



Incident management guide for faith communities

Keeping your **congregation** and places of worship safe

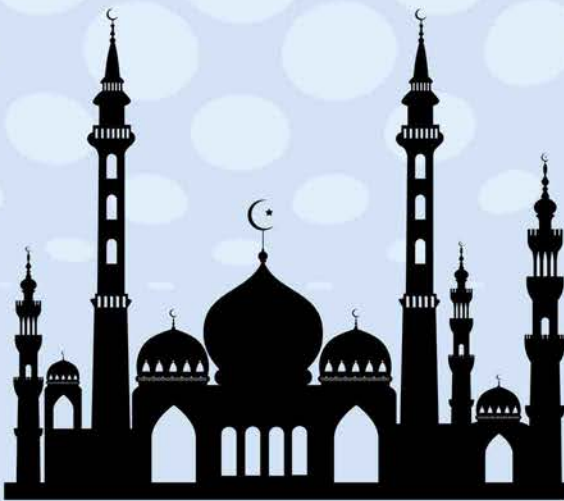


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Security & Partnerships officer West Midlands CTU

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Lead Chaplin, NEC Group

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With thanks to The Centre for the Protection of the National Infrastructure (CPNI) for giving permission to abstract the Planning and Preparing section of this toolkit from their publication Counter Terrorism Protective Security Advice for Places of Worship © ACPO 2009 available from <http://www.nactso.gov.uk/crowded-places>.

About this guide

Attacks on faith institutions and facilities are rare but when attacked or confronted by activities the harmony of services, worshipers and the cohesion of the communities these facilities serve are threatened.

This toolkit and resources has been put together to share best practice in incident management for the situations your faith institution may have dealt with or should prepare to deal with in the future.

Threats and attacks can be traumatic and unsettling for all concerned. I hope this guide will help you and colleagues in your faith institution reduce the potential disruption caused should an event or incident occur. Please do make some time to read the case studies which show that your observations can also help apprehend criminals who wish to harm our society.

Shaukat Warraich
Chief Executive, Faith Associates



Follow the steps in this guide to help ensure your faith institution is fit to respond to an incident

Step 1 – Preparing makes sense

Step 2 – Response Team

Step 3 – Immediate response

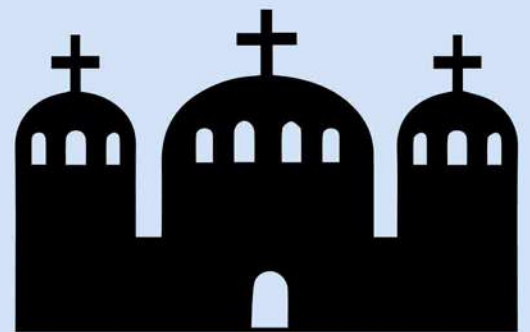
Step 4 – Respond

Step 5 – After the incident



At the back of this toolkit are

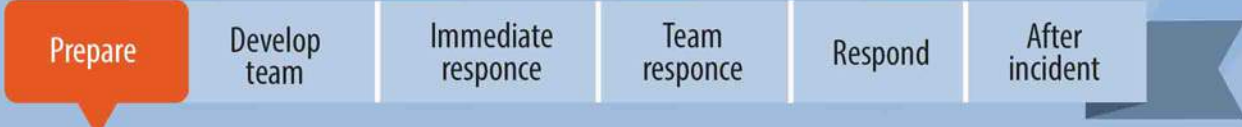
- Case studies that show how a range of faith institutions have responded to real incidents and what they have learnt
- A place to record your organisation contacts and those for your local area such as Police, Local Council and Prevent Co-ordinator
- Forms to record descriptions of suspicious looking people or vehicles that may have been in the area at the time an incident takes place.



This toolkit and the resources are all available to
download and print from

www.faithassociates.co.uk/im

STEP 1 Preparing makes sense



The likelihood that you and your household will survive a fire in your home depends as much on having a working smoke detector and a way to get out, as having a well-trained local fire service. The same is true for surviving a natural disaster, terrorist attack or other incident. Just like having a working smoke detector, preparing for the unexpected makes sense

Resource bag: 8 
First aid kits, high visibility jackets, torch, spare keys, hazard and cordon tape, floor plans. Contact poster displayed in admin office and communal notice boards.

1 Prepare and plan: 
Your management and executive team should meet and assess the levels of risk for your buildings, congregation, neighbours and local community. Agree to create a response team with a designated "safety officer" responsible for all safety and security matters.

7 Locking up and securing premises: 
Agree a rota of opening and closing times of the premises and designated personnel taking responsibility for inner premises security and outer boundary security. Have a spare sets of keys in secure off site location.

