



WITHDRAWN 2017

Counter Terrorism Protective Security Advice

for Hotels and Restaurants



ASSOCIATION OF
CHIEF POLICE OFFICERS



produced by

NaCTSO

National Counter Terrorism Security Office

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■ foreword



NaCTSO

National Counter Terrorism Security Office

The National Counter Terrorism Security Office (NaCTSO), on behalf of the Association of Chief Police Officers, Terrorism and Allied Matters (ACPO TAM), works in partnership with MI5 - The Security Service to reduce the impact of terrorism in the United Kingdom by:

- Protecting the UK's most vulnerable and valuable sites and assets.
- Enhancing the UK's resilience to terrorist attack.
- Delivering protective security advice across the crowded places sector.

NaCTSO aims to:

- Raise awareness of the terrorist threat and the measures that can be taken to reduce risks and mitigate the effects of an attack.
- Co-ordinate national service delivery of protective security advice through the CTSA network and monitor its effectiveness.
- Build and extend partnerships with communities, police and government stakeholders.
- Contribute to the development of CT policy and advice.

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■ one introduction

This guide provides protective security advice to those who own, operate, manage or work in hotels and restaurants. It aids those who are seeking to reduce the risk of a terrorist attack and limit the damage an attack might cause. It highlights the vital part you can play in the UK counter terrorism strategy.

Terrorist attacks in the UK are a real and serious danger. The terrorist incidents in the Haymarket, London on Friday 29th June 2007 and at Glasgow Airport on Saturday 30th June 2007 indicate that terrorists continue to target crowded places; as they are usually locations with limited protective security measures and therefore afford the potential for mass fatalities and casualties. Furthermore, these incidents identify that terrorists are prepared to use vehicles as a method of delivery and will attack sites outside London.

Hotels and restaurants worldwide have been subject to terrorist attacks on several occasions. It is possible that your hotel or restaurant could be involved in a terrorist incident. This might include having to deal with a bomb threat or with suspect items left on your premises or sent through the post.

In the worst case scenario your staff and customers could be killed or injured, and your premises destroyed or damaged in a 'no warning' multiple and co-ordinated terrorist attack.

It is recognised that there is a need to maintain a friendly and welcoming atmosphere within the hotel and restaurant environments and this guide is not intended to create a 'fortress mentality'. There is however a balance to be achieved where those responsible for security are informed that there are robust protective security measures available to mitigate against the threat of terrorism, e.g. protection from flying glass and vehicle access controls into crowded areas, goods and service yards and underground car parks.

Terrorism can come in many forms, not just a physical attack on life and limb. It can include interference with vital information or communication systems, causing disruption and economic damage. Some attacks are easier to carry out if the terrorist is assisted by an 'insider' or by someone with specialist knowledge or access. Terrorism also includes threats or hoaxes designed to frighten and intimidate. These have in the past been targeted at various premises in the UK.

Law, Liability and Insurance.

There are legal and commercial reasons why your premises should plan to deter such acts, or at least to minimise their impact. They are:

Criminal prosecution and heavy penalties under health and safety laws for companies and individuals who own or run hotels and restaurants are a real possibility in the wake of a terrorist incident, especially if it emerges that core industry standards and statutory duties have not been met. Particularly relevant to protective security in hotels and restaurants are the specific requirements of the Health and Safety at Work Act 1974 and Regulations made under it to do all of the following:

- Carry out adequate **risk assessments** and put suitable measures in place to manage the identified risks, even where they are not of your making and are outside your direct control, then be alert to the need to conduct prompt and regular reviews of those assessments and measures in light of new threats and developments.

- **Co-operate and co-ordinate** safety arrangements between owners, managers, security staff, tenants and others involved on site, including the sharing of incident plans and working together in testing, auditing and improving planning and response. **The commercial tensions which naturally arise between landlords and tenants, and between neighbouring organisations who may well be in direct competition with each other, must be left aside entirely when planning protective security.**
- **Ensure adequate training, information and equipment** are provided to all staff, and especially to those involved directly on the safety and security side.
- Put proper procedures and competent staff in place to deal with **imminent and serious danger** and evacuation.

Insurance against damage to your own commercial buildings from terrorist acts is generally available but typically at an additional premium. Adequate cover for loss of revenue and business interruption during a rebuild or decontamination is expensive even where available from the limited pool of specialist underwriters. Full protection against compensation claims for death and injury to staff and members of the public caused by terrorism is achievable, albeit at a cost.

With individual awards for death and serious injury commonly exceeding the publicly – funded criminal injuries compensation scheme upper limit, there is every incentive for victims to seek to make up any shortfall through direct legal action against owners, operators, managers and tenants under occupiers liability laws. Having to pay large and numerous compensation claims out of your insured pocket could set your business back several years.

Business continuity planning is essential in ensuring that your premises can cope with an incident or attack and return to **'business as usual'** as soon as possible. An attack on a crucial contractor or supplier could have a major impact on business continuity. This is particularly important for small operations that may not have the resources to withstand even a few days of financial loss.

Reputation and goodwill are valuable, but prone to serious and permanent damage if it turns out that you give a less than robust, responsible and professional priority to best protecting people against attack. Being security minded and better prepared reassures your customers and staff that you are taking security issues seriously.

Do you know who your neighbours are and the nature of their business? Could an incident at their premises affect your operation? There is limited value in safeguarding your own business premises in isolation. Take into account your neighbours' plans and those of the emergency services.

A number of organisations have adopted good practice to enhance the protective security measures in and around their premises. This document identifies and complements such good practice measures.

This guide recognises that hotels and restaurants differ in many ways including size, location, layout and operation and that some of the advice included in this document may have already been introduced at some locations.

For specific advice relating to your operation, contact the nationwide network of specialist police advisers known as Counter Terrorism Security Advisors (CTSAs) through your local police force. They are co-ordinated by the National Counter Terrorism Security Office (NaCTSO).

It is essential that all the work you undertake on protective security is conducted in partnership with the police, other authorities as appropriate, and your neighbours if your premises are to be secure.

It is worth remembering that measures you may consider for countering terrorism will also work against other threats, such as theft and burglary. Any extra measures that are considered should integrate wherever possible with existing security.

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■ two managing the risks

Managing the risk of terrorism is only one part of a hotel or restaurant manager's responsibility when preparing contingency plans in response to any incident in or near their premises which might prejudice public safety or disrupt normal operations.

Management already has a responsibility under Health and Safety Legislation and the Regulatory Reform (Fire Safety) Order 2005 or in Scotland the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006.

With regard to protective security, the best way to manage the hazards and risks to your premises is to start by understanding and identifying the threats to it, and its vulnerability to those threats.

This will help you to decide:

- What security improvements you need to make.
- What type of security and contingency plans you need to develop.

For some hotels and restaurants, simple good practice – constant vigilance and well exercised contingency arrangements – may be all that is needed.

If, however, you assess that you are vulnerable to attack, you should apply appropriate protective security measures to reduce the risk to as low as reasonably practicable.

The following diagram illustrates a typical risk management cycle:



Step One: Identify the threats.

Understanding the terrorist's intentions and capabilities - what they might do and how they might do it - is crucial to assessing threat. Ask yourself the following questions:

- What can we learn from the government and media about the current security climate, or about recent terrorist activities? Visit www.cpni.gov.uk
- Is there anything about the location of your premises, its customers, occupiers and staff, or your activities that would particularly attract a terrorist attack?
- Is there an association with high profile individuals or organisations which might be terrorist targets?
- Do you have procedures in place and available for deployment or occupation when VIPs attend your premises?
- Could collateral damage occur from an attack on, or another incident to a high risk neighbour?
- What can your local Police Service tell you about crime or other problems in your area?
- Is there any aspect of your business or activities that terrorists might wish to exploit to aid their work, e.g. plans, technical expertise or unauthorised access?
- Do you communicate information about the threat and response levels to your staff?

Step Two: Decide what you need to protect and identify the vulnerabilities.

Your priorities for protection will fall under the following categories:

- People (staff, visitors, concessionaires, contractors).
- Physical assets (buildings, contents, equipment, plans and sensitive materials).
- Information (electronic and paper data).
- Processes (supply chains, critical procedures) – the actual operational process and essential services required to support it.

You know what is important to you and your business. You should already have plans in place for dealing with fire and crime, procedures for assessing the integrity of those you employ, protection from IT viruses and hackers, and measures to secure parts of the premises.

Review your plans on a regular basis and if you think you are at greater risk of attack – perhaps because of the nature of your business or location of your premises then consider how others could find out about your vulnerabilities, this includes:

- Information about you that is publicly available, e.g. on the internet or in public documents.
- Anything that identifies installations or services vital to the continuation of your business.
- Any prestige targets that may be attractive to terrorists, regardless of whether their loss would result in business collapse.

You should have measures in place to limit access into service or back of house corridors and vehicle access control measures into goods and service yards.

As with Step One, consider whether there is an aspect of your business or activities that terrorists might want to exploit to aid or finance their work. If there are, how stringent are your checks on the people you recruit or on your contract personnel? Are your staff security conscious?

It is important that your staff can identify and know how to report suspicious activity. (See hostile reconnaissance on page 51).

Step Three: Identify measures to reduce risk

An integrated approach to security is essential. This involves thinking about physical security, information security and personnel security (i.e. good recruitment and employment practices). There is little point investing in costly security measures if they can be easily undermined by a disaffected member of staff or by a lax recruitment process.

Remember, **TERRORISM IS A CRIME**. Many of the security precautions typically used to deter criminals are also effective against terrorists. So before you invest in additional security measures, review what you already have in place. You may already have a good security regime on which you can build.

If you need additional security measures, then make them as effective by careful planning wherever possible. Introduce new equipment or procedures in conjunction with building work. Try to agree communal security arrangements. Even if your neighbours are not concerned about terrorist attacks, they will be concerned about general crime – and your security measures will help protect against crime as well as terrorism.

Staff may be unaware of existing security measures or may have developed habits to circumvent them, e.g. short cuts through fire exits. Simply reinstating good basic security practices and regularly reviewing them will bring benefits at negligible cost.

Step Four: Review your security measures and rehearse and review security and contingency plans.

You should regularly review and exercise your plans to ensure that they remain accurate, workable and up to date. You should be aware of the need to modify them to take into account any changes in your hotel or restaurant (e.g. new building work, changes to personnel, information and communication systems and revised health and safety issues).

Rehearsals and exercises should wherever possible, be conducted in conjunction with all other emergency services and local authorities.

Make sure that your staff understand and accept the need for security measures and that security is seen as part of everyone's responsibility, not merely something for security experts or professionals. Make it easy for people to raise concerns or report observations.

