



MARTYN'S LAW

August 2025 Updated Response Plan

1. **Evacuations** = leaving the building for terrorism related attacks or emergencies.
For the E4A office this would mean leaving via the fire exit closest to our office and gathering on the car park or a safe distance away in the event of a fire or 300-500 meters away in the event of a bomb threat.

2. **Invacuations** = moving to a place of safety WITHIN the building during a terror related attack.
For the E4a office this means gathering in a safe space behind the secure doors operated by electronic recognition systems. Staff should avoid the entrance and exits/lifts and stairs where intruders may gain access.

3. **Lock Down** = Securing a space inside the building and remaining there quietly & out of view during terrorism related incidents.
For the E4a office this would mean closing and securing the main door to the office and gathering into the furthest office (the meeting room) and securing the door. Lights should be turned off and laptops/mobile phones silenced. All staff should remain quiet and hidden.

Please use these 3 principles if working from a remote location.