ATLAS UK SECURITY SERVICES LTD

COUNTER TERRORISM POLICY & PROCEDURES

2017

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COUNTER TERRORISM POLICY

We at Atlas UK Security Services understand that the threat from terrorism is serious. The main threat that we face in the UK comes principally from DAESH (also known as ISIL), Al Qaida, and groups and individuals who can be directed, encouraged or inspired by them. the level of threat is complex and ranges from crudely planned attacks to sophisticated networks pursuing ambitious and coordinated plots. A terrorist attack can happen anywhere and as we have seen over the last year the preferred terrorist method of attack is carried out by lone wolf terrorists on soft civilian targets. Therefore, we must remain vigilant always. This counter terrorist policy and procedures have been produced to ensure all staff are aware of the possible methods of terrorist attack and the immediate and decisive actions to be carried out by all staff. All staff must be fully conversant with these procedures and fully understand their roles and responsibilities in an attack or emergency.

The current UK threat level for terrorism is 'SEVERE' this means an attack is highly likely. There are many types of terrorist attacks such as shooting's, bombing's, suicide bombers, chemical attack, kidnap/assassination etc. we would be fools to say "it will not happen to us". The most significant terrorist threat comes from international terrorism. And as several recent European attacks, have showed, attacks may be mounted without warning.

We at Atlas UK are committed to safeguarding our employees and the public. We must install a culture of vigilance and a heightened awareness of their surroundings. This will be achieved by training with 'Project Griffin' and information passed on by the Management Team. This policy and procedures will enable staff to recognise, report and act on suspicious activity, and to understand what action should be taken in the unlikely event of such an incident. As stated the threat from terrorism is serious, but it is important to keep it in perspective.

Terrorism is a major threat for any business. Terrorist groups may seek to cause harm to the economy by attacking business premises or they may seek to attack specific businesses to advance their political agendas. The threat is not confined to the UK; companies that do business overseas may also be targeted. As we at Atlas UK have some high-profile companies who work directly with the Government and Military our Officers must be trained to a high standard, so that we offer our clients the heightened level of service they deserve.

Many terrorist attack plots in this country have been planned by British residents. There are several thousand individuals in the UK who support violent extremism or are engaged in Islamist extremist activity. British nationals who have fought for extremist groups overseas continue to return to the UK, increasing the risk of terrorist attacks. Using skills acquired overseas, they may organise attacks under direction from outside the UK, or on their own initiative, or they might radicalise others to do so. While most returnees will not mount attacks in the UK, the large numbers involved mean it is possible that at least some will attempt to do so.

Atlas UK Security Services Ltd has a duty-of-care towards all staff members. Due to the changing environment of security requirements we have created this policy and have created changes to our operational procedures. All staff will be trained using project griffin and other training directives.

This policy and the associated management system procedures are to be reviewed annually and revisions will be brought to the attention of all employees and is available to external parties if required. These will also be reviewed and updated as intelligence information or Government directives change.

The associated safety management system procedures will guide all employees in the management of terrorist related risks whilst employed with ATLAS UK Security and all employees are to be made aware of these requirements insofar as they may affect them.

ATLAS UK SECURITY COUNTER TERRORISM PROCEDURES

These Counter Terrorist Security Procedures have been produced to provide a confident reference to the procedures and responsibilities for all staff at Atlas UK Security Services in the event of a terrorist attack.

The biggest threat we currently face comes from international terrorist groups and individuals inspired by them. Terrorist organisations in Northern Ireland also continue to pose a serious threat. Espionage (including cyber-espionage) also remains a significant problem, with at least 20 foreign intelligence services active against UK interests.

Terrorist groups use violence and threats of violence to publicise their causes and to achieve their goals. They often aim to influence or exert pressure on governments and government policies but reject democratic processes, or even democracy itself

International terrorism from groups such as the Islamic State in Iraq and the Levant (ISIL) and Al Qaida present a threat from many others. They hold territory in places without functioning governments, making it easier for them to train recruits and plan complex, sophisticated attacks. Drawing on extreme interpretations of Islam to justify their actions, these groups often have the desire and capability to direct terrorist attacks against the West, and to inspire those already living there to carry out attacks of their own.

