



NSW Police Force

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 & 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



H**Is it Hidden?**

An unattended package that is intentionally hidden requires additional caution.

O**Is it Obviously 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 alert level is elevated to 'high' or 'extreme', 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 eg: food court. Additional caution is required.

ASSESSMENT RESULTS

IF THE ITEM IS **NOT SUSPICIOUS**:

- Review CCTV to satisfy yourself 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 & 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.

PHONE DIRECTORY

EMERGENCY: Triple Zero '000'

LOCAL POLICE STATION:

SECURITY:

CENTRE MANAGEMENT:

NATIONAL SECURITY HOTLINE: 1800 123 400

CRIME STOPPERS: 1800 333 000

OTHER:

For further information on **HOTALERTS**, please logon to the
'Business Network' at www.secure.nsw.gov.au