## Suspicious items - Guidance for staff

#### When dealing with suspicious items apply the 4 C’s protocol:-

### 1. CONFIRM whether or not the item exhibits recognisably suspicious characteristics

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

#### Is it 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?
* Do you think the item poses an immediate threat to life?

#### TYPICAL - Is the item typical of what you would expect to find in this location?

* Most lost property is found in locations where people congregate. Ask neareby colleagues/students if anyone has left the item.

If the item is assessed to be unattended rather than suspicious, examine further before applying lost property procedures.  
  
However, if H-O-T leads you to believe the item is suspicious, apply the 4Cs

### 2. CLEAR the immediate area

* Do not touch it
* Take charge and move people away to a safe distance. Even for a small item such as a briefcase move at least 100m away from the item starting from the centre and moving out
* Keep yourself and other people out of line of sight of the item. It is a broad rule, but generally if you cannot see the item then you are better protected from it
* Think about what you can hide behind. Pick something substantial and keep away from glass such as windows and skylights
* Cordon off the area

### 3. COMMUNICATE

* **Call Security immediately for advice**
* Inform your Manager
* Do not use radios within 15 metres

### 4. CONTROL access to the cordoned area

* Members of the public nor staff should not be able to approach the area until it is deemed safe

Try and keep eyewitnesses nearby so the emergency services can talk to them.