Northern Ireland-related terrorism continues to pose a serious threat to British interests. Although the Provisional Irish Republican Army (PIRA) has ceased its terrorist campaign and is now committed to the political process, some dissident republican groups continue to mount terrorist attacks, primarily against the security forces.

Domestic extremism mainly refers to individuals or groups that carry out criminal acts in pursuit of a larger agenda, such as "right-wing extremists". They may seek to change legislation or influence domestic policy and try to achieve this outside of the normal democratic process.

Security Officers should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the **Anti-Terrorist hotline: 0800 789 321**.

The current threat level for international terrorism in the UK is **SEVERE**.

Threat levels 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

Threat levels in themselves do not require specific responses from Security Officers. They are a tool for security practitioners working across different sectors of the Critical National Infrastructure (CNI) and the police to use in determining what protective security response may be required.

Vigilance is vital regardless of the current national threat level. It is especially important given the current national threat. Sharing national threat levels with the public keeps everyone informed.

To all Atlas UK Protective Security Officers

“STAY ALERT AND STAY SAFE”

ATLAS UK THREAT SPECIFIC PROCEDURES

STAY SAFE: **Terrorist Firearms and Weapons Attacks**

Firearms and Weapons attacks are rare in the UK. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack: -

RUN

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

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

ARMED POLICE RESPONSE

- Follow officer's instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

OFFICERS MAY

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

YOU MUST
Stay Safe

What are your immediate plans if there were an incident?

Stay Observant
Report It

0800 789 321

SUSPIOCIOUS ITEMS – A Guidance for staff or the public

Do not touch

- Try and identify an owner in the immediate area
- If you still think it's suspicious, don't feel embarrassed or think anybody 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

Suspicious Items – A Guidance for Protective Security Officers

When dealing with suspicious items apply the 4 C's protocol: -

CONFIRM whether the item exhibits recognisably suspicious characteristics

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

Is it **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, apply 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 site 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 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

Remember - If you think it's suspicious, SAY SOMETHING

Bomb Threat Guidance

The clear majority of bomb threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, terrorists may also make hoax bomb threat calls to intimidate the public, businesses and communities, to draw attention to their cause and to mislead police. While many bomb threats involve a person-to-person phone call, an increasing number are sent electronically using email or social media applications.

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999.

It is important that potential recipients - either victims or third-parties used to pass the message - have plans that include how the information is recorded, acted upon and passed to police. Atlas UK have produced a set format for all Officers to follow. (this guidance is included below)

The bomb threat message

Bomb threats containing accurate and precise information, and received well in advance of an actual attack, are rare occurrences. Precise motives for hoaxing are difficult to determine but may include revenge, extortion, a desire to impress, or a combination of these and other less understandable motives. The clear majority of cases are hoaxes and the intent is social engineering, to cause disruption, fear and/or inconvenience the victim.

Communication of the threat

A bomb threat can be communicated in several different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or, increasingly, sent by email or social media (e.g. Twitter or Instagram, etc.). A threat may be communicated via a third-party, i.e. a person or organisation unrelated to the intended victim and identified only to pass the message.

Immediate steps if you receive a bomb threat communication

Any Officer with a direct telephone line, mobile phone, computer or tablet etc., could conceivably receive a bomb threat. Officers should, therefore, understand the actions required of them as the potential first response to a threat message.

If you receive a telephone threat you should: -

- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded (see bomb threat checklist - attached)
- if practical, keep the caller talking and alert a colleague to dial 999
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- if the threat is a recorded message write down as much detail as possible
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice
- know who to contact in your organisation upon receipt of the threat, e.g. security/senior manager. They will need to assess the threat.

