.
- Delegate roles to ensure a quick and efficient evacuation - *A more detailed summary is on page 2 of the main procedure document*
- Use the PA to instruct customers to leave the market or the area affected. Issue staff with the loud hailers to assist in the process, ensure customers do not re-enter the market etc
- Generally liaise with the emergency services until the all clear is given.