Counter Terrorism (CT) Security Plan Guidance

Introduction

Although terrorist attacks are rare the threat from terrorism is real and increasingly unpredictable, with public spaces and crowded areas being increasingly viewed as attractive targets.

There is a responsibility on organisations and venue operators to consider and implement security organisational preparedness measures to protect people from a broad range of terrorist attacks in publicly accessible locations (PAL's.) In order to achieve this, measures should be justifiable, achievable, sustainable, practical, affordable, and reasonable (JASPAR)

Whilst terrorist attacks are low-probability, they are also high-consequence events. Clearly the most impactful consequence of terrorist attacks is the loss of human life and the direct physical injuries and psychological traumas suffered by survivors. The reputational damage of an attack is something that will concern all senior management – the loss of trust following a failure to protect staff and customers/clients may prove difficult to recover. Costs - lost or destroyed assets may need to be replaced quickly and at great expense. This is in addition to any losses that might be incurred through the suspension of normal business.

More recently the methodology of attacks has changed from premeditated, coordinated attacks to attacks carried out by single issue terrorists (SITs) using low sophisticated methods of attack, including bladed/blunt force trauma, improvised explosive devices (IEDs) and a vehicle as a weapon (VAW). This requires a dynamic and robust security plan to ensure the flexibility to respond to emerging situations in an increasingly unpredictable environment.

Contents

1. What is a CT Security Plan?

A CT Security Plan is a document that outlines your resilience against a terrorist attack. It is your strategy for countering terrorism to create a safer place that is less vulnerable to a terrorist attack and, should an attack take place, where people are better protected from its impact.

2. Do I need a CT Security Plan for my event?

As an event organiser with a responsibility for attendees, staff, volunteers, contractors etc. it is your duty to ensure you have a plan in place with a view to minimising, managing and mitigating risk.

If your event is a crowded place*, is a location or environment to which members of the public have access that may be considered potentially liable to terrorist attack by virtue of its crowd density then you should develop a CT Security Plan.

* *What counts as a crowded place is a matter of judgment. Crowded places will be found in a wide range of locations including: sports stadia, pubs, clubs, bars, shopping centres, high streets, visitor attractions, cinemas, theatres and commercial centres. Crowded places can also include the public realm - open spaces such as parks and squares. A crowded place will not necessarily be crowded at all times – crowd densities may vary during the day or night, and may be temporary, as in the case of events, parades or open air festivals.*

Martyn's Law will follow a tiered model linked to activity that takes place at a location and its capacity aimed to prevent undue burden on businesses.

A standard tier will apply to locations with a maximum capacity of over 100 which can undertake low-cost, simple yet effective activities to improve preparedness. This will include training, information sharing and completion of a preparedness plan to embed practices, such as locking doors to delay attackers progress or knowledge on lifesaving treatments that can be administered by staff whilst awaiting emergency services.

An enhanced tier will focus on high-capacity locations in recognition of the potential consequences of a successful attack. Locations with a capacity of over 800 people at any time, will additionally be required to undertake a risk assessment to inform the development and implementation of a thorough security plan.

3. What will happen if I don't consider CT Security Mitigation for my event?

Organisers are recommended to develop a Counter Terrorism (CT) security plan that outlines the measures in place that contribute towards keeping the event space proportionately secure.

Should you choose not to consider CT risks and mitigation measures for your event there is a possibility that the Safety Advisory Group will recommend that your event application is reconsidered. This may result in the cancellation of your booking.

4. What is contained in this guidance document?

The guidance in this document has been validated by Counter Terrorism Policing North East and offers security advice and good practice for any organisation looking to protect against the risk of a terrorist act or to limit the damage such an incident could cause.

It sets out how a CT security plan might be developed, the key measures that can help protect staff, volunteers and attendees of your event, and how you can prepare for the worst.

Although aimed primarily at countering potential terrorist attacks, much of it represents good practice for organisations of any size, whether private or public sector.

5. What might be targeted?

An attack in the UK could occur anywhere, at any time, and likely with little or no warning. Densely populated publicly accessible locations (PALs) are the most likely target of an Islamist extremist terrorist attack in the UK.

