

Terrorism checklist

This checklist is intended to help small to medium sized organisations develop their plans to manage the risk of a terrorist attack. Large organisations are recommended to seek external guidance from a security expert, for example, their local counter terrorism police officer. Larger organisations should include a threat assessment, clearly identified roles and responsibilities and training for staff and any volunteers in their response.

It is appreciated that the concept of absolute security is almost impossible to achieve in combatting the threat of terrorism. However, it is possible to reduce the risk of attack as low as reasonably practicable by following this checklist. It is important that people using your premises understand the potential threats of terrorism.

We have created this checklist to help you reduce the risk of a terrorism event impacting your staff, visitors and property. We strongly recommend that you take further action as appropriate to your situation. In particular you should be aware of:-

- The area where your building is located
- The existence of any other local buildings that may be a terrorism target which could also damage your premises
- Whether there are any people at your premises or who live locally that may be a terrorist target.

1. Insurance Coverage

	Yes	No	N/A	Action	Who	By When
1.1 Have you checked whether your insurance policy includes cover for the risk of terrorism?						
1.2 Have you checked that the buildings contents sum insured reflects current building replacement costs?						
1.3 Does your insurance policy include cover for loss of income and hiring of alternative premises if your premises are damaged?						
1.4 Does your insurance policy include cover for any liability to third parties if injured in the course of a terrorist incident?						
1.5 Does your insurance policy include cover for denial of access to your premises following a terrorist event?						

2. Property Protection

	Yes	No	N/A	Action	Who	By When
2.1 Are final exit doors to the premises secured by quality locks, preferably to BS3621?						
2.2. Are accessible opening windows secured by key operated window locks or grilles/bars if appropriate?						
2.3. Do you control vehicle access to any car parks at the premises?						
2.4. Has CCTV been installed at the premises and, if so, is it regularly checked and maintained?						
2.5. Has a fire and/or intruder alarm been installed at the premises?						
2.6. Has external lighting been installed to deter unwanted visitors?						

3. Housekeeping

	Yes	No	N/A	Action	Who	By When
3.1. Are waste bins positioned away from all buildings, including small outbuildings such as sheds?						
3.2. Do you carry out repairs quickly if you suffer graffiti or malicious damage attacks?						
3.3. Do you ensure that any internal unoccupied rooms are locked?						
3.4. Do you ensure that any vegetation is pruned so as not to help conceal unwanted visitors?						
3.5. Do you ensure that any litter outside the premises is removed on a regular basis?						

4. Search Plan

	Yes	No	N/A	Action	Who	By When
4.1. Are routine searches of the buildings undertaken at opening and closing times?						
4.2. Do you have any plan to deal with unidentifiable items?						

5. Communication

	Yes	No	N/A	Action	Who	By When
5.1. Are staff or visitors to the buildings regularly reminded of the potential threat of terrorism?						
5.2. Are staff or visitors aware of what actions to take in respect of suspicious activity?						
5.3. Have you encouraged your neighbours to be vigilant and report any suspicious activity immediately to the police?						
5.4. Does someone have responsibility for liaising with local police regarding the current threat level in your area, and have they had awareness training?						
5.5. Have you requested security advice from your local specialist counter terrorism police officer?						

6. Special Events

	Yes	No	N/A	Action	Who	By When
6.1. Do you review security arrangements when you hold special events?						

7. Evacuation Plan

	Yes	No	N/A	Action	Who	By When
7.1. Do you have an evacuation plan in place should an incident occur?						
7.2. Do you have a designated assembly area, other building or protected space where staff and visitors can congregate?						

8. People Safety

	Yes	No	N/A	Action	Who	By When
8.1. Do you have a safety plan in place including for lone workers?						
8.2. Are previous employment/financial/DBS checks undertaken for new employees/volunteers?						

9. Miscellaneous

	Yes	No	N/A	Action	Who	By When
9.1. Do you have an IT policy in place to deal with cyber-attacks?						
9.2. Do you have a mail policy in place to check mail and other deliveries before opening?						
9.3. Do you have a Disaster Recovery Plan that: ■ Includes emergency readiness and response procedures ■ Enables your organisation to continue to operate in temporary premises ■ Helps preserve your reputation and good standing in the community						

Further information

Useful additional information can be obtained from the following sources:

1. Centre for the Protection of National Infrastructure [website](#).
2. The National Counter Terrorism Security Office (NaCTSO) [website](#).
3. ACT Awareness eLearning [website](#).
4. Run Hide and Tell film [website](#).
5. [Citizen Aid](#).
6. Business Continuity Planning. [Robust software package](#).
7. UK Government - [Crowded Places Guidance](#).

Need to contact us?

For further advice Ecclesiastical customers can call our risk advice line on **0345 600 7531** (Monday to Friday 9am - 5pm, excluding bank holidays) or email us at **risk.advice@ecclesiastical.com** and one of our experts will call you back within 24 hours.

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