IT SHOULD BE REMEMBERED THAT THE GREATEST VULNERABILITY TO ANY ORGANISATION IS COMPLACENCY.



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■ three security planning

It is recognised that for many hotels and restaurants responsibility for the implementation of protective security measures following a vulnerability and risk assessment will fall on a dedicated security manager or other responsible person within the organisation team; who must have sufficient authority to direct the action taken in response to a security threat.

He or she must be involved in the planning of the premises exterior security, access control, contingency plans etc, so that the terrorist dimension is taken into account. The security manager must also be consulted over any new building or renovation work, so that counter terrorism measures, e.g. concerning glazing and physical barriers can be factored in, taking into account any planning and safety regulations as well as the Fire Safety Order 2005 and in Scotland the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006.

The security manager at most hotels and restaurants should already have responsibility for most if not all of the following key areas:

- The production of the security plan based on the risk assessment.
- The formulation and maintenance of a search plan.
- The formulation and maintenance of other contingency plans dealing with bomb threats, suspect packages and evacuation.
- Liaising with the police, other emergency services and local authorities.
- Arranging staff training, including his/her duties and conducting briefings/debriefings.
- Conducting regular reviews of the plans.

Many hotels have site specific crisis management plans. These documents contain the policies and procedures to be implemented in response to various incidents including fire, evacuation, bomb threat, explosion, structural collapse, serious crime and serious incident.

For independent and impartial counter terrorism advice and guidance that is site specific, the security manager should establish contact with the local police Counter Terrorism Security Advisor (CTSA). Most UK Police Forces have at least two CTSA's.

Your CTSA can:

- Help you assess the threat, both generally and specifically.
- Give advice on physical security equipment and its particular application to the methods of security terrorism, the CTSA will be able to comment on its effectiveness as a deterrent, a protection and as an aid to post-incident investigation.
- Facilitate contact with emergency services and local authority planners to develop appropriate response and contingency plans.
- Identify appropriate trade bodies for the supply and installation of security equipment.
- Offer advice on search plans.

Creating your Security Plan

The security manager should aim to produce a plan that has been fully tested, and which is regularly audited to ensure that it is still current and workable.

Before you invest in additional security measures, review what is already in place, including known weaknesses such as blind spots in your CCTV system.

When creating your security plan, consider the following:

- Details of all the protective security measures to be implemented, covering physical, information and personnel security.
- Instructions on how to respond to different types of threat (e.g. telephone bomb threat).
- Instructions on how to respond to the discovery of a suspicious item (e.g. unexploded bomb).
- Having a search plan.
- Evacuation plans and details on securing the hotel or restaurant in the event of a full evacuation.
- Your business continuity plan.
- A communications and media strategy which includes handling enquiries from concerned family and friends.

Security managers should also be familiar with the advice contained in the 'Fire Safety Risk Assessment – sleeping accommodation guidance' document.

Your planning should incorporate the seven key instructions applicable to most incidents:

- 1. Do not touch suspicious items.**
- 2. Move everyone away to a safe distance.**
- 3. Prevent others from approaching.**
- 4. Communicate clearly to staff, business visitors and the public.**
- 5. Do not hold radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover.**
- 6. Notify the police.**
- 7. Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.**

Effective security plans are simple, clear and flexible, but must be compatible with existing plans, e.g. evacuation plans and fire safety strategies. Everyone must be clear about what they need to do in a particular incident. Once made, your plans must be followed.

■ four physical security

Physical security is important in protecting against a range of threats and addressing vulnerability.

Put in place security measures to remove or reduce your vulnerabilities to as low as reasonably practicable bearing in mind the need to consider safety as a priority at all times. Security measures must not compromise safety.

Your risk assessment will determine which measures you should adopt, but they range from basic good housekeeping (keeping communal areas clean and tidy) through CCTV, intrusion alarms, computer security and lighting, to specialist solutions such as mail scanning equipment.

Specialist solutions, in particular, should be based on a thorough assessment – not least because you might otherwise invest in equipment which is ineffective, unnecessary and expensive.

Successful security measures require:

- The support of senior management.
- Staff awareness of the measures and their responsibility to make them work.
- A senior, identified person within your organisation having responsibility for security.

Action you should consider

Contact your Counter Terrorism Security Adviser (CTSA) through your local police force at the start of the process. As well as advising you on technical security, they can direct you to professional bodies that regulate and oversee reputable suppliers.

Remember, you will need to ensure that all necessary regulations are met, such as local planning permission, building consents, health and safety and fire prevention requirements.

Plan carefully – as this can help keep costs down. Whilst it is important not to delay the introduction of necessary equipment or procedures, costs may be reduced if new changes coincide with new building or refurbishment work.

Security awareness

The vigilance of your staff (including security, front of house, back of house, cleaning, maintenance and contract staff) is essential to your protective measures. They will know their own work areas or offices very well and should be encouraged to be alert to unusual behaviour or items out of place.

They must have the confidence to report any suspicions, knowing that reports – including false alarms – will be taken seriously and regarded as a contribution to the safe running of the hotel or restaurant.

Training is therefore particularly important. Staff should be briefed to look out for packages, bags or other items in odd places, carefully placed (rather than dropped) items in rubbish bins and unusual interest shown by strangers in less accessible places. See hostile reconnaissance on page 51.

Access control

Keep access points to a minimum and make sure the boundary between public and private areas of your operation is secure and clearly signed. Invest in good quality access control systems operated by magnetic swipe or contact proximity cards supported by PIN verification. See Access Control Guidance on page 21.

Security passes

If a staff pass system is in place, insist that staff wear their passes at all times and that their issuing is strictly controlled and regularly reviewed. Visitors to private areas should be escorted and should wear clearly marked temporary passes, which must be returned on leaving. Anyone not displaying security passes in private areas should either be challenged or reported immediately to security or management. Consider introducing a pass system if you do not have one already.

Screening and Patrolling

The screening of hand baggage is a significant deterrent that may be a suitable protective security consideration for your hotel or restaurant at certain times or leading to specific events.

Routine searching and patrolling of premises represents another level of vigilance; covering both internal and external areas. Keep patrol regular, though not too predictable (i.e. every hour on the hour). See Search Planning on page 22.

Traffic and parking controls

If you believe you might be at risk from a vehicle bomb, the basic principle is to keep all vehicles at a safe distance. Those requiring essential access should be identified in advance and checked before being allowed through. If possible, you should ensure that you have proper access control, careful landscaping, traffic-calming measures, and robust well-lit barriers or bollards. Ideally, keep non-essential vehicles at least 30 metres from your building.

For site specific advice and guidance you should contact your local police CTSA. See also Vehicle Borne Improvised Explosive Devices on page 43.

Doors and windows

Good quality doors and windows are essential to ensure building security. External doors should be strong, well-lit and fitted with good quality locks. Doors that are not often used should be internally secured ensuring compliance with relevant fire safety regulations and their security monitored with an alarm system. **This is particularly important to those hotels or restaurants that have an external search / screening operation in order to prevent unauthorised entry and bypassing any search regime.**

- As a minimum accessible windows should be secured with good quality key operated locks. The police may provide further advice on improving the security of glazed doors and accessible windows.
- Many casualties in urban terrorist attacks are caused by flying glass, especially in modern buildings and glazing protection is an important casualty reduction measure.
- Extensive research has been carried out on the effects of blast on glass. There are technologies that minimise shattering and casualties, as well as the costs of re-occupation.

- Anti-shatter film, which holds fragmented pieces of glass together, offers a relatively cheap and rapid improvement to existing glazing. If you are installing new windows, consider laminated glass, but before undertaking any improvements seek specialist advice through your police CTSA or visit www.cpni.gov.uk for further details.

Integrated security systems

Intruder alarms, CCTV and lighting are commonly used to deter crime, detect offenders and delay their actions. All these systems must be integrated so that they work together in an effective and co-ordinated manner.

Intrusion detection technology can play an important role in an integrated security system, as much a deterrent as a means of protection. If police response to any alarm is required, your system must be compliant with the Association of Chief Police Officers' (ACPO) security systems policy. See www.securedbydesign and www.acpo.police.uk For further information, contact the Alarms Administration Office at your local police headquarters.

Using CCTV can help clarify whether a security alert is real and is often vital in post-incident investigations, but only if the images are good enough to identify what happened and be used in court.

External lighting provides an obvious means of deterrence as well as detection, but take into account the impact of additional lighting on your neighbours. If it is carefully designed and used, external lighting will help security staff and improve the capabilities of CCTV systems.

Remember that CCTV is only effective if it is properly monitored and maintained.

See CCTV guidance on page 23.

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■ five good housekeeping



Good housekeeping improves the ambience of your hotel or restaurant and reduces the opportunity for placing suspicious items or bags and helps to deal with false alarms and hoaxes.

You can reduce the number of places where devices may be left by considering the following points:

- Avoid the use of litter bins around the hotel or restaurant if possible, (but if you do this ensure that there is additional and prompt cleaning).

- Alternatively review the management of your litter bins and consider the size of their openings, their blast mitigation capabilities and location, i.e. do not place litter bins next to or near glazing or support structures.
- The use of clear bags for waste disposal is a further advantage as it provides an easier opportunity for staff to conduct an initial examination for suspicious items.
- Review the use and security of compactors, wheelie bins and metal bins to store rubbish within service areas, goods entrances and near areas where crowds congregate.
- Keep public and communal areas – lifts, entrances, reception areas, stairs, halls, lavatories, washrooms – clean and tidy, as well as service corridors and yards.
- Keep the furniture in such areas to a minimum – ensuring that there is little opportunity to hide devices, including under chairs and sofas.
- Lock unoccupied offices, rooms and store cupboards.
- Ensure that everything has a place and that things are returned to that place.
- Place tamper proof plastic seals on maintenance hatches.
- Keep external areas as clean and tidy as possible.
- All hotels and restaurants should have in place an agreed procedure for the management of contractors, their vehicles and waste collection services. The vehicle registration mark (VRM) of each vehicle and its occupants should be known to security or management in advance.
- Pruning all vegetation and trees, especially near entrances, will assist in surveillance and prevent concealment of any packages.

Additionally consider the following points:

Ensure that all staff are trained in bomb threat handling procedures or at least have ready access to instructions – and know where these are kept. (See bomb threat checklist)

A review of your CCTV system to ensure that it has sufficient coverage both internally and externally.

Management should ensure that Fire Extinguishers are identified as hotel or restaurant property and check that they have not been interfered with or replaced.

Hotel management should identify a secondary secure location for a control room (if they have one) as part of their normal contingency plans.

All hotels and restaurants should have an uninterrupted power supply (UPS) available and regularly tested.

See good practice checklist - housekeeping in Appendix 11

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■ six access control

Any lack of vigilance around pedestrian and vehicle entrances to your hotel or restaurant and queues forming outside your secure area affords anonymity to a potential terrorist.

Security staff deployed externally should adopt a 'see and be seen' approach and where possible police any queuing outside the premises. The queue should be orderly, monitored by CCTV operators if available and communication between guests and staff established.

There should be clear demarcation between public and private areas, with appropriate access control measures into and out of the private side. This relates to private areas within the hotel or restaurant, not public entrances.

Risk assessment

Refer to 'managing the risks' on page 9 and decide the level of security you require before planning your access control system. Take into account any special features you may require.

Appearance

The access control system to your private areas, back of house corridors and service yards is often the first impression of security made upon guests to your hotel or restaurant.

Ease of access

Examine the layout of your system. Ensure that your entry and exit procedures allow legitimate users to pass without undue effort and delay.

Training

Ensure your staff are fully aware of the use and operation of your access control system. Your installer should provide adequate system training.

System maintenance

Your installer should supply relevant system documentation, e.g. log books and service schedules. Are you aware of the action required on system breakdown? Do you have a satisfactory system maintenance agreement in place?

Interaction

Your access control system should support other security measures. Consider system compatibility.

Compliance

Your access control system should be compliant with:

- The Equality Act 2010
- The Data Protection Act 1998
- The Human Rights Act 1998
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety Acts
- The Fire (Scotland) Act 2005

Access control is only one important element of your overall security system.

REMEMBER

Whether driving a lorry or carrying explosives, a terrorist needs physical access in order to reach the intended target.

See Good Practice Checklist – Access Control and Visitors in Appendix 'B'



■ seven cctv guidance



CCTV can help clarify whether a security alert is real and is often vital in any post incident investigation.

You should constantly monitor the images captured by your CCTV system or regularly check recordings for suspicious activity ensuring at all times full compliance with the Data Protection Act 1998 which should be specified in your CCTV Data Protection Policy.

If you contract in CCTV operators they must be licensed by the Security Industry Authority if the CCTV equipment is deployed into fixed positions or has a pan/tilt and zoom capability and where operators:

- Proactively monitor the activities of members of the public whether they are in public areas or on private property.
- Use cameras to focus on the activities of particular people either by controlling or directing cameras to an individual's activities.
- Use cameras to look out for particular individuals.
- Use recorded CCTV images to identify individuals or to investigate their activities.

Since 20 March 2006, contract CCTV operators must hold an SIA CCTV (Public Space Surveillance) licence - it is illegal to work without one. Your security contractor should be aware of this and you should ensure that only licensed staff are supplied. Further guidance can be found at www.sia.homeoffice.gov.uk

CCTV cameras should, if possible, cover all the entrances and exits to your premises and other areas that are critical to the safe management and security of your operation.

With more organisations moving towards digital CCTV systems, you should liaise with your local police to establish that your system software is compatible with theirs to allow retrieval and use of your images for evidential purposes.

Ask yourself the following questions:

- Is your CCTV system currently achieving what you require it to do? Do you need it to confirm alarms, detect intruders through doors or corridors and produce images of evidential quality?
- Are the CCTV cameras in use for the protective security of your hotel and restaurant integrated with those used to monitor customer movement?
- Would the introduction of an Automatic Number Plate Reader (ANPR) system complement your security operation?

The Centre for Applied Science and Technology (CAST) formerly known as The Home Office Scientific Development Branch (HOSDB), has published many useful documents relating to CCTV, including 'CCTV Operational Requirements Manual' (Ref: 28/09), 'UK Police Requirements for Digital CCTV Systems' (Ref: 09/05), and 'Performance Testing of CCTV Systems' (Ref: 14/95).

Consider also the following points:

- Ensure the date and time stamps of the system are accurate and synchronised.
- Regularly check the quality of recordings.
- Digital CCTV images should be stored in accordance with the evidential needs of the Police. Refer to CAST (HOSDB) publication 09/05.
- Ensure that appropriate lighting complements the system during daytime and darkness hours.
- Keep your images recorded for at least 31 days.
- Use good quality media and check it regularly by checking that back-ups are operating correctly.
- Ensure the images recorded are clear – that people and vehicles are clearly identifiable.
- Check that the images captured are of the right area.
- Implement standard operating procedures, codes of practice and audit trails.
- Give consideration to the number of camera images a single CCTV operator can effectively monitor at any one time.
- Do you have sufficient qualified staff to continue to monitor your CCTV system during an incident, evacuation or similar?

See Good Practice Checklist – CCTV in appendix 'C'

CCTV Maintenance

CCTV maintenance must be planned and organised in advance and not carried out on an ad hoc basis. If regular maintenance is not carried out, the system may eventually fail to meet its Operational Requirement (OR).

What occurs if a system is not maintained?

The system gets **DIRTY** causing poor usability

- **CONSUMABLES** wear causing poor performance
- **Senior parts FAIL**
- **WEATHER** damage can cause incorrect coverage
- **DELIBERATE** damage/environmental changes and security breaches can go undetected

■ eight mail handling

Hotels and restaurants may receive large amounts of mail and other deliveries and this offers an attractive route into premises for terrorists. See www.cpni.gov.uk

Delivered Items

Delivered items, which include letters, parcels, packages and anything delivered by post or courier, have been a commonly used terrorist device. A properly conducted risk assessment should give you a good idea of the likely threat to your organisation and indicate precautions you need to take.

Delivered items may be explosive or incendiary (the two most likely kinds), or chemical, biological or radiological. Anyone receiving a suspicious delivery is unlikely to know which type it is, so procedures should cater for every eventuality.

A delivered item will probably have received fairly rough handling in the post and so is unlikely to detonate through being moved, but any attempt at opening it, however slight, may set it off. Unless delivered by courier, it is unlikely to contain a detonator. Delivered items come in a variety of shapes and sizes; a well made one will look innocuous but there may be telltale signs.

Indicators to Suspicious Mail

- It is unexpected or of unusual origin or from an unfamiliar sender.
- There is no return address or the address cannot be found.
- It is poorly or inaccurately addressed (e.g. incorrect title, spelt wrongly, title but no name, or addressed to an individual who has left with the company).
- The address has been printed or written in an unusual way.
- The writing is in an unfamiliar or unusual style.
- There are unusual post marks or postage paid marks.
- A Jiffy bag, or similar padded envelope, has been used.
- It seems unusually heavy for its size. Most letters weigh up to about 28g or 1 ounce, whereas most effective letter bombs weigh 50-100g and are 5mm or more thick.
- It has more than the appropriate value of stamps for its size and weight.
- It is marked 'personal' or 'confidential'.
- It is oddly shaped or lopsided.
- The envelope flap is stuck down completely (a harmless letter usually has an ungummed gap of 3-5mm at the corners).
- There is a pin-sized hole in the envelope or package wrapping.
- There is a smell, particularly of almonds or marzipan.
- There is an additional inner envelope, and it is tightly taped or tied (however, in some organisations sensitive or 'restricted' material is sent in double envelopes as standard procedure).



Chemical, biological or radiological materials in the post

Terrorists may seek to send chemical, biological or radiological materials in the post. 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:

- Unexpected granular, crystalline or finely powdered material (of any colour and usually with the consistency of coffee, sugar or baking powder), loose or in a container.
- Unexpected sticky substances, sprays or vapours.
- Unexpected pieces of metal or plastic, such as discs, rods, small sheets or splinters.
- Strange smells, e.g. garlic, fish, fruit, mothballs, pepper. If you detect a smell do not go on sniffing it. 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.

CBR devices containing finely ground powder or fluids may be hazardous without being opened.

What you can do:

- The precise nature of the incident (chemical, biological or radiological) may not be readily apparent. Keep your response general and wait for expert help from the emergency services.
- Review plans for protecting staff and guests in the event of a terrorist threat or attack. Remember that evacuation may not be the best solution. You will need to be guided by the emergency services on the day.
- Plan for the shutdown of systems that may contribute to the movement of airborne hazards (e.g. computer equipment containing fans and air-conditioning units).
- Ensure that doors can be closed quickly if required.
- If your external windows are not permanently sealed shut, develop plans for closing them in response to a warning or incident.
- Examine the feasibility of emergency shutdown of air-handling systems and ensure that any such plans are well rehearsed.
- Where a hazard can be isolated by leaving the immediate area, do so as quickly as possible, closing doors and windows as you go.
- Move those directly affected by an incident to a safe location as close as possible to the scene of the incident, so as to minimise spread of contamination.
- Separate those directly affected by an incident from those not involved so as to minimise the risk of inadvertent cross-contamination.
- Ask people to remain in situ – though you cannot contain them against their will.

You do not need to make any special arrangements beyond normal first aid provision. The emergency services will take responsibility for treatment of casualties.

Planning your mail handling procedures

Although any suspect item should be taken seriously, remember that most will be false alarms, and a few may be hoaxes. Try to ensure that your procedures, while effective, are not needlessly disruptive. Take the following into account in your planning:

- Seek advice from your local police Counter Terrorism Security Advisor (CTSA) on the threat and on defensive measures.
- Consider processing all incoming mail and deliveries at one point only. This should ideally be off-site or in a separate building, or at least in an area that can easily be isolated and in which deliveries can be handled without taking them through other parts of the hotel or restaurant.
- Ensure that all staff who handle mail are briefed and trained. Include reception staff and encourage regular correspondents to put their return address on each item.
- Ensure that all sources of incoming mail (e.g. Royal Mail, couriers, and hand delivery) are included in your screening process.
- Ideally post rooms should have independent air conditioning and ventilation systems, as well as scanners and x-ray machines. However, while mail scanners may detect devices for spreading chemical, biological, and radiological (CBR) materials (not explosive devices), they will not detect the materials themselves.
- At present, there are no CBR detectors capable of identifying all hazards reliably.
- Post rooms should also have their own washing and shower facilities, including soap and detergent.
- Staff need to be aware of the usual pattern of deliveries and to be briefed of unusual occurrences. Train them to open post with care (openers (and with minimum movement), to keep hands away from noses and mouths and always to wash their hands afterwards. Staff should not blow into envelopes or shake them. Packages suspected of containing biological, chemical or radiological material should ideally be placed in a double sealed bag.
- Consider whether staff handling post need protective equipment such as latex gloves and facemasks (seek advice from a qualified health and safety expert). Keep overalls and footwear available in case they need to remove contaminated clothing.
- Make certain post opening areas can be promptly evacuated. Rehearse evacuation procedures and routes, which should include washing facilities in which contaminated staff could be isolated and treated.

Staff who are responsible for mail handling should be made aware of the importance of placards in reducing contamination.

Prepare signs for display to staff in the event of a suspected or actual attack.



