

FACILITIES SERVICES UNATTENDED BAG POLICY

Document Title: Unattended Bags and Items on the LPMA QS Premises	Version No: 001	Page 1 of 10
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Facilities Services	UNATTENDED BAGS AND ITEMS ON THE LPMA QUEENS SQUARE PREMISES	Policy Number: 031UNA-P
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Document Title: Unattended Bags and Items on the LPMA QS Premises	Version No: 001	Page 2 of 10
Document ID (TRIM): 09/00963 DOC10/103215	Issue Date:061210	Review Date: Dec 2011

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DOCUMENT VERSION CONTROL

Version	Date	Author	Summary of changes

SUPERSEDED PROCEDURES

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Document Title: Unattended Bags and Items on the LPMA QS Premises	Version No: 001	Page 3 of 10
Document ID (TRIM): 09/00963 DOC10/103215	Issue Date:061210	Review Date: Dec 2011

Warning: a printed copy of this documents may be uncontrolled. Please verify this is the latest version prior to use.

Contents

1. PURPOSE5

2. SCOPE5

3. DEFINITIONS5

4. ROLES AND RESPONSIBILITIES5

5. POLICY6

6. PROCEDURE7

Document Title: Unattended Bags and Items on the LPMA QS Premises	Version No: 001	Page 4 of 10
Document ID (TRIM): 09/00963 DOC10/103215	Issue Date:061210	Review Date: Dec 2011

Warning: a printed copy of this documents may be uncontrolled. Please verify this is the latest version prior to use.

1. PURPOSE

The purpose of this policy is to protect all LPMA staff and all visitors and contractors who are within the LPMA Queens Square building and ensure the comfort of those persons by monitoring the bringing of bags and personal items into the Building and to make sure that these bags and items are not left unattended.

2. SCOPE

The scope of this policy applies to all members of the public, visitors, contractors and staff within the LPMA Queens Square Building and its surrounding boundaries.

3. DEFINITIONS

3.1 BAGS

Bags are defined as all bags and luggage. This includes but is not limited to: handbags, laptop bags, briefcases, suitcases, musical instrument cases, backpacks and shopping bags.

3.2 ITEMS

Personal items are all items not covered by the definition above which includes, but is not limited to; umbrellas, skateboards, push bikes, food and drink.

3.3 UNATTENDED BAGS AND ITEMS

Unattended bags are all bags and personal items not stored by a staff member or placed in a locker and that are not in the control of their owner.

4. ROLES AND RESPONSIBILITIES

4.1 LPMA FACILITIES SERVICES PERSONNEL

Facilities Services personnel at Queens Square are responsible for the occupational health and safety and welfare of all persons on the site, whether they are outside or within the building. Reported or observed, unattended bags or items, should be addressed by the FS member, or a security guard. If a bag or item is identified as unattended, it must be assessed using the **HOT-UP** assessment procedures as explained in chapter 6. If the bag or item is deemed safe then the bag or item must be confiscated. Confiscated bags or items should be held in Facilities Services, basement east wing safe, until claimed by the rightful owner. All bags and items must be entered in the lost and found register book. Claimed bags and items should be signed for by the owner.

If any bag or item remains unclaimed for two weeks, a search of the bag may be undertaken to look for information to identify the owner. The bag must not be opened by a single person but must be witnessed and recorded in the loss property inspection sheet, as per the appendix A, to ensure probity. If information is found within the bag, the owner can be contacted to come and collect the confiscated bag or item.

4.2 LPMA SUPERVISORS AND MANAGERS

Document Title: Unattended Bags and Items on the LPMA QS Premises	Version No: 001	Page 5 of 10
Document ID (TRIM): 09/00963 DOC10/103215	Issue Date:061210	Review Date: Dec 2011

All LPMA Supervisors and Managers have a responsibility to ensure that their staff are safe, whilst at work. Unattended bags should be observed and reported to Facilities Services or the Security Guard on duty. An attempt should be made to ascertain the rightful owner of the unattended bag or item before contacting Facilities Services or the Security Guard. Staff should take caution if asked to store the bag or item for a visitor. If the visitor is an unknown person, the bag or item should definitely not be stored for the person.

4.3 LPMA SECURITY GUARD

Security guards employed and working in the Queens Square Building must ensure that the premises and occupants are safe at all times. If a bag or item is identified as unattended, the bag or item must be confiscated. Local area inquiries should be undertaken to try and find the owner. Once the bag or item is confiscated, it can be delivered to a Facilities Services Manager, and kept in the section until collected by the rightful owner.

5. POLICY

All bags and items left unattended, either outside or inside the Queens Square building, will be removed by a security guard, staff supervisor or manager and/or held in Facilities Services until claimed by the owner. It is the right of all supervisors, managers and security guards to ask a person if they can check the contents of a person's bag or personal item if they have suspicions about the bag or item being brought into the building.

