

HOT ALERTS!

Guidelines for assessing whether found property is suspicious

GET THE F.A.C.T.S

1st – FIND THE OWNER

- Interview people in the vicinity
- Review CCTV
- Every object has an owner, find the owner and avoid disruption

2nd – ASSESS THE PROPERTY

- Follow the HOTALERTS guidelines

3rd – CONSIDER THE SITUATION

- Including the conduct of the owner, environmental factors, other suspicious factors

SECURITY IS **EVERYONE'S RESPONSIBILITY**

H

Is it Hidden?

An unattended package that is intentionally hidden requires additional caution.

O

Is it Obiously suspicious?

An item with the characteristics of a bomb/hazardous material requires additional caution including: leakage of fuel oil, unusual smells, bulges or protruding wires, power source: batteries, LED lights, pieces of metal or glass (shrapnel).

T

Is it Typical?

An item that is not typically discarded or forgotten in that area requires additional caution.

A
L
E

Is the government Alert Level Elevated?

When the National Terrorism Threat Level is increased, additional caution is required.

R
T

Is the location in Receipt of a Threat?

If a threat is received that a bomb or other dangerous device has been left in the centre, additional caution is required.

Is the threat maker known or familiar? If yes, additional caution is required.

S

Is the property found in a Sensitive location?

If an unattended package is found in a non-public area, near critical infrastructure or structural supports, or near an area with potential for mass casualties, e.g. food court. Additional caution is required.

Assessment Results

IF THE ITEM IS NOT SUSPICIOUS:

- Review CCTV to satisfy youself this was not a reconnaissance exercise
- If suspicious activity identified, report it to the Local Police, Crime Stoppers or the National Security Hotline
- If an owner cannot be identified, remove the article and follow lost property procedures
- Police – consider submitting an intelligence report

IF YOU ARE UNDECIDED:

- Do not TOUCH TILT or TAMPER
- Do not use mobile phones and radios within 25 metres radius (electronic frequencies may cause a device to detonate)
- Inform the supervisor
- Cordon off the area and move people away
- If CBR suspected, evacuate, isolate exposed persons, turn off Heating Ventilation and Cooling (HVAC)
- Advise Security who will assess the need to alert Emergency Services
- Call Triple Zero "000" and follow their instruction

ASSESSED AS SUSPICIOUS:

- Do not TOUCH TILT or TAMPER
- Do not use mobile phones and radios within 25 metres radius (electronic frequencies may cause a device to detonate)
- Call Triple Zero "000"
- Advise Security
- Cordon off immediate area and move people away
- Evacuate the area at least 100 metres from the item
- If the suspicious item is a vehicle, evacuate at least 500 metres
- If CBR suspected, evacuate, isolate exposed persons, turn off HVAC
- Respond to the directions of Emergency Services
- Gather all evidence of the placement of the item, including CCTV showing activities of any person associated with the item

NSW Police Force

Triple Zero (000)
For emergencies or life threatening situations.

National Security Hot Line (1800 1234 00)
Trained operators take every call seriously. You can remain anonymous

Crime Stoppers (1800 333 000)
To provide crime information. It can be in confidence.

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