

LEEDS KIRKGATE MARKET

COUNTER TERRORISM PROCEDURE

**REMEMBER - IN AN EMERGENCY SITUATION
COLLECT THE CLIPBOARD FOLDER FROM THE
CABINET IN THE BASEMENT (NEXT TO THE
STOREROOM). IN THE FOLDER IS A STEP BY STEP
SUMMARY FOR EASE OF USE.**

Reviewed and updated by Chris Ashby

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BE VIGILANT

It is important that we all remain vigilant especially whilst we are on the market. If you are concerned about something you've seen or heard tell security or your line manager. You can also report any concerns, or if you are aware of something happening that is an immediate threat to life or property, via the Anti-Terrorist Hotline on 0800 789 321 or dial 999.

TERRORISM/BOMB ALERT AND NOTIFICATION

Notification of a terrorist situation can originate from the following sources:

1. Police
2. Via a third party message e.g. telephone threat or in person
3. Via the LCC Alert system - Nominated officers receive a mobile phone text message and email advising of the incident/threat
4. A member of public/staff/trader locating a suspicious package

Telephone threat

Any officer who may receive a telephone threat has previously been issued with a checklist for recording all relevant information should they receive such a call.

This checklist must be located in such a position that it is immediately accessible if required – i.e. next to the officer's desk/landline telephone.

If a threat is received in this manner then the officer receiving the call must:

1. Complete the checklist with as much detail as possible.
2. Contact the Deputy Markets Manager, or in his absence the following officers:

Head of Markets service – Steve Mason
Facilities Manager – Kevin Bradbury
Commercial Development Manager – Parveen Ahmad
Assistant Commercial Development Manager – James Peart

This officer must then pass the information on the checklist to the Police for further advice/instruction. Likewise any other threats/information received – for example persons passing information to the information centre – must immediately be referred to the Police for advice/further instruction.

If you are concerned about something you've seen or heard, tell security. Or report it in confidence at gov.uk/ACT.

In an emergency, always dial 999.

EVACUATION OF MARKET

In the event of the Police instructing an evacuation of the market the most senior market manager on duty will take responsibility for overseeing and liaison with the Police and other emergency services.

Throughout the incident this officer is referred to as the **Responsible Officer**.

Note - if the Police instruct the Responsible officer to evacuate the market then this is not negotiable.

The first task is for the Responsible Officer to collect the incident folder from the cabinet in the basement area (next to the storeroom) in the Westminster building offices. This folder contains a summary of the action required in an evacuation situation – **the summary should be used in an emergency situation as it contains all the key information.**

In all evacuation situations the Responsible officer must then:

- Call all available market service staff together for an emergency briefing/role allocation.
- Issue the high-vis vests and loud hailer from the cupboard to key staff.
- Collect the emergency grab bag in case it is required.
- Use the public address system (PA) to instruct people in the indoor market to evacuate the market.
- Contact LeedsWatch CCTV if required.
- ...and delegate specific responsibilities to staff as follows:

- (i) Roll Call officer
- (ii) Response staff.

(i) Roll call officer is responsible for:

- Ensuring he/she has a two-way radio/mobile phone
- If the PA is to be used then the Roll Call Officer must decide, with the Responsible Officer and the Police, the safest route for evacuating all personnel. The team need to assess, with the Police, the possibility/likelihood of secondary devices being positioned on evacuation routes/assembly points etc.
- Arrange for an officer to make the following announcement over the PA, repeated as required:

ATTENTION PLEASE. ATTENTION PLEASE, THIS IS AN EMERGENCY ANNOUNCEMENT. PLEASE EVACUATE THE MARKET IMMEDIATELY MAKING YOUR WAY TOWARDS.....

- Collecting the staff signing in registers from the office and attendant's room in the MSCP.
- Liaising with the Responsible Officer and Police to decide the designated safe area/assembly point for the staff not required for evacuation duties to report to.
- Completing the roll call at the safe area

- Notify xx Chief Officer, – *insert mobile no*
- Remind staff to apply the 'HOT' principle when undertaking the evacuation and in the event of identifying a suspicious item during the evacuation – see page 4.

Response staff

Response staff will be all available market service staff i.e. Market Inspectors, officers, CEL Chargehands/assistant chargehands, Attendants and Security Officers.

