

# What you need to have accomplished to be successful!

*To be employed long term as a Close Protection Operative or Executive Protection Specialist; well it's all fine and dandy if you have the shooting and fighting skills that so many training providers punt on their courses these days.*

*But these actions have consequences and are not always desirable if at the expense of the fundamental principles that ought to be rooted in expediency to enable you to:*

- 1. Promote a healthy and safe culture in the workplace*
- 2. Communicate effectively with others*
- 3. Give a positive image of yourself*
- 4. Work effectively with other agencies*
- 5. Develop your personal networks*
- 6. Develop productive working relationships with colleagues and stakeholders*
- 7. Provide leadership for your team*
- 8. Ensure compliance with legal, regulatory, ethical, and social requirements*
- 9. Manage your own resources and professional development*
- 10. Promote equality and value diversity*
- 11. Use communications systems effectively*
- 12. Produce documents suitable for a business environment*

*That includes demonstrating effective & rational methods on how you would:*

- 1. Exercise due diligence in law and in business.*
- 2. Assess vulnerabilities, threats, and risks to Principal(s).*
- 3. Plan and prepare to minimise threats, vulnerabilities, and risks to Principal(s).*
- 4. Liaise and communicate with Principal(s) and others.*
- 5. Establish and maintain a secure environment including how to write SOPs.*
- 6. Maintain personal and operational security including reputation.*
- 7. Maintain safety and security of the Principal(s) whilst on foot.*
- 8. Maintain safety and security of the Principal(s) whilst mobile.*
- 9. Maintain protection whilst driving.*
- 10. Deal with potential conflict whilst providing protection.*
- 11. Use physical intervention skills to protect the Principal(s).*
- 12. Provide effective responses to medical emergencies.*

*This is what most reputable employers want from those in their employ along with a 'positive' mindset and a 'can do' attitude.*

*They certainly do not want to find themselves in the middle of a firefight, running for their lives because of your failure to establish and maintain a secure environment, which is what they pay you to do after all.*

# What you need to have accomplished to be successful!

## HOW TO: Assess vulnerabilities, threats, and risks to Principal(s)

---

You will need develop competence, knowledge and understanding to enable you to determine potential threats, vulnerabilities and the level of risk to the Principal(s)'s security and safety.

**This covers the following activities:**

1. Assess information to determine potential threats, vulnerabilities, and risks to the Principal(s)
2. Determine the level of potential threats, vulnerabilities, and risks to the Principal(s)

### Performance criteria

#### *Be able to: Assess information to determine potential threats, vulnerabilities, and risks to the Principal(s)*

- maintain the security and confidentiality of information relevant to threats to your Principal(s)
- collate sufficient information, which you are legally permitted to have, to determine potential threats, vulnerabilities, and risks
- take account of the Principal(s)'s relevant personal and professional profiles to determine potential threats, vulnerabilities and risks
- take account of previous threats to the Principal(s), either direct or indirect, to help determine the potential vulnerabilities and risks
- take account of legal and contractual requirements relevant to assessing threats, vulnerabilities, and risks to the Principal(s)
- organise relevant factors about potential threats, vulnerabilities and risks in a manner that helps decision-making
- record information and factors relevant to potential threats, vulnerabilities, and risks accurately and legibly

#### *Be able to: Determine the level of potential threats, vulnerabilities, and risks to the Principal(s)*

- evaluate factors that could influence threats, vulnerabilities, and risks correctly and sufficiently to determine the level and nature of potential threats, vulnerabilities, and risks
- liaise with other relevant agencies and organisations, as required, to determine potential threats, vulnerabilities, and risks
- confirm details of the Principal(s)'s itinerary that could influence level and nature of threats, vulnerabilities and risks to the Principal(s)
- identify and record details of other persons with whom the Principal(s) will have contact who could pose a direct or indirect threat
- take account of current security arrangements relevant to level and nature of potential threats, vulnerabilities, and risks
- categorise the level and nature of threats, vulnerabilities, and risk in accordance with recognised criteria
- record details of levels and nature of potential threats, vulnerabilities, and risks to the Principal(s) accurately and legibly
- use logical and systematic analysis of information to evaluate threats to the security of your Principal(s)



### Knowledge and understanding to be embedded

#### *You will need to know and understand: Legal and organisational requirements*

- current relevant legislation, regulations, codes of practice and guidelines relating to close protection, bodyguarding duties, providing protective services.
- current standard operating procedures relevant to collecting and protecting personal and professional information about the Principal(s)

#### *You will need to know and understand: How to assess information to determine potential threats, vulnerabilities, and risks to the Principal(s).*

- what personal and professional details of the Principal(s) could influence potential threats, vulnerabilities, and risks, how to collect it and the protocol involved
- from where and how to collect sufficient information to determine levels of threats, vulnerabilities, and risks to the Principal(s), without compromising the safety or security of the Principal(s)
- how to evaluate and assess potential threats, vulnerabilities, and risks
- how to handle and store information and factors about potential threats, vulnerabilities, and risks to the Principal(s)