If the threat is delivered face-to-face: -

- try to remember as many distinguishing characteristics of the threat-maker as possible

If discovered in a written note, letter or as graffiti: -

- treat as police evidence and stop other people touching the item

If the threat is received via email or social media application: -

- do not reply to, forward or delete the message
- note the sender’s email address or username/user ID for social media applications

ATLAS UK BOMB THREAT INFORMATION TEMPLATE

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1. Remain calm and talk to the caller
2. Note the callers number if displayed on your phone
3. If the threat has been sent by email or social media, see appropriate section below
4. If you can, record the call
5. **Write down the exact wording of the threat:**

When, Where, What, How, Who, Why, Time

ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE

1. Where exactly is the bomb right now?	
2. When is, it going to explode?	
3. What does it look like?	
4. What does the bomb contain?	
5. How will it be detonated?	
6. Did you place the bomb? If not You, who did?	
7. What is your name?	
8. What is your address?	
9. What is your telephone number?	
10. Do you represent a group or are you acting alone?	
11. Why have you placed the bomb?	
Record time call completed:	

INFORM ATLAS SECURITY OFFICE/ OPERATIONS MANAGER

Name and telephone number of Person informed:	

DIAL 999 AND INFORM POLICE

Time Informed:	

This part should be completed once the caller has hung up and the Police, Atlas UK Office, Operations manager, Site manager have all been informed.

Date and Time of call:	
Duration of call:	
The telephone number that received the call:	

ABOUT THE CALLER	Male	Female	Nationality		Age
THREAT LANGUAGE	**Well Spoken**	**Irrational**	**Taped**	**Incoherent**	**Foul**
CALLERS VOICE	**Calm**	**Crying**	**Throaty**	**Angry**	**Nasal**

Slurred	Excited	Stutter	Disguised	Slow	Lisp	Accent
Rapid	**Deep**	**Familiar**	**Laughter**	**Hoarse**	**Other (Specify)**	

What Accent? *	
If the voice sounded familiar Who did it sound like? **	

Street Noises	House Noises	Animal Noises	Crockery	Motor	Clear
Voice	**Static**	**PA System**	**Booth**	**Music**	
Factory Machinery		**Office Machinery**		**Other (Specify)**	

AS MUCH DETAIL, AS POSSIBLE MUST BE RECORDED AS IT WILL HELP THE GOVERNMENT SECURITY SERVICES

Remarks:

Additional Notes:

Signature……Print Name……Date……..

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA

1. DO NOT reply to, forward or delete the message
2. If sent via email, note the address
3. If sent via social media, what application has been used and what is the username/ID
4. Dial 999 and follow police guidance
5. Preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Signature……Print Name……Date……

SAVE AND PRINT – OR HAND HARD COPY TO POLICE/ ATLAS OPERATIONS MANAGER

Retention Period: 7 Years

REMEMBER Dial 999 and follow police advice. Seek advice from the Atlas Operations manager as soon as possible.

Assessing the credibility of bomb threats

Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This is a tactic used to place additional pressure on decision makers. Police will assess the threat at the earliest opportunity. When specific intelligence is known to police, advice will be issued accordingly; however, in the absence of detailed information, it will be necessary to consider several factors: -

- is the threat part of a series? If so, what has happened elsewhere or previously?
- can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified?
- considering the hoaxer's desire to influence behaviour, is there any reason to believe their words?
- if the threat is imprecise, could an external evacuation inadvertently move people closer to the hazard?
- is a suspicious device visible?

Actions to consider

Responsibility for the initial decision making remains with the management of the location being threatened. Do not delay your decision-making process waiting for the arrival of police. Police will assess the credibility of the threat at the earliest opportunity. All bomb threats should be reported to the police and their subsequent advice followed accordingly. It is essential that appropriate plans exist, they should be event and location specific. Venue options to manage the risk include: -

External evacuation

Leaving the venue will be appropriate when directed by police and/or it is reasonable to assume the threat is credible, and when evacuation will move people towards a safer location.

It is important to appoint people, familiar with evacuation points and assembly (rendezvous) points, to act as marshals and assist with this procedure. At least two assembly points should be identified in opposing directions, and at least 500 metres from the suspicious item, incident or location. Where possible the assembly point should not be a car park. You may wish to seek specialist advice, which can help to identify suitable assembly points and alternative options as part of your planning. It is essential that evacuation plans exist; they should be event and location specific. Evacuation procedures should also put adequate steps in place to ensure no one else enters the area once an evacuation has been initiated.