In an evacuation of the market Response staff will:

- Be asked to assist with the evacuation, depending on the situation Response staff may be allocated a specific area to evacuate or assist in a general 'sweep' of the market – priority being to keep persons away from the potential danger area(s) and to ensure all persons leave as quickly as possible.
- Once the evacuation is complete, or if instructed by the Police, all Officers previously despatched must report to the designated safe area/assembly point.

In the event of an evacuation all staff must remain calm and vigilant. Staff must not put their own safety or that of others at risk

NON EVACUATION INCIDENT

On receipt of a threat or information which has been passed onto the Police by the Responsible officer, and the Police do not instruct or advise an evacuation, then the Responsible Officer has the following options:

1. Do nothing

Based on the information received from the Police the Responsible Officer is certain that it is a hoax call/threat. In these circumstances the Responsible Officer must still report the incident to the Head of Markets along with a report of the incident and the reason for making the decision to 'do nothing'.

2. Instruct a search for suspicious items

The Responsible Officer is confident that it is a hoax but still decides to undertake a full or part search of the market. In these circumstances the Responsible officer will:

- Collect the information folder from the cabinet in the basement area of the office.
- Instruct all available Market service officers and CEL team to report to one of the meeting rooms in the Markets office in Westminster buildings.
- Designate a specific area for each of the Response officers to search – give them the corresponding checklist from the clipboard.
- Remind staff of the 'HOT' principle when undertaking the search i.e: Hidden. Obvious. Typical:

- Does the item appear to be deliberately hidden or just innocently forgotten or discarded?
- Is the item obviously a suspicious item – e.g. are there wires visible and/or is it typical for such an item to be in the position it is in – does it look out of place?

For example it is a common occurrence for bags to be left on railways stations/schools etc. but not so common for a bag to be hidden on a bench across from an Army Careers office.

- The Response Officers must ensure a thorough search of the area designated to them; this includes asking the traders to check their units for any suspicious packages.
- Arrange for the following message to be transmitted over the PA system. This is a pre-agreed coded message to traders to search their units.

‘stall lights will now be turned off for a test’

- If the area the Response Officer is searching is clear then the Response Officer must notify the Responsible Officer on the radio and return to the meeting room.

Action to be taken in the event of finding a suspicious item

- Immediately contact the Responsible Officer.
- Do not use the hand held radio within 15 metres of the item (approximately the length of a bus)
- Responsible Officer to report to the area immediately and if the Responsible Officer agrees that the item is suspicious (again follow the HOT principle to assist in the decision) cordon off the area and contact the Police.

Minimum cordons:

(As a guide a swimming pool used for competition is 50 metres in length)

- Small item for example a briefcase: 100m
- Medium item e.g. a suitcase or large rucksack: 200m
- Large item such as a vehicle on the outdoor market: 400m

REMEMBER – DO NOT TOUCH OR MOVE THE ITEM

To assist the Police Bomb Disposal team please note the following:

- Keep the route to the item clear for example do not lock or close doors
- Retreat from the area
- If possible place a noticeable item next to (but not touching or covering) the item such as a coat or jacket – this is to assist the bomb disposal team identifying the location.
- If possible try and do a sketch/plan of the location to pass to the police
- If possible use string/rope to mark the route from the safe area to the item i.e. fasten the string close to the item and then retreat unwinding

the string until at a safe distance (string located in the cabinet in the basement area).

- Do not take a photo of the item – this could trigger a detonation.

These actions will assist the Police bomb disposal team/bomb robot to easily locate the item and may also negate the need for Police officers to be close to the item.

- The person who discovered the item must stay on site to pass all information onto the Police.
- On arrival the Police will then take responsibility for the situation - their instructions must be complied with at all times.
- There is no requirement for a Roll Call Officer in a search only situation.

Trader updates - contact point

If following the incident the market remains closed, and once the situation is under control, information can be relayed to traders by the Responsible Officer or senior managers of the market team in the area known as the 'set down area' on the outdoor market (in front of the entrance to the basement area of the NCP).

However this will be subject to the type, scale and scope of the incident as this area may not be accessible.

Alternatively updates can be given to traders via email as an up to date list of trader emails is now available.

Following all incidents the Responsible officer must notify all senior officers to include Steve Mason (if not on site), Chief officer and the Resilience & Emergencies Team Tel xxxxxx and the LCC Press Office if applicable.