

Terror Threat Awareness And Response Manual

A Guide for Security Officers on Recognizing and Responding to Threats

1. Understanding Terror Threats

Terror threats come in different forms, including:

- Physical attacks – Explosives, shootings, or vehicle ramming.
- Cyber threats – Hacking critical systems or spreading propaganda.
- Chemical or biological threats – Use of toxic substances to harm people.

Tips: Always be aware of your surroundings and any unusual activity. Prevention is key!

2. Recognizing Suspicious Behavior

Look out for warning signs, such as:

- Nervous or agitated individuals avoiding security checks.
- People loitering without a clear reason.
- Large bags or bulky clothing that seem unnecessary for the setting.
- Unusual interest in security measures, exits, or restricted areas.
- Leaving bags or packages unattended and walking away quickly.

Example: A person taking pictures of security cameras and exit doors in a crowded venue may be conducting surveillance. Report it immediately!

3. Responding to Suspicious Items or Packages

- DO NOT touch or move the item.
- Keep people away and create a safe perimeter.
- Report immediately to authorities and follow instructions.
- Look for signs such as wires, ticking sounds, or chemical odors.

Tips: If you receive a bomb threat by phone, stay calm and note key details: location, time, and any specific demands.



4. Emergency Protocols in Case of an Attack

If an attack occurs, follow these key actions:

RUN:

- Move away from the threat quickly and safely.
- Leave belongings behind—your life is more important.
- Help others escape if possible, but do not delay your exit

HIDE:

- If escape isn't possible, find a secure hiding place.
- Stay low, lock doors, turn off lights, and stay silent.
- Block entry points with furniture if necessary.

TELL - Alert Authorities:

- Call 999 as soon as it is safe.
- Provide clear details.
 - Location – Where the incident is happening.
 - Description – Number of attackers, weapons, injuries.
 - Actions taken – Evacuations, lockdowns, or casualties.
- Follow police instructions when they arrive.

Tips: When law enforcement arrives, keep hands visible and follow instructions carefully to avoid confusion.

5. Coordinating with Emergency Services

- Call emergency services immediately (follow local emergency numbers).
- Provide clear, accurate details (location, number of attackers, weapons used).
- Assist in crowd control and guide people to safe exits.
- Follow official instructions and support law enforcement efforts.

Example: Knowing emergency exits and security plans in advance improves response time during a crisis.

6. Best Practices For Security Officers

- Stay alert - Early detection can prevent an attack
- Know the emergency plans - Be familiar with response protocols.
- Train regularly - Conduct drills for active shooter and evacuation scenarios
- Communicate effectively - Coordinate with your team and emergency responders.

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