■ nine search planning

Searches of hotels and restaurants should be conducted as part of your daily good housekeeping routine. They should also be conducted in response to a specific threat and when there is a heightened response level.

As previously mentioned under Security Planning, it is recognised that for the majority of hotels and restaurants responsibility for the implementation of any search planning, following a vulnerability and risk assessment, will fall upon the security or operations manager.

The following advice is generic for most hotels, but recognises that they are built and operated differently. If considered necessary advice and guidance on searching should be available from your local CTSA or Police Search Advisor (PoSA).

Search Plans

- Search plans should be prepared in advance and staff should be trained in them.
- The conduct of searches will depend on local circumstances and local knowledge, but the overall objective is to make sure that the entire premises and grounds are searched in a systematic and thorough manner so that no part is left unchecked.
- If you decide to evacuate your hotel or restaurant in response to an incident or threat, you will also need to search it in order to ensure it is safe for re-occupation.
- The police will not normally search hotels or restaurants. (See High Profile Events page 55). They are not familiar with the layout and will not be aware of what should be there and what is out of place. They cannot, therefore, search as quickly or as thoroughly as a member of staff or on site security personnel.
- The member(s) of staff nominated to conduct the search do not need to have expertise in explosives or other types of devices. But they must be familiar with the place they are searching. They are looking for any items that should not be there, that cannot be accounted for and items that are out of place.
- Ideally, searchers should search in pairs; to ensure searching is systematic and thorough.

Action You Should Take

Consider dividing your hotel or restaurant into sectors. If the site is organised into departments and sections, these should be identified as separate search sectors. Each sector must be of manageable size.

Each sector search plan should have a written checklist - signed when completed - for the information of the hotel or restaurant security manager.

Remember to include the stairs, fire escapes, corridors, toilets and lifts in the search plan, as well as car parks, service yards and other areas outside the building. If evacuation is considered or implemented, then a search of the assembly areas, the routes to them and the surrounding area should also be made prior to evacuation.

Consider the most effective method of initiating the search. You could:

- Send a message to the search teams over a public address system (the messages should be coded to avoid unnecessary disruption and alarm).
- Use personal radios or pagers.

Your planning should incorporate the seven key instructions applicable to most incidents:

- 1. Do not touch suspicious items.**
- 2. Move everyone away to a safe distance.**
- 3. Prevent others from approaching.**
- 4. Communicate safely to staff, visitors and the public.**
- 5. Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover.**
- 6. Notify the police.**
- 7. Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.**

Exercise your search plan regularly. The searchers need to get a feel for the logical progression through their designated area and the length of time this will take. They also need to be able to search without unduly alarming any guests.

There may be occasions where searching guests, visitors and their belongings is considered an appropriate level of protective security. This may be due to an increase in threat or response level or a high profile event. Hotels and restaurants should consider implementing a search regime that is flexible and can be tailored to suit changes.

Discuss your search plan with your local Police Counter Terrorism Security Advisor (CTSA) or PoISA.

See good practice checklist – Searching in Appendix 'D'

■ ten evacuation planning

As with search planning, evacuation should be part of your security plan. You might need to evacuate your premises because of:

- **A threat received directly by your premises.**
- **A threat received elsewhere** and passed on to you by the police.
- **Discovery of a suspicious item in the hotel or restaurant** (perhaps a postal package, an unclaimed hold-all or rucksack).
- **Discovery of a suspicious item or vehicle outside the building.**
- **An incident** to which the police have alerted you.

Whatever the circumstances, you should tell the police as soon as possible what action you are taking.

The biggest dilemma facing anyone responsible for an evacuation plan is how to judge where the safest place might be. For example, if an evacuation route takes people past a suspect device outside your building, or through an area believed to be contaminated, external evacuation may not be the best course of action.

A very important consideration when planning evacuation routes in response to near simultaneous terrorist attacks is to ensure people are moved away from other potential areas of vulnerability, or areas where a larger secondary device could detonate.

The decision to evacuate will normally be yours, but the police will advise. In exceptional cases they may insist on evacuation, although they should always do so in consultation with your security manager. Equally it may be necessary for the police to advise that premises are not evacuated e.g. where they have specific information that there is an explosive device outside the building and evacuation would place people at greater risk.

A general rule of thumb is to find out if the device is external or internal to your premises. If it is within the building you may consider evacuation, but if the device is outside the building it may be safer to stay inside.

Planning and initiating evacuation should be the responsibility of the security manager. Depending on the size of your hotel or restaurant and its location the plan may include:

- Full evacuation outside the building.
- Evacuation of part of the building, if the device is small and thought to be confined to one location (e.g. a letter bomb found in the post room).
- Evacuation for partial evacuation to an internal safe area, such as a protected space, if available.
- Evacuation of all staff apart from designated searchers.

Evacuation

Evacuation instructions must be clearly communicated to staff and routes and exits must be well defined. Appoint people to act as marshals and as contacts once the assembly area is reached. Assembly areas should be a minimum of 100, 200 or 400 metres away dependant upon the size of the item. Care should be taken that there are no secondary hazards at the assembly point.

It is important to ensure that staff are aware of the locations of assembly areas for incident evacuation as well as those for fire evacuation and that the two are not confused by those responsible for directing members of the public to either.

Car parks should not be used as assembly areas and furthermore assembly areas should always be searched before they are utilised.

Staff with disabilities should be individually briefed on their evacuation procedures.

In the case of suspected:

Letter or parcel bombs

Evacuate the room and the floor concerned and the adjacent rooms along with the two floors immediately above and below.

Chemical, Biological and Radiological Incidents

Responses to CBR incidents will vary more than those involving conventional or incendiary devices, but the following general points should be noted:

- The exact nature of an incident may not be immediately apparent. For example, an IED might also involve the release of CBR material.
- In the event of a suspected CBR incident within the building, switch off all air conditioning, ventilation and other systems or items that circulate air (e.g. fans and personal computers). Do not allow anyone, whether exposed or not, to leave evacuation areas before the emergency services have given medical advice, assessments or treatment.
- If an incident occurs outside the building, close all doors and windows and switch off any systems that draw air into the building.

Agree your evacuation plan in advance with the police and emergency services, the local authority and neighbours. Ensure that staff with particular responsibilities are trained and that all staff are drilled. Remember, too, to let the police know what action you are taking during any incident.

Security managers should ensure that they have a working knowledge of the heating, ventilation and air conditioning (HVAC) systems and how these may contribute to the spread of CBR material within the building.

Protected Spaces

Protected spaces may offer the best protection against blast, flying glass and other fragments. They may also offer the best protection when the location of the possible bomb is unknown, when it may be near your external evacuation route or when there is an external CBR attack.

Since glass and other fragments may kill or maim at a considerable distance from the centre of a large explosion, moving staff into protected spaces is often safer than evacuating them onto the streets. Protected spaces should be located:

- In areas surrounded by full-height masonry walls, e.g. internal corridors, toilet areas or conference rooms with doors opening inward.
- Away from windows, external doors and walls.
- Away from the area in between the building's perimeter and the first line of supporting columns (known as the 'perimeter structural bay').

- Away from stairwells or areas with access to lift shafts where these open at ground level onto the street, because the blast can travel up them. If, however, the stair and lift cores are entirely enclosed, they could make good protected spaces.
- Avoiding ground or first floor if possible.
- In an area with enough space to contain the occupants.

When choosing a protected space, seek advice from a structural engineer with knowledge of explosive effects and do not neglect the provision of toilet facilities, seating, drinking water and communications.

Consider duplicating critical systems or assets in other buildings at sufficient distance to be unaffected in an emergency that denies you access to your own. If this is impossible, try to locate vital systems in part of your building that offers similar protection to that provided by a protected space.

Communications

Ensure that designated staff know their security roles and that they or their deputies are always contactable. All staff, including night or temporary staff, should be familiar with any telephone recording, redial or display facilities and know how to contact police and security staff in or out of office hours.

It is essential to have adequate communications within and between protected spaces. You will at some stage wish to give the all clear, or tell staff to return where they are, move to another protected space or evacuate the building. Communications may be by public system (in which case you will need standby power), hand held or other stand alone systems. Do not rely on mobile phones. You also need to communicate with the emergency services. Whatever systems you choose should be regularly tested and available within the protected space.

Converting to open plan

If you are converting your building to open-plan accommodation, remember that the removal of internal walls reduces protection against blast and fragments.

Interior rooms with reinforced concrete or masonry walls often make suitable protected spaces, as they tend to remain intact in the event of an explosion outside the building. If corridors no longer exist then you may also lose your evacuation routes, assembly or protected spaces, while the new layout will probably affect your bomb threat contingency procedures.

When making such changes, try to ensure that there is no significant reduction in staff protection – for instance by improving glazing protection. If your premises are already open plan and there are no suitable protected spaces, then evacuation may be your only option.



WITHDRAWN 2017

■ eleven personnel security

Some external threats, whether from criminals, terrorists, or competitors seeking a business advantage, may rely upon the co-operation of an 'insider'.

This could be an employee or any contract or agency staff (e.g. cleaner, caterer, security guard) who has authorised access to your premises. If an employee, he or she may already be working for you, or may be someone newly joined who has infiltrated your organisation in order to seek information or exploit the access that the job might provide.

What is personnel security?

Personnel security is a system of policies and procedures which seek to manage the risk of staff or contractors exploiting their legitimate access to an organisation's assets or premises for unauthorised purposes. These purposes can encompass many forms of criminal activity, from minor theft through to terrorism.

The purpose of personnel security seeks to minimise the risks. It does this by ensuring that organisations employ reliable individuals, minimising the chances of employing unreliable once they have been employed, detecting suspicious behaviour, and resolving security concerns once they have become apparent.

This chapter refers mainly to pre-employment screening, but organisations should be aware that personnel screening should continue throughout the lifecycle of the employee. Further information regarding ongoing personnel screening can be found at www.cpni.gov.uk

Understanding and assessing personnel security risks

Organisations deal regularly with many different types of risk. One of them is the possibility that staff or contractors will exploit their position within the organisation for illegitimate purposes. These risks can be reduced but can never be entirely prevented. Instead, as with many other risks, the organisation employs a continuous process for ensuring that the risks are managed in a proportionate and cost-effective manner.

Data Protection Act

The Data Protection Act (DPA) (1998) applies to the processing of personal information about individuals. Personnel security measures must be carried out in accordance with the data protection principles set out in the act.

Pre-employment Screening

Personnel security involves a number of screening methods, which are performed as part of the recruitment process but also on a regular basis for existing staff. The ways in which screening is performed varies greatly between organisations; some methods are very simple, others are more sophisticated. In every case, the aim of the screening is to collect information about potential or existing staff and then to use that information to identify any individuals who present security concerns.

