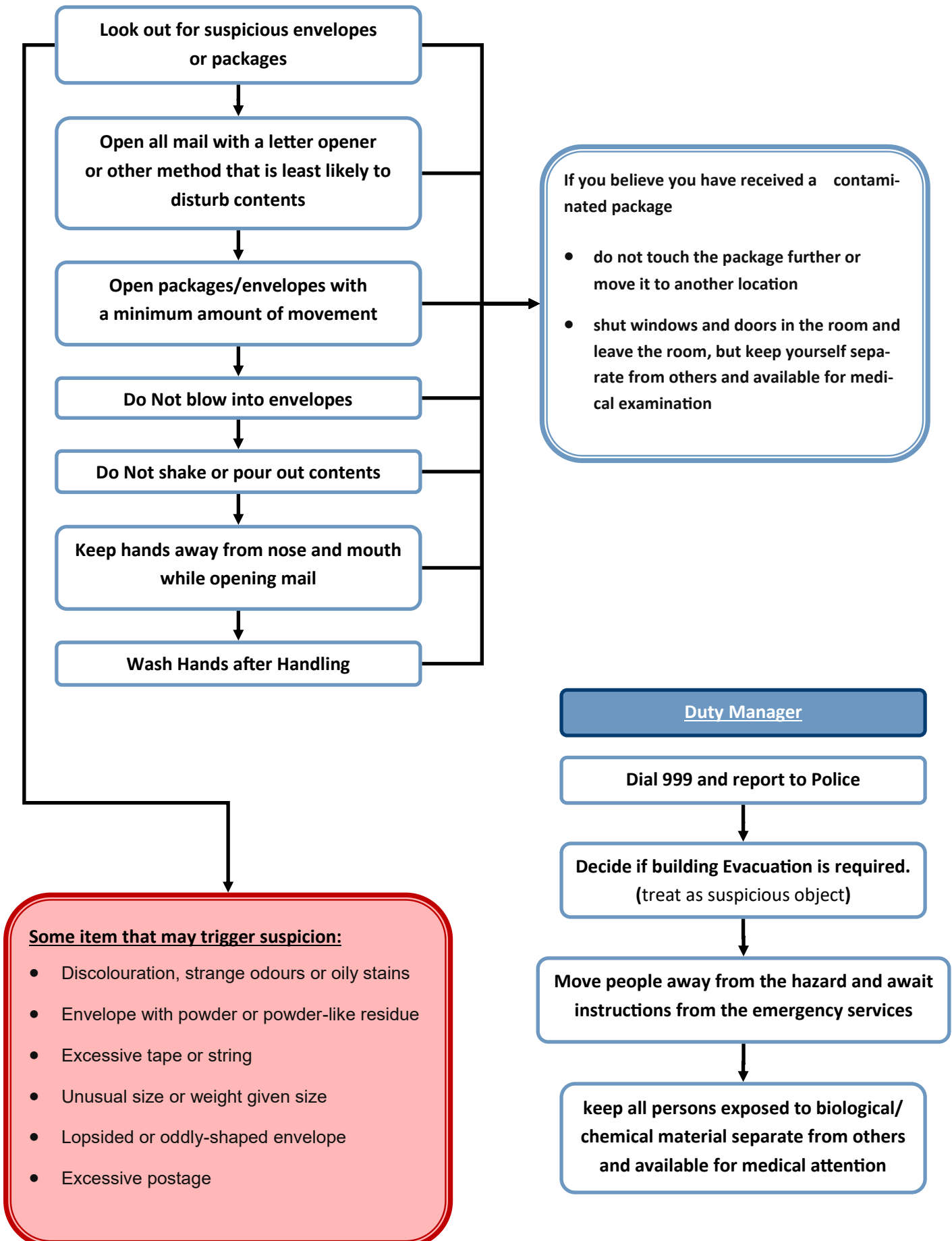


MAIL HANDLING PROCEDURES



MARAUDING TERRORIST INCIDENT

[in the rare event of a firearms or weapons attack]