5.1 BAG SIZE

Large bags and other items can be permitted to be taken into the Queens Square building, public areas, by visitors or contractors, without prior approval from an LPMA Manager or Supervisor. The bag or item must be secured and kept with the owner at all times. Persons who bring large bags or items into the building and in particular public records areas may be asked to show the contents of the bag or item on arrival and on exit. LPMA are custodians of Heritage and Critical State records and reserve the right to inspect baggage to ensure security of moveable records.

5.2 EXCEPTIONS

Regular LPMA clients working in the basement 1 west wing are allowed to leave their bags and personal items at a nominated desk for the day. The bag or item must be removed by the close of business at 16:30.

5.3 UNATTENDED BAGS

Visitors are required to keep their bags and items with them at all times. Visitors should take care with personal items and be vigilant in supervising their bags.

Bags and items left unsupervised in any part of the QS building will be considered abandoned and may be confiscated by staff supervisors or managers, or security guards.

Bags and items deemed to look suspicious will be cordoned off and managed in accordance with LPMA emergency response procedures.

Visitors wishing to retrieve bags or items that have been impounded should direct their inquiries to Facilities Services in basement east wing.

Document Title: Unattended Bags and Items on the LPMA QS Premises	Version No: 001	Page 6 of 10
Document ID (TRIM): 09/00963 DOC10/103215	Issue Date:061210	Review Date: Dec 2011

Regular clients or visitors that have their bags or personal items confiscated more than two times may be refused future access into the Queens Square building.

5.4 SIGNAGE

Signage must be provided in public areas to advise staff, visitors and contractors of the unattended bag and personal items policy. Signage must provide a warning that unattended bags will be confiscated.

6. PROCEDURE

Be aware of your surroundings and report the locations of all unattended items such as luggage, gym bags, packages, boxes, etc. It is extremely important that you **NOT** attempt to inspect the unattended items. Move as far away from unattended items as possible and leave inspections to trained personnel. Deadly bombs can be concealed in innocuous and relatively small packages or containers. These items may not appear to be threatening, but will be unattended and look out of place.

Below are some guidelines on how to handle unattended bags/items.

If you see an unattended bag or other item that looks unusual or suspicious: If the owner cannot be identified, contact security and facilities services to report the unattended item.

- Do not disturb the item.
- Move away.
- Report it to Security and or Facilities Services.

Observe the **HOT UP** principle

1. Is the item/substance **H**idden?
2. Is the item/substance **O**bviously suspicious?
3. Is the item/substance **T**ypical of what is in the area?
4. Is the item/substance **U**nusual?
5. Has there been general **P**ublic access to the area?

If the **HOT UP** Principle leads you to believe that the item is suspicious **HOT do not touch or move the item.**

1. Never allow another person who is not the owner of the item to touch, open or move the item.
2. Never allow any other person to approach or stay in the area of the hot item. An item is never more than "unattended" until the police have responded and appraised it.
3. Evacuate the immediate area to a minimum of 150 metres;
4. Do not use a 2 way radio or a mobile phone within 150 metres of the item.
5. Notify Security and Facilities Services who will notify the Police to attend.
6. Where facilities or security is unable to contact the contact the Police direct (0-000) and contact the Security & Facilities Services at the first available opportunity.
7. Follow the instructions given by the Police or other authorities.

If it is not **HOT**, the item is to be listed as lost property in Facilities Services.

Document Title: Unattended Bags and Items on the LPMA QS Premises	Version No: 001	Page 7 of 10
Document ID (TRIM): 09/00963 DOC10/103215	Issue Date:061210	Review Date: Dec 2011

APPENDIX A

LOSS PROPERTY INSPECTION SHEET

Document Title: Unattended Bags and Items on the LPMA QS Premises	Version No: 001	Page 8 of 10
Document ID (TRIM): 09/00963 DOC10/103215	Issue Date:061210	Review Date: Dec 2011

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ITEMS REPORTED FOUND

DATE	ITEM FOUND	REPORTED BY	BUILDING LOCATION	If item is opened for identification purposes this <u>Must</u> be witnessed/dated and signed by all parties.		Date of Disposal & Method
				Date:	Witness: (Print name and Signature)	
				Time:	1.....	
					2.....	
					3.....	
				Date:	Witness: (Print name and Signature)	
				Time:	1.....	
					2.....	
					3.....	
				Date:	Witness: (Print name and Signature)	
				Time:	1.....	
					2.....	
					3.....	

Document Title: Unattended Bags and Items on the LPMA QS Premises	Version No: 001	Page 9 of 10
Document ID (TRIM): 09/00963 DOC10/103215	Issue Date:061210	Review Date: Dec 2011

Warning: a printed copy of this documents may be uncontrolled. Please verify this is the latest version prior to USE.

				Date:	Witness: (Print name and Signature)	
				Time:	1..... 2..... 3.....	
				Date:	Witness: (Print name and Signature)	
				Time:	1..... 2..... 3.....	
				Date:	Witness: (Print name and Signature)	
				Time:	1..... 2..... 3.....	
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Document Title: Unattended Bags and Items on the LPMA QS Premises	Version No: 001	Page 10 of 10
Document ID (TRIM): 09/00963 DOC10/103215	Issue Date:061210	Review Date: Dec 2011

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