

Terrorism Response Matrix tick sheet				Appendix B		
Threat Level	Response Level	Category	Action - Severe Actions, plus:	Person Responsible	Further Comments	Date Complete
CRITICAL	EXCEPTIONAL	People	Staff to be reminded of the threat levels and expectations			
			Default to a position of no general visitors on any Service premises (but for authorised contractors conducting time critical maintenance, see below) unless prior			
			Contractors required for time critical maintenance or repair will be allowed on Service premises, their attendance must be prior approved by CMT.			
			All authorised contractors provide photo identification to confirm their identify, to display their visitor's pass at chest height and to be accompanied by appropriate staff member at all times.			
			Staff to be allocated with car passes to be displayed in vehicles whilst on <u>any</u> Service premises.			
		Estates	Where appropriate, consider the need to change access lock codes more frequently.			
			The gates and barriers to all Service sites should be shut and locked unless there is an operational reason for them not to be.			
			Fire Control: Access doors to be kept shut and locked, access only when visitor / staff member positively identified			
		Operational Response	Ensure flexi-duty group includes on-duty specialisms of HMEPA, FIT, NILO .without any recall to duty.			
			Flexi-duty officers to be briefed on current threat level and intelligence.			
			Flexi-duty officers to review their diaries and remain in County. to maintain maximum operational availability.			
			DPO-1 and DPO-2 both available within the county			
			Checks to be made to ensure the availability of specialist personnel for crewing National Resilience assets.			
		General	Attendance of operational crews at community events to be reviewed by CMT in light of the need to maintain maximum operational availability at a heightened state of readiness on secured fire and rescue service estate			
All retained stations to be visited daily to check for any unusual or suspicious activity and a return made to CMT.						
Threat Level	Response Level	Category	Action	Person Responsible	Further Comments	Date Complete
CRITICAL	EXCEPTIONAL	People	Staff to be reminded of the threat levels and expectations			
			All staff to display their photographic Service identification at chest height, whilst on any Service premises.			
			All staff to be vigilant at all times – security is a matter of individual responsibility			
			All visitors to provide photo ID to confirm their identity.			
			Service Headquarters visitors must wear their pass at chest height			
			Public entrances to be secured and all visitors recorded.			
			Visitors to Service Headquarters are to use the front entrance only and be signed in			

Severe	Heightened		People who are not recognised are to be challenged.			
		Estates	Headquarters must display a valid parking permit in the front windscreen			
			Station gates to be closed unless there is a specific operational reason for them to be open. Between 21:00hrs and 08:00hrs these gates should be locked			
			All vehicles parked on the Service's estates to be locked.			
			Vehicle parking areas to be checked regularly at all premises.			
			All windows in unoccupied rooms to be secured			
		Operational Response	Operational crews to review latest versions of standard operating procedures (SOPs), Service Delivery notices and Safety Alerts relevant to the current threat			
			At incidents all operational staff to maintain vigilance and awareness of security measures including cordon distances for suspect devices, potential for secondary devices and/or booby traps, necessity for clearance of RVPs			
			Confirm own National Resilience asset availability and check status of National Resilience assets in accordance with routine procedure and update FRSNCC as appropriate			
			Flexi-duty group not to fall below minimum levels – arrangements to be made to ensure flexi-duty group is maintained at minimum levels as required.			
		General	Mail – staff members handling and receiving post to be vigilant at all times and mindful of the tell-tale signs of suspect packages			