

COUNTER TERRORISM ROUTINE ACTIVITY



Observe continually for 'good housekeeping' including clear desks, waste and rubbish cleared, corridors and exits not being blocked and hazardous items stored correctly



Continually observe for suspicious objects or activity



Check that both normal and security lighting is functioning correctly



Check that emergency exits are clear from obstruction at all times



Ensure security signage is suitable, visible and maintained



Ensure CCTV is functioning correctly



Ensure exterior doors and windows are secured when necessary



Check that interior doors are not wedged open if they perform a security function



Ensure interior doors are serviceable and lockable



Ensure that all evacuation routes and exits are clear and accessible



Ensure the outside area is conforming to security arrangements (clear routes, obstructions moved, lighting, CCTV)



Monitor clients for suspicious activity and challenge / search them if justifiable



Monitor cars parked adjacent to or next to the venue



Ensure toxic or flammable materials are stored correctly



Ensure firefighting equipment is in date and correctly fitted




Ensure first aid equipment is in date and correctly fitted

IMMEDIATE ACTIONS ON TERRORISM EVENT


In the first instance the incident commander on site will be _____ If this person is incapacitated or otherwise unavailable then command will pass to _____


If this person is incapacitated or otherwise unavailable then command shall pass to the next senior employee present.

IN THE CASE OF A TERRORISM EVENT THE INCIDENT COMMANDER SHALL;




 Take all possible action to get people away from immediate danger, if necessary issue the **run hide tell order** and if possible activate alarm system or use PA announcement

THEN:

 Call the Police/Emergency services as soon as is safe to do so.

 Take decision to invac or evac **considering the following:**

| EVACUATE WHEN... | IN-VACUATE WHEN... |
|---|---|
| The threat is inside the venue | The threat has materialised outside the venue but has not entered it |
| The threat cannot be contained | Any situation where evacuation would incur more risk than standing fast |
| The most effective way of getting people away from the threat is by leaving the venue | |

| IF CHOICE TO EVACUATE... | IF CHOICE TO IN-VACUATE... |
|---|---|
| Evacuate all personnel through exit furthest from Terrorism activity | Secure entrance / exit points as necessary |
| Issue Run hide tell order | Initiate internal lockdown procedure (isolate attackers) |
| | Order everyone to stay in cover and away from windows/doors |
| | Deploy duty first aiders |
| | Treat casualties |
|  If possible, move casualties away from danger to an ambulance meeting point | |
|  Appoint a manager to lead on liaison with arriving emergency services | |
|  Initiate muster procedure and start to account for people | |

IN THE EVENT OF A TERRORISM INCIDENT STAFF SHALL:



Take all possible action to get people away from immediate danger, if necessary issue the run hide tell order and if possible activate alarm system or use PA announcement.



Call the Police/Emergency services as soon as is safe to do so.



Follow incident commander's direction on in-vac or evac.



IF EVAC – keep moving, don't stop! If you have to stop hide, take cover! Where possible and if safe to do so help others escape!



IF IN-VAC – follow incident commanders direction – assist with lockdown – keep everyone away from windows and doors, if you feel capable of doing so assist treating of casualties.



If possible, move casualties away from danger to an ambulance meeting point.