



### PROCEDURE

LVR recognises that terrorism is a real threat. The organisation's security procedure aims to mitigate this threat by reporting suspicious behavior, undertaking regular train, railway stations maintenance depots and yards inspections and emergency planning and practices. Being an operator of heritage rollingstock, members must also be mindful that photographers are an almost daily occurrence, and given this, some discretion must be displayed in relation to this procedure.

### REPORTING

The first line of defense in combating terrorism is vigilance. Crews, staff and employees will therefore need to report any suspicious behavior that they may observe. They should be particularly vigilant around transport interchanges such as railway stations maintenance depots and yards. Suspicious behavior could include persons:

- Loitering at railway stations maintenance depots and yards with no apparent intention of using transport services;
- Taking suspicious photographs or making sketches of transport facilities.
- Attempting to evade notice when detected.

Crews, staff and employees will report any suspicious behavior to the Operation Safety Officer of the day. The Operation Safety Officer will notify Network Control and the Police.

### INSPECTIONS

Crews, staff and employees will undertake a thorough internal and external inspection of their train, depots and yards:

- Prior to the commencement of each shift as part of the sign-on procedure;
- At the end of each shift as part of the sign-off procedure.

If any unattended items are discovered during this process crews, staff and employees are not to touch or handle these packages. Rather they should adhere to the procedure outlined below.

### SUSPICIOUS PACKAGES

Crews, staff and employees who discover unattended items should undertake a visual assessment utilizing the HOT principle:

- H     Is the item Hidden?  
O     Is the item Obviously suspicious?  
T     Is the item Typical of items usually found in that area?

If the HOT principle leads you to believe that the item is suspicious do not touch or move the item. Rather:



1. Evacuate the train, railway stations maintenance depots and yards and the immediate area to a minimum of 150 meters.
2. Do not use a 2-way radio or a mobile phone within 150 meters of the area
3. Contact Network Control and LVR Operation Safety Officer. Provide location and a description of the item including the type of package.
4. The Network Control and LVR Operation Safety Officer will contact the Police on the Emergency Line (000).
5. Where crews, staff and employees are unable to contact the Network Controller and or LVR Operation Safety Officer they should contact the Police direct (000) and contact the Network Control and LVR Operation Safety Officer at the first available opportunity.
6. Follow the instructions given by the Police or other authorities.
7. Let passengers know what is happening and ask them to remain clear of the railway stations maintenance depots and yards as there is a possible threat. Until the Police arrive the public will look to the crews, staff and employees as a potential authority figure so remain calm and do not panic the crowd.

### BOMB THREAT

Where a crews, staff and employees receive a bomb threat they should:

1. Stay calm.
2. Not interrupt the caller and attempt to obtain as much information from the caller as possible. Remember: Who, What, When, Where, Why and How. Make notes if possible and complete bomb checklist.
3. After the call do not replace the phone handset. This may assist the authorities in tracing the call.
4. Contact the Police (000). Use another phone to alert authorities and other crews, staff and employees. (Mobile phones or two-way radios are not to be used within 150 metres of the alleged bomb site).
5. Contact Network Control and LVR Operation Safety Officer and advise them of the threat.
6. Inform crews, staff, employees and passengers not to use mobile phones or two way radios to transmit messages within 150 metres of the alleged bomb site.
7. Crews, staff or employees are not to carry out a preliminary search of trains, railway stations maintenance depots and yards for any suspicious/unidentified objects.