

Event Security Guidance

Recent terrorism events across Europe have raised concerns about security at events and large crowd gatherings. Although it is not possible to completely protect our public events, putting some interventions in place will hopefully make them less attractive to places to target.

3 C's

Something that's important to remember with staff and the public

Contact	Know where and how to report it
Confidence	That something will be done
Convenience	Belief that reporting will not be inconvenient

If you can get these three aspects right, you are far more likely to get the public and staff to report anything suspicious they see. It is likely that the public will report anything suspicious to any member of staff, so making sure they know what to do with this information is vital.

This concept can be based around these posters below. These can be placed around the event to make sure the public are aware you are taking the potential risk properly



HOT Procedure

Another commonly used poster is the HOT Procedure, which is based around HIDE, OBVIOUSLY, TYPICAL as seen below. This is a well-known procedure and is used across a number of organisations so therefore may be familiar to a number of your staff.



Has a deliberate attempt been made to **HIDE the item?**



Does the item have **OBVIOUSLY suspicious characteristics?**



Is the item **TYPICAL of what you would expect to find in this type of location?**

Unattended Item Procedure

- 1. Complete HOT assessment on the item (above)**
- 2. Check whether anyone nearby knows anything about the item or where it came from**
- 3. If you believe the item poses a hazard:**
 - a) Notify Management**
 - b) Begin to move people away from the item**
 - c) Do not use mobile phones or radios within 15m of item**

Bag Searches

Last of all dependant on event type it may be important to conduct bag search. A procedure is shown below on the best way to conduct bag searches.

Searching People and their Belongings

- 1. Define a list of prohibited items – let customers and staff doing the searches know what is on the list**
- 2. Be clear about who you need to screen and where you will conduct the search**
- 3. Conduct search and screening measures efficiently, effectively and politely**

Any manual bag search should be:

- 1. Conducted systematically – so that all pockets and compartments (of**
- 2. sufficient size) are checked**
- 3. Applied consistently**
- 4. Safe for the person conducting the search**
- 5. Considerate of the privacy of the customer and security of their belongings**
- 6. Ask customer whether any sharp or otherwise dangerous items are present**
- 7. Always look at what you are searching**

Manual person search

- 1. Engage customer and obtain their permission to search**
- 2. Search systematically from head to toe**
- 3. Pay particular attention to bulky and baggy clothing**
- 4. Continue search to end, even if something is found**
- 5. Do not be distracted or intimidated**
- 6. Use hand in a firm sliding motion**
- 7. Screener should always be the same sex as the customer**
- 8. Where appropriate ask customer to remove pocket contents; inspect these**