The different methodologies that could be used during an attack, either individually or in combination, are:

•   Marauding terrorist attack (MTA) Firearms or bladed/blunt weapons

•   Vehicle as a weapon (VAW)

•   Improvised explosive device (IED) left on the site

•   Fire as a weapon (FAW)

•   Vehicle borne improvised explosive device (VBIED)

•   Person borne Improvised explosive device (PBIED|)

Vehicles (such as cars, vans and lorries) are widely available and easy to use. Consequently, driving a vehicle into crowds of people is a common attack method compared to more complex alternatives.

Queues

- In the first instance queues should be positioned behind existing rated vehicle security barriers (IWA14-1 & PAS68).
- The presence of street furniture (e.g., bus stops, signage posts, seating, telephone boxes, including trees) should be viewed as an opportunity to offer some protection.
- Street furniture should not be removed but could be re-located to enhance queue protection.
- Vehicle security barriers (IWA 14-1, PAS 68, CPNI VADS or road safety barriers) to ensure people in the vicinity are afforded some protection.
- Work with neighbouring premises to develop a plan for queues.

- Queues should not be positioned near live traffic i.e. roads. If they have to be, position away from the kerb edge.
- Move queues to areas where vehicles don't normally access.
- Avoid creating long queues. Consider a secondary marshalling area if required. Marshalling can help enforce queue structure, length, social distancing and provide additional vigilance and response to an incident.
- Place "Do not join the queue" signs when its length or position increases the risk to people.
- Where possible, orientate the queues so people can see hazards or dangers approaching.
- Fast dispersal / escape routes for pedestrians should be considered when setting out your queue.
- Avoid orienting queues in the same direction as potential vehicle attack routes.
- Positioning queues near or in between street furniture can provide some protection.

Where long or multiple queues form, consider deploying vehicle barriers along the footway to disrupt a vehicle being able to drive down its length.

Traffic management

- Reducing vehicles in the areas of queues will make it safer for pedestrians.
- Close off vehicle access to shared spaces when queues are present.
- In car parks, create a pedestrian safety zone by preventing or limiting vehicle parking next to queues of people.
- Consider enforcing 'no parking' as far away from the queues as possible with cones, temporary pedestrian rails or more.

Information

In producing online and local messaging, including signage, be mindful of how detailed information can be very useful to those with hostile intent. Giving credible, detailed information that could identify an attractive target about queue locations, times and number of people or even security arrangements can be useful to a hostile.

6. CT Training

It is recommended that event organisers and key staff undertake the ACT Awareness eLearning. It is a free online counter terrorism training course for all UK based companies, organisations and individuals.

ACT Awareness will provide nationally recognised corporate counter terrorism guidance to help people better understand, and mitigate against, current terrorist methodology.

The following eLearning Modules are available:

- Introduction to Terrorism
- Identifying Security Vulnerabilities
- How to Identify and Respond to Suspicious Behaviour
- How to Identify and Deal with a Suspicious Item

- What to do in the Event of a Bomb Threat
- How to Respond to a Firearms or Weapons attack

Training is available via [ACT Awareness e-Learning | ProtectUK](#)

When completed, any Counter Terrorism training carried out should be detailed in your CT Security Plan stating what training has been carried out, by whom and when.

7. Suggestions for developing a CT Security Plan for your event

Proportionate to your event the following areas could be considered to help form your CT Security Plan: -

- The current UK Threat level (currently Substantial – an attack is likely)
- Event vulnerability assessment including details of your event site recce
- Mitigation measures
- Emergency Response Planning
- Invoking an Emergency Response

A more detailed look at each area follows: -

7.1 The current UK Threat level

As an event organiser you should be aware of the current UK threat level. To demonstrate their understanding of this you should articulate: -

- What the current national threat level to the UK (England, Wales, Scotland and Northern Ireland) from terrorism is
- What the threat level means

This information is available on the internet from the MI5 Security Service or Gov.uk

7.2 Event Vulnerability Analysis

Attackers exploit vulnerabilities. Vulnerability analysis is the assessment of the degree to which your event is exposed to hostile action. It includes identifying ways in which attacks could happen. To help secure your event from a terrorist attack you should assess your event to identify security vulnerabilities. This can be a desk exercise but a site recce will also be required to assess the physical environment and site layout.