RUN

to a place of safety

This is a far better option than to surrender or negotiate



HIDE

its better to hide than to confront

Remember to turn your phone to silent and turn off vibrate

Barricade or lock yourself in a room if you can



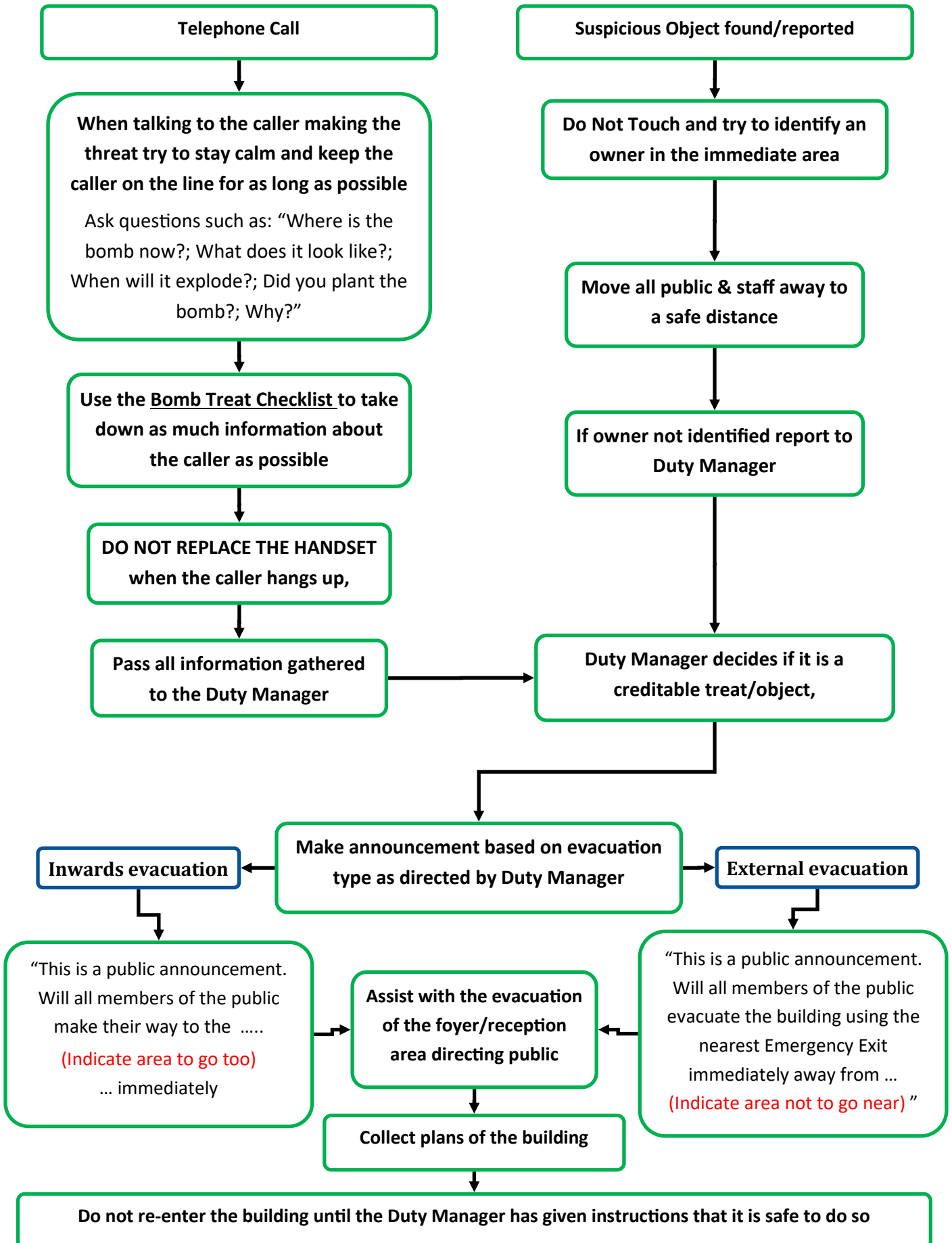
TELL

the police by calling 999

You should also TELL others nearby of the danger so they can take similar evasive actions.

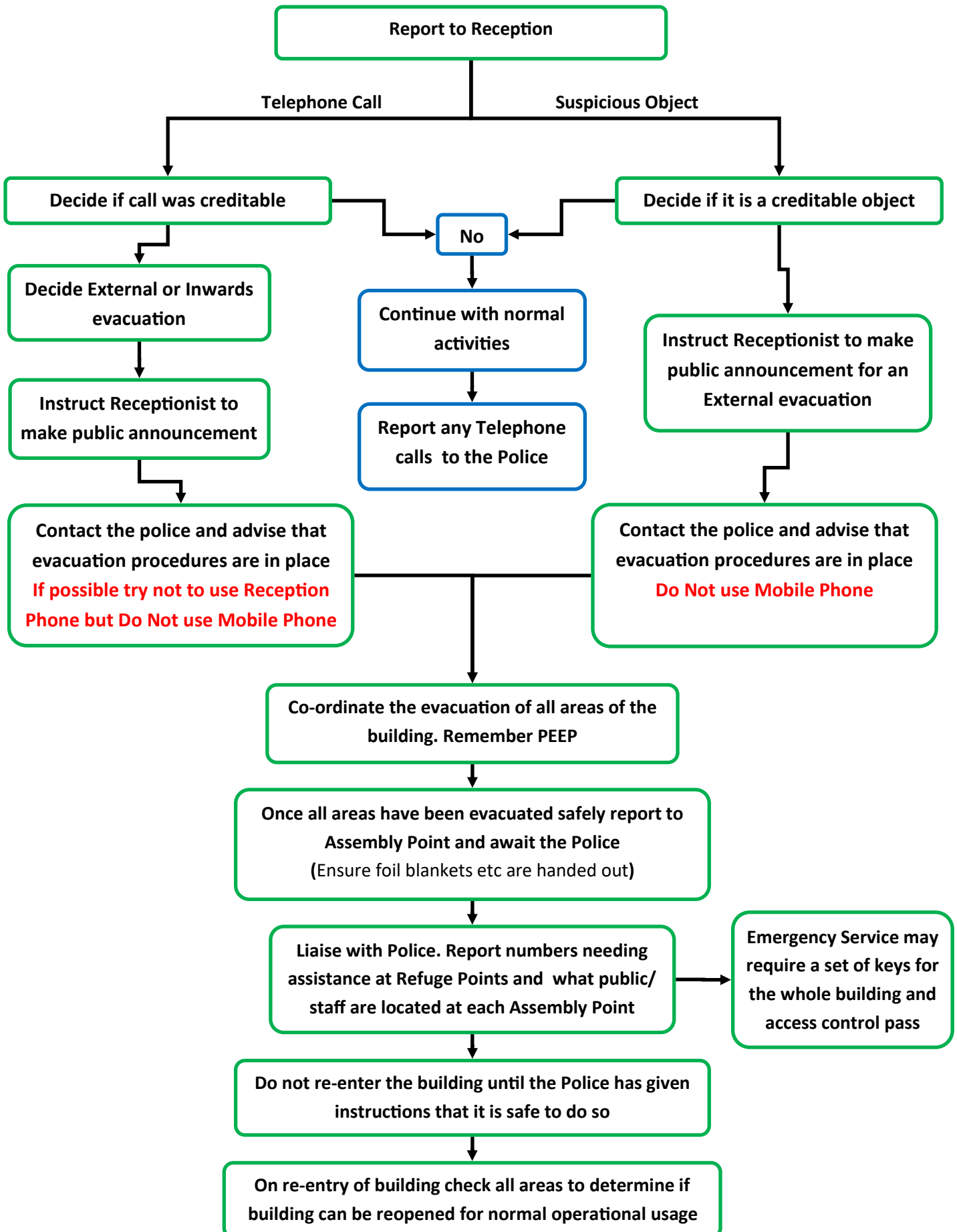
BOMB ALERT PROCEDURES

(Action by Customer Advisors)