2 Install alarms and cameras: 
Install fire (smoke and heat) and security alarm systems that are connected to local police and fire departments where possible.

6 Communication: 
Keep your congregation informed on any developments and changes in procedures and protocols of your place of worship. The safety officer should be accessible. Keep your website and all social media platforms updated.

3 Keep outside areas clean and visible: 
Remove potential fire hazards, such as rubbish and debris and trim shrubs and vines to reduce areas of concealment. Install perimeter floodlights to cover the outside grounds and parking spaces.

5 Contact details: 
Establish contact with community policing, Fire and local authority safety officers. Develop a partnership approach to information sharing between Staff, volunteers and external agencies

4 Health and safety: 
Review all emergency exits, entry points, fire hydrants, all staff need to be aware of emergency protocols.

STEP

1

Preparing makes sense

Prepare

Develop team

Immediate response

Team response

Respond

After incident



When a crisis hits, the first response is often uncertainty and fear. No matter how much we prepare, an adverse situation can catch us off guard and may leave us momentarily wondering, **“What do I do now?”**

It is impossible to know precisely when an **incident will occur**. With the right insight, preparation and planning we can not only survive a difficult event but manage it to protect our **staff, premises, congregation, service users and community**.

Our first duty is to **conduct our daily activity** with care and thought so that incidents are rare. When potential challenges do occur, we must behave and communicate responsibly in accordance with the public and our organisation’s interests until the issue is resolved.



Preparing for the unknown

This guide aims to help you and your organisation **prepare, plan, and respond** well, reduce the impact and **recover** from an incident. Following the steps in this guide will help you through those difficult first moments and then deal with an incident as it unfolds.



Preparing to support a major incident in your area

Think about how as a faith organisation in the local community you can help if a major incident occurs in your area



Preparing to give advice and guidance about your religious group including practical matters ie medical issues, hygiene, diet and in the case of fatalities body storage, handling and funeral arrangements.



Being ready to make offers of support is a place for prayer, providing people who can translate and interpret for community languages in your area.



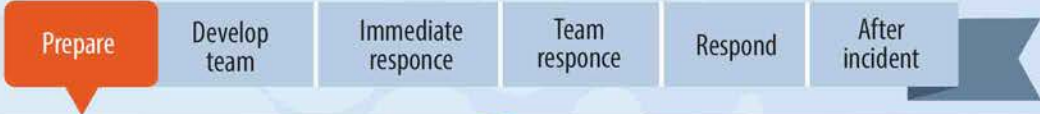
Tip



Checks Daily

- Check Exits are clear and accessible
- Check CCTV camera are on and recording

STEP 1 Preparing makes sense



Further guidance on risk assessment and detailed incident planning and preparedness is available from www.faithassociates.co.uk/im

STEP 2

Response Team

Prepare

Develop team

Immediate response

Team response

Respond

After incident

Plan to put in place a response team to cover any major issue with your congregation or place of worship

Consider the following roles and responsibilities.

Make a note of the contact details for your response team and key people in your organisation and locally using the response contacts template.



"Safety Officer" usually manages incident response

- The control and coordinating point.
- Coordinate response activities.
- Request support and resources as needed.
- Record actions and progress chase them until they are completed.
- Records issues and monitors progress in sorting them out.
- Identify and raise issues that require leadership team or trustee decisions.
- Focus on the health, safety and security of place of worship, staff, congregation members, service users



Environment, Security, Health & Safety Officer

- Identify current and potential Security, health and Safety issues. Put in place actions to address them to reduce the likely impact of them.
- Get support in addressing any unresolved issues.
- Respond to inquiries from related local and other government agencies or the emergency services.
- Put in place informative post incident signage at place of worship.



STEP 2

Response Team

Prepare

Develop team

Immediate response

Team response

Respond

After incident



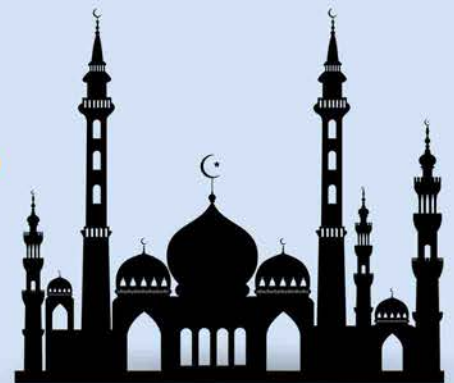
Media Officer

- Identify affected groups and understand their information needs.
- Draft messages and communication materials and get them approved by your senior leadership.
- Put in place and deliver a communication approach and plan.
- Manage media enquiries and keeps all web related platforms up to date
- Monitor, evaluate and report on media coverage.
- Keeps all internal and external stakeholders informed.



