Marauding Terrorist Attack (Active Shooter)
Policy covering threats from firearms and weapons attacks
Stay safe: run, hide, and tell: call police 999 or the anti-terrorist hotline 0800 789 321

This policy sets out action to take, and general guidance, to aid planning in the event of an extreme threat i.e a marauding terrorist firearms attack (also referred to as active shooter). This policy remains under constant review to reflect the current security environment.

Terrorist attacks in Paris have highlighted the significance of considering and planning for this type of incident.

Note: The threat to the UK from International terrorism remains unchanged at severe – an attack is highly likely. The UK has been operating at this level since August 2014. CBRE has not received any intelligence or information indicating that the UK or any of our properties are at direct threat. We are issuing this policy as part of responsible risk management.

A marauding terrorist attack could be multi sited, fast moving and very dynamic. It is important to:
- Develop a plan (use the principles in this policy and keep planning simple);
- Understand the plan;
- Train the plan;
- Have confidence that you and building users can apply the plan;
- Manage expectations, there is likely to be mass casualties, severe shock and difficulty in comprehending the developing situation

If you become aware of an attack (even if it is not at your building or in your region) communicate this information across your building and escalate to senior managers, don’t assume others know. It is important everyone is aware when an event of this significance occurs.

The guidelines are based on information contained in the National Counter Terrorism Security Office document: Recognising the Terrorist Threat which covers guidance on a number of terrorist threats, link:

An ‘extreme threat’ scenario is one by which an individual or group poses a threat to life using firearms or explosives working as an individual or as a group

The ‘STAY SAFE’ principles provide simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack:

Quickly determine the most reasonable way to protect your own life. Remember that customers and staff are likely to follow the lead of employees and managers during a marauding terrorist attack (active shooter situation). THEN:
**RUN**
- Escape if you can
- Consider the safest options
- Is there a safe route? **RUN** if not **HIDE**
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind
- Do not congregate at evacuation points

**HIDE**
- If you can’t **RUN, HIDE**
- Find cover from gunfire (see examples of good cover below)
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock / barricade yourself in
- Move away from the door

**TELL**
Call 999 - What do the police need to know?
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building, if it is safe to do so

**ARMED POLICE RESPONSE**
- Follow officers instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

**OFFICERS MAY**
- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so
You must STAY SAFE

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan

EXAMPLES OF COVER FROM GUN FIRE

Note: the differences, cover from gunfire and cover from view are completely different

<table>
<thead>
<tr>
<th>COVER FROM GUN FIRE</th>
<th>COVER FROM VIEW</th>
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<tbody>
<tr>
<td>Substantial brickwork or concrete</td>
<td>Internal partition walls</td>
</tr>
<tr>
<td>Solid steel columns, secure file rooms, without windows</td>
<td>Wooden doors</td>
</tr>
<tr>
<td>Move floors</td>
<td>Desks</td>
</tr>
<tr>
<td>Move to core shelter in place area</td>
<td>Curtains</td>
</tr>
</tbody>
</table>

HAVING READ THIS POLICY, MANAGERS SHOULD:

- Review your building response plan against this policy to consider your response now and if the UK threat rises
- Circulate the guidance to staff and occupiers
- Occupier and client meetings – place this guidance as an agenda item
- Check your contacts list is up to date
- Test and exercise with partners (around the table) to check your preparation for terrorism and wider business continuity. This can take the form of a discussion or exercise

All staff are reminded to maintain vigilance and if anything suspicious is seen contact the police 999, the anti-terrorist hotline 0800 789 321 and if inside a property notify your security team.