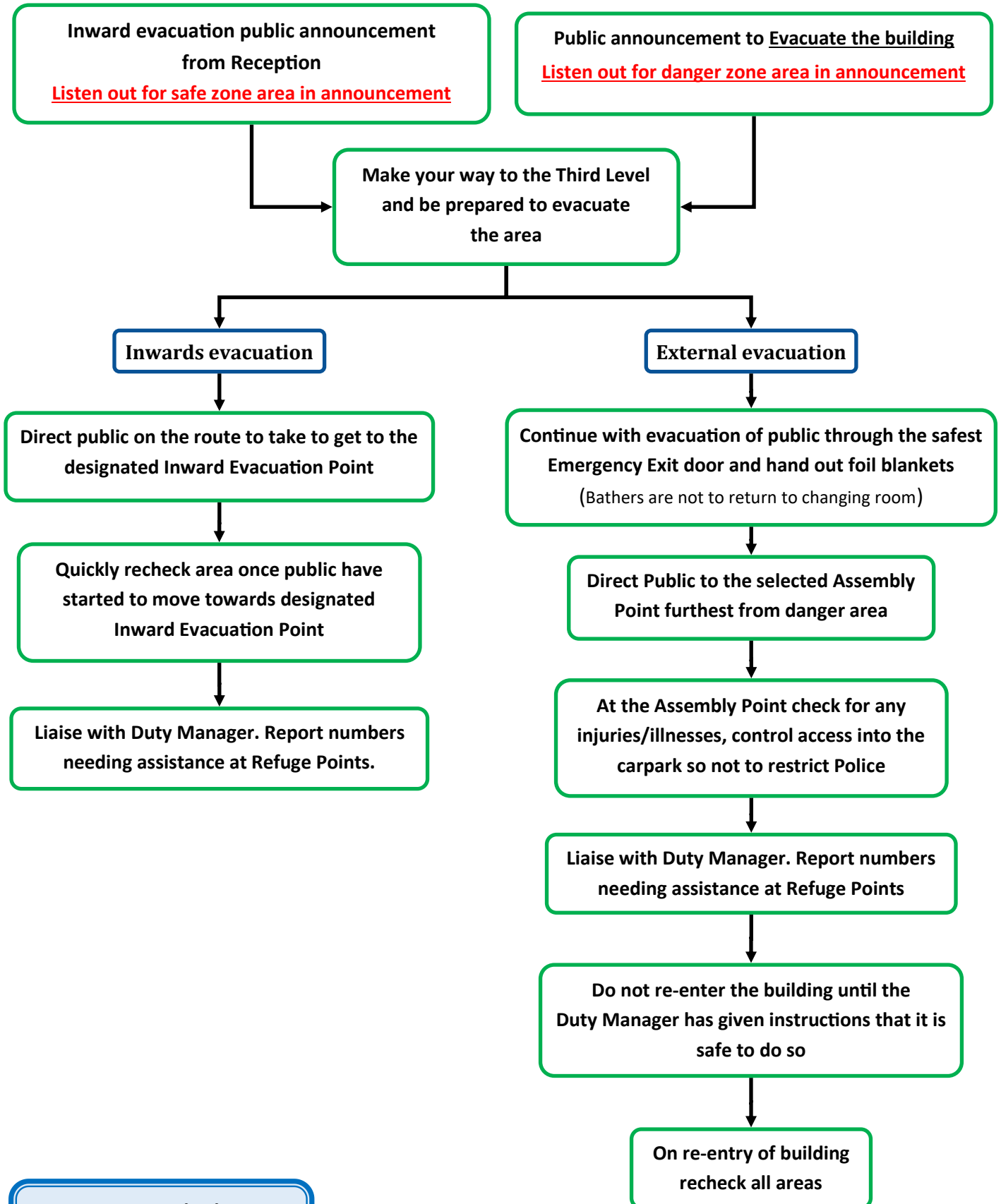
BOMB ALERT PROCEDURES

(Action by Duty/Op's Manager)