Examples of vulnerabilities may include:

- Unprotected streets leading onto a parade route
- Open access
- Unprotected queuing
- Lack of accreditation system
- Hidden areas where fencing may be easily breached
- Lack of a challenge culture amongst staff/stewards
- Lack of staff/contractor/volunteer briefings

Event vulnerabilities identified should be listed in your CT Security Plan as these will need to be addressed with appropriate mitigation measures.

7.3 Site recce

A site recce should be undertaken as part of your event planning in advance of the event. It is recommended that any physical vulnerabilities are photographed and included in your CT Security Plan with your observations as to why the particular areas are vulnerable, what threat is applicable and what mitigation is required.

7.4 Mitigation measures

In respect of the vulnerabilities identified, event organisers should apply measures reflecting the broad nature of each threat. Mitigation measures should be based on judgement and acceptable risk. The security measures considered should also focus on the principle of (JASPAR) justifiable, achievable, sustainable, practical, affordable and reasonable.

7.5 Emergency Response Planning

Emergency response planning should incorporate how you/your organisation intend to respond to an incident and what considerations you may make. Making dynamic risk assessments and taking appropriate action is all key to good leadership.

Considerations may include:

- Incident leadership
  - How you will gather information and assess the situation to ascertain the type of incident and what response is required e.g. location, attackers, hazards and weapons, if it is safe to evacuate, are there other attackers, other devices, obstructions etc.
  - How and when information will be relayed and to whom
- Consider options available to support your response, examples below: -
  - Full site evacuation
  - Invacuation to any protected space
  - Lockdown
  - Stop other people entering the site
  - Is it safe to undertake a search?
  - Monitor news and media channels
  - Communicate with the Emergency Services
  - Communicate with staff and advise as to the most appropriate response.
  - Follow RUN HIDE TELL principles if appropriate
  - Maintain a log of incident where possible

7.6 Invoking an Emergency Response

The speed of decision-making and implementation during an incident will be critical. The Police may also be involved in the decision making process pending their presence on site. However, you should decide who in your event organisation will make the initial decisions.

The following security checklists will aid your security planning and your response to an incident: -

Access Control

- Do you have an accreditation pass system in place to prevent unauthorised vehicles accessing the site?
- What physical barriers are in place to prevent any unauthorised vehicles with malicious intent?
- Does your site have a clear demarcation identifying public and restricted areas?
- Do your event staff, volunteers, contractors and performers wear passes at all times?
- Do you promote a challenge culture to anybody not wearing a pass in restricted areas?
- Do you collate Vehicle details for traders accessing the site and are these recorded in advance?
- Do you deny admission to unexpected vehicles without accreditation passes?
- Do you have a 'signing in' policy?
- Do you have CCTV covering identified vulnerable areas?
- Do you have access control and screening policies in place?
- Do you have DBS checks for staff working with children and/or vulnerable adults?

Search planning

- Do you have a bomb threat procedure in place?
- Do you have a search plan in place e.g. site perimeter, entrance gates, marquees, stalls, toilets, bins, restricted areas e.g. backstage areas, evacuation routes?
- Are your team briefed and clear on what to look out for if there is a suspect package i.e. H-O-T Protocols?
- Do you carry out regular searches of the site?
- Are details of searches recorded?
- Are staff trained on how to effectively deal with suspicious items i.e. 4C's CONFIRM, CLEAR, COMMUNICATE, CONTROL?
- Does your event have an effective Command and Control structure in place?
- Do you have consistent reporting procedures in place?