Pre-employment screening seeks to verify the credentials of job applicants and to check that the applicants meet preconditions of employment (e.g. that the individual is legally permitted to take up an offer of employment). In the course of performing these checks it will be established whether the applicant has concealed important information or otherwise misrepresented themselves. To this extent, pre-employment screening may be considered a test of character.

Pre-employment checks

Personnel security starts with the job application, where applicants should be made aware that supplying false information, or failing to disclose relevant information, could be grounds for dismissal and could amount to a criminal offence. Applicants should also be made aware that any offers of employment are subject to the satisfactory completion of pre-employment checks. If an organisation believes there is a fraudulent application involving illegal activity, the police should be informed.

Pre-employment checks may be performed directly by an organisation, or this process may be sub-contracted to a third party. In either case the company needs to have a clear understanding of the thresholds for denying someone employment. For instance, under what circumstances would an application be rejected on the basis of their criminal record, and why?

Pre-employment screening policy

Your pre-employment screening processes will be more effective if they are an integral part of your policies, practices and procedures for the recruiting, hiring, and where necessary training of employees. If you have conducted a personnel security risk assessment then this will help you to decide on the levels of screening that are appropriate for different posts.

Identity

Of all the pre-employment checks, identity verification is the most fundamental. Two approaches can be used:

- A paper-based approach involving the verification of key identification documents and the matching of these documents to the individual.
- An electronic approach involving searches on databases (e.g. databases of credit agreements or the electoral roll) to establish the electronic footprint of the individual. The individual is then asked to answer questions about the footprint which only the actual owner of the identity could answer correctly.

Pre-employment checks can be used to confirm an applicant's identity, nationality and immigration status and to verify their declared skills and employment history.

The Immigration, Asylum and Nationality Act 2006 means there are requirements of employers to prevent illegal working in the UK. These include an ongoing responsibility to carry out checks on employees with time-limited immigration status. Failure to comply with these regulations could result in a possible civil penalty or criminal conviction. CPNI's guidance on pre-employment screening has been updated to reflect this. More detailed information can be found at www.cpni.gov.uk

Qualifications and employment history

The verification of qualifications and employment can help identify those applicants attempting to hide negative information such as a prison sentence or dismissal. Unexplained gaps should be explored.

Qualifications

An accountant was found to be defrauding a National Infrastructure organisation. When the case was investigated it was found that the individual was not fully qualified and had lied about their education qualifications at interview.

When confirming details about an individual's qualifications it is always important to:

- Consider whether the post requires a qualifications check.
- Always request original certificates and take copies.
- Compare details on certificates etc. with those provided by the applicant.
- Independently confirm the existence of the establishment and contact them to confirm the details provided by the individual.

Employment checks

For legal reasons it is increasingly difficult to obtain character references, but past employers should be asked to confirm dates of employment. Where employment checks are carried out it is important to:

- Check a minimum of three but ideally five years previous employment.
- Independently confirm the employer's existence and contact details (including the line manager).
- Confirm details (dates, position, salary) with HR.
- Where possible, request an employer's reference from the line manager.

Criminal convictions

A criminal conviction - spent or unspent - is not necessarily a bar to employment (see the Rehabilitation of Offenders Act). However, there are certain posts where some forms of criminal history will be unacceptable. To obtain criminal record information, a company can request that an applicant either:

1. completes a criminal record declaration form, or
2. applies for a Barred Disclosure certificate from Disclosure Scotland.

Financial checks

For some posts it may be justifiable to carry out financial checks, for example where the employee's position requires the handling of money. Interpreting the security implications of financial history is not straightforward and will require each organisation to decide where their red lines should lie (e.g. in terms of an acceptable level of debt).

There are a number of ways in which financial checks can be carried out. General application forms can include an element of self-declaration (for example in relation to County Court Judgments (CCJs)), or the services of third party providers can be engaged to perform credit checks.

Contractor recruitment

Organisations employ a wide variety of contract staff, such as IT staff, cleaners, and management consultants. It is important to ensure that contractors have the same level of pre-employment screening as those permanent employees with equivalent levels of access to the company's assets, be they premises, systems, information or staff.

Contracts should outline the type of checks required for each post and requirements should be cascaded to any sub-contractors. Where a contractor or screening agency is performing the checks they should be audited www.cpni.gov.uk

Overseas checks

As the level of outsourcing rises and increasing numbers of foreign nationals are employed in the National Infrastructure, it is increasingly necessary to screen applicants who have lived and worked overseas. As far as possible, organisations should seek to collect the same information on overseas candidates as they would for longstanding UK residents (e.g. proof of residence, employment references, criminal record). It is important to bear in mind that other countries will have different legal and regulatory requirements covering the collection of information needed to manage personnel security and therefore this step may be difficult.

A number of options are available to organisations wishing to perform overseas checks:

1. Request documentation from the candidate.
2. Hire a professional for an external screening service.
3. Conduct your own overseas checks.

In some circumstances you may be unable to complete overseas checks satisfactorily (e.g. due to a lack of information from another country). In this case, you may decide to deny employment, or to implement other risk management controls (e.g. additional supervision) to compensate for the lack of assurance.

See Good Practice checklist – Personnel Security in Appendix 'E'

■ twelve information security



The loss of confidentiality, integrity and most importantly availability of information in paper or digital format can be a critical problem for organisations. Many rely on their information systems to carry out business or nationally critical functions and manage safety and engineering systems.

Your confidential information may be of interest to business competitors, criminals, foreign intelligence services or terrorists. The main

attempt to access your information by breaking into your IT systems, by obtaining the data you have thrown away or by infiltrating your organisation. Such an attack could disrupt your business and damage your reputation.

Before taking specific protective measures you should:

- **Assess the threat and your vulnerabilities** (See Managing the Risks on Page 9).
- Consider to what extent is your information at risk, who might access it, how might they get it, how would its loss or theft damage you?
- Consider current good practice information security for countering cyber attacks and for protecting documents.

For general advice on protecting against cyber attacks visit www.cpni.gov.uk or www.getsafeonline.org

Cyber attacks on systems

- Allow the attacker to steal or alter sensitive information.
- Allow the attacker to gain access to your computer system and do whatever the system owner can do. This could include modifying your data, perhaps subtly so that it is not immediately apparent, installing malicious software (virus or worm) that may damage your system or installing hardware or software devices to relay information back to the attacker. Such attacks against internet-connected systems are extremely common.
- Make your systems impossible to use through 'denial of service' attacks. These are increasingly common, relatively simple to launch and difficult to protect against.

Cyber attacks are much easier when computer systems are connected directly or indirectly to public networks such as the internet.

The typical methods of cyber attack are:

Malicious software

The techniques and effects of malicious software (e.g. viruses, worms, trojans) are as variable as they are widely known. The main ways a virus can spread are through:

- Running or executing an attachment received in an email.
- Clicking on a website link received in a website.

- Inappropriate web browsing which often leads to a website distributing malicious software.
- Allowing staff to connect removable memory devices (USB memory sticks, disks, CDs, DVDs) to corporate machines.
- Allowing staff to connect media players and mobile phones to corporate machines.

Denial of service (DoS)

These attacks aim to overwhelm a system by flooding it with unwanted data. Some DoS attacks are distributed, in which large numbers of unsecured, 'innocent' machines (known as 'zombies') are conscripted to mount attacks.

Hacking

This is an attempt at unauthorised access, almost always with malicious or criminal intent. Sophisticated, well-concealed attacks by foreign intelligence services seeking information have been aimed at government systems but other organisations might also be targets.

Malicious modification of hardware

Computer hardware can be modified so as to mount an electronic attack. This is normally done at the point of manufacture or supply prior to installation, though it could also be done during maintenance visits or by insiders. The purpose of such modifications would be to allow a subsequent attack to be made, possibly by remote activation.

What to do

- Acquire your IT systems from reputable manufacturers and suppliers.
- Ensure that your software is regularly updated. Suppliers are continually fixing security vulnerabilities in their software. These fixes or patches are available from their websites, consider checking for updates daily.
- Ensure that all net-connected computers are equipped with anti-virus software and are protected by a firewall.
- Back up your information, preferably keeping a secure copy in another location.
- Assess the reliability of those who maintain, operate and guard your systems (refer to the section on Personnel Security on page 35).
- Consider encryption packages for material you want to protect, particularly if taken offsite – but seek expert advice first.
- In addition to basic security precautions to prevent software or other sensitive information falling into the wrong hands. Encourage security awareness among your staff, training them not to leave sensitive material lying around and to operate a clear desk policy (i.e. desks to be cleared of all work material at the end of each working session).
- Make sure your staff are aware that users can be tricked into revealing information which can be used to gain access to a system, such as user names and passwords.
- Invest in secure cabinets, fit locking doors and ensure the proper destruction of sensitive material.
- Where possible, lock down or disable disk drives, USB ports and wireless connections.
- Ensure computer access is protected by securely controlled, individual passwords or by biometrics and passwords.
- Implement an acceptable use policy for staff concerning web browsing, email, use of chat rooms, social sites, trading, games and music download web sites.

Organisations can seek advice from the Government website - www.getsafeonline.org

Examples of cyber attacks

- A former systems administrator was able to intercept e-mail between company directors because the outsourced security services supplier had failed to secure the system.
- A former employee was able to connect to a system remotely and made changes to a specialist digital magazine, causing loss of confidence among customers and shareholders.

Disposal of sensitive information

Companies and individuals sometimes need to dispose of sensitive information. Some of the material that businesses routinely throw away could be of use to a wide variety of groups, including business competitors, identity thieves, criminals and terrorists.

The types of information vary from staff names and addresses, telephone numbers, product information, customer details, information falling under the Data Protection Act, technical specifications and chemical and biological data. Terrorist groups are known to have shown interest in the last two areas.

The principal means of destroying sensitive waste are:

Shredding

A cross-cutting shredder should be used so that no two adjacent characters are legible. This produces a shred size of 15mm x 4mm assuming a text font size of 12.

Incineration

Incineration is probably the most effective way of destroying sensitive waste, including disks and other forms of magnetic and optical media, provided a suitable incinerator is used (check with your local authority). Open fires are not reliable as material is not always destroyed and legible papers can be distributed by the wind.

Pulping

This reduces waste to a fibrous sludge and is effective for paper and card waste only. However, some pulping machines merely rip paper into large pieces and turn it into a papier maché product from which it is still possible to retrieve information. This is more of a risk than it used to be because ink used by modern laser printers and photocopiers do not run when wet.

