

CASTLE SAFE AREAS

1. Grassed area at rear of Scottish National War Memorial
2. Dury's Battery
3. Hard shoulder in front of Barrack Block
4. Opposite Argyle Battery
5. Western Defences
6. Perimeter of Esplanade
7. Inside the Building (Great Hall etc)

Firearms and Weapons attacks are infrequent, but it is important to be prepared to cope with such an incident.

In such an event..... Stay Safe

RUN, HIDE, TELL

STAY SAFE

Under Immediate GUN FIRE....Take Cover Initially, but leave the area as soon as possible if safe to do so.

Nearby GUN FIRE... Leave the area immediately, if possible and safe to do so.

RUN

- Ensure any exit route is safe
- Don't Expose yourself to the attacker
- Insist others leave with you
- Leave your belongings behind
- Do not congregate at evacuation points

HIDE

IF YOU CAN'T ESCAPE—FIND COVER

Consider locking yourself and others in a room/building (Great Hall etc).

Barricade the door, then stay away from it.

REMEMBER

Out of Sight **does not** necessarily mean out of danger, especially if you area not in **“cover from gun fire”**

TELL

Contact the POLICE immediately by dialling or via our own control room, giving them the information shown below **“TELL”**

The more information you can give the police the better.

NEVER risk your own safety or that of others to achieve this.

If it's safe to do so, think about the following Information.

INFORMATION

- What the incident is ?
Weapons Attack Suspect Device
.....
- Exact location of the incident:- Advise Police of entry/ exit points and any issues with access (passes etc).
.....
.....
- Number and description of gunmen / device.
.....
.....
- What else they are carrying.
.....
.....
- Type of fire arm (long barrelled or hand gun).
.....
- Are they communicating with others.
.....
- Number of casualties / people in Your group.
.....

DATE:..... TIME:.....

Edinburgh Castle

Historic Environment Scotland



EDINBURGH
CASTLE



Tel: 0131 225 9846

EDINBURGH CASTLE EMERGENCY PROCEDURES

STANDARD PRECAUTIONARY MEASURES

- **Wherever you are working:**
- **Read the blue fire safety notice**
- **Ascertain the “safe area” location**
- **Identify your escape routes and where the fire exits are**
- **Find the locations of the “break glass” panels**

FIRE AWARENESS

If you discover a fire, keep calm and raise the alarm immediately by:

- **Using the “break glass” panels**
- **Using the radio to get a 999 call made**
- **Using a telephone to contact “control” to get a 999 call made**

Once you have raised the alarm:

Clear the area

Close doors and windows if possible

Leave the building by the safest route, taking any visitors with you

Do not re-enter the building until you are told it is safe to do so

Do not waste time collecting personal belongings

Do not try to tackle the fire yourself unless you have been trained how to do so.

Make your way to the designated safe area and await further instructions.

ACTION TO BE TAKEN ON HEARING THE FIRE ALARM OR BEING INFORMED OF A FIRE:

Keep calm

Ensure all visitors are safely evacuated from the building via the nearest available fire exit and guided towards the “safe area”

Ensure all personnel are out of the building

Do not use lifts

Do not waste time collecting personal belongings

Do not re-enter the building unless you are told that it is safe to do so

Listen to further radio instructions

Keep calm

Do not attempt to use a fire appliance unless trained to do so

When leaving a building do not go back for coats or other personal belongings. On hearing the fire alarm leave immediately

Once at your safe area remain there until you are told to leave – we need to be able to account for your whereabouts.

EVACUATING THE CASTLE

Each guide will clear their area of all visitors as quickly & as safely as possible.

Disabled visitors should be evacuated via the courtesy vehicle where possible.

All other staff must leave their place of work and assist the stewards in any way possible.

CONCLUSIONS

Keep calm

Give clear instructions to visitors and be firm but remain polite

Ensure any instructions given to you are carried out as quickly as possible

THREAT AWARENESS

If we receive a warning that there is a threat to the castle

If a suspect / suspect package is discovered without any prior warning having been received

If a warning is received

It may come from a number of sources:

The Police

Edinburgh Garrison Head Quarters (Barrack Block)

The press, media or other agency

From a caller who chooses to remain anonymous

Action to be taken:

If you receive a call, complete the form which should be next to the telephone.

Use call “99” to alert all staff that a call has been received.

Use call “100” and then the location of the package.

The duty manager will inform the police and await further instruction. The ticket office should stop selling tickets as soon as they are made aware.

When you hear radio call “99”:

- Apartment Guides should check the areas for which they are responsible
- Visitors should still circulate freely during this time and be unaware that a search is taking place
- Retail staff should check their areas

When you hear radio call “100”:

- Guides will be instructed to clear areas as quickly and as safely as possible, advising visitors of the location of the nearest safe area.
- Safe areas will depend upon where the package is situated.
- Representatives from Historic Environment Scotland, the Army and the Police will meet and make a joint decision as to whether to evacuate the castle.
- Stay away, do not allow anyone near it
- Radios must not be used within 10 metres of the suspect package.

If a suspect / suspect package is discovered

- Inform the duty manager using call “100” and give the location
- Stay away, do not allow anyone near it
- Follow the procedures given previously