Good Housekeeping

- Are bins emptied regularly?
- Do you carry out regular Site inspections?
- Are toilets kept clean and tidy?
- Do staff understand roles and responsibilities and reporting mechanisms?
- Are staff trained to deal effectively with bomb threats?
- Is CCTV checked for sufficient coverage of site and in good working order?
- Are evacuation routes checked for any obstructions?
- Have you carried out evacuation calculations and are there an appropriate number of exits for audience numbers?
- Are evacuation procedures in place?

7.7 Risk Assessment Matrix

Comprehensive risk management advice is available on the ProtectUk website:

Risk management template and examples | ProtectUK

An example of a template is provided below for recording your decisions and plans for security risk management. You can use this risk assessment template to help you keep a simple record of:

- your competent person(s)
- the threats your organisation might face
- who and what might be harmed and how
- what you are doing as a company already to reduce or eliminate risk
- what further actions you need to take to get more control of the risk, and who needs to carry it out
- dates for reviewing progress on your plans and the further actions

Risk management template

Description of site:

Responsible Person:

Competent person(s)

Description of Process: Date:

What are the threats?	Possible harm	Controls already in place	Decisions, further actions & responsibilities	Progress Reviews
Who might carry out an attack and what attack methods might they use?	**What is the level of risk? Who is vulnerable to the threats (staff, customers, general public, etc.) and are there any with specific vulnerabilities? What harm might be caused and with what consequences**	**What defences, plans and other mitigating measures do you already have in place and how effectively will they control terrorist risks?**	**What further controls are needed and who will take responsibility for ensuring they are implemented?**	**When will reviews be carried out of the decisions made and of any new or improved controls that have been put in place**
Marauding terrorist attack (MTA) Firearms or bladed/blunt weapons			- Act e-learning training for all staff. - Delivery of ACT Operational (CT exercise) - Delivery of SCaN training products - Organisers to register with ProtectUK for advice - Understanding of Run Hide Tell	

			• Lockdown procedure where applicable • Evacuation plan • Emergency Grab Bags. • Trauma Bags	
Vehicle as a weapon (VAW)			• Training as above Installation of HVM • Protected queuing, where applicable	
Improvised explosive device (IED) left on the site			• Training as above • Understanding of HOT principle. • Search regime & policy • Understanding + evaluation of available CCTV	
Fire as a weapon (FAW)			• Develop security planning to mitigate risk. • Strategy for distribution of fire extinguishers + with training of staff • Evacuation plan	
Vehicle borne improvised explosive device (VBIED)			• Traffic management plan • Suspicious vehicle plan + agreed procedure with police. • Evacuation plan.	
Person borne Improvised explosive device (PBIED|)			• Search policy	

			• Provision of detection technology where appropriate.	

8. Checklist

The Safety Advisory Group will be seeking that event organisers, proportionate to their event, will have given consideration to the factors in the CT Security Checklist.

CT Security Checklist	✓
The event organiser has developed a CT Security Plan that addresses all terrorist threat vulnerabilities.	
The event organiser will have a risk assessment to include counter terrorism measures for the premises and other publicly accessible locations associated with the event, including car parks, transport hubs, access and egress routes and queuing systems.	
The event organiser will ensure that all key staff complete ACT e-learning (or alternative Government recognised training) before working at the event.	
The event organiser will ensure that their Security Stewarding provider / personnel complete ACT e-learning (or alternative Government recognised training) before working at the event.	
The event organiser will ensure that all event staff / contractors / volunteers receive an induction briefing specific to each event, to include: • The current terrorist threat level; • What this means in relation to the possibility of an attack; • The procedures for dealing with and reporting any suspicious items, activity, or unusual behaviour.	

9. Summary

You can't eliminate all event CT security risks, but you can reduce their likelihood by minimising the chance of them occurring. Doing nothing is not an option and working out what is a proportionate response by giving considerations of eliminating or reducing risk from terrorist attacks should be part of the pre-event planning process.

The keys to good CT security are preparation and vigilance. If you consider your potential threats and apply mitigating measures you will be making a significant contribution towards keeping your event space secure. Vigilant security behaviour will show any hostile individual watching that it's not just security guards and CCTV they need to worry about. Alert employees are just as likely to spot suspicious activity and report it.