The police will establish cordons depending upon the size of an identified suspect device. Always follow police directions and avoid assembly close to a police cordon.

Internal or Inwards Evacuation ('invacuation')

There are occasions when it is safer to remain inside. Staying in your site and moving people away from external windows/walls is relevant when it is known that a bomb is not within or immediately adjacent to your building.

If the suspect device is outside your site, people may be exposed to greater danger if the evacuation route inadvertently takes them past the device. A safer alternative may be the use of internal protected spaces. This type of inwards evacuation needs significant pre-planning and may benefit from expert advice to help identify an internal safe area within your building. These locations should be in your plans.

If the location of the device threatened is unknown, evacuation represents a credible and justifiable course of action.

Decision not to evacuate or inwardly evacuate

This will be reasonable and proportionate if, after an evaluation by the relevant manager(s), the threat is deemed implausible (e.g. a deliberate hoax). In such circumstances police, may provide additional advice and guidance relating to other risk management options. It may be considered desirable to ask staff familiar with the site to check their immediate surroundings to identify anything out of place, see search considerations below.

Checking your Site for Suspicious Items - Search Considerations

Regular searches of your establishment, proportionate to the risks faced, will enhance a good security culture and reduce the risk of a suspicious item being placed or remaining unnoticed for long periods. Additionally, if you receive a bomb threat and depending upon how credible it is, you may decide to conduct a 'search' for suspicious items. To that end: -

- ensure plans are in place to carry out an effective search in response to a bomb threat
- identify who at your site will coordinate and take responsibility for conducting searches
- initiate a search by messaging over a public-address system (coded messages avoid unnecessary disruption and alarm), by text message, personal radio or by telephone cascade
- divide your site into areas of a manageable size for 1 or 2 searchers. Ideally staff should follow a search plan and search in pairs to ensure nothing is missed
- ensure those conducting searches are familiar with their areas of responsibility. Those who regularly work in an area are best placed to spot unusual or suspicious items
- focus on areas that are open to the public; enclosed areas (e.g. cloakrooms, stairs, corridors, lifts etc.) evacuation routes and assembly points, car parks, other external areas such as goods or loading bays
- develop appropriate techniques for staff to be able to routinely search public areas without alarming any visitors or customers present
- under no circumstances should any suspicious item be touched or moved in any way. Immediately start evacuation and dial 999
- ensure all visitors know who to report a suspicious item to and have the confidence to report suspicious behaviour

Remember: it is vital that regular drills are carried out to ensure all are familiar with bomb threat procedures, routes and rendezvous points. Disabled staff should have personal evacuation plans and be individually briefed on their evacuation procedures. Similarly, all visitors should be briefed on evacuation procedures and quickly identified and assisted in the event of a threat.

Familiarising through testing and exercising will increase the likelihood of an effective response to an evacuation and aid the decision-making process when not to evacuate/invacuate.

Media and Communication

Avoid revealing details about specific incidents to the media or through social media without prior consultation with police. Do not provide details of the threat, the decision-making process relating to evacuation (internal or external) or why a decision not to evacuate was taken.

Releasing details of the circumstances may: -

- be an objective of the hoaxer and provide them with a perceived credibility
- cause unnecessary alarm to others
- be used by those planning to target other venues
- elicit copycat incidents
- adversely affect the subsequent police investigation

THIS SECTION IS INFORMATION ONLY AND CAN BE USED TO ADVISE OUR CLIENTS AS A PROTECTIVE SECURITY OFFICER, YOU MUST BECOME FULLY CONVERSANT WITH THIS INFORMATION AS PEOPLE WILL LOOK TO YOU FOR LEADERSHIP IF AN INCIDENT OCCURS

Vehicle-Borne Improvised Explosive Devices (VBIED)

VBIEDs can be highly destructive. Not only can the bomb blast be lethal, but flying debris, such as glass, can present a hazard.

VBIEDs can carry a large quantity of explosives to a target and cause a great deal of damage. The device can be delivered at a time of the terrorist's choosing, with reasonable precision (depending on defences). It can be detonated from a safe distance using a timer or remote control, or can be detonated on the spot by a suicide bomber.

The UK has a history of VBIED-based terrorist attacks which used fertiliser-based explosives dating back to the early 1970s. In 1998 in Omagh a device containing agricultural fertiliser (ammonium nitrates) was detonated, killing 29 people and injuring hundreds. In 1996 in Manchester, a device made from a mixture containing agricultural fertiliser devastated the city.

Planning

Vehicle access controls

Use robust physical barriers to keep all but authorised vehicles at a safe distance. You should ensure you have effective controls, particularly at goods entrances and service yards:

- do not allow unchecked vehicles to park in underground car parks or service areas directly below public areas or where there is a risk of structural collapse
- demand that details be provided in advance for any contract vehicles and the identity of the driver and passengers coming to your goods or service areas.
- deny access to any vehicle that arrives without prior notice.

Ask your local CTSA for advice on further measures, such as electronic surveillance (for example, automatic number plate recognition software) or options for protection from flying glass.

Physical security

Do what you can to make your premises blast resistant - paying attention to windows. You could have the structure checked by a qualified security or structural engineer.

You will need to balance the installation of physical barriers (for example, bollards) against safety requirements. Check your fire safety risk assessment and the planning regulations.

Personnel security

Organise and rehearse bomb threat and evacuation drills. In a VBIED incident, windowless corridors or basements may be safer than outside assembly points.

Train and rehearse staff in identifying suspect vehicles, and in receiving and acting upon bomb threats. Key information and telephone numbers should be prominently displayed and readily available.

Suicide Attacks

Suicide bombing is a very effective method of delivering an explosive device to a specific location. Suicide bombers may use a vehicle as a bomb or may carry or conceal explosives on themselves. The most likely targets are symbolic locations, key installations, VIPs or crowded places.

Explosions using homemade explosive devices have caused fatalities, injuries, and damage on a massive scale. The suicide bombers in the 2005 London attacks used precursor chemicals (peroxide-based explosives) and killed 52 people and injured hundreds, many severely.

Planning

When planning protective measures for your site, you should consider: -

- placing your vehicle access control point at a distance from the site
- briefing staff to look out for anyone behaving suspiciously or for suspicious-looking vehicles
- ensuring that all visitors have their identities checked
- installing a CCTV system

Chemical, Biological and Radioactive Threats

There have only been a few examples of terrorists using CBR materials. The most notable were the 1995 sarin gas attack on the Tokyo subway and the 2001 anthrax letters in the United States. In 1996 in the US, an al-Qaida operative was sentenced for conspiracy to murder for his part in planning attacks using 'dirty bombs', which contained radioactive material.

The impact of a CBR attack would depend heavily on the success of the chosen method and the weather conditions at the time of the attack. The first indicators of a CBR attack may be the sudden appearance of powders, liquids or strange smells within the building, with or without an immediate effect on people.

Remember to apply personnel security standards to contractors, especially those with frequent access to your site.

Insider threat

Occasionally threats to companies and organisations come from within. Whether it is from a disaffected member of staff or an employee that has misrepresented themselves, there is more opportunity to disrupt or cause damage (whether physical or reputational) from the inside.

The risks posed by the insider threat can be lessened by carrying out thorough pre-employment checks and by having a strong security culture.

Cyber threat

In the 21st century, one of the greatest threats to a company or organisation is from cyber-attacks. The effects can often be devastating: the loss of crucial data, or a reduction in operating efficiency, or even closure.

senior management must assess the risk appetite of the company or organisation. But it is vital that everyone in your workplace understands the risks posed by cyber-attacks.

A cyber attacker may not reveal themselves or even the nature of the attack. An attack may have no obvious adverse effects, but will extract information or data from your networks.

