

NaCTSO Guidance Note 2A/2015

Reviewing your Protective Security

There is no change to the UK threat level which remains at **SEVERE**, this means an attack is highly likely. Following recent attacks, it is important that businesses reassure their staff to ensure they are alert, but not alarmed. This is the right moment for businesses to review their security plans to ensure that the measures they should already have in place, are still current and have been tested to ensure staff are prepared and confident.

Use this checklist to consider what steps you could take to:

- a) *reassure your staff*
- b) *review and implement proportionate protect and prepare security planning*

1. **STAY SAFE:** Have all your staff watched the STAY SAFE online video?

<https://www.gov.uk/government/publications/stay-safe-film>

2. **Staff Awareness:** Have you briefed your staff on how they can recognise suspicious activity? <http://www.cpni.gov.uk/advice/Personnel-security1/Employee-vigilance/>
www.gov.uk/government/collections/crowded-places

Are your staff aware of the procedures to follow should they suspect suspicious behaviour?

(Anti Terrorist Hotline 0800 789 321. If you require an immediate response call 999)

3. **Security Planning:** When did you last review your security plans? Do they include firearms and other weapons attack response planning?

www.gov.uk/government/collections/crowded-places#sector-specific-guidance

4. **Response Planning:** Do you have response plans to implement enhanced security measures should there be a threat increase? Have you tested and exercised your response plans in the last 12 months?

www.gov.uk/government/collections/crowded-places#sector-specific-guidance

5. **Search Planning:** Do you have plans to search your site to deal effectively with either bomb threats or for secreted threat items, and are your staff familiar with those plans? www.gov.uk/government/collections/crowded-places#sector-specific-guidance

Protect yourself your staff your business and your community.

Do you have a person and vehicle, search and screening policy and plan, that you can implement should there be a threat increase?

Business as usual search and screen (looking for prohibited items) should, when done well, provide a very good capability to detect larger terrorist items concealed about the person.

- Ensure the search and screening regime in place at the venue is done well
 - Consider provisional search and screening on the approach or outside the venue, for example a visual check inside jackets and bags
 - Provide effective public address messaging of people as they approach, asking people to prepare for additional search and screening. This should reduce unacceptable delay
 - Prior notification (at point of sale or media) of these extra security measures and encouraging people to arrive early, will smooth peaks and allow safe and effective searching
6. **Response:** Do you have a process to dynamically lock down your site (or parts) if required? Is the communication method used to achieve this effective? Have you tested this plan? - www.gov.uk/government/collections/crowded-places
Have you reviewed your invacuation and/or evacuation plans in response to terrorist attack?
7. **Preparedness:** Are your first aid kits and emergency grab bags checked regularly, complete and accessible?
8. **Physical Security:** Have you checked CCTV systems? Are they all working correctly? Are the date/time stamps accurate? – <http://www.cpni.gov.uk/advice/Physical-security/CCTV/>
9. **Security Culture:** Are all staff identifiable and wearing identification? Do you encourage staff to challenge anyone in their building not displaying ID?
<http://www.cpni.gov.uk/advice/Personnel-security1/Workplace-behaviour-campaign/>
10. **Information Security:** Have you implemented the 10 Steps to Cyber Security? Have you reviewed or considered your staff social networking policy?
<https://www.gov.uk/government/publications/cyber-risk-management-a-board-level-responsibility>
<http://www.cpni.gov.uk/advice/Personnel-security1/Employee-Digital-Footprint-Campaign/>

For further advice and guidance please visit the NaCTSO website: **www.nactso.gov.uk**

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