There are alternative methods for erasing digital media, such as overwriting and degaussing. For further information visit www.cpni.gov.uk

Before investing in waste destruction equipment you should:

- If you use contractors, ensure that their equipment and procedures are up to standard. Find out who oversees the process, what kind of equipment they have and whether the collection vehicles are double-manned, so that one operator remains with the vehicle while the other collects. Communications between vehicle and base are also desirable.
- Ensure that the equipment is up to the job. This depends on the material you wish to destroy, the quantities involved and how confidential it is.
- Ensure that your procedures and staff are secure. There is little point investing in expensive equipment if the people employed to use it are themselves security risks.
- Make the destruction of sensitive waste the responsibility of your security department rather than facilities management.

See good practice checklist – Information Security in Appendix 'F'

WITHDRAWN 2017

■ thirteen vehicle borne improvised explosive devices (VBIEDs)

Vehicle Borne Improvised Explosive Devices (VBIEDs) are one of the most effective weapons in the terrorist's arsenal. They are capable of delivering a large quantity of explosives to a target and can cause a great deal of damage.

Once assembled, the bomb can be delivered at a time of the terrorist's choosing and 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.

Building a VBIED requires a significant investment of time, resources and expertise. Because of this, terrorists will seek to obtain the maximum impact for their investment.

Terrorists generally select targets where they can cause most damage, inflict mass casualties or attract widespread publicity.

Effects of VBIED's

VBIED's can be highly destructive. It is not just the effects of a direct bomb blast that can be lethal, flying debris such as glass can present a hazard many metres away from the seat of the explosion.

What you can do

If you think your hotel and restaurant could be vulnerable from any form of VBIED you should:

- Ensure you have effective vehicle access control, particularly to areas where mass casualties could occur, at goods entrances and service yards. Do not allow unchecked vehicles to park in underground spaces or directly below or next to public areas where there will be large numbers of people and where there is a risk of structural collapse.
- Insist that details of contract vehicles and the identity of the driver and any passengers approaching your goods/service areas are authorised in advance.
- Consider a vehicle search regime at goods/service entrances that is flexible and can be tailored to a change in threat or response level. It may be necessary to carry out a risk assessment for the benefit of security staff who may be involved in vehicle access control.
- Do what you can to make your premises blast resistant, paying particular attention to windows. Have the structures reviewed by a qualified security/structural engineer when seeking advice on protected spaces.
- Establish and rehearse bomb threat and evacuation drills. Bear in mind that, depending on where the suspected VBIED is parked and the design of your building, it may be safer to withdraw to windowless corridors or basements than outside.

Consider using robust physical barriers to keep all but authorised vehicles at a safe distance. Seek the advice of your local Police Counter Terrorism Security Advisor (CTSA) on what these should be and on further measures such as electronic surveillance including Automatic Number Plate Recognition (ANPR) and protection from flying glass.

- Assembly areas must take account of the proximity to the potential threat. You should bear in mind that a vehicle bomb delivered into your building – for instance via service yards, underground car parks or through the front of your premises – could have a far greater destructive effect on the structure than an externally detonated device.

- **Train and rehearse your 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**
- It should be emphasised that the installation of physical barriers needs to be balanced against the requirements of safety and should not be embarked upon without full consideration of planning regulation and fire safety risk assessment.

See Good Practice Checklist – Access Control in Appendix 'B'

WITHDRAWN 2017

■ fourteen chemical, biological and radiological (CBR) attacks

Since the early 1990s, concern that terrorists might use CBR materials as weapons has steadily increased. The hazards are:



Chemical

Poisoning or injury caused by chemical substances, including ex-military chemical warfare agents or legitimate but harmful household or industrial chemicals.



Biological

Illnesses caused by the deliberate release of dangerous bacteria, viruses, or fungi, or biological toxins such as the plant toxin ricin.



Radiological

Illnesses caused by exposure to harmful radioactive materials contaminating the environment.

A radiological dispersal device (RDD), often referred to as a 'dirty bomb', is typically a device where radioactive materials are combined with conventional explosives. Upon detonation, no nuclear explosion is produced but, depending on the type of the radioactive source, the surrounding areas become contaminated.

As well as causing a number of casualties from the initial blast, there may well be a longer-term threat to health. A number of terrorist groups have expressed interest in, or attempted to use, a 'dirty bomb' as a method of attack.

Much of the CBR-related activity seen to date has either been criminal, or has involved hoaxes and false alarms. There have so far only been a few examples of terrorists using CBR materials. The most notable were the 1995 sarin gas attack on the Tokyo subway, which killed twelve people, and the 2001 anthrax letters in the United States, which killed five people.

CBR weapons have been little used so far, largely due to the difficulty in obtaining the materials and the complexity of using them effectively. Where terrorists have tried to carry out CBR attacks, they have generally used relatively simple materials. However, Al Qaida and other groups have expressed a serious interest in using CBR materials. The impact of any terrorist CBR attack would depend heavily on the success of the chosen dissemination method and the weather conditions at the time of the attack.

The likelihood of a CBR attack remains low. As with other terrorist attacks, you may not receive prior warning of a CBR incident. Moreover, the exact nature of an incident may not be immediately obvious. First indicators may be the sudden appearance of powders, liquids or strange smells within the building, with or without an immediate effect on people.

Good general physical and personnel security measures will contribute towards resilience against CBR incidents. Remember to apply appropriate personnel security standards to contractors, especially those with frequent access to your site.

What you can do

- Review the physical security of your air-handling systems, such as access to intakes and outlets.
- Improve air filters or upgrade your air-handling systems, as necessary.
- Restrict access to water tanks and other key utilities.
- Review the security of your food and drink supply chains.
- Consider whether you need to make special arrangements for mail or parcels (e.g. a separate post room, possibly with dedicated air-handling, or even a specialist off-site facility). (See Mail Handling on page 25).
- **The Home Office advises organisations against the use of electronic detection technologies as part of their contingency planning measures at present. This is because the technology is not yet proven in civil settings and in the event of a CBR incident, the emergency services would come on scene with appropriate detectors and advise accordingly.** A basic awareness of CBR threat and hazards, combined with general protective security measures (e.g. screening visitors, CCTV monitoring of perimeter and entrance areas, being alert to suspicious letters and packages) should offer a good level of resilience. In the first instance, seek advice from your local police force CTSA.
- If you have a designated protected space that may also be suitable as a CBR shelter, but seek specialist advice from your local police force CTSA before you make plans to use it in this way.
- Consider how to communicate necessary safety advice to staff and how to offer reassurance. This needs to include instructions to those who want to leave, return to or enter the building.

■ fifteen suicide attacks

The use of suicide bombers is a very effective method of delivering an explosive device to a specific location. Suicide bombers may use a lorry, plane or other kind of vehicle as a bomb or may carry or conceal explosives on their persons. Both kinds of attack are generally perpetrated without warning. The most likely targets are mass casualty crowded places, symbolic locations and key installations.



When considering protective measures against suicide bombers, think in terms of:

- Using physical barriers to prevent a hostile vehicle from driving into your hotel or restaurant through main entrances, goods/service entrances, pedestrian entrances or open land.
- Denying access to any vehicle that arrives at your goods/service entrances without prior notice and holding vehicles at access control points into your hotel or restaurant until you can satisfy yourself that they are genuine.

Whenever possible, establishing your vehicle access control point at a distance from the protected site, setting up regular patrols and briefing staff to look out for anyone behaving suspiciously. Many bomb attacks are preceded by reconnaissance or trial runs. Ensure that such incidents are reported to the police.

- Ensure that no one visits your protected area without your being sure of his or her identity or without proper authority. Seek further advice through your local police force's CTSA.
- Utilising effective CCTV systems which may deter a terrorist attack or even identify planning activity. Good quality images can provide crucial evidence in court.

There is no definitive physical profile for a suicide bomber, so remain vigilant and report anyone suspicious to the police.

See Hostile Reconnaissance - page 51.



■ sixteen communication

You should consider a communication strategy for raising awareness among staff and others who need to know about your security plan and its operation. This will include the emergency services, local authorities and possibly neighbouring premises.

There should also be arrangements for dealing with people who may be affected by your security operation but who are not employees of your organisation (e.g. customers, clients, contractors, visitors).

It should be remembered that immediately following a terrorist attack, mobile telephone communication may be unavailable due to excessive demand.

Security issues should be discussed and determined at Board level and form a part of your organisation's culture.

Security managers should meet regularly with staff to discuss security issues and encourage staff to raise their concerns about security.

Consideration should be given to the use of the hotel or restaurants websites and/or publications to communicate crime prevention and counter terrorism initiatives.

All hotels and restaurants should consider having a supply of posters and material (even via web links) to support crime prevention and counter terrorism messages and initiatives.

All security managers should involve their local Police Counter Terrorism Security Advisor when considering improvements to their cinema, theatre and/or its environs.

See Good Practice Checklist – Communication in Appendix 'G'

WITHDRAWN 2017



■ seventeen hostile reconnaissance

Operation Lightning is a national intelligence gathering operation to record, research, investigate and analyse:

- Suspicious sightings.
- Suspicious activity.

at or near:

- Crowded places.

or prominent or vulnerable:

- Buildings.
- Structures.
- Transport infrastructure.

The ability to recognise those engaged in hostile reconnaissance, to disrupt an attack and produce important intelligence leads.

Primary Role of Reconnaissance

- Obtain a profile of the target location.
- Determine the best method of attack.
- Determine the optimum time to conduct the attack.



Hostile reconnaissance is used to provide information to operational planners on potential targets during the preparatory and operational phases of terrorist operations.

Reconnaissance operatives may visit potential targets a number of times prior to the attack. Where pro-active security measures are in place, particular attention is paid to any variations in security patterns and the flow of people in and out.

What to look for

The following sightings or activity may be particularly relevant to hotels and restaurants.

- Significant interest being taken in the outside of your hotel or restaurant including parking areas, delivery gates, doors and entrances and underground car parks.
- Groups or individuals taking significant interest in the location of CCTV cameras and controlled areas.
- People taking pictures, filming, making notes or sketching of the security measures around hotels and restaurants. Tourists should not necessarily be taken as such and should be treated sensitively, but with caution.