Human Resources Officer

- Ensure all staff and volunteers are accounted for and call in additional help as required to assist in responding to the incident.
- Ensure trustees, management committee members, clergy, paid staff and volunteers are kept up to date.
- Determine if further support eg counselling, time away from work, etc. will be needed.



Tip

Scenario planning

Consider the following incidents either at or against your place of worship. fire, terrorist attack, demonstration, negative publicity, media accusation, suspicious mail, internal accident.

How will your organisation? /safety team respond?

Download action template from
www.faithassociates.co.uk/im

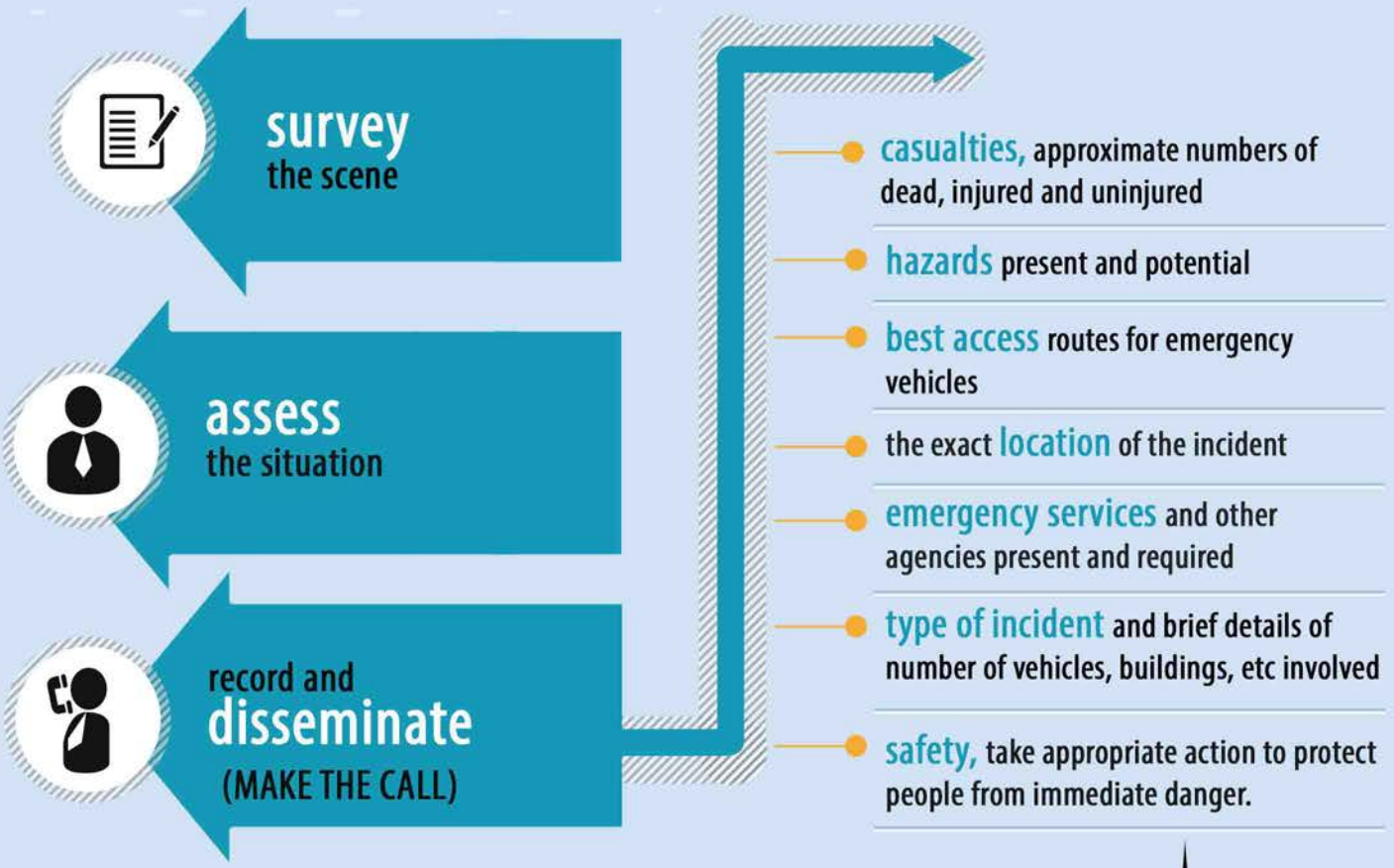


Create a plan of action and rehearse the steps with the response team and share with senior management and staff

STEP 3 Immediate response



The first person on the scene should assess what has happened and get together the basic information needed to put in place a good response.



