

Counter-Terrorism Aide Memoire

The following notes are aimed at providing key guidance and advice on countering the threat from terrorism. They are based on information provided by the Project Griffin programme. Use of these notes is discretionary.

UK Threat Levels

The UK threat level are set independent of government by the Joint Terrorism Analysis Centre (JTAC). There are five levels and they are designed to give a broad indication of the likelihood of a terrorist attack.

LOW means an attack is unlikely.

MODERATE means an attack is possible, but not likely

SUBSTANTIAL means an attack is a strong possibility

SEVERE means an attack is highly likely

CRITICAL means an attack is expected imminently

Hostile Reconnaissance

Terrorists (and criminals) will usually plan their attacks in advance, looking for suitable targets by gaining intelligence, and carrying out some reconnaissance:

- Be careful about what information is openly published about your organisation; can the information you publish help identify access routes, security measures, the personal information of members of staff?
- Unusual or un-explained requests for information.
- Look for people acting in an unusual manner, for example individuals taking an untoward interest in the location. Are they taking photographs or making notes?
- Think TED:
 - **Time:** Do you see the same person at different times of the day?
 - **Environment:** Does that person have a reason to be there?
 - **Demeanour:** Do they look out of place, appear nervous? Do they avoid contact with staff?
- If in doubt report it.

Suspicious Packages/Unusual Items

If the suspicious package has been discovered unattended by someone, a few simple questions can assist to establish the level of seriousness or otherwise. Use the mnemonic "HOT" (Hidden, Obvious, and Typical) to assist in reaching a reasoned conclusion:

H	Hidden: Was the object hidden? Does it look out of place? Can the owner be identified (i.e. is it a misplaced bag)? Is the location significant?
O	Obvious: Where was the object found? What makes the object suspicious (smells, stains, protruding wires, leakages on or around the item)? Have there been reports of suspicious activity? Has there been any unauthorised access to the area?
T	Typical: Where was the object found? Is the object typical or untypical for the area?

Have there been any warnings or threats? Is there an increased risk of terrorist activity or a period of increased risk?
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Procedure if Suspect Object is Found

- Inform security.
- Do NOT touch the object, inform both the Emergency Coordinator and the police.
- If unable to locally identify the owner or any doubt exists;
 - Move people away from the object.
 - Note the location of the object.
 - Mark the location on a floor plan or map.
 - Where possible prop doors open and remove all obstacles to allow clear unrestricted access to the object.
- If a suspicious vehicle or object is found within the vicinity of the building, or a telephone warning is received it will be necessary to decide whether to evacuate the premises.
- If unable to locally identify the owner or any doubt exists;
- Move people away from the object.

In clearing the area of a suspected device and effecting an evacuation the Emergency Coordinator should utilise the “four C’s:”

- **Confirm:** Is the threat substantive?
- **Clear:** Clear the area using a controlled evacuation plan.
- **Cordon:** Prevent entry to the cordoned-off area.
- **Control:** Maintain the integrity of the cordon.

Radicalisation

- Has a person’s behaviour changed recently?
- Have they become more aggressive, especially towards anyone with a different ethnicity or religion?
- Have they become withdrawn or dismissive?
- Have they become less social or have their social habits and associations changed?
- Have they expressed extremist views?

In the Event of a Terror Attack

If there is an active threat, the safest thing to do is move away. Follow the police advice to Run, Hide, Tell.

- **Run:** Keep low and keep running
- **Hide:** If it is not possible to escape find a hiding place with as much protection as possible:
 - Behind a concrete wall, locked/secured/barricaded room.
 - Switch mobiles phones to silent and stay quiet.
- **Tell:** When you call the emergency services, they will want to know the following information:
 - **SITUATION** – What’s happening?
 - **LOCATION** – Where are you?
 - **INJURED** – How many and how severe (it only has to be an estimate if you’re unsure)?
 - **DANGERS** – Is there still any threat?

- **EMERGENCY SERVICES** – What do you need?
- When it is safe to do so, treat the injured. If you have equipment, use it. If you don't have equipment it is ok to improvise.
- Lives can be saved in the critical first few minutes if you stop bleeding.
- Use a dressing or clothing to pack a wound and press firmly. I.e. A scarf, t-shirt or sock.
- As a last resort for limb bleeding, which can't be stopped by packing and pressure – you can use a tourniquet. Tourniquets CAN save lives when used for the right reasons.

Be prepared not scared: Download the free citizenAID™ app (www.citizenaid.org), to understand how you can stay safe and save lives. Knowing what to do can reduce anxiety and improve performance even in these difficult situations.

Remember

Terrorist can be male and female, from any religion or ethnicity, and from any social background.

Being seen to be “security aware” and prepared helps to deter threats, as well as prepare organisations and personnel for the unexpected.

Whilst counter-terrorist officers foil many attacks, members of the public are their eyes and ears – if you see or hear anything suspicious, report it.

Anti-terrorism Hotline: 0800 789 321

Further Advice

Doran Risk Consulting can provide expert practical advice.

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