

## POLICY

### 07 Counter terrorism

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REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	14/08/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

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## Requirement

To recognise the current terrorist threat and raise awareness, security and vigilance across the organisation.

## Policy

The Company minimises the risks posed by potential security and terrorist threats and ensures staff are prepared to deal with extremist and terrorist action to help safeguard against potential security and terrorist threats. The counter terrorism policy outlines our commitment to raising awareness, security and vigilance across the organisation.

The Security & Counter Terrorism champion is Carl Hillier and Michael Carroll

The Company ensures the following are in place:

- Security improvements and contingency plans that are needed
- Security measures that are to be complied with and reviewed
- Level of staff communications and awareness training required
- Safe and sensitive management of security incidents
- Reporting procedure to the relevant authorities
- The Counter Terrorism Champion must be identified in the organisation chart

The procedures for countering terrorism are supported by a risk assessment and include instructions to drivers on:

- Identifying suspicious behaviour or activity
- Dealing with vehicle-borne improvised explosive devices
- Dealing with bomb threats and suspect devices

The procedures for countering terrorism are aligned to the procedures for protecting against other security threats, such as theft and crime.

An emergency and business continuity plan should be in place to enable a simultaneous response to a security incident and a return to 'business as usual' as soon as possible.

The policy, procedures and risk assessment relevant to security and counter terrorism must be:

- Documented and reviewed in accordance with requirement M1
- Retained in accordance with requirement M2
- Communicated in accordance with requirement M5
- Included in Professional Development Plans in accordance with requirement D4
- Consistent with requirement O6

### Procedure

#### What should I report?

Like other criminals, terrorists need to plan. You can report suspicious activity or behaviour – anything that seems out of place, unusual or just doesn't seem to fit in with everyday life.

#### Research

- Meetings, training and planning can take place anywhere. Do you know someone who travels but is vague about where they're going?
- Do you know someone with passports or other documents in different names, for no obvious reason?
- Do you know someone who looks at extremist material, including on the so-called Dark Web, or shares and creates content that promotes or glorifies terrorism?
- Have you noticed someone embracing or actively promoting hateful ideas or an extremist ideology?

#### Gathering materials

- Suspicious materials can be ordered online as well as in store. Have you noticed someone receiving deliveries for unusual items bought online?
- If you work in commercial vehicle hire or sales, has a sale or rental seemed unusual?
- Have you noticed someone buying large or unusual quantities of chemicals, fertilisers or gas cylinders for no obvious reason?
- Have you noticed someone acquiring illegal firearms or other weapons or showing an interest in obtaining them?

#### Storing materials

- Terrorists need to store equipment while preparing for an attack. Have you noticed anyone storing large amounts of chemicals, fertilisers or gas cylinders?
- Have you noticed anyone storing illegal firearms or objects that could potentially be weapons?
- Hostile Reconnaissance
- Observation and surveillance help terrorists plan attacks. Have you witnessed anyone taking pictures or notes of security arrangements or CCTV?

#### Financing

- Cheque and credit card fraud are ways of generating cash. Have you noticed any suspicious or unusual bank transactions?

#### Technology that can be used

- Alarm systems for detecting any cutting of the curtain
- Reinforced curtains which are specialist slash-resistant curtains can be fitted to provide protection against knife or cutting attacks. Typically, they are manufactured from Kevlar or incorporate galvanised steel wires bonded to the interior surface

### Threats

Different forms of threat that exist in terms of vehicle security and terrorism are:

- Fuel theft through siphoning
- Load theft while vehicles are parked or resting at unsecured parking locations
- Curtain siders having their curtains slashed
- Use of vehicles as a mobile weapon
- Unknowingly carrying stowaways across borders
- Hijacking
- Diversion and fraudulent theft
- Physical attacks on drivers

## Security measures

- Vehicles to be locked when the cab is unoccupied
- Lock load compartment
- Check that all security devices are working
- No unauthorised passengers to be carried
- Be alert when leaving loading point
- Never unload into another vehicle or at a different location than specified in delivery instructions
- Check that navigation system has the correct delivery address
- If the use of ancillary equipment requires the engine to remain running additional measures should be taken
- Vehicles not be left unattended on the public highway unless prior management approval has been granted
- Vehicles parked for breaks and overnight will be secured
- Vehicles to be parked in a way to block fuel tanks
- Plan route, stopovers and overnight parking
- Avoid high-risk routes or routes where there is a need to drive slowly or make many stops
- Look out for suspicious behaviour and vehicles
- Stick to pre-defined routes and report any diversions
- Keep a fully charged phone in the event you need to contact transport manager or the police
- Check load matches the collection note
- Make sure it is delivery point is clear to and who will receive the goods
- Record the load seal number, if appropriate
- Check collection and delivery against the notes
- If the delivery instructions are changed, get written confirmation of the changes from senior staff at the delivery address or from employer
- Make sure that there is a clear signature and printed name on the POD note (proof of delivery)
- Check quantities and weights match the collection and delivery notes
- Monitor unloading operations personally if possible
- Check the load seal is intact and the number is the same as on the delivery note

### Reporting

999 if crime in progress  
0800 789 321 (anti-terrorism hotline) if suspicious behaviour  
101 non urgent

*Thomas Barrett – Director*