Tip
If you are not the Safety Officer contact them immediately.



Checklist

Take action to protect anyone from immediate danger, depending on the nature of the danger consider the following



Warn people of location of hazardous material or object and prevent people from approaching



Evacuate the buildings if required.



Send colleagues to attend to immediate needs as required.



Contact your response team in place.



Make the call to the Police



Main witnesses to remain at the scene to brief response team and Police



Get good information to help decide what to do next



In the event of an incident whilst congregational prayer or religious event is taking place

Steps to save and protect life are paramount hence clear and calm instructions from speaker systems are crucial.

Choose a member of the response team to speak

Give clear direction on whether to stay where they or leave the building, whether to go home or to an assembly area, to return to the building etc.

STEP 4

Respond

Prepare

Develop team

Immediate response

Team response

Respond

After incident

Depending on the nature of the challenge the response team must assess the incident and work out the actions needed.



Tell people what they need to know

Manage the Incident



Agree response actions and deliver them with your team.

Ask for help (MAKE THE CALL) and resources as needed.

Look at the potential impacts of the incident for your organisation and what can be done to reduce the impact of negative ones.

Regularly keep in touch with all relevant people (refer to the contact poster).

If there is a danger to people or property, contact the Police and other emergency services such as fire, ambulance and medical, or other necessary first responders.

Tell key contacts within your organisation.

If experts are on the scene explain your situation and then follow their advice and step back until called upon for your support e.g. experts : bomb disposal officers, environmental experts and mental health professionals

Talk with any affected family members and ensure appropriate support is given.

Manage communications



A list of local contacts should be kept; use the template in this toolkit to do this.

Every incident will be different. Your organisation's senior leadership with the response team will need to agree the communications approach and any statements or key messages before they are shared widely. Critical in all communications is sticking to the facts, honesty and ensuring clear communication with local government and emergency services staff as well as your congregation and stakeholders.

Consider

Internal Communication and the type of message to the

- trustees and senior leadership
- staff
- worshipers
- stakeholders

External communication and the style and scope of the messages to

Media – TV, Radio, Newspapers, Online

From your website, social Media platforms – Facebook, Twitter

To and with statutory bodies - Police, Prevent team, Council, Schools

Wider faith and non faith local communities

Where you need to respond quickly make a simple statement that is non-committal regarding the facts, but expresses the organisation's concern e.g.

“ We are working to address the situation, as well as to get an understanding of the facts. We will be back to speak with you as soon as possible. ”

As events unfold and as more information is available, you may want to communicate further. Communications efforts will need to evolve from the simple statement to messages and materials that better define:

What happened

How your organisation is responding

What your organisation is doing to mitigate the crisis, including the protection of staff and the community

How the organisation will continue to meet congregation and service user demands

What the organisation is doing to prevent a similar situation in the future

Acknowledge the support that has been provided thus far from either the statutory agencies, worshipper and or wider society/ community

STEP

5

After the incident

Prepare

Develop

Immediate response

Team response

Respond

After incident

Learning from an incident and sharing experiences internally and externally is vital in making future responses more effective and helping others in the faith community



When the incident has been addressed



Management and leadership colleagues should be highly visible following an incident to reassure staff, volunteers, congregations, service users and the local community.

A senior colleague should clearly acknowledge what has happened, what has been done about it and what is happening next.



Staff and volunteers should be asked to talk about their experience and any concerns they have about the incident.

Get any affected services back to normal and staff and volunteers back to work as soon as possible.



Follow up actions

Have a post-incident review with your team.



Talk about how the response to the incident went, what went well and what could be improved and share these for comment and discussion to management and staff.

Update or write preparedness plans with all local partners.



Share locally the knowledge gained from dealing with an event or incident.

Incident management contacts



Chairperson
Mobile Email

Safety Office
Email Mobile

Secretary
Mobile Email

Community Police
Email Mobile

Treasurer
Mobile Email

Police Station
Email Mobile

Faith Leader 1
Mobile Email

Prevent Contact
Mobile Email

Faith Leader 2
Mobile Email

Council contact
Mobile Email

Faith Leader 3
Mobile Email

Fire Service
Mobile Email

Caretaker
Mobile Email

Safe Guarding
Mobile Email

CASE STUDY

A

Anti-Semitic incident



What happened?

