

## **Responding to Suspect Items**

**Suspect Items:** anything that is suspicious, out of place or unusual, or which you believe may pose a threat to life or property.

**Initial Actions:** When assessing suspicious items, apply the **4 C's** protocol:

### **Confirm – Clear – Communicate – Control**

**CONFIRM** - Whether or not the item exhibits recognisably suspicious characteristics.

The **HOT** protocol may be used to inform your judgement:

- **Hidden?** Has the item been deliberately concealed or is it obviously hidden from view?
- **Obviously suspicious?** Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
- **Typical?** Is the item typical of what you would expect to find in this location?

If the **HOT** protocol leads you to believe the item is suspicious, consider the following actions:

#### **CLEAR - The immediate area**

- Do not touch it
- Take charge and move people away to a safe distance
- Keep yourself and other people out of line of sight of the item.
- Cordon off the area

#### **COMMUNICATE - Call Police immediately on 999 – Follow their advice**

- Security Services by calling 289999
- Inform the building Security Alert Coordinator/Senior Manager
- Do not use radios or mobile phones within 15 metres of the suspicious item.

#### **CONTROL - Access to the cordoned area**

- Staff, students, visitor and the public should not be able to approach the area until it is deemed safe.