- Overt/covert photography, video cameras, possession of photographs, maps, blueprints etc, of critical infrastructure, electricity transformers, gas pipelines, telephone cables etc.
- Possession of maps, global positioning systems, (GPS), photographic equipment, (cameras, zoom lenses, camcorders). GPS will assist in the positioning and correct guidance of weapons such as mortars and Rocket Propelled Grenades (RPGs). This should be considered a possibility up to one kilometre from any target.
- Vehicles parked outside buildings of other facilities, with one or more people remaining in the vehicle, for longer than would be considered usual.
- Parking, standing or loitering in the same area on numerous occasions with no apparent reasonable explanation.
- Prolonged static surveillance using operatives disguised as demolition workers, tree sweepers, etc or stopping and pretending to have car trouble to test response time for emergency services, car recovery companies, (AA, RAC etc) or local staff.
- Simple observation such as staring or quickly looking away.
- Activity inconsistent with the nature of the building.
- Unusual questions – number and routine of staff, VIP's residence.
- Individuals that look out of place for any reason.
- Individuals that appear to be loitering in public areas.
- Individuals asking questions regarding the identity or characteristics of individuals guests, groups of guests, or the jobs or relations of guests, that frequent the hotel.
- Persons asking questions regarding security and evacuation measures.
- Persons asking questions regarding cinema or theatre staff local hangouts.
- Persons asking questions regarding VIP visits.
- Delivery vehicles in front of the hotel or restaurant.
- Vehicles, packages, baggage left unattended.
- Vehicles appearing over weight.
- Persons appearing to count pedestrians/vehicles.
- Strangers walking around perimeter of the hotel or restaurant.
- People 'nursing' drinks and being over attentive to surroundings. Persons loitering around area for a prolonged amount of time.
- Persons attempting to access pool plant or equipment in pool chemical areas.
- Delivery vehicles or other trucks attempting to access the main driveway to the hotel or restaurant.
- Delivery vehicles arriving at the hotel or restaurant at other than normal times.
- Vehicles emitting suspicious odours e.g. fuel or gas.
- Delivery vehicles coming in at the wrong time.
- Vehicle looking out of place.
- Erratic driving.

- Questions regarding hotel or restaurant structure.
- Noted pattern or series of false alarms indicating possible testing of security systems and observation of response behaviour and procedures, (bomb threats, leaving hoax devices or packages).
- The same vehicle and different individuals or the same individuals in a different vehicle returning to a location(s).
- The same or similar individuals returning to carry out the same activity to establish the optimum time to conduct the operation.
- Unusual activity by contractor's vehicles.
- Recent damage to perimeter security, breaches in fence lines or walls or the concealment in hides of mortar base plates or assault equipment, i.e. ropes, ladders, food etc. Regular perimeter patrols should be instigated months in advance of a high profile event to ensure this is not happening.
- Attempts to disguise identity – motorcycle helmets, hoodies etc, or multiple sets of clothing to change appearance.
- Constant use of different paths, and/or access routes across a site. 'Learning the route' or foot surveillance involving a number of people who seem individual but are working together.
- Multiple identification documents – suspicious, counterfeit, altered documents etc.
- Non co-operation with police or security personnel.
- Those engaged in reconnaissance will often attempt to enter premises to assess the internal layout and in doing so will alter their appearance and provide cover stories.
- In the past reconnaissance operatives have drawn attention to themselves by asking peculiar and in depth questions of employees or others more familiar with the environment.
- Sightings of suspicious activity should be passed immediately to security management for CCTV monitoring and the event recorded for evidential purposes.

Reconnaissance operatives may also seek additional information on:

- Width survey of surrounding streets – exploring the range of tactical options available to deliver the device
- Level of internal and external security – are vehicle/person/bag searches undertaken?

THE IMPORTANCE OF THE RECONNAISSANCE TEAM HAS BECOME INCREASINGLY IMPORTANT TO TERRORIST OPERATIONS.

Reconnaissance trips may be undertaken as a rehearsal to involve personnel and equipment that will be used in the actual attack e.g. before the London attacks on 7th July 2005, the bombers staged a trial run nine days before the actual attack.

Reporting suspicious activity to police that does not require an immediate response, contact the ANTI-TERRORIST HOTLINE – 0800 789 321

ANY INCIDENT THAT REQUIRES AN IMMEDIATE RESPONSE – DIAL 999.

■ eighteen firearm & weapon attacks

Attacks involving firearms and weapons are still infrequent but it is important to be prepared to cope with such an incident.

The important advice below will help you plan.

In the event of an attack take these four actions:

Stay Safe

- **Under immediate GUN FIRE** – Take cover initially, but leave the area as soon as possible if safe to do so
- **Nearby GUN FIRE** - Leave the area immediately, if possible and it is safe to do so.
- Leave your belongings behind.
- Do not congregate at evacuation points.

COVER FROM GUN FIRE	COVER FROM VIEW
Substantial brickwork or concrete	Internal partition walls
Engine blocks of motor vehicles	Car door
Base of large live trees	Wooden fence
Earth banks/hills/mounds	Partially

REMEMBER - out of sight does not necessarily mean out of danger, especially if you are not in 'cover from gun fire.'

IF YOU CAN'T ESCAPE - consider locking yourself and others in a room or cupboard. Barricade the door then stay away from it.

If possible choose a room where escape or other movement is possible. Silence any sources of noise, such as mobile phones, that may give away your presence.

See

The more information that you can pass to police the better but NEVER risk your own safety or that of others to gain it. Consider using CCTV and other remote methods where possible to reduce the risk. If it is safe to do so, think about the following:

- Is it a firearm / weapon incident?
- What else are they carrying?
- Moving in any particular direction?
- Are they communicating with others?
- Exact location of the incident.
- Number and description of gunmen.
- Type of firearm -long-barrelled or handgun.
- Number of casualties / people in the area.

See

- **LOCAL AUTHORITIES** - contact them immediately by giving them the information shown under 'See'.
- Use all the **channels of communication** available to you to inform staff, visitors, neighbouring premises, etc of the danger.

Act

- Secure your immediate environment and other vulnerable areas.
- Keep people out of public areas, such as corridors and foyers.
- Move away from the door and remain quiet until told otherwise by appropriate authorities or if you need to move for safety reasons, such as a building fire.

Armed Response

In the event of an attack involving firearms or weapons, the priority for the armed response is to protect and save lives. Please remember:

- Initially they may not be able to distinguish you from the gunmen.
- Officers may be armed and may point guns at you.
- They may have to treat the public as they follow their instructions; keep hands in the air / in view.
- Avoid quick movement towards the officers and pointing, screaming or shouting.

Plan

Consider the following when planning for a firearms / weapons incident

1. How you would communicate with staff, visitors, neighbouring premises.
2. What key messages would you give to them in order to keep them safe.
3. Have the ability to secure key parts of the building to hinder free movement of the gunmen.
3. Think about incorporating this into your emergency planning and briefings.
4. Test your plan at least annually.

If you require further information then please liaise with your Local Authorities.

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■ nineteen high profile events

There may be events, which for various reasons, are deemed to be more high profile than normal day to day operations. This may involve pre-event publicity of the attendance of a VIP or celebrity, resulting in additional crowd density on the event day and the need for an appropriate security response and increased vigilance.

In certain cases the local police may appoint a police Gold Commander (Strategic Commander in Scotland) with responsibility for the event; who may in turn, appoint a Police Security Co-ordinator (SecCo) and/or a Police Search Adviser (PoISA).

Police Security Co-ordinator - SecCo

The Security Co-ordinator (SecCo) has a unique role in the planning and orchestration of security measures at high profile events.

The SecCo works towards the strategy set by the Police Gold/Strategic Commander and acts as an adviser and co-ordinator of security issues.

A number of options and resources are available to the SecCo, which include liaison with hotel or restaurant management, identifying all the key individuals, agencies and departments involved in the event as well as seeking advice from the relevant CTSA.

The SecCo will provide the Gold/Strategic Commander with a series of observations and recommendations to ensure that the security response is realistic and proportionate.

Police search advisor - PoISA

The SecCo can deem it necessary to appoint a Police Search Adviser (PoISA) to a high profile event.

The PoISA will carry out an assessment of the venue and nature of the event, taking into consideration an up to date threat assessment and other security issues.

A report, including the PoISA assessment, recommendations and subsequent search plan will be submitted through the SecCo to the Gold/Strategic Commander.

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■ twenty threat levels

Information about the national threat level is available on the MI5 - Security Service, Home Office and UK Intelligence Community Websites.

Terrorism threat levels are designed to give a broad indication of the likelihood of a terrorist attack. They are based on the assessment of a range of factors including current intelligence, recent events and what is known about terrorist intentions and capabilities. This information may well be incomplete and decisions about the appropriate security response should be made with this in mind.

In particular, those who own, operate, manage or work in hotels or restaurants are reminded that SUBSTANTIAL and SEVERE both indicate a high level of threat and that an attack might well come without warning.

Threat Level Definitions

CRITICAL	AN ATTACK IS EXPECTED IMMEDIATELY
SEVERE	AN ATTACK IS HIGHLY LIKELY
SUBSTANTIAL	AN ATTACK IS A STRONG POSSIBILITY
MODERATE	AN ATTACK IS POSSIBLE BUT NOT LIKELY
LOW	AN ATTACK IS UNLIKELY

Response Levels

Response levels provide a broad indication of the protective security measures that should be applied at any particular time. They are informed by the threat level but also take into account specific assessments of vulnerability and risk.

Response levels tend to relate to sites, whereas threat levels usually relate to broad areas of activity.

There are a variety of specific security measures that can be applied within response levels, although the same measures will not be found at every location.

The security measures deployed at different response levels should not be made public, to avoid informing terrorists about what we know and what we are doing about it.

There are three levels of response which broadly equate to threat levels as shown below:

CRITICAL	EXCEPTIONAL
SEVERE	HEIGHTENED
SUBSTANTIAL	
MODERATE	
LOW	NORMAL

Response Level Definitions

RESPONSE LEVEL	DESCRIPTION
NORMAL	Routine baseline protective security measures, appropriate to your business and location.
HEIGHTENED	Additional and sustainable protective security measures reflecting the broad nature of the threat combined with specific business and geographical vulnerabilities and judgements on acceptable risk.
EXCEPTIONAL	Maximum protective security measures to meet specific threats and to minimise vulnerability and risk.

What can I do now?

- Carry out a risk and vulnerability assessment that is specific to your hotel or restaurant.
- Identify a range of practical protective security measures appropriate for each of the response levels. Your CTSAs can assist you with this.
- Make use of the good practice checklists on the following pages to assist you in your decision making process.

The counter measures to be implemented at each response level are a matter for individual premises or organisations and will differ according to a range of circumstances.

All protective security measures should be identified in advance of any change in threat and response level and should be clearly notified to those staff who are responsible for ensuring compliance.

■ good practice checklists

The following checklists are intended as a guide for those who own, operate, manage or work in hotels or restaurants to assist them in identifying the hazards and risks associated with counter terrorism planning.

They are not however exhaustive and some of the guidance might not be relevant to all hotels and restaurants.

The checklists should be considered taking the following factors into account:

- Have you consulted your police CTSA, local authority and local fire and rescue service?
- Who else should be included during consultation?
- Which measures can be implemented with ease?
- Which measures will take greater planning and investment?