An employee at a Jewish communal building in Birmingham received an abusive call to their mobile number, which was publicly available on the building's website. On taking the call, the victim was told by the offender that:

"I would like to talk about Israel. I don't like Israel I don't like f***g Jews, I hope you all die, we Muslims are going to kill you."**

Shortly after, a second call was made to the landline of the communal building, though the caller hung up almost straight away.

What did you do?

Following advice given by the Community Security Trust (CST is a Jewish charity that monitors anti-Semitism and provides security to the Jewish community) the victim made a note of what had been said during the first call and immediately dialled 1471 in an attempt to obtain the offender's number; the caller's ID was withheld.



How did it go?

The victim then called West Midlands Police and informed CST, who were able to offer some additional advice about personal safety and mobile phone security. The police visited the victim, who provided a full statement and further details for investigation, and recorded the incident as a hate crime.

Key Learning points

It surfaced that a second Jewish communal building in the area had received a similar call about the same time. Using this information, the police were able to trace the offender, a teenager who lived nearby, and give him a verbal warning as to the severity of his actions. This emphasised the importance of reporting all incidents.

The offender's parents were shocked and extremely embarrassed by the incident. It was decided not to charge the offender, and the crime was closed accordingly. The offender followed up by sending a letter of apology to the victim, leading to a satisfactory outcome.



CASE STUDY

B

Suspicious package



What happened?

A suspicious package was found near the Aisha Mosque and Islamic Centre in Walsall on Friday 21st June 2014 in the late afternoon.

No threats or warnings had been made to the Mosque and the Police initially treated the incident as a hate crime and bomb disposal experts were called to the scene. The package was identified as a small home-made explosive device.

CASE STUDY

B

Suspicious package



• What did you do?

When the package was found it was shown to the Mosque committee members. After viewing the package, it was agreed it was suspicious and reported to the Police.

Under Police supervision 150 people were led from 40 homes around the Mosque early on Sunday morning and those who could not make other arrangements were taken to Walsall Town Hall. The following statement was prepared and issued by the Mosques nominated spokesperson.

"We regard this as a terrorist act against the community of Walsall and Aisha Mosque. This Mosque has always engaged with the community at all levels over the last 40 years. This is built upon open hearts, open minds and open invitations. We pride ourselves on strong community bonds along all religious and ethnic backgrounds. Whilst this terrorist act has shocked our community, it has not dampened our spirits and we will continue to work with even greater vigour.

We ask our community to remain calm and let the Police conduct their investigation and to refrain from any speculation. We must also work together for the peace and security of our community and society as a whole.

Any future statements will be made by our official mosque spokesperson."



Supt Keith Fraser with Mosque spokesman Zia Ul-Haq and Councillor Zahid Ali with press © Express and Star, 2013

Following discussion with the Police Sunday morning pre-dawn payers were cancelled at the Mosque.

How did it go?



It was confirmed that an explosive device had been placed in a child's lunch box and left at the Mosque gates. A suspect male had been seen walking around the gates to the Mosque site by two women connected to the Mosque. They asked him what he was doing, and unsuspectingly even asked if he wanted to come into the building! But instead he declined, walking quickly away from the scene.

The Police arrested and charged the right wing Ukrainian terrorist, Pavlo Lapshyn. He received a sentence for a minimum of 40 years for the murder in Birmingham of Mohammed Saleem and three attempted bombings of Mosques in the West Midlands in 2013. He confessed to police that his motivation was to kill non-whites.

A second alert was triggered when an unattended suitcase was left on the street at the rear of the Mosque that caused widespread concern. The Police were involved and before the arrival of the bomb squad a local resident reassured the Police that it had been left outside the Mosque by mistake. The incident resulted in disrupting the regular women's programme held at the Mosque attended by about two hundred people as the Mosque was evacuated.



• Key Learning Points

- Maintaining public trust and confidence especially of the wider non-Muslim communities.
- Ensuring media coverage that is accurate, positive and minimises reputational risk. Communication via the Imam group was very effective.
- The need for staff, worshippers and service users to remain vigilant and updating staff security skills to include dealing with suspicious packages.
- Improving CCTV quality to ensure visual identification, especially of number plates.
- Planning to reduce service disruption through open dialogue with the Police e.g. where a forensic investigation is required on premises and identifying alternative premises for worship.



CASE STUDY

C

Political demonstration



What happened?

Near the end of the civil war in Sri Lanka a political demonstration occurred outside the Maha Vihara Buddhist Temple in Birmingham by over 100 Tamils of which half were children waving placards to the chant of political slogans. They had heard the Sri Lankan Foreign Minister was attending the most prominent religious festival celebrating the birthday of the Buddha. The protestors attempted to use this visit for political campaigning against the Sri Lankan government and to raise awareness for their pursuit for 'Elam' an independent Tamil homeland.

