



OPERATIONAL SECURITY & COUNTER TERRORISM POLICY

Policy Statement

The threat of terrorism is a serious threat in the world today. The threat comes principally from organised groups to extremist individuals. The level of threat is complex and ranges from crudely planned attacks to sophisticated networks pursuing ambitious and coordinated plots. The safety and welfare of Blakes staff, clients and the general public are of paramount importance.

The key objectives of this policy are to ensure the procedures are robust and all Blakes employees are made aware of the potential risks of terrorism attacks and operational vehicle security.

Linked policies and documents include:

Driver standards policy

Load safety policy

Business continuity plan

Vehicle security.

Commercial vehicle theft is becoming more prevalent by terrorists for use as a weapon, it is imperative every precaution is made to minimise this risk.

It is Blakes policy to ensure that all vehicles and equipment are secured when left unattended, that all vehicle cab doors are closed or sealed off and that keys and fobs are locked away when not used to prevent unlawful access.

When the engine is running during Hiab operation, the vehicle should be positioned to minimise risk of unlawful access.

On return to Blake's depot and completion of driver's daily duties, the vehicle keys must be removed, doors locked, and keys put into secure key box in Transport office.

Parking.

on occasions, due to business needs it is necessary to park overnight away from Blakes depot.

- Always park in authorised vehicle parks with security personnel in a well light area, within range of cctv where practical to do so.
- Never park in laybys, isolated locations or poorly light areas
- Report anybody acting or behaving suspiciously around your vehicle. Call 101 or 999 if an emergency.
- Illegal immigrant stowaways target commercial vehicles to hide. Drivers must be extra vigilant and check around their vehicle when parked at or near any port or coastal location.
- In the main, all vehicles are parked overnight at Blakes depot in Norwich, which is manned 24/7. On completion of their daily duties, drivers will remove keys secure all windows, lock all cab doors and put vehicle keys in lockable key box in transport office.
- Site visitors are instructed to park their vehicle in allocated visitors' space and instructed to lock their vehicle until departure from site.



Fuel Theft.

To minimise the risk of fuel theft by syphoning of fuel tanks, drivers should always park their vehicle with maximum public visibility of the fuel tank. All Blakes vehicles are fitted with locking fuel caps, drivers should check the fuel cap is locked when the vehicle is unattended.

Designated Routes.

Blakes business model is a multiple of multi delivery/collection locations and specific destinations, therefore there are variables on a day to day basis from the customer or the transport office.

Never take instructions of an amended route change from any unknown or unrecognised telephone numbers. If a call or text is received, contact Blakes transport office immediately. Blakes staff will advise a bogus call and report to the police if necessary.

Vulnerable Loads

On occasions Blakes transport loads which are of a high value, drivers are made aware of high value loads and always.

- Given a designated route before commencement of journey
- When taking any mandatory rest period at authorised vehicle park, the driver must contact Blakes transport office and advise location and time of arrival and departure
- Anyone acting suspiciously around your vehicle report to site security or in emergency contact 101 or 999 and Blakes office
- Never engage with any threat against your personal safety
- Identify suspicious behaviour or activity

Unauthorised personnel

It is strictly forbidden for any driver to offer a lift to anyone who has not been authorised by Blakes management.

Training

It is vitally important all drivers are trained to be made aware of any potential security or terrorism threat. It is Blakes policy for all operational staff to undergo FORS counter terrorism e-learning module.

Explosive devices

If you suspect any person is acting suspiciously, receive any warnings, threats, messages, phone calls or there maybe a bomb threat.

Call the police anti-terrorist hotline on 0800 789 321 to report an immediate threat to life or property



Communication and Reporting

It is Blakes policy that all employees are fully aware of who to report to and who to contact when reporting a potential incident as below.

- Blakes FORS champion is the managing director Steven Blake and is the first point of contact. 01603 746645.
 - Call 999- speak to the police and report your suspicions.
 - Call 101- For crimes which do not require an emergency
 - Call the police anti-terrorist hotline on 0800 789 321 to report an immediate threat to life or property
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- When reporting to any of the above you should advise:
 - Who and what was witnessed when it was seen, where it occurred, why was it suspicious
 - The MD, Steven Blake is responsible for the review and updates of this

Signed: *S. Blake*

Position: Director

Date: 10.5.25