TRESSPASS

It is important as Protective Security Officers that you totally understand the law regarding TRESSPASS and REASONABLE FORCE. This law can be exercised on all our client's sites should the situation arise. This law has been exercised recently at our ABP site whilst dealing with animal rights activists. The following is the law spelled out for you and is definitive, you must learn this and understand that your actions may be used against you if you fail to understand this law and the use of force.

Trespass – is a civil offence committed when somebody enters a property where he/she has no right to be and refuses to leave when requested to do so by the owner, or his/her representative. In law, if a trespasser refuses to leave the property when asked, the owner/representative is entitled to use 'reasonable force' to evict him/her.

Reasonable Force – no attempt should be made to remove a trespasser unless he/she has first been asked to leave and has been given the opportunity to do so. If he/she then refuses to leave voluntarily, 'reasonable force' may be used. What would count as 'reasonable force' is dependent upon the circumstances and unique to the situation but essentially requires deploying the absolute minimum force necessary. Any violence over and above what is absolutely necessary could leave you the individual liable to prosecution.

That is the 'LAW' all officer's must understand these laws but must not be apprehensive of exercising these laws. If you can justify your actions in a court of law you will be fine. And there is one tool that can aid us in this, the Body Cam must be turned on before any action is carried out. (see the Body Cam Rules Below)

Before you put hands on any person you must repeat **Three Times "can you move/leave please", "can you move/leave please" "can you move/leave please".** You may now use the minimum force required to move or eject that person.

Reporting Procedures

Reporting suspicious activity is the responsibility of all Security Personnel throughout the country and we at Atlas Security are no exception. As we are mostly active during the quiet hours when most criminal activity takes place we can use our observation skills to see and report on any suspicious activity. It does not matter if it turns out to be nothing, do not be hesitant in reporting anything unusual.

Suspicious Vehicles

Vehicles that appear to out of the ordinary i.e. hanging around a certain site, driving or parked on trading estates very late at night or early hours of the morning. They may not be doing anything, but take down the registration number and leave a patrolman report in the office. It is better to have some details in-case an issue comes to light some days later.

Vehicle description can also be useful to the police in pursuit of criminals.

- **S** – Style – hatchback, 4 doors, 2 doors, van etc.
- **C** – Colour
- **R** – Registration
- **I** – Identifiable features
- **M** – Make and model

Suspicious Persons

Excellent reporting is a real deterrent to many offenders. Many professional criminals will perform hostile reconnaissance of a site or premises prior to committing an offence. The offenders will be seeking to identify: the location of the items they wish to steal, the security measures in place, awareness and professionalism of staff may affect their decision to target a premise.

This is a time for us to identify suspicious activity and suspects and report it to the police.

You should as officers carry some form of notebook that it admissible in a court of law. And in this notebook, you should be able to describe another person in detail. This should be practiced during you shifts. No entry is to be considered silly and will be taken seriously. If your instincts tell you something is not right, then it probably is not. Mentally start to record the image and report it as soon as possible.

A simple description of a person is as follows: (A to H)

- **A** – Age – try and guess the person's age (this is not easy so go for between to ages i.e. 25 to 30 etc.
- **B** – Build – describe the persons build and height – slim, broad, short, tall etc.
- **C** – Colour – white, black, Asian etc.
- **C** – Clothing – what cloths were they wearing.
- **C** – Complexion – pale, red faced etc.
- **D** - Distinguishing features – something that stuck in your mind about the person.
- **E** - Eyes – focus on the eyes for a second even if they are wearing a balaclava.
- **F** – Face – facial hair etc.
- **G** – Gender. Male or Female.
- **H** – Hair – colour, style.

TERRORISTS

Terrorists have a lot of work to do before they attack. They need to plan and prepare; buy and store materials; and fund their activities.

Terrorists live within our communities and blend in. However, behind closed doors they may be storing bomb making materials or meeting others to plan attacks. Are you suspicious of a property where there is unusual activity or strange comings and goings that don't fit day-to-day life?

Terrorists use surveillance to help plan attacks. Have you seen anyone taking pictures or filming CCTV cameras or making notes about other security arrangements? Has it made you suspicious? If you have seen this or know someone who takes an unusual interest in security measures, we need to know.