BOMB ALERT PROCEDURES

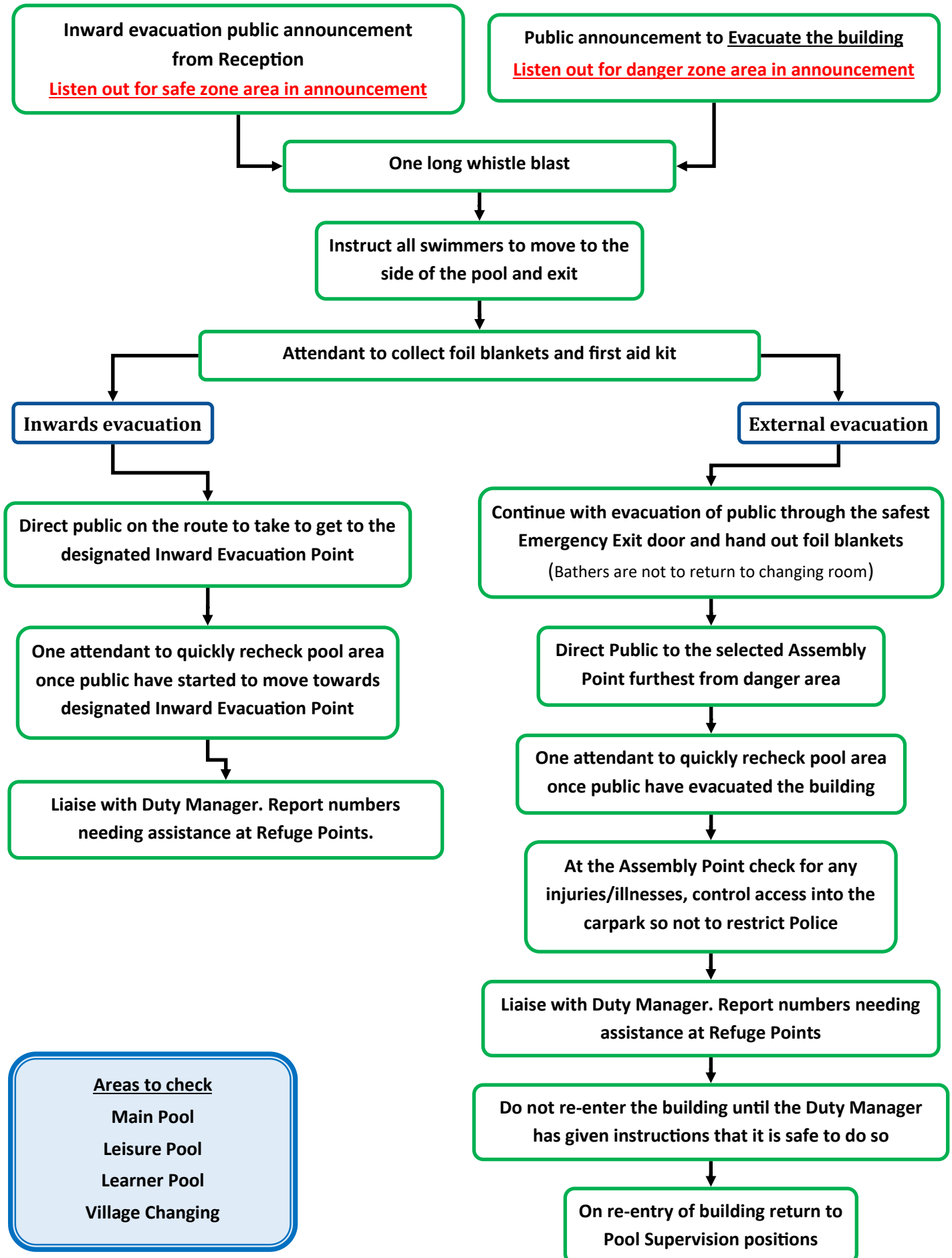
(Action by Shift Leaders)



Areas to check
Viewing Gallery
Toilets

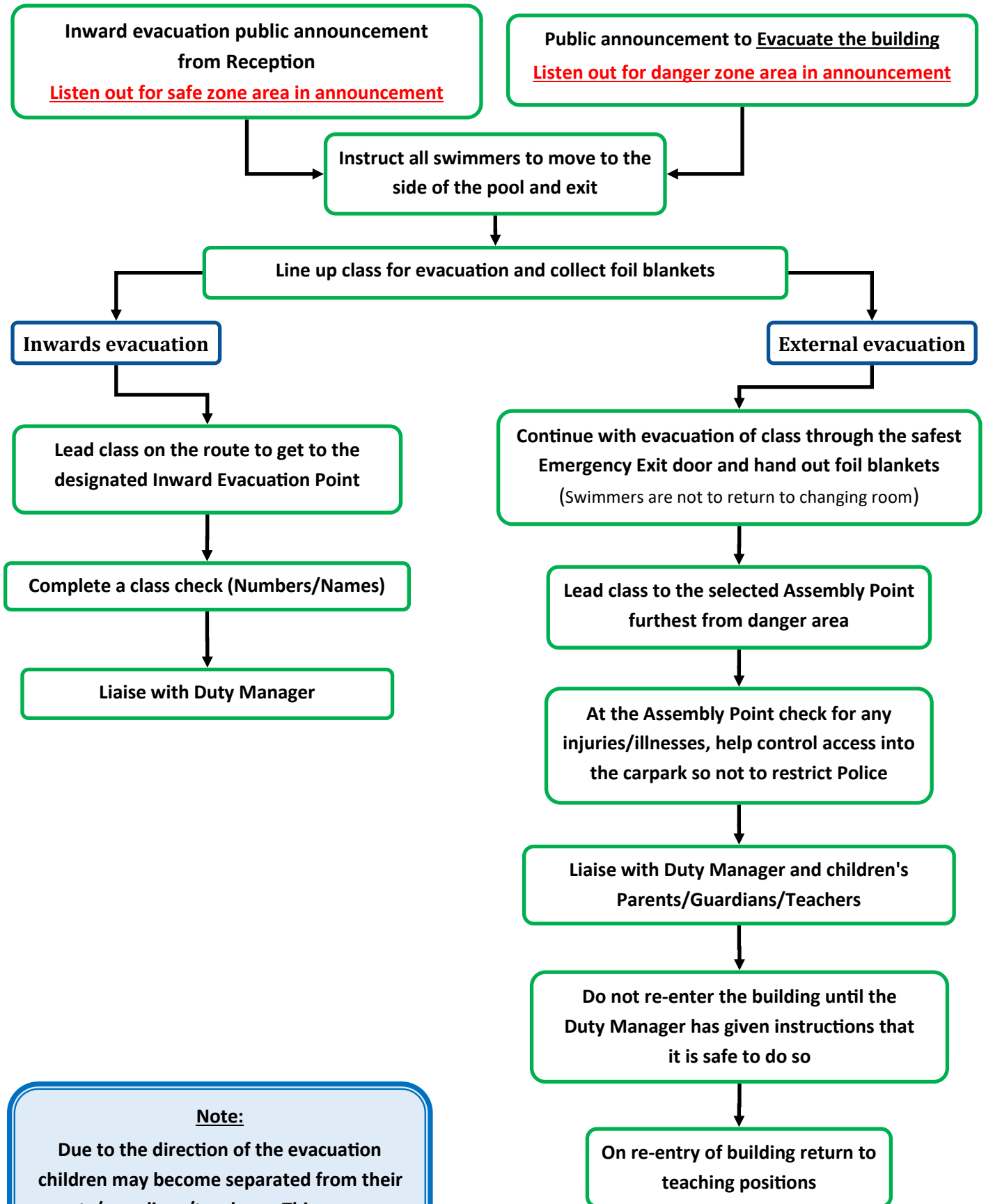
BOMB ALERT PROCEDURES

(Action by Leisure Assistants on Pool Side Duties)