■ appendix a

Housekeeping Good Practice

	Yes	No	Unsure
Have you reviewed the use and location of all waste receptacles in and around your hotel or restaurant, taking into consideration their size, proximity to glazing and building support structures?			
Do you keep external areas, entrances, lifts, stairs, reception areas and toilets clean and tidy?			
Do you keep furniture to a minimum to provide little opportunity to hide devices, including upholstered chairs and sofas?			
Are unused offices, rooms and function suites locked?			
Do you use padlocks to secure maintenance hatches, compactors and industrial waste bins when not required for immediate use?			
Do you screen all your mail and can you isolate your mail processing area?			
Are your reception staff and deputies trained and competent in managing telephoned bomb threats?			
Have you considered marking your first aid fire fighting equipment as hotels and restaurants property and checked it has not been replaced?			

■ appendix b

Access Control to Hotels and Restaurants

	Yes	No	Unsure
Do you prevent all vehicles from entering goods or service areas directly below, above or next to pedestrian areas where there will be large numbers of people, until they are authorised by your security?			
Do you have in place physical barriers to keep all but authorised vehicles at a safe distance and to mitigate against a hostile vehicle attack?			
Is there clear demarcation identifying the public and private areas of your hotel or restaurant?			
Do your staff, including contractors, cleaners and other employees wear ID badges at all times when on the premises?			
Do you adopt a 'challenge culture' to anybody not wearing a pass in your private areas?			
Do you insist that details of contract vehicles and the identity of the driver and any passengers requiring permission to park and work in your hotel or restaurant are authorised in advance?			
Do you require driver and vehicle details of waste collection services in advance?			

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■ appendix c

CCTV

	Yes	No	Unsure
Do you constantly monitor your CCTV images or playback overnight recordings for evidence of suspicious activity?			
Do you have your CCTV cameras regularly maintained?			
Do the CCTV cameras cover the entrances and exits to your hotel or restaurant?			
Have you considered the introduction of Automatic Number Plate Recognition (ANPR) to complement your security operation?			
Do you have CCTV cameras covering critical areas in your business, such as server rooms, back up generators, cash offices and back of house corridors?			
Do you store the CCTV images in accordance with the evidential needs of the police?			
Could you positively identify an individual from the recorded images on your CCTV system?			
Are the date and time stamps of the system accurate and synchronised?			
Does the lighting system complement the CCTV system during daytime and darkness hours?			
Do you regularly check the quality of your recordings?			
Are your 'contracted in' CCTV operators licensed by the Security Industry Authority (SIA)?			
Have you implemented operating procedures, codes of practice and audit trails?			
Is each CCTV camera doing what it was installed to do?			

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■ appendix d

Searching

	Yes	No	Unsure
Do you carry out a sectorised, systematic and thorough search of your hotel or restaurant as a part of routine housekeeping and in response to a specific incident?			
Does your search plan have a written checklist – signed by the searching officer as complete for the information of the security manager?			
Does your search plan include front of house, toilets, lifts, back of house corridors, car parks and service areas?			
Have you considered a vehicle search regime at goods/service entrances that is flexible and can be tailored to a change in threat or response level?			
Do you conduct random overt searches of vehicles as a visual deterrent?			
Have you a contingency in place for a guest search regime that is flexible and can be tailored and implemented for a high profile event or a change in threat or response level?			
Do you make use of your website/publication to inform contractors, visitors, of your searching policies as part of crime prevention and counter terrorism measures?			
Do you have a policy to refuse entry to a vehicle whose driver refuses a search request?			
Are your searching staff trained and properly briefed on their powers and what they are searching for?			
Are staff trained to deal effectively with unidentified packages found on the premises?			
Do you have sufficient staff to search effectively?			
Do you search your evacuation routes and assembly areas before they are used?			

■ appendix e

Personnel Security

	Yes	No	Unsure
During recruitment you should require:			
Full name			
Current address and any previous addresses in last five years			
Date of birth			
National Insurance number			
Full details of references (names, addresses and contact details)			
Full details of previous employers, including dates of employment			
Proof of relevant educational and professional qualifications			
Proof of permission to work in the UK for non-British or non-European Economic Area (EEA) nationals			
Do you ask British citizens for:			
Full (current) 10-year passport			
British driving licence (ideally the photo licence)			
P45			
Birth Certificate – issued within six weeks of birth			
Credit card – with three statements and proof of signature			
Bank card – with three statements and proof of signature			
Proof of residence – council tax, gas, electric, water or telephone bill			
EEA Nationals:			
Full EEA passport			
National Identity Card			
Other Nationals:			
Full Passport and			
A Home Office document confirming the individual's UK Immigration status and permission to work in UK			

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■ appendix f

Information Security

	Yes	No	Unsure
Do you lock away all business documents at the close of the business day?			
Do you have a clear-desk policy out of business hours?			
Do you close down all computers at the close of the business day?			
Are all your computers password protected?			
Do you have computer firewall and antivirus software on your computer systems?			
Do you regularly update this protection?			
Have you considered an encryption package for sensitive information you wish to protect?			
Do you destroy sensitive data properly when no longer required?			
Do you back up business critical information regularly?			
Do you have a securely contained back up at a different location from where you operate your business? (Full back-up procedure)			
Have you invested in secure cabinets for your IT equipment?			

WITHDRAWN 2017

■ appendix g

Communication

	Yes	No	Unsure
Are security issues discussed/decided at Board level and form a part of your organisation's culture?			
Do you have a security policy or other documentation showing how security procedures should operate within your business?			
Is this documentation regularly reviewed and if necessary updated?			
Do you have in place a crisis management plan that is regularly updated and are the relevant staff aware of their roles and responsibilities?			
Do you regularly meet with staff and discuss security issues?			
Do you encourage staff to raise their concerns about security?			
Do you know your local Counter Terrorism Security Advisor (CTSA) and do you involve him/her in any cinema or theatre or security developments?			
Do you speak with neighbouring businesses on issues of security and crime that might affect you all?			
Do you remind your staff to be vigilant when travelling to and from work, and to report anything suspicious to the relevant authorities or police?			
Do you make use of your website, to communicate the crime and counter terrorism initiatives, including an advance warning regarding searching?			

Checklist Results

Having completed the various 'Good Practice' checklists you need to give further attention to the questions that you have answered 'no' or 'don't know' to.

If you answered 'don't know' to a question, find out more about that particular issue to reassure yourself that this vulnerability is being addressed or needs to be addressed.

If you answered 'no' to any question then you should seek to address that particular issue as soon as possible.

Where you have answered 'yes' to a question, remember to regularly review your security measures to make sure that your security measures are fit for that purpose.

■ bomb threat checklist

This checklist is designed to help your staff to deal with a telephoned bomb threat effectively and to record the necessary information.

Visit www.cpni.gov.uk to download a PDF and print it out.

Actions to be taken on receipt of a bomb threat:

Switch on tape recorder/voicemail (if connected)

Tell the caller which town/district you are answering from

Record the exact wording of the threat:

Ask the following questions:

Where is the bomb right now? _____

When is it going to explode? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your name? _____

What is your address? _____

What is your telephone number? _____

Record the call completed:

Where automatic number reveal equipment is available, record number shown:

Inform the premises manager of name and telephone number of the person informed:

Contact the police on 999. Time informed: _____

The following part should be completed once the caller has hung up and the premises manager has been informed.

Time and date of call: _____

Length of call: _____

Number at which call was received (i.e. your extension number): _____

ABOUT THE CALLER

Sex of caller: _____

Nationality: _____

Age: _____

THREAT LANGUAGE (tick)

- Well spoken?
- Irrational?
- Taped message?
- Offensive?
- Incoherent?
- Message read by threat-maker?

CALLER'S VOICE (tick)

- Calm?
- Crying?
- Clearing throat?
- Angry?
- Nasal?
- Slurred?
- Excited?
- Stutter?
- Disguised?
- Slow?
- Lisp?
- Accent? If so, what type? _____
- Deep?
- Hoarse?
- Laughter?
- Familiar? If so, whose voice did it sound like? _____

BACKGROUND SOUNDS (tick)

- Street noises?
- House noises?
- Animal noises?
- Crockery?
- Motor?
- Clear?
- Voice?
- Static?
- PA system?
- Booth?
- Music?
- Factory machinery?
- Office machinery?
- Other? (specify) _____

OTHER REMARKS

Signature

Date _____

Print name

WITHDRAWN 2017

■ useful publications and contacts

Protecting Against Terrorism (3rd Edition)

This publication provides general protective security advice from the Centre for the Protection of National Infrastructure CPNI. It is aimed at businesses and other organisations seeking to reduce the risk of a terrorist attack, or to limit the damage terrorism might cause. The booklet is available in PDF format and can be downloaded from www.cpni.gov.uk

Personnel Security: Managing the Risk

Developed by the CPNI this publication outlines the various activities that constitute a personnel security regime. As such it provides an introductory reference for security managers and human resource managers who are developing or reviewing their approach to personnel security. The booklet is available in PDF format and can be downloaded from www.cpni.gov.uk

Pre-Employment Screening

CPNI's Pre-Employment Screening is the latest in a series of advice products on the subject of personnel security. It provides detailed guidance on pre-employment screening measures including:

- identity checking
- confirmation of the right to work in the UK
- verification of a candidate's historical personal data (including criminal record checks)

The booklet is available in PDF format and can be downloaded from www.cpni.gov.uk

Expecting the Unexpected

This guide is the result of a partnership between the business community, police and business continuity experts and provides advice on business continuity in the event and aftermath of an emergency and contains useful ideas on key business continuity management processes and a checklist.

Secure in the Knowledge

This guide is aimed mainly at small and medium-sized businesses. It provides guidance and information to help improve basic security. Ideally it should be read in conjunction with Expecting the Unexpected which is mentioned above. By following the guidance in both booklets, companies will be in the best position to prevent, manage and recover from a range of threats to their business.

Both booklets are available to download at www.nactso.gov.uk

Useful Contacts

National Counter Terrorism Security Office

www.nactso.gov.uk

Centre for the Protection of National Infrastructure

www.cpni.gov.uk

Home Office

www.gov.uk

Centre for Applied Science and Technology

www.gov.uk

Association of Chief Police Officers

www.acpo.police.uk

Police Scotland

www.scotland.police.uk

Security Industry Authority

www.sia.homeoffice.gov.uk

Prepare for Emergencies - Cabinet Office

www.gov.uk

Chief Fire Officers Association

www.cfoa.org.uk

Get Safe Online

www.getsafeonline.org

MI5 - The Security Service

www.mi5.gov.uk

HSE (Health and Safety Executive)

www.hse.gov.uk

Information Commissioner's Office (Data Protection Act)

www.ico.gov.uk

The Business Continuity Institute

www.thebci.org

Visit Britain

www.visitbritain.com

London Prepared

www.london.gov.uk

Confidential Anti Terrorism Hotline: 0800 789 321 -

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