Terrorists need communication. They communicate with others to plan meetings or buy materials and chemicals. To avoid possible detection, they use multiple anonymous pay-as-you go mobile phones and swap SIM cards and handsets. If you are suspicious about someone who uses phones in this way, we need to know.

Further examples of suspicious activity can include:

- **Van** - Terrorists need transport. If you work in commercial vehicle hire or sales, has a sale or rental made you suspicious?
- **Passport** - Terrorists use multiple identities. Do you know someone with documents in different names for no obvious reason?
- **Mobile phone** - Terrorists need communication. Anonymous, pay-as-you-go and stolen mobiles are typical. Have you seen someone with large quantities of mobile phones? Has it made you suspicious?
- **Camera** - Terrorists need information. Observation and surveillance help terrorists plan attacks. Have you seen anyone taking pictures of security arrangements?
- **Chemicals** - Do you know someone buying large or unusual quantities of chemicals for no obvious reason?
- **Mask and goggles** - Terrorists use protective equipment. Handling chemicals is dangerous. Maybe you've seen goggles or masks dumped somewhere.
- **Credit card** - Terrorists need funding. Cheque and credit card fraud are ways terrorists generate cash. Have you seen any suspicious transactions?
- **Computer** - Terrorists use computers. Do you know someone who visits terrorist-related websites?

- **Suitcase** - Terrorists need to travel. Meetings training and planning can take place anywhere. Do you know someone who travels but is vague about where they are going?
- **Padlock** - Terrorists need storage. Lock-ups, garages and sheds can all be used by terrorists to store equipment. Are you suspicious of anyone renting a commercial property?

The security services need security personnel and members of the public to trust their instincts and pass on information which could help stop terrorists in their tracks. Trust your instincts and call the

Anti-Terrorist Hotline on 0800 789 321

Crime Scene Preservation

Every incident, be it a crime, accident, natural disaster, armed conflict, or other, leaves traces at the scene. The goal of the subsequent investigation is to correctly interpret the facts, reconstruct the events and understand what happened. For the sake of simplicity, the term “Crime Scene” is used to describe any scene of incident that contains records of past incidents.

Upon discovering a crime scene there are certain things that you can do to help preserve the site ready for the arrival of the Police. Preserving a crime scene will help to maximise the chances of Police finding evidence which is undisturbed. This in turn will ensure that the Police have the greatest chance possible of catching those responsible. The key factor in all circumstances, whether it be theft from a car or a burglary, is to remain calm, contact the Police first. Make sure that you are given a crime reference number and record this.

General guidance:

- Consider your own safety first, intruders might still be on site.
- Although you may be tempted to kick debris from a broken window etc. around, don’t touch or move anything.
- Try to avoid walking in the immediate area, this will prevent damage to forensic evidence which may prove vital later.
- Do not touch any doors, door handles or any part of a window.
- If you are inside the building and discover a crime scene, touch nothing, just exit the building the same way as you came in and call the Police.
- When you have exited the property, and secured it. Remain on site until the Police arrive. Don’t allow anyone to enter the site or external area which is affected. Brief the Police when they arrive.

Hard standing floors

Footwear marks can be compared against shoes belonging to a suspect and a unique wear pattern can link a suspect to the crime scene. Therefore, footwear marks can be key evidence.

- Footwear marks can be recovered from hard standing floors, such as tiles or laminate flooring. Whilst they are not always visible to the eye, they can be enhanced by the use of modern forensic methods.
- Avoid walking across hard standing floors where ever possible.

The best method to preserve a crime scene is simply to exit the area as soon as you find it and don’t let anyone except the Police enter the area.

Vehicle Crime

- If you find a vehicle which has been broken into, try to avoid touching any part of the vehicle.
- Do not kick or clear away broken glass, this also applies to building windows.
- If there are items on the floor near the car, do not touch them or move them, leave them where they are.

As with building burglary, the best policy is to call the Police and simply secure the scene until they arrive.