BOMB ALERT PROCEDURES

(Action by Swimming Teachers)

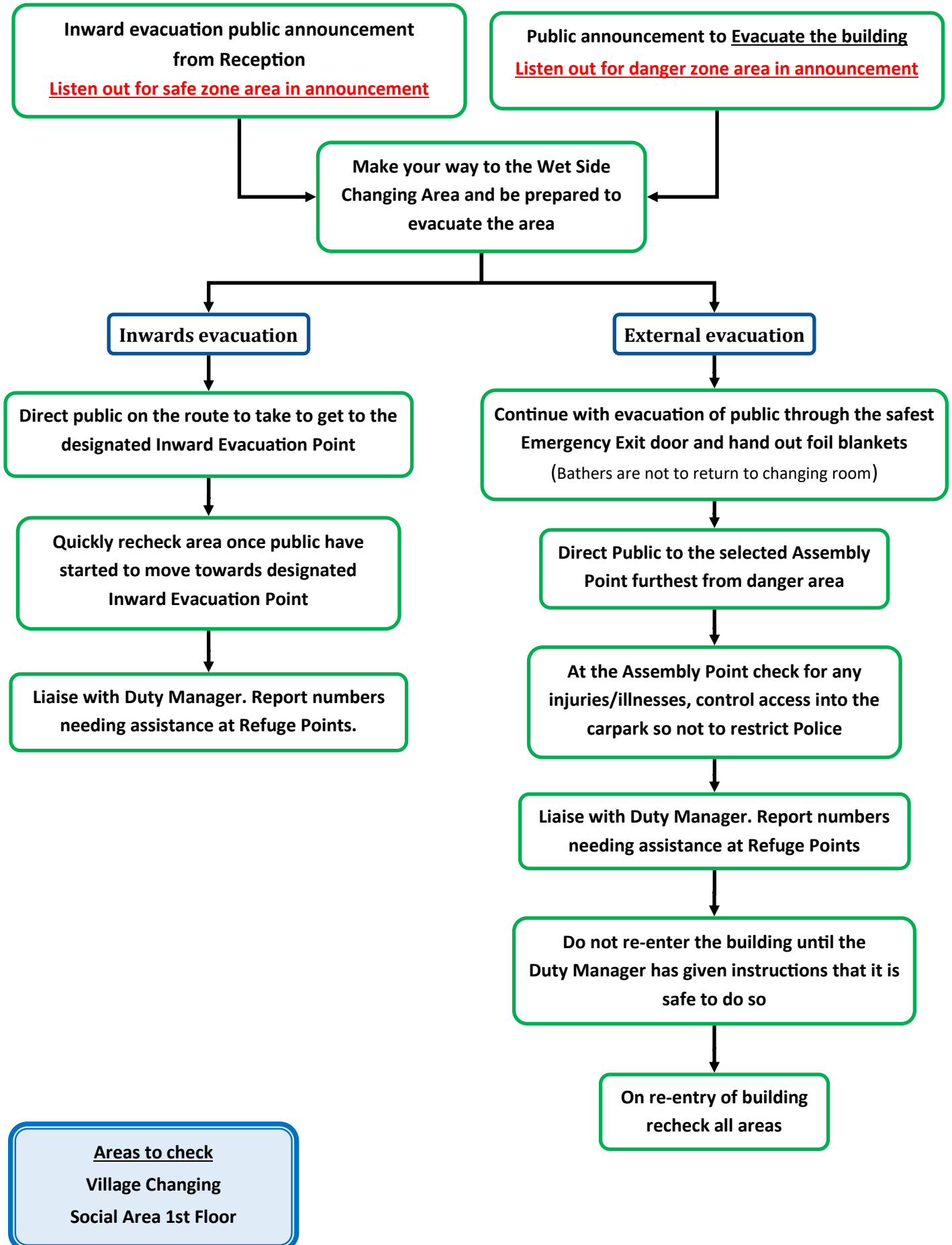


Note:

Due to the direction of the evacuation children may become separated from their parents/guardians/teachers. This may cause additional anxiety especially for the very young children.

