



LEIA Safety Information Sheet

Terrorist Threat Information

Prepared by the LEIA Safety and Environment Committee

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PREAMBLE




This Information Sheet is one of a series produced by the LEIA Safety and Environment Committee on topics relevant to the Lift and Escalator Industry. Whilst every effort has been taken in the production of these sheets, it must be acknowledged that they should be read in conjunction with the relevant legislation, codes of practice etc. They should not be taken as an authoritative interpretation of the law but guidance to it.

INTRODUCTION

Counter-terrorism police chiefs have issued guidance for what members of the public should do if they were caught in a terror attack on British soil.

WHAT TO DO IN THE EVENT OF A TERRORIST ATTACK

In the unlikely event of being caught up in a terrorist attack the following action is advised:

RUN 	Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...
HIDE 	It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...
TELL 	Tell the police by calling 999.

RUN

- Escape if you can
- Consider the safest options
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind
- Is there a safe route? RUN if not, HIDE

HIDE

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits

- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock / barricade yourself in
- Move away from the door

TELL

- Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

BE PREPARED

The current threat levels can be found at <https://www.mi5.gov.uk/threat-levels>. The site also gives details of what this means and historical levels.

Keep up to date with the latest news.

Plan your journeys

Are your contact details and your emergency or next of kin details up to date with your company?

Lone Working - ensure your lone working device or lone working process is working, does someone within your organisation know where you are or check on you at regular intervals?

Familiarise yourself with your surroundings including any emergency plans and escape routes, where is the assembly point and how to get there?

Information on local plans for emergencies can be found via <https://www.gov.uk/local-planning-emergency-major-incident>, input a post code and the site will redirect you to the relevant authority's emergency planning information.

ARMED POLICE RESPONSE

Officers may:

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker

You must:

- Follow officers' instructions
- Remain calm
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

Officers will evacuate you when it is safe to do so

SEEK HELP AFTERWARDS

Post-traumatic stress disorder can affect anyone after a terrorist attack. See your GP or company medical personnel for advice.

SUSPECT ITEMS

In Public Places

- Do not touch
- Try and identify an owner in the immediate area
- If you still think it's suspicious, don't feel embarrassed about reporting or assume somebody else will report it
- Report it to a member of staff, security, or if they are not available dial 999 (do not use your mobile phone in the immediate vicinity)
- Move away to a safe distance - Even for a small item such as a briefcase move at least 100m away from the item starting from the centre and moving out

In Workplaces

When dealing with suspicious items apply the 4 C's protocol: **-Confirm, Clear Communicate Control:** **CONFIRM** whether or not the item exhibits recognisably suspicious characteristics

The HOT protocol may be used to inform your judgement: -

- HIDDEN?
 - Has the item been deliberately concealed or is it obviously hidden from view?
- OBVIOUSLY suspicious?
 - Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
 - Do you think the item poses an immediate threat to life?
- TYPICAL is the item typical of what you would expect to find in this location?
 - Most lost property is found in locations where people congregate. Ask if anyone has left the item
 - If the item is assessed to be unattended rather than suspicious, examine further before applying lost property procedures

However, if H-O-T leads you to believe the item is suspicious, continue with the 4Cs:

CLEAR the immediate area

- Do not touch it
- Take charge and move people away to a safe distance. Even for a small item such as a briefcase move at least 100m away from the item starting from the centre and moving out
- Keep yourself and other people out of line of sight of the item. It is a broad rule, but generally if you cannot see the item then you are better protected from it
- Think about what you can hide behind. Pick something substantial and keep away from glass such as windows and skylights
- Cordon off the area

COMMUNICATE - Call 999

- Inform your control room and/ or supervisor
- Do not use radios or mobile phones within 15 metres

CONTROL access to the cordoned area

- Members of the public should not be able to approach the area until it is deemed safe
- Try and keep eyewitnesses on hand so they can tell police what they saw

SUSPECT BEHAVIOUR

If you've seen or heard something that could suggest a terrorist threat to the UK do not ignore it, report it.

If it is an emergency report it by calling 999.

In a non-emergency situation an online form can be completed at:

<https://www.met.police.uk/tua/tell-us-about/ath/possible-terrorist-activity/>

TERRORISM ABROAD

Text

Up to date information for over 200 countries can be found at <https://www.gov.uk/foreign-travel-advice>, where you can also subscribe to email alerts. Alternatively, the Foreign & Commonwealth Office also has a Twitter feed giving updates.