In brief, as soon as you discover a crime scene, stop and simply back up. If the scene is outside, you will need to keep all persons away from the area until the Police arrive. Brief the Police before letting them enter the area. When you have stood back to assess the area try to ascertain the direction that the burglar may have approached by. This can be seen by flattened grass on the surrounding area, damage to perimeter fencing etc. make this assessment visually do not walk over the area. If in doubt, return along the same route by which you entered the site, to your vehicle/office and call the Police.

There is one main rule to remember, look after your own safety first, the intruder might still be on site.

The Use of Body Cameras at Atlas UK Client's Sites

A Body camera also known as Bodycam is a hands-free video and audio recording device. That is worn about the person to record from the person's point of view, it purpose is used to gather evidence and can be used in a criminal court on evidence obtained through criminal acts, that have been committed by an aggressor/ Suspect.

The Bodycam can also be used in civil courts on acts of false accusations, so there for the body camera is not only a piece of electrical genius, but also a lifeline for the person wearing it.

Statistics have shown that possible acts of criminal activity through violence towards another person have been greatly reduced just using body cameras alone. As the aggressor intent on causing injury doesn't want to be identified and arrested.

This also comes under any public disorder once the person has identified that they are being recorded, they would rather leave the scene than be arrested and brought before a court to account for their actions.

How it will be used by Atlas UK Security Officers

Any officer working at any Site will be in full Atlas UK Uniform, wearing a body camera through the course of their duty. The following below is steps on how the officer will carry out his/her duty:

- The Body camera will be stored in a locked safe inside the Security/ guard hut and only the Officer on duty will have access via a combination Code so only authorised personal only.
- Once the officer has collected the camera from the safe he will notify Control who will log the information down that the camera is on site and about to be used for duty.
- The camera will be on their persons always but only to be switched on and be recording if a possible criminal act is likely to take place including violence or civil matters that might account for the officer to justify his/her actions (It's too big a scope on what the officer might come across but by having the body camera on record and the evidence being gathered it's like another witness being present except this witness can't change their story).

Before the Officer Presses Record he/she must give the following caution or words to this effect **"YOU ARE NOW BEING RECORDED AND WHAT YOU SAY OR DO CAN BE USED AS EVIDENCE IN COURT"** this alone can deter any possible situation that might arise.

Once the Officer has finished his duty and no footage has been recorded, they will return the Body camera to the safe and notify control that the body camera has been signed back in and no footage recorded.

If an incident has been recorded then the officer will inform Control who will notify Atlas Management during Office Hours (unless the evidence needs to be seized and can't wait till morning, for PACE Police and Criminal Evidence Act).

The Cameras have a system in place that any footage stored on the camera can only be deleted once connected to a Computer so therefore the Officer cannot have deleted footage stored. Below are the steps on what will happen:

1. Atlas Management will attend site and collect the Body Camera.
2. The Body camera will be brought to the office where the Data Controller will be notified that footage has been stored on the camera and needs to be down loaded as evidence.
3. Once the green light has been given by the Data Controller, then the footage will be downloaded and stored on a secure server, and stored and marked up as exhibit and stored for two months. Unless it now becomes a criminal investigation and under PACE the police need the evidence to conduct a full case file.
4. The Body Camera will be emptied and returned to site.

All Officers have signed a Confidentiality Agreement, this covers the umbrella of Data Protection Act and any officer who is found to misuse the Body camera for their own enjoyment/gain will be prosecuted and dismissed from the services of Atlas UK Security.

Summary

It is the intention of Atlas UK Security Services to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, the company acknowledges that despite these measures it cannot be assumed that a Terrorist Attack/Major Incident will never occur. Although such an incident is highly unlikely if all risks are adequately controlled, the consequences could be catastrophic and so the company have planned certain emergency procedures to ensure injury and damage limitation in the event of such an incident. Atlas UK will also endeavour to give information and training as often as necessary to all staff to enable a better understanding of these matters.

Any concerns employees may have regarding the company's procedures should be reported to a senior manager. The company will then take the necessary measures to investigate and remedy the situation if required.