

Due to recent events and the general increased risk from terrorism in the UK, it has been deemed necessary to provide information on our site security and dealing with suspicious packages.

What is the current terrorism threat?

- ☞ The current UK terrorist threat level is assessed as Substantial
- ☞ From a UK Transport point of view, the threat outside London remains moderate – This means an attack is possible but not likely
- ☞ There is no current intelligence to suggest that Lothian Buses are a potential target for terrorism

Site Security

Although it is not difficult to gain access to our depots, staff are encouraged to remain vigilant and to report any suspicious activity immediately to Police.

As an employee of Lothian Buses, 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 during 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 during vehicle inspections, cleaning procedures or during a search following a bomb threat, the following guidance should be followed:

Assess the potential security risk using the **HOT** procedure

- ☞ Is the item **H**idden – i.e. placed where it will not be seen or noticed as unusual
- ☞ Is the item **O**bviously suspicious – e.g. by physical appearance or by placement
- ☞ Is the item **T**ypical – i.e. is the item 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 prevent others from touching it
- ☞ You should 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 (Preferably 100m out of line of sight)
- ☞ You must make a call to the emergency services on 999 or the Anti-Terrorist hotline on 0800 789 321



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Security Procedures



I have received information on the procedures to follow if I notice anyone acting suspiciously in my place of work.

I understand that I should challenge person(s) I do not recognise or are acting suspiciously, if I think it is safe to do so, or I will inform my line manager. (If operating as security, contact counterpart first)

I have also been made aware of the actions which should be followed on the discovery of a suspicious package once the **HOT** procedures have been applied.

Employee to complete in block capitals

NAME: NUMBER:

DEPOT:

JOB TITLE:

SIGN: DATE:

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