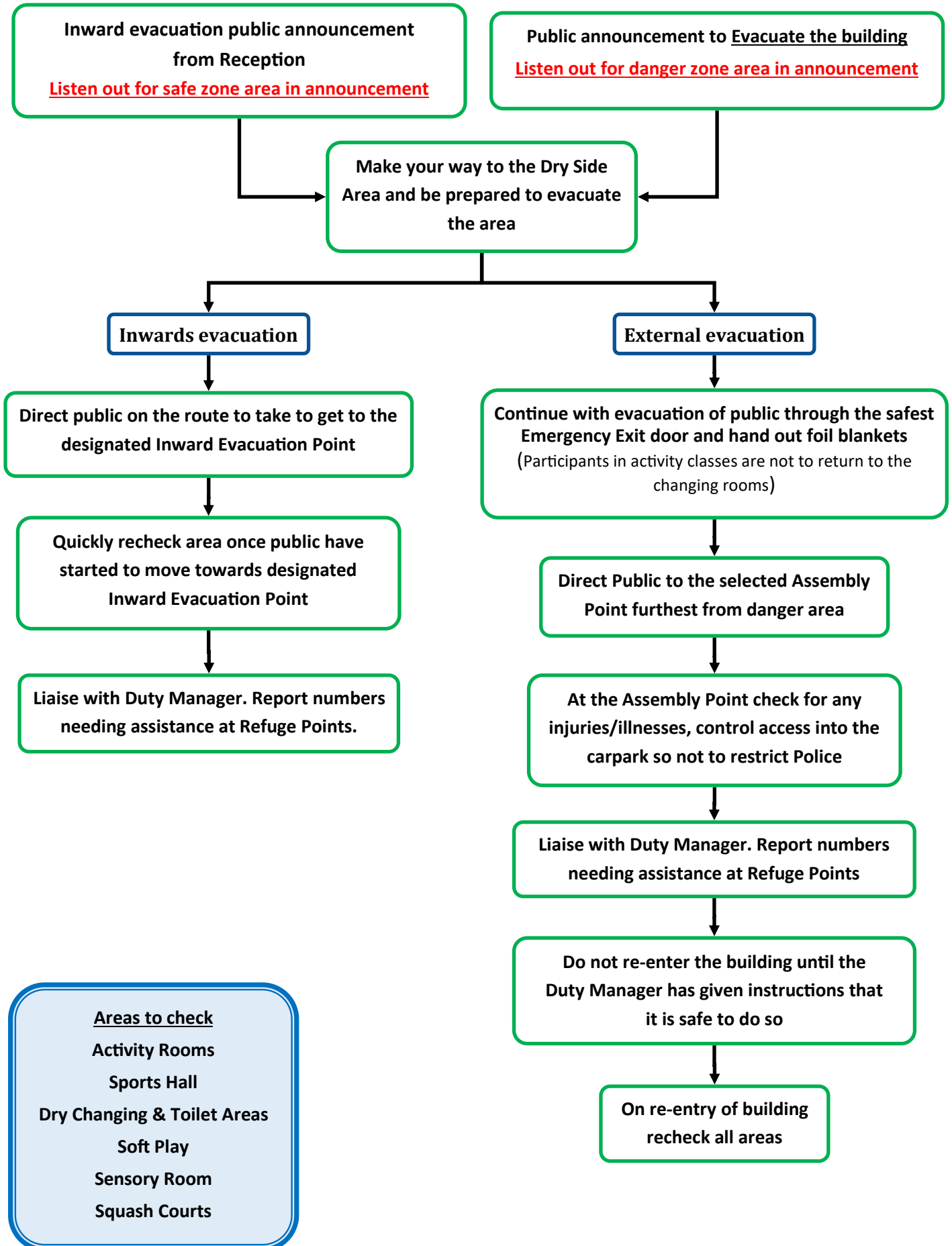
BOMB ALERT PROCEDURES

(Action by Leisure Attendants on Wet Side Duties)



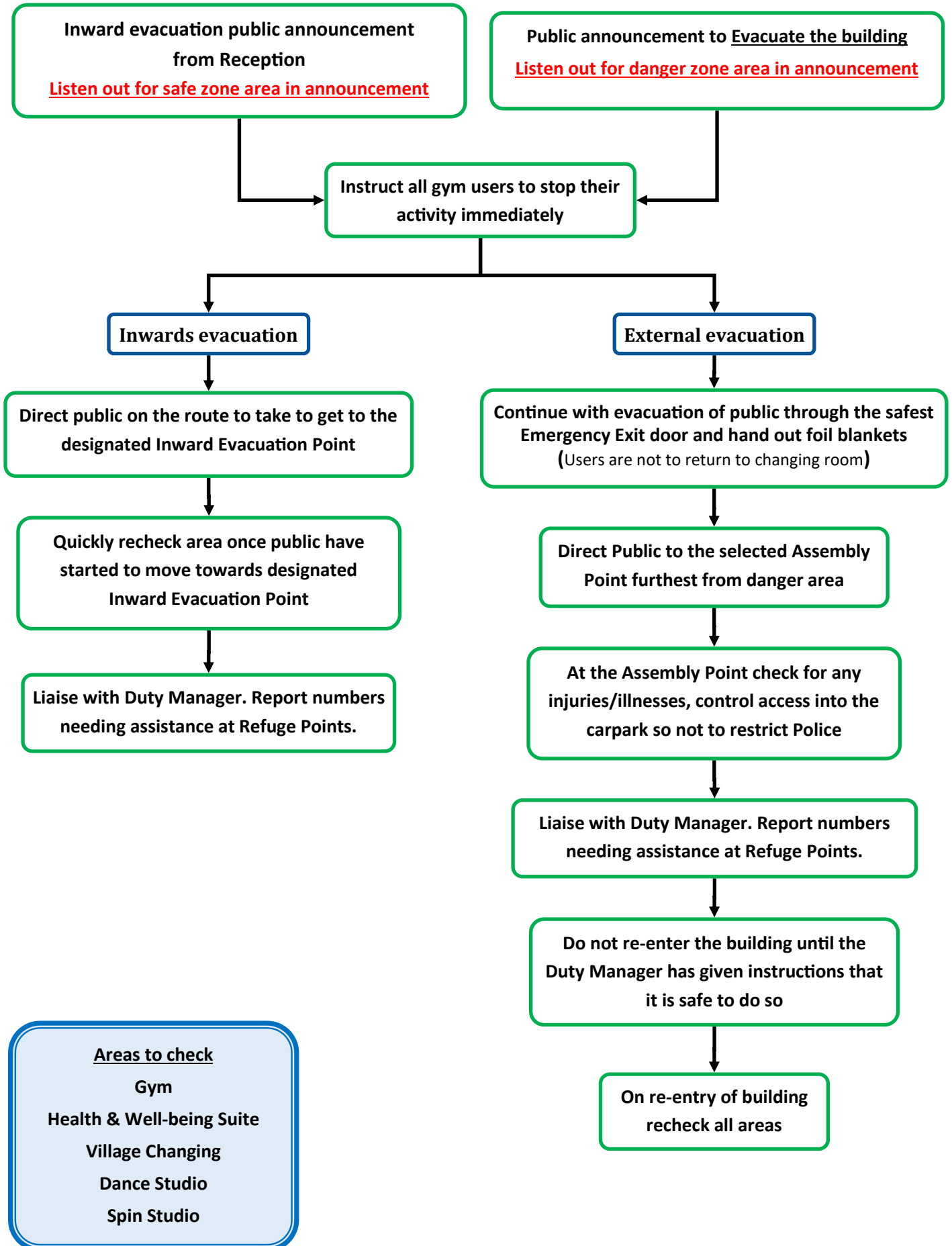
BOMB ALERT PROCEDURES

(Action by Attendants on Dry Side Duties)



