

Project ARGUS Major Events

■ WORKBOOK

■ FOREWORD



Thank you for spending time with us exploring ways to prevent, handle and recover from a terrorist attack. The threat to the UK from terrorism is real and present, and we all have a role to play in helping to prevent it. Communities are the key to this process, and business communities in our cities and towns can play a vital role in assisting the police to meet effectively this threat.

Project ARGUS is a welcome initiative from the National Counter Terrorism Security Office (NaCTSO) and is supported by the Association of Chief Police Officers (ACPO). It offers you a unique opportunity to comprehend the threats we face and to consider the actions required to address them.

I am confident that you will find your participation in Project ARGUS an interesting and challenging experience and one that will help you, your business and your community to plan effectively to deal with the threat from terrorism

John Donlon

National Coordinator Protect and Prepare
Association of Chief Police Officers

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What is NaCTSO

The National Counter Terrorism Security Office (NaCTSO) is a police unit working to the Association of Chief Police Officers (ACPO) and provides a coordinating role for the police service in regard to protective security. NaCTSO is located within the Security Service (MI5), it collates and disseminates good practice. It also has responsibility for the management of police training in protective security through its national network of Counter Terrorism Security Advisers (CTSA) .

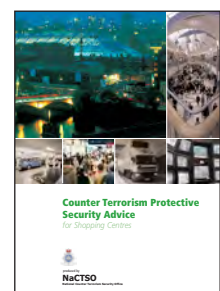
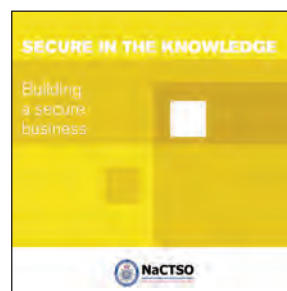
Developing and maintaining strong links with other organisations is a vital part of the unit's work, which allows for the identification of emerging needs and requirements in this area.

What is Project ARGUS?

Project ARGUS is a multi-media terrorist attack simulation that will allow you to make decisions about what you, staff members, the audience, event visitors and your business or organisation need to do in helping to prevent and survive a terrorist attack. You will discuss the questions and dilemmas posed by the simulation in syndicates, and then share your thoughts and proposed actions with the rest of the attendees. Facilitators will manage the event and you will have access to specialist advisers that can answer questions outside of your expertise when hosting such Major Events

Useful guidance

You may find it helpful to read four guides produced by NaCTSO. 'Counting the Cost' is your guide to managing risk, insurance and terrorism. 'Expecting the Unexpected' is your guide to business continuity and 'Secure in the Knowledge' is your guide to business security and sharing information. Also "Counter Terrorism Protective Security Advice for Major Events" is an excellent guide in preparing for the worst. All of them are downloadable free of charge from www.nactso.gov.uk. The guides are shown below:



YOU SHOULD COMPLETE THIS BOOKLET AS THE SIMULATION PROCEEDS.

This workbook consists of nine sections:

- Threats
- Unattended Items/Suspicious Items
- Vehicle Procedures
- Stay Safe
- Planning
- Right to be Prepared
- Good Housekeeping
- Responsibilities
- Look Closer

Sections one to five follow the structure of the simulation, allowing you to record what you have learnt. Good Housekeeping section will assist you in putting together a business case for change.

YOU SHOULD TAKE THIS BOOKLET AWAY WITH YOU AFTER THE EVENT AS A SOURCE OF REFERENCE.

Threats

Threats	Who might discover them?
e.g. Delegate/Crowd disruption	e.g. Bar staff

Unattended Items/Suspicious Items

UNATTENDED ITEMS	SUSPICIOUS ITEMS

Vehicle Procedures

Do you keep a register of what vehicles you are expecting on site? Do you register the driver's details?

Do you know when deliveries are due to be made and how long they are expected to take?

Do you know where/how vehicles will gain access and are there restrictions for movement around your site? Where can vehicles park? Is that close to or away from the venue?

Is it feasible for you to carry out a search and inventory of vehicles where appropriate – perhaps making it a condition of entry, like a bag search?

