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Counter Terrorism Incident Management Plan 2020-2021

Date reviewed: 7th April 2020
Next review date: April 2021

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A.O - V.1

Contingency Plan – Terrorist Threat

In the event of a terrorist threat, the first and most important aspect is protecting yourself from the threat. Make sure that the room you are in is safe and that you are not directly in danger's way. You should call 999 the first chance you get to tell them what is happening.

If you can, then try to find cover or a table / cupboard to conceal yourself with.

Once you are safely hidden from the immediate threat it is advised that you try to help anyone in your vicinity that may need assistance in finding a safe place to shelter them from the attack. Only do so if it does not put you in danger while doing so.

If possible, try to barricade yourself into the room you are in.

If you have access to a landline phone, dial **999**

If you have a mobile phone, switch it to silent as to decrease chances of being heard and dial **999**.

Once you have gotten through to the number above, you will be advised on the situation and the best way to proceed – please note that it could be several hours before any chance of escape presents itself.

If the chance arises then it will be attempted to move all available staff to designated secure rooms.

In the event of a bomb scare, you will treat it the same as a package – the procedure for this is overleaf.

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If a package / object is identified as suspicious the following procedure should be adopted.

- If holding the item put it down on a cleared flat surface separate from other mail.
- Do not move it.
- Move away immediately.
- Contact the Police via 999
- Clear immediate area and adjacent rooms (including above and below)
- Smaller items (rucksacks / briefcases) 100 M – Medium objects (suitcases, cars) 200M – Large objects (vans or lorries) 400 M.
- Cordons should not be in direct line of sight – They should be **BEHIND** hard cover and **AWAY** from glass or parked vehicles.
- Prevent others from accessing the area.
- If opened or partially opened prior to being deemed suspicious ensure the Police are informed of this fact.
- **NEVER TRY TO OPEN A PACKAGE OR LETTER THAT YOU HAVE ALREADY DECIDED IS SUSPICIOUS!**
- **DO NOT BEND IT OR PLACE IT IN WATER!**
- **DO NOT USE RADIOS OR MOBILE PHONES WITHING THE CLEARED AREA AND WITHIN 15m OF THE SUSPECT PACKAGE.**

Below is a series of indicators that if associated with other factors may provide cause for concern.

Suspect postal packages can take the following forms.

Explosive / Incendiary
Chemical / Biological / Radiological (CBR)

It should be remembered that if a package has travelled through the UK postal system then it is likely to have been subjected to some rough handling and is unlikely to detonate just by being handled.

Due to the unpredictability of timings for postal delivery the suspect package is unlikely to contain a timing device unless delivered via a courier service.

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<ul style="list-style-type: none">• Balance / Weight: Is the package evenly balanced. Packages that are disproportionately heavy for their size could contain an IED.• Holes or Stains: Packages with grease stains or pin holes.• Smell: Some explosive materials smell of marzipan or almonds. Any unusual smell should be treated as suspicious.• Noise: Ticking or hissing sounds may indicate the presence of an explosive device, and should be treated as suspicious.• The Wrapping: Is the envelope or wrapping completely stuck down in an unusual manner (i.e. excessive use of tape or staples) The absence of small gaps at the end of flaps might indicate a cause for suspicion.• Type of Envelope: Experience has shown that postal bombs are often found in 'Jiffy' bags or similar types of envelopes.• Packaging / Postage: Has an excessive amount of postage been paid. Another cause for concern.• Markings: Restrictive endorsements such as "Personal" or "Confidential" "Only for the attention of ".	<p>It is difficult to provide a full list of possible CBR indicators because of the diverse nature of the materials. However some of the more common and obvious are:</p> <ul style="list-style-type: none">• Granular, crystalline or finely powdered material (of any colour and usually with the consistency of coffee, sugar or baking powder) loose in a container.• Sticky substances, sprays or vapours.• Pieces of metal or plastic, such as discs, rods, small sheets or spheres.• Strange smells, e.g. garlic, fish, fruit, mothballs, pepper. If you detect a smell do not go on sniffing. However some CBR materials are odourless and tasteless.• Stains or dampness on the packaging.• Sudden onset of illness or irritation of skin, eyes or nose.
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