

Counter Terrorism Briefing

Detonate Halloween Festival

Stay alert, not alarmed. The chances of a terrorist incident are still extremely remote, but it makes sense to take whatever simple steps you can to prevent and prepare.

1. Protect and prevent

The best form of defence is to prevention. Terrorists usually scope a target before an attack. Stay vigilant to suspicious behaviour, unknown persons or things that are out of place. And report them.

Use the **HOT** protocol; have things been **HIDDEN**? Is there an **OBVIOUS** threat? Is it **TYPICAL** or out of place?

Remember that good housekeeping reduces the chance that something suspicious can be planted, so ensure your areas are kept clean and tidy.

2. Plan and Prepare

The key is to make sure you are familiar with the plans for emergency situations, and to pass these onto your team. You can simplify and condense it, picking out the key points, but ensure everyone has a basic outline of what they should be doing.

Make sure you have a radio so you can take direction from Event Control, and methods to communicate with your team in case they are not on radio.

If you don't understand the protocols, or you are unsure what you should be doing then ask your line manager. There are no stupid questions.

If you work in technical, security, or customer facing roles, understand what you might need to do in terms of speaking to the public. Do you know what messages are to be said on the microphone, screens or loud hailers? Do you know where the emergency exits are to direct people out? Do you know how to contact Event Control? Do you know what routes emergency vehicles use?

3. Key Instructions

- **Do not touch suspicious items**
- **Move everyone away to a safe distance**
- **Prevent others from approaching**
- **Communicate to staff and customers**
- **Notify the police**
- **Ensure whoever found the item or witnessed the incident completes a report**

4. Run Hide Tell

The UK National Police Chiefs' Council has prepared various short briefing notes for people who are caught up in a terrorist attack in their workplace. Please visit: www.npcc.police.uk/staysafe

Remember. Hiding out of site does not always mean you are out of danger, but it is better than nothing. Under no circumstances should anyone try to fight an attacker or put himself or herself into the line of danger.