#### *You will need to know and understand: How to determine the level of potential threats, vulnerabilities, and risks to the Principal(s)*

- your Principal(s)'s profiles and how these influence threats, vulnerabilities and risks
- the reasons why your Principal(s) is at risk
- the sources and nature of potential threats, vulnerabilities, and risks to your Principal(s)
- the individuals or organisations who pose threats, their modus operandi, and their current capabilities
- vulnerable areas in the Principal(s)'s programmes and itineraries
- how to take account of the relevant factors that could impact on the level and nature of potential threats, vulnerabilities, and risks to the Principal(s)
- the arrangements for controlling access to premises, including access control systems, invitation, and ticket arrangements
- how to categorise and record details of levels and nature of potential threats, vulnerabilities, and risks to the Principal(s) accurately and legibly
- how and why it is important to use systematic analysis methods when identifying and evaluating threats to your Principal(s)

#### *You will need to know and understand: The significance of Confidentiality of information*

- how and why you should maintain the security and confidentiality of information

## HOW TO: Plan and prepare to minimise threats, vulnerabilities, and risks to Principal(s)

---

You will need develop competence, knowledge and understanding to enable you to assess what protection requirements are needed to protect the Principal(s) and so be able to identify the necessary resources and information required.

This lesson covers the following activities:

1. Determine the resources required to protect the Principal(s) from potential threats, vulnerabilities, and risks
2. Set up and secure static protection
3. Carry out reconnaissance and planning to determine travel arrangements for your Principal(s) during vehicle movements
4. Plan for travel by other modes of transport
5. Carry out reconnaissance of travel routes and venues
6. Determine protection requirements for public appearances and venues

### Performance criteria

#### *Be able to: Determine the resources required to protect the Principal(s) from potential threats, vulnerabilities, and risks*

- make sure that costs of resources are within agreed operational budgets
- maintain the security and confidentiality of information relevant to threats to your Principal(s)
- correctly assess the protection requirements to manage risks to the Principal(s)
- balance the level of proposed protection with the lifestyle requirements of the Principal(s)
- take account of sufficient relevant characteristics of locations and means of transport to identify potential threats, vulnerabilities, and risks
- identify sufficient and suitable resources to meet protection requirements, based on agreed threat, vulnerabilities, and risk assessment
- identify and confirm equipment and information needed to meet operational requirements
- confirm that communications systems and arrangements to be used are sufficient to meet the level of security to manage risk, vulnerabilities, and threat to the Principal(s)
- where appropriate, consider identifying supporting agencies and integrating them into operations to protect the Principal(s)
- make sure that arrangements and options selected are within operational resources, and your organisation's capabilities and policies

#### *Be able to: Set up and secure static protection*

- review and evaluate current protection measures at typical locations used by the Principal(s), to identify potential areas of weakness in protection and security
- recommend improvements in protection measures where necessary to provide required level of protection
- set up secure control and communications facilities promptly



## Continued

- liaise with the Principal(s) and their representatives at regular intervals as required to instil and maintain protection measures
- confirm the routine and nature of regular callers to prevent protection measures being compromised
- confirm effective access control systems are established and monitored as required to maintain safety and security of the Principal(s) and premises
- set up reporting procedures that provide current, accurate and reliable information to other authorised people who need it
- confirm that safe rooms provide the required level of protection for your Principal(s)
- select, equip, and secure a suitable location for an operations centre

### *Be able to: Carry out reconnaissance and planning to determine travel arrangements for your Principal(s) during vehicle movements*

- maintain the security and confidentiality of information pertaining to and relevant to the journeys
- confirm sufficient details of journeys to select the most suitable primary and alternative routes that maintain required level of protection to the Principal(s)
- identify and take account of potential sources of risk in your route selection to minimise risks
- identify and take account of other factors that could affect the safety and security of the Principal(s) whilst in transit on selected routes
- identify and record sufficient details of primary, alternative and link routes to maintain required level of protection to the Principal(s)
- specify types of vehicle that are appropriate to providing the required level of protection to your Principal(s)
- specify communication equipment and procedures that are appropriate to providing the required level of protection to your Principal(s)
- prepare viable plans to deal with contingencies that could pose a threat or risk to the Principal(s)
- select travel routes and arrangements that minimise risks and meet the Principal(s)'s travel requirements
- record details of selected routes and travel arrangements, using agreed notation and formats

### *Be able to: Plan for travel by other modes of transport*

- confirm sufficient details of journeys to identify the options for using other modes of transport for the Principal(s)
- identify and take account of potential sources of risk in your selection to minimise risks
- confirm and take account of travel formalities where appropriate, to minimise inconvenience to the Principal(s) whilst maintaining the required level of protection
- select the most suitable means of transport on which you can provide the required level of protection to the Principal(s)
- identify and take account of other factors that could affect the safety and security of the Principal(s) whilst in transit on selected modes of transport
- select travel routes and arrangements that provide the required level of protection and meet the Principal(s)'s travel requirements and preferences
- record details of selected routes and travel arrangements, using agreed notation and formats