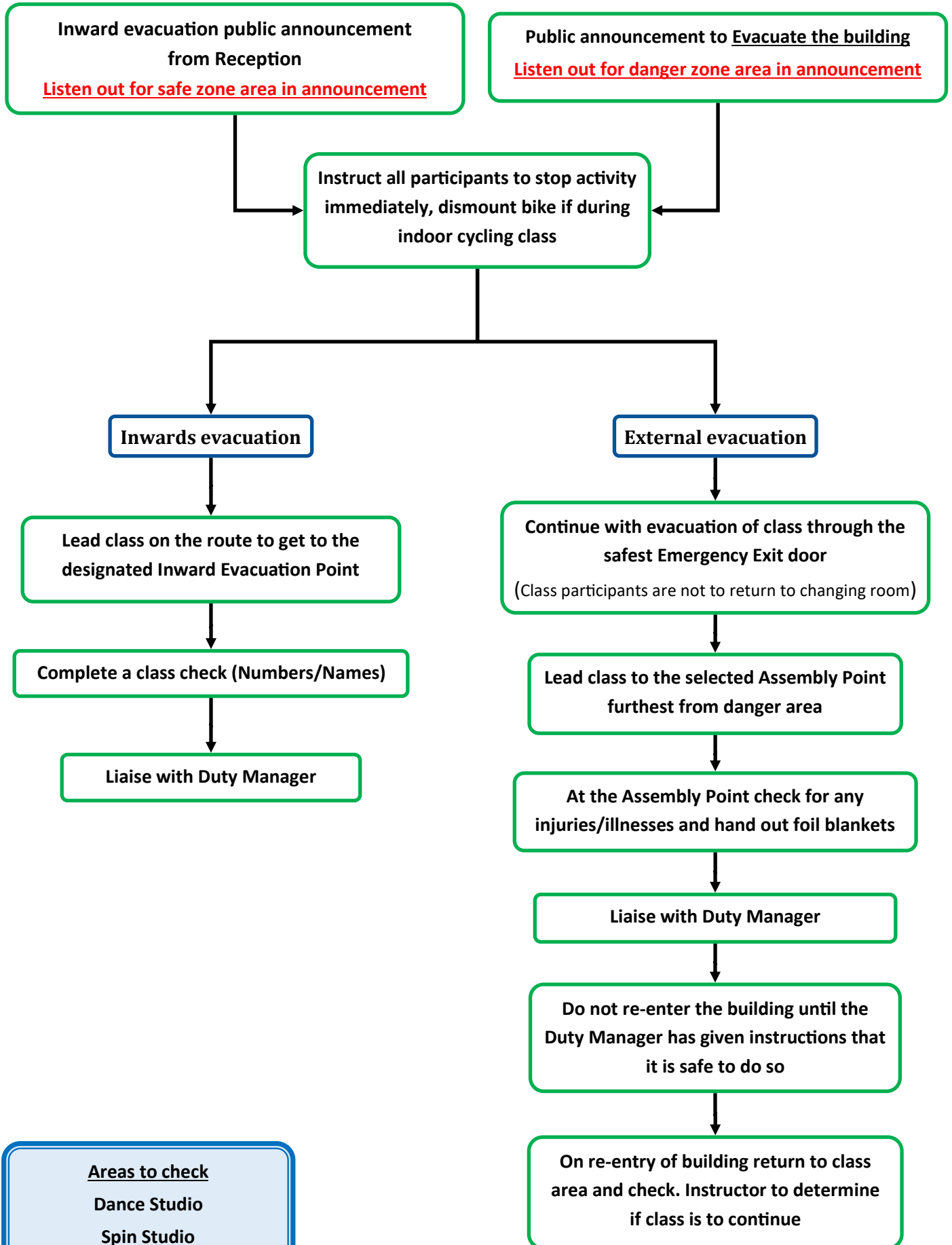
BOMB ALERT PROCEDURES

(Action by Fitness Advisor)



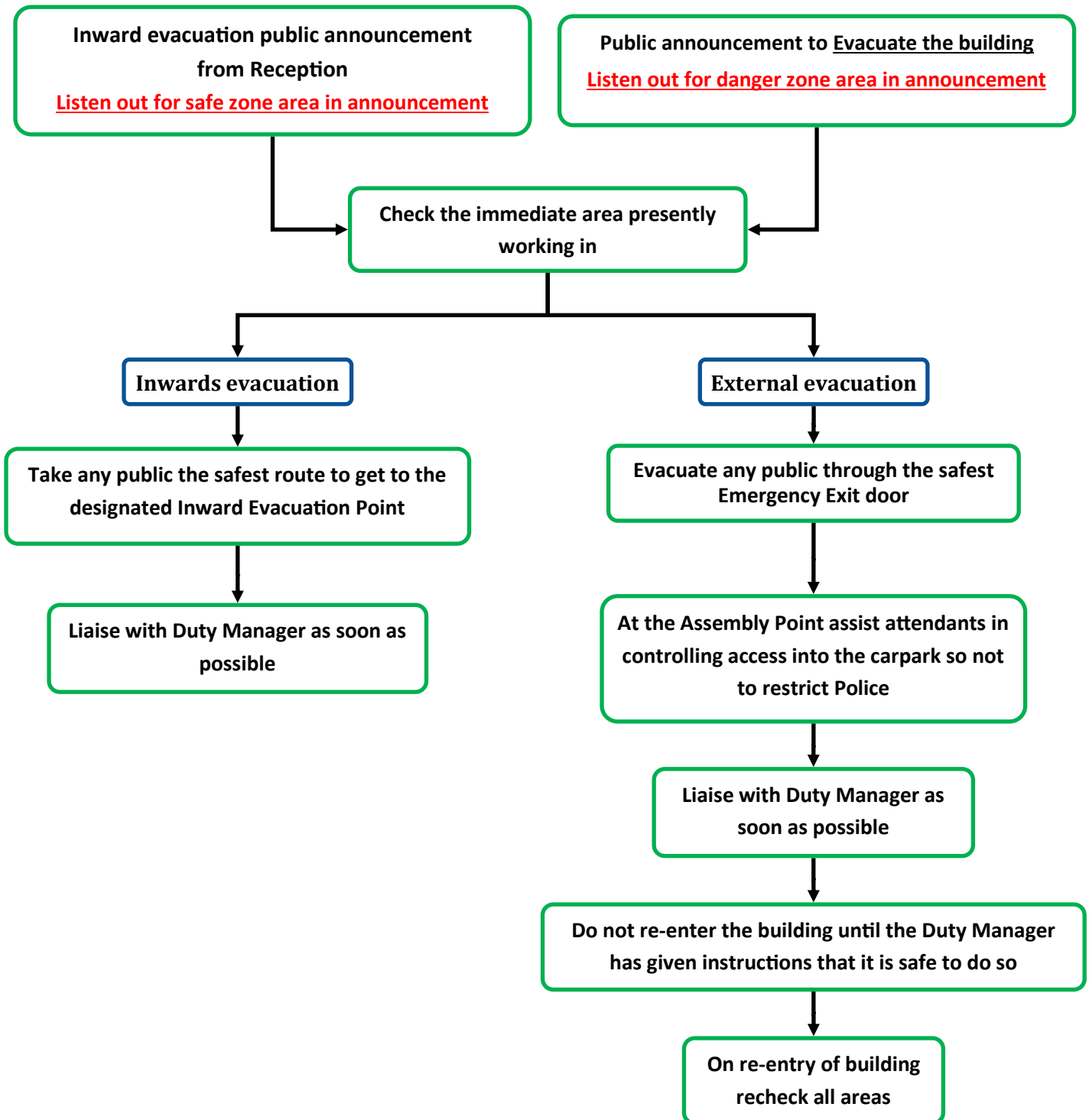
BOMB ALERT PROCEDURES

(Action by Exercise Class Instructor)



BOMB ALERT PROCEDURES

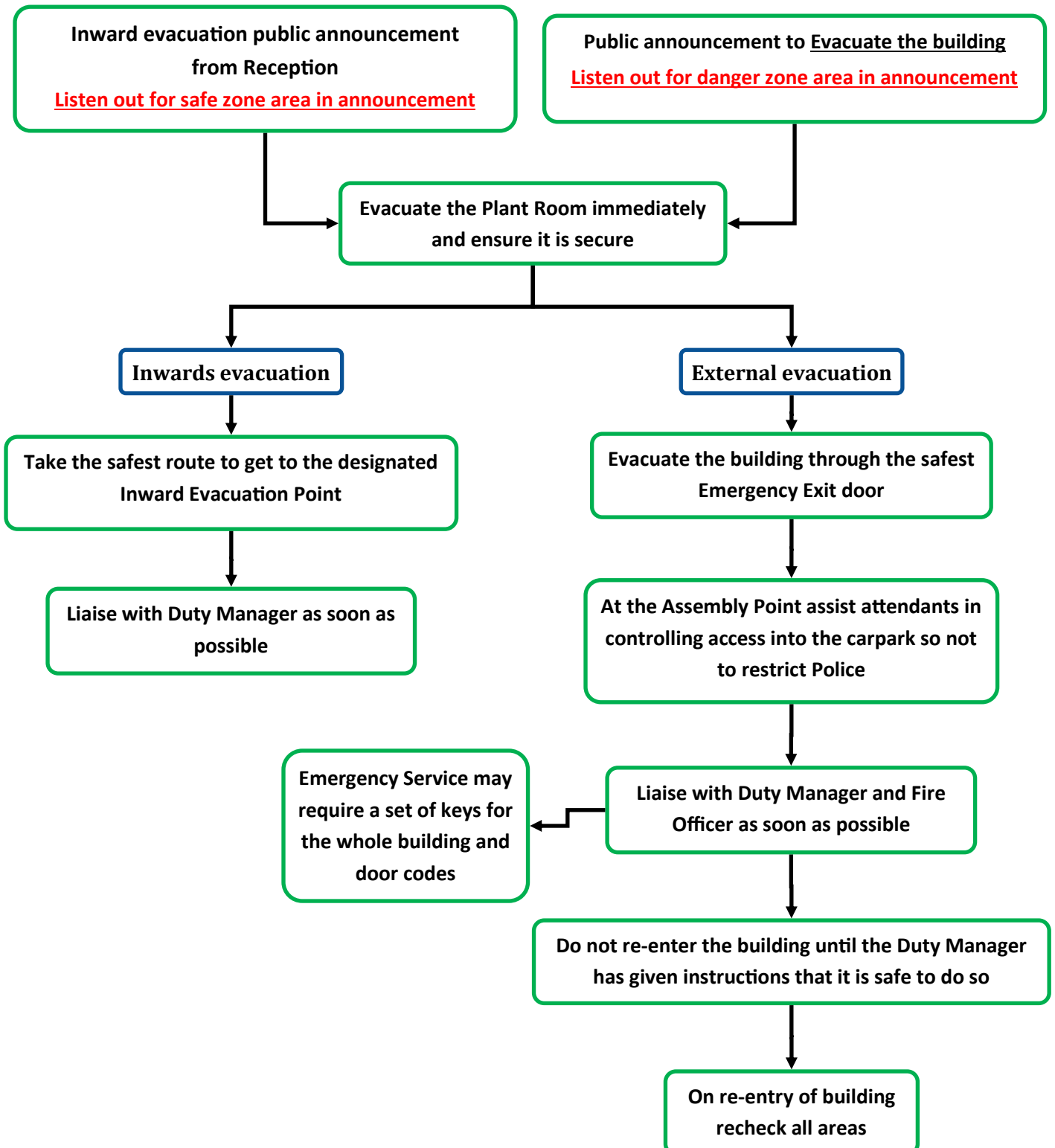
(Action by House Keeper)



Areas to check
Assist staff on level which you are working on

BOMB ALERT PROCEDURES

(Action by Mechanical Technician)



Areas to check

Plant Room