The Temple leadership did not follow any one political ideology. The Tamil group were unaware that the Temple had not invited the official directly; the Sri Lankan Minister had requested to attend this religious gathering and out of courtesy was his wish fulfilled by the Temple. Other public officials were invited that included the Lord Mayor, Indian Consul, Sri Lankan High Commissioner and a local MP to meet the Sri Lankan Foreign Minister.

The friendliness of the Temple was well known locally and the Police asked them to work with the new Tamils to help them setup a community representation body (later to become a 'community association').

What did you do?



The Temple was careful not to publicise the minister's attendance or display any political symbols of support for the Sri Lankan government's policies.

The Temple had been told that an incident had taken place at a London Buddhist temple flying the Sri Lankan flag. The flag was seen as provocation by some Tamils who stoned and smashed Temple windows. As a precaution the Temple leadership had involved the local Police who were monitoring the situation to help make sure the protest and the festival both went without incident.

The Sri Lankan Foreign Minister used an alternative entrance out of sight of the protestors and soon after the minister's arrival the crowd began to thin out and disperse; it turned out the Tamil group assumed the minister was not coming. When the official left the crowd had completely gone.



How did it go?

The Temple met a number of challenges in dealing with the situation.

- maintaining friendly relations with the Tamil community as part of the Temple's commitment to build friendly relations with all communities of faith and no faith in Birmingham
- keeping the Minister safe as a guest to the Temple
- ensuring there was no disruption to the ongoing celebrations.

Inside the Temple some of the 200 or so diverse congregation were unhappy that the Sri Lankan Foreign Minister made only a political address at a place of worship during the important religious celebration. It was as though the government official only spoke to Sri Lankan citizens ignoring the diverse makeup of the people in attendance.

There was a further challenge later in the day when the Indian Consul was insulted by a representative of a Buddhist association. This situation was defused by the management committee's quick thinking and using humour to calm tensions, stating "there are not only hot heads outside but they are inside as well" and then publicly apologising on behalf of the Temple.

Key Learning Points



- The ongoing importance of close engagement and communication with the British Buddhism faith.
- Good relations with local Police; the peaceful outcome of this incident was achieved due to a visible Police presence during the protest.
- The benefit of having senior Temple management and trustees about at all major events.
- Working to make sure religious celebrations are not politicised and that political representatives attending a religious event understand the event should not be used as a political platform.



CASE STUDY

D

Nail bomb attack



What happened?

Tipton Mosque and the local community were rocked by a nail bomb attack during the weekly Friday prayer in the month of Ramadhan on 12 July 2014 at 1.06pm.

A regular worshipper was parking in the Mosque car park when his car was jolted, engulfed in smoke and showered with nails. He called the emergency services to alert them to this incident. The nail bomb blast sent projectiles and debris up to 70 feet away that shattered Mosque windows, embedded into doors, landed onto rooftops, hit the surrounding houses and sprayed the street.

No one was injured as the nail bomb had timed out almost 45 minutes early; before the peak congregation prayer time.



Supt Keith Fraser with Mosque spokesman Zia Ul-Haq and Councillor Zahid Ali with press © Express and Star, 2013

What did you do?



Public prayers by the 400 plus worshippers at the Mosque were completed and upon the arrival of the Police the Mosque premises, car park and perimeter were evacuated and secured by 1.45pm. Police cordoned off access to six streets to form a 100 metre cordon zone. Later they carried out a controlled explosion of a secondary device to make the potential threat safe.

Soon after the incident the trustees and management led by the Chair took a decision to appoint a single experienced spokesperson to coordinate the media response, liaise with the local Police, the council, CTU, forensics and government officials.



With the help of the local council contact immediate provision was made by the spokesperson to engage the media as people who were not representatives of the Mosque were giving interviews that did not give a clear version of the facts. Due to access challenges from the cordoned zone around the Mosque the Council press officer was not available for immediate support. The Mosque spokesperson drafted a media statement that was reviewed by a council contact and approved by the Mosque trustees. This statement was read at a joint press conference to national and international media that was held with the Assistant Chief Constable, Deputy Leader of the Council, CEO of Sandwell Metropolitan Borough Council and the Secretary of the Mosque.

Questions about the investigation were handled by the Police and the spokesperson for the Mosque replied to those about the impact on the community and the stance of the Mosque leadership on whether this was a criminal or terrorist act. The Mosque took a decision not to align themselves with the Police who declared this to be a 'terrorist attack' until domestic and local criminal activity had been ruled out with certainty. When this was the case the Mosque changed the wording of its statement from 'criminal attack' to a 'terrorist act' in agreement with the Police.