Important Note: Metres matter: where possible **keep all vehicles away from buildings and people.**

Where that's not possible, **ensure that no unauthorised vehicle is able to penetrate your event perimeter or building.**

Stay Safe

How could you stay safe in this situation?

What information is important in this situation?

Who would you tell and how?

How would you act or what would you do in this incident?

What procedures do you have to deal with concealed weapons (planned searches or reported to you)?

Planning

When and who should instigate your emergency plans for any major incident?

List practical and useful items your grab bag could contain.

Right to be Prepared

Write down what you can do to contribute to the safety and security of this event.

Administration and Marketing

Staff

Equipment

Facilities

Responsibilities

ACTION	RESPONSIBILITIES
Rehearsal and review of evacuation plans	
Liaison with police in case of incident	
Communication with crew in case of incident when event is live	
Staff training of basic messaging	
Provision and distribution of grab bags	
Staff/crew accreditation	
CCTV monitoring and storage of footage	
Identifying crowd pinch points	
Appropriate cordon zones/distances	
Criteria for search	

Look Closer

What might characterise suspicious behaviour at your event?

Would there be barriers to reporting suspicious behaviour at your event?

How would you encourage your staff to report suspicious behaviour?

Summary Notes

Project ARGUS

■ CHECKLISTS

Firearm and Weapon Attacks:**Would your staff understand the principles of Stay Safe?****Stay Safe:**

Tick as appropriate ✓

- Under immediate gun fire, take cover, but leave ASAP when safe to do
- Nearby gun fire, leave the area immediately ,if safe to do so
- Cover from fire / Cover from view
- Leave belongings behind
- Do not congregate at evacuation points
- If you can't escape, consider locking yourself in a room or cupboard
- Limit movement, stay silent, mobile phones off or set to vibrate

See, Tell and Act:

Tick as appropriate ✓

- Type of firearm/s and weapon/s
- Number of suspects (armed suspects)
- Description / location / direction of travel
- Monitor suspects safely if possible via CCTV etc
- Contact police via 999 and set the scene
- Communicate situation if possible to staff, visitors, neighbouring premises

Armed Police Response and Plan:

Tick as appropriate ✓

- Remember armed police will not know if you are one of the suspects
- They may point their gun at you, treat you firmly and shout instructions
- Follow their instructions, keep your hands in the air and in view
- Avoid quick movements towards officers, screaming and shouting
- Plan and test for such emergencies, consider communication, secure areas
- Implement procedures for concealed weapons upon entry or inside the event

CHECKLISTS

Basic Equipment:

Tick as appropriate ✓

Grab bag containing:

- Instruction Card/Instruction Sheet (laminated) – Roles & Responsibilities
- Memory stick / External Hard Drive
- Floor Plan (laminated)
- Notebook and Pen/Dictaphone (to record decisions made)
- First Aid Kit (fit for purpose).
- List of Contact Telephone Numbers/Staff List
- High Viz Jackets & Megaphone
- Cordon Tape
- Socket Set (remove fencing)
- Radio/Torch/Mobile Phone Charger (windup)
- Radio & Torch (spare batteries)
- Phone Card/Coins
- Cash (journeys home etc)
- Glow Sticks
- Space Blankets/Clothing
- Dust Masks
- Baby Wipes
- Chocolate/Glucose Tablets (diabetics?)
- Water
- Multi Language Crib Sheet
- Any other equipment you deem appropriate to your operation needs

Please remember staff training may be required on contents, location, etc

Unattended Items/Suspicious Items:**H - Hidden deliberately****O - Obviously Suspicious****T - Typical of an Item at your Event****Would your staff understand the following 4 C's below?**

Tick as appropriate ✓

- C – Confirm
- C – Clear
- C – Communicate
- C – Control

Look Closer:**Would your staff understand the SALUTE mnemonic and how to report suspicious behaviour?**

Tick as appropriate ✓

- S – Situation
- A – Activity
- L – Location
- U – Unit
- T – Time
- E – Equipment
- Remember and record any other descriptive details or important information
- Anti-Terrorism Hotline - 0800 789 321.

If it is an emergency or you suspect that the activity will cause immediate danger to people or property then call 999.