Your company travel insurance provider may also provide information on countries of concern or where they will not provide cover.

Minimising the Threat

You can minimise your risk from terrorism by taking the following steps:

- follow media reporting about the country and region
- be vigilant in public areas and places that attract foreigners and westerners – e.g. hotels, restaurants, bars and crowded places like markets, malls or sports events. Always be aware of your surroundings
- be vigilant around significant religious occasions (including the holy month of Ramadan) and public holidays; terrorist groups sometimes call for attacks around these times.
- look out for anything suspicious and if you see anything report it to the local police immediately – many terrorist attacks are foiled by the vigilance of the public.
 - Where appropriate, you should also report concerns to your employer or your travel company
- think about the routes you use and have a plan of action to follow in the event of an incident
- try to avoid routines that could make you an easier target – vary the time and route of your regular journeys
- keep your mobile phone charged and with you, with emergency numbers programmed in
- consider the extent to which you might stand out from the crowd, particularly when travelling off the beaten track or to out-of-town destinations
- be discreet on social media about yourself and your travel and social plans
- tell family, colleagues, neighbours or trusted hotel staff about where you're going and when you plan to return
- identify places where you could seek refuge in an emergency
- in airports, minimise the time spent in the public area, which is generally less well protected.
 - Move quickly from the check-in counter to the secured areas. Upon arrival, leave the airport as soon as possible.

SUMMARY

In the event of being caught up in a terrorist attack RUN – HIDE – TELL

Seek professional medical help after involvement in a terrorist attack

Report suspicious behaviour or items

Be vigilant

REFERENCES:

Item	Source	Location
Run, Hide, Tell Leaflet	National Police Chiefs Council	https://www.npcc.police.uk/StaySafeAssets/FINAL%20MPS168715%20Run%20Tell%20Hide%20A5%20Lft%20Blk%20Eng%20v3.pdf
International Counter-Terrorism Awareness	National Counter Terrorism Security Office	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/625594/CT_Awareness_-_Helpful_Advice_Leaflet.pdf
Crowded Places Guidance	National Counter Terrorism Security Office	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/701910/170614_crowded-places-guidance_v1a.pdf

INFORMATION SOURCES

Item	Source	Location
Recognising the terrorist threat	National Counter Terrorism Security Office	https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat
Threat Levels	MI5	https://www.mi5.gov.uk/threat-levels
Local Emergency Plans	Councils	https://www.gov.uk/local-planning-emergency-major-incident
Training Information	National Counter Terrorism Security Office	https://www.gov.uk/government/news/act-awareness-elearning
ACT (Action Counters Terrorism)		https://act.campaign.gov.uk/
Stay Safe	National Police Chiefs' Council	https://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx
Travel Advice	Foreign and Commonwealth Office	https://www.gov.uk/foreign-travel-advice
Run Hide Tell for Holiday Makers	National Counter Terrorism Security Office	https://www.youtube.com/watch?time_continue=1&v=kzcldalBYPA

TRAINING & VIDEOS

Item	Source	Location
ACT e-Learning	National Counter Terrorism Security Office	https://ct.highfieldelearning.com/
Run, Hide, Tell: Firearms and Weapons Attack	National Counter Terrorism Security Office	https://www.youtube.com/watch?time_continue=10&v=CYPyZ3ErFy0
Run Hide Tell - 30 Second Animation	National Counter Terrorism Security Office	https://www.youtube.com/watch?time_continue=1&v=H0BsrB5ADUY
Identify and Respond to Suspicious Behaviour	Foreign and Commonwealth Office	https://www.youtube.com/watch?v=bqzittdBmNg

Item	Source	Location
Identify and Deal with Suspicious Items	National Counter Terrorism Security Office	https://www.youtube.com/watch?time_continue=2&v=olYjVooBxbE
How to React to Firearms or Weapons Attacks	National Counter Terrorism Security Office	https://www.youtube.com/watch?v=aDiTEfo8Tc
Introduction to Counter Terrorism Awareness	National Counter Terrorism Security Office	https://www.youtube.com/watch?v=aKJ5VeojbSw

For any clarification of this information sheet contact your company Safety Advisor or the LEIA Safety and Training Manager.