## Continued

### *Be able to: Carry out reconnaissance of travel routes and venues*

- carry out effective reconnaissance to confirm travel routes and arrangements, and to identify potential threats and situations that could compromise the safety and security of the Principal(s)
- arrange and carry out reconnaissance based on operational instructions and information
- confirm that the performance of communication networks and equipment meets operational requirements
- evaluate the security and safety arrangements at accommodation where required
- identify and record accurate details of local factors that could influence the level and type of protection required
- collect and record accurate and relevant information about travel safety that could not be confirmed, or was not available before reconnaissance
- evaluate threats vulnerabilities and risk, based on your reconnaissance, and record sufficient accurate details for a reassessment of the protection strategy
- record full and accurate reconnaissance findings in order to anticipate and avoid foreseeable situations that could compromise the protection of the Principal(s)

### *Be able to: Determine protection requirements for public appearances and venues*

- confirm sufficient details of public appearances to determine protection requirements
- obtain sufficient information on local procedures and contingency plans to deal effectively with emergencies
- liaise with the Principal(s), hosts, organisers, and stakeholders to discuss and agree arrangements that provide the level of protection required for the Principal(s), as well as allowing them to carry out the purpose of their visit
- confirm details of primary and secondary routes in and out of locations to expedite safe entry and exit of the Principal(s)
- confirm locations of suitable debus and embus areas that minimise risks and inconvenience to the Principal(s)
- identify the vulnerable areas and vantage points within locations in order to provide the most effective protection to the Principal(s)
- confirm holding rooms and safe areas are available for use in emergency situations
- carry out security checks on venue staff and other relevant people in line with standard operating procedures
- confirm that search plans are agreed where necessary to secure venues

## Knowledge and understanding to be embedded

### *You will need to know and understand: Legal and organisational requirements*

- current relevant legislation, regulations, codes of practice and guidelines relating to close protection, bodyguarding duties, providing protective services.
- current legislation, regulations and local procedures relating to access control
- the principles and accepted practices of risk assessments and vulnerability analysis relating to close protection, bodyguarding duties, providing protective services.



## Continued

### *You will need to know and understand: How to determine the resources required to protect the Principal(s) from potential threats, vulnerabilities, and risks*

- levels and types of protection available and suitable to meet potential threats, vulnerabilities, and risks to the Principal(s)
- how to optimise resource requirements, protection requirements and operational costs with Principal(s)'s lifestyle requirements
- the different threats, vulnerabilities and risks associated with different types of locations
- potential threats, vulnerabilities and risks associated with different means of transport, and the suitability of transport used by the Principal(s)
- requirements for safe rooms and safe transport
- communication systems used in protective services operations and relevant regulations covering their use
- the capabilities, limitations, and typical costs of the range of resources available to protect the Principal(s)
- which supporting agencies should be involved in operations and how to contact them
- how to take into account the relevant factors of making a threat and risk assessment
- the operational resources available to you, and how to use them effectively and efficiently

### *You will need to know and understand: How to set up and secure static protection*

- how to evaluate protection measures at different types of location against the level of protection required for your Principal(s)
- the protocol involved when working with your Principal(s), their staff and family
- how to discuss and confirm ongoing protection arrangements with your Principal(s) and their representatives
- how to operate relevant access and alarm systems
- how to operate the communications systems you use in protective services
- how to organise and present information required by other authorised people
- the requirements for, and different types of, safe rooms
- the procedures you should carry out to confirm the safety and security of safe rooms
- why you should select a suitable location for an operations centre
- the importance of operational documentation

### *You will need to know and understand: How to carry out reconnaissance and planning to determine travel arrangements for your Principal(s) during vehicle movements*

- how and from where to gather sufficient details of planned journeys
- potential threats to your Principal(s), from whom, and their modus operandi
- how to obtain and interpret maps (street, scaled, contour, route planning, topographical) and similar information about the areas through which your Principal(s) is to travel
- how to collect local information about travel and security conditions in the areas through which your Principal(s) is to travel, particularly using reliable sources
- the capabilities and limitations of the types of vehicles available to you, and how to select the most suitable for use on planned journeys
- the capabilities and limitations of the types of communications equipment available to you, and how to select the most suitable for use on planned journeys



## Continued

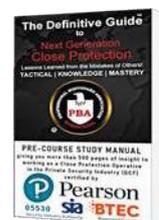
- how to identify and record details of potential sources and locations of threat to your Principal(s) whilst travelling
- how to prepare details of selected routes and travel arrangements using agreed formats, such as maps, diagrams, notes, verbal instructions
- how to contact the agencies and emