

Recommended minimum cordon distance guidance

- 15m** Minimum transmission distance for hand held radios, electronic equipment or mobile phones.
- 100m** Smaller items, e.g. rucksacks or briefcases.
- 200m** Medium sized objects, e.g. suitcases, wheelie bins or small cars.
- 400m** Large sized objects, e.g. vans or lorries.

Where possible, cordons and evacuation points should be:

- Out of direct sight of the incident
- Behind hard cover
- Away from glass or parked vehicles



For more information and advice, contact your local Counter Terrorism Security Adviser on 101 or visit www.scotland.police.uk



Terrorism

Stay Safe Guidance

Pursue, Prevent, Protect and Prepare

Dealing with suspicious items or packages

If an item or package is discovered that you feel may be suspicious, you should:

- Get to a safe distance
- Contact the police immediately on 999
- Contact security personnel in your organisation or business (if applicable)

What

- What is it?
- Note its size, parts and a description.
- Prepare a drawing from memory.

Where

- Where is it?
- Note its exact position.
- Prepare a map of your approach.
- How can it be found?

When

- What time was it found?
- Has it been moved or touched by anyone?

Why

- Why do you think it's suspicious?
- Are there potential targets?
- Are there any suspects?

Who

- Are there any witnesses?
- If so, ask them to stay back to speak to the police.

Confirm

- Confirm your suspicions.
- Note item or package position and characteristics.

Clear

- Clear the public away safely.
- Consider evacuating the area or keeping people inside.
- Direct those affected by **CBRN*** to a safe area.

Cordon*

- Set up cordons at the appropriate distance; 15m, 100m, 200m or 400m (see back page).

Control

- Make sure your security officer/responsible person is informed.
- Allocate an **RVP*** and search it.

Check

- Check evacuated area is secure.
- Consider other explosive devices.
- Is **CCTV*** available?

Keeping people safe

Actions at a major incident

Survey

- Consider your safety.
- Survey the scene as you approach.
- Try not to get involved in rescue work.

Assess

- Assess the situation on your arrival.

Disseminate

- Find out, note and provide **CHALETs** information to police.



***CBRN**: Chemical, Biological, Radiological, Nuclear

Cordon: A line of objects or people placed to prevent access to an area

RVP: Rendezvous Point

CCTV: Closed Circuit Television

Casualties

- Note the approximate number of casualties.

Hazards

- Identify hazards.
- Consider any other explosive devices.

Access

- What are best routes in or out?
- Are any routes blocked?

Location

- Confirm the exact location of the incident?

Emergency services and evacuation

- What emergency services are required?
- Consider whether evacuation is necessary and safe.

Type

- Type of incident and its size?
- Include the number of vehicles and buildings involved.

Start

- Start to record what's happening as soon as possible.

Keeping people safe