How did it go?

The following morning with the help of local Police and the Counter Terrorism Unit the local community and faith leaders came together in solidarity from across the Black Country. They stood shoulder to shoulder with the Mosque and echoed sentiments of support, reassurance, vigilance and importance to maintain social cohesion made by a Bishop, Hindu and Sikh faith leaders, the local MP and community leaders.

The media response was a key part of the successful response to the incident. Responses were kept factual, delivered calmly and did not get caught out by some of the quick fire questions of headline generating reporters.

Sandwell elected Councillors helped by making calming, cautious and careful responses at the designated emergency meeting points and in the days that followed. Some Councillors, the MP and Mosque Imam regularly visited the affected area to provide any news updates to media reporters ensuring that media messages were well managed throughout.

The investigators connected this incident to the suspicious package found near Aisha Mosque in Walsall; a small home-made explosive device. Also, the Police linked a 'loud bang' incident reported some weeks prior at Wolverhampton Central Mosque to a potential explosion which upon a further search revealed the 'seat of an explosion and debris' which resulted in a thorough forensic check.

The Police arrested and charged the right wing Ukrainian terrorist, Pavlo Lapshyn. He received a sentence for a minimum of 40 years for the murder in Birmingham of Mohammed Saleem and three attempted bombings of Mosques in the West Midlands in 2013. He confessed to police that his motivation was to kill non-whites.



What did you learn?

- Ensuring the security of premises and service users at all times, with a particular focus on entrances.
- An ongoing partnership between the Mosque, local Police, politicians and community.
- Timely media engagement to ensure accurate coverage that minimises reputational risk.
- Maintaining public trust and confidence especially of the wider non-Muslim local communities that were affected.
- The importance of appealing for calm, mutual respect, law abidance, restraint and utmost dignity from young people and the wider community.
- The need for staff, worshippers and service users to remain vigilant.



Response contacts

Emergency services



In an **emergency**
always call **999** or **112**



Support and non-emergency contacts



West Midlands Police
(WMP)



Tel: 101 (non-emergency local Police contact)
or 0345 113 5000



Email: contactus@west-midlands.police.uk



Twitter: @wmpolice



Tel : 0800 789 321

(for the national confidential terrorism hotline if you have
information about possible terrorist activity)



Email: prevent@west-midlands.police.uk

West Midlands
Counter Terrorism
Unit
(WMCTU)

WEST MIDLANDS FIRE SERVICE



Tel : 0845 5000 900

(for all non-emergencies and general
enquiries for the whole of the
West Midlands)

West Midlands Fire
Service (WMFS)



Tel : 01384 215555



Email: enquiries@wmas.nhs.uk



West Midlands Ambulance
Service (WMAS)

CALL

111

when it's less
urgent than 999



Tel: 111

Call 111 if you need medical help fast but it's not a 999 emergency, you think you need to go to A&E or need another NHS urgent care service, you don't know who to call or you don't have a GP to call or you need health information or reassurance about what to do next.



Web: <http://www.nhs.uk/>

Response contacts

Local government



In an **emergency**
always call **999** or **112**



Support and non-emergency contacts

 **Birmingham City Council**

Birmingham Resilience



Tel: 10121 303 4825

Web: <http://www.birminghamprepared.gov.uk/contact/>

Twitter: @bhamresilience



Tel : 0121 704 6032 (in and out of hours contact)

Email : cswr@warwickshire.gov.uk

Twitter: @bhamresilience



**Coventry, Solihull and
Warwickshire Resilience Team**


Dudley
Metropolitan Borough Council

Dudley safe and sound



Email : community.safety@dudley.gov.uk

Web : <http://www.dudleysafeandsound.org/> (for community safety)

Web : <http://www.dudley.gov.uk/resident/your-council/emergencies/>
(for the Council's activity to support a major incident)



Tel : 0121 569 3060

Email : emergencyplanning@sandwell.gov.uk



**Sandwell MBC Resilience
Unit**

 **Walsall Council**


**Walsall Council Emergency
Planning**



Tel : 01922 652026

Web : http://cms.walsall.gov.uk/index/policing_and_public_safety/emergencyplanning.htm

Office hours
 **Email :** emergency.planning@wolverhampton.gov.uk
 **Tel :** 01902 556560

Out of hours
In the event of an emergency the council's
Duty Officers can be contacted out of hours.
 **Tel :** 01902 552999

**Wolverhampton
City Council**

**Wolverhampton City
Council**


**West Midlands
Faiths
Forum**

**West Midlands
Faiths Forum**



Tel : 0121 633 5536

Email : info@wmfaithsforum.org.uk

Web : www.wmfaithsforum.org.uk/home4/

Suspicious person description form

Glasses

Ears

Nose

Height

Colour/race

Body markings
tattoos/scars/moles

Distinguishing features

Hair colour/style

Face shape

Eye colour

Facial hair

Build

Dress/jewellery

Age

Gender

Mannerisms

Additional information / location

Suspicious vehicle description form

Registration

Damage/Condition

No. of Doors

Make/Model

Colour

External features eg roof rack, sun roof, stickers, flags

Speed/Direction

No. of Persons Male/Female

Vehicle Type

No. of Doors

Location of vehicle

Reason for suspicion

Additional information

Response team and local

Safety Officer



Primary contact

Name:
 Tel:
 Mob:
 Email:



Alternative contact

Name:
 Tel:
 Mob:
 Email:

Media Officer



Primary contact

Name:
 Tel:
 Mob:
 Email:



Alternative contact

Name:
 Tel:
 Mob:
 Email:

Environment/ Health & Safety Officer



Primary contact

Name:
 Tel:
 Mob:
 Email:



Alternative contact

Name:
 Tel:
 Mob:
 Email:

Human Resources Officer



Primary contact

Name:
 Tel:
 Mob:
 Email:



Alternative contact

Name:
 Tel:
 Mob:
 Email:

Faith leader in charge (Parish Priest, Deacon, Imam, Rabbi etc)



Primary contact

Name:
 Tel:
 Mob:
 Email:



Alternative contact

Name:
 Tel:
 Mob:
 Email:

Chair person



Primary contact

Name:
 Tel:
 Mob:
 Email:



Alternative contact

Name:
 Tel:
 Mob:
 Email:

Other Contacts

Management or executive committee
or board of management member



Primary contact



Alternative contact

Name:
Tel:
Mob:
Email:

Name:
Tel:
Mob:
Email:

Local Police



Primary contact



Alternative contact

Name:
Tel:
Mob:
Email:

Name:
Tel:
Mob:
Email:

Local Council



Primary contact



Alternative contact

Name:
Tel:
Mob:
Email:

Name:
Tel:
Mob:
Email:

Prevent Co-ordinator



Primary contact



Alternative contact

Name:
Tel:
Mob:
Email:

Name:
Tel:
Mob:
Email:

Trustee(s)



Primary contact



Alternative contact

Name:
Tel:
Mob:
Email:

Name:
Tel:
Mob:
Email:

Treasurer



Primary contact



Alternative contact

Name:
Tel:
Mob:
Email:

Name:
Tel:
Mob:
Email:

Caretaker



Primary contact



Alternative contact

Name:
Tel:
Mob:
Email:

Name:
Tel:
Mob:
Email:

Check list - Check, Clarify, Confirm – 3Cs

Tick

Prepare

Preparing for the unexpected: review the 8 areas and make an action plan of things to do (page 3 - 4)

Supporting a major incident in your area: take time with your faith leaders, managers and trustees to think how you could be ready to make offers of support and help (page 5)

Review the recommended 'Daily checks' (page 5)

Review the recommended 'weekly' and '6 Month/Yearly' checks' (page 6)

Use the case studies to help think through how your faith institution would respond (pages 15 to 19)

Remember to always report an incident (Case Study A, page 15)

Take the opportunity to learn from others experience (Case Study B, pages 16 and 15, Case Study C, page 17 and Case Study D, page 18)

Develop team

Organise a response team, consisting of a Safety Officer, Environment Security Health and Safety Officer, Media Officer and Human Resources Officer (page 7 and page 8)

Make a note of the contact details for you response team and key people in your organisation and locality (page 14) and template available on pages 23 and 24

Scenario planning: consider the following incidents either at or against your place of worship: Fire, terrorist attack, demonstration, negative publicity, media accusation, suspicious mail, internal incident (page 8)

Create a plan of action and rehearse the steps with the response team and share with senior management and staff (page 10)

Immediate response

In case of an incident: make sure all staff and volunteers know who the Safety Officer is and how to contact them (page 9)

Immediate response to an incident: follow the steps and use the checklist. Don't forget in an emergency always call 999 or 112 (page 20)

Respond

During an incident: use the guidance to help you manage and communicate if an incident occurs (page 11 & 12)

After an incident

Review and improve: follow the guidance and review if anything can be improved (page 13)

Faith groups working together



Baha'i



Buddhism



Christianity



Confucianism



Hinduism



Islam



Jainism



Judaism



Paganism



Sikhism



Humanism



Taoism



Zoroastrianism