



Security Procedure

In light of recent terror incidents in England, we wanted to take the opportunity to remind everyone that we all have a role to play in minimising the risk.

- The current UK threat level is now assessed as SUBSTANTIAL.
- From a UK transport perspective however, the threat outside London remains Moderate – possible, but not likely.

Scan the QR code or visit www.mi5.gov.uk/threats-and-advice/terrorism-threat-levels for current information



Security

Colleagues are encouraged to remain vigilant and to report any suspicious activity immediately to Police. As an employee of Lothian, you can challenge anyone you see on our premises that you don't know or looks out of place, if you feel it is safe to do so. This may be simply asking if you can help them or who they are looking for. This is particularly important out of hours, otherwise inform your line manager immediately of your concerns.

Suspicious activity may include:

- Significant interest being taken in the outside of our premises including parking areas, doors and entrances.
- Persons drawing attention to themselves by asking peculiar and in-depth questions of employees or others more familiar with the workplace.
- Parking, standing or loitering in the same area on numerous occasions with no apparent reasonable explanation.

Dealing with Suspicious Packages

If any suspect items are discovered or reported to you in service, the following guidance should be followed. Firstly, assess the potential security risk using the **HOT** procedure:

- Is the item **Hidden** – i.e. placed where it will not be seen or noticed as unusual
- Is the item **Obviously suspicious** – e.g. by physical appearance or by placement
- Is the item **Typical** – is it something you would expect to see in that place at that time of day?

If you believe that the item poses a threat:

- You must not touch the item and must prevent others from touching it.
- On bus - evacuate the bus in a safe and controlled manner. Do not use the radio and only call Control by mobile once at least 15m away from the vehicle. Move to at least 100m from the vehicle.
- In premises - activate the nearest fire call point and evacuate the building in a safe and controlled manner.
- It may be necessary to move away from the fire evacuation point depending on the location of the item, ideally 100m and out of line of sight.
- Call the emergency services on 999 or the Counter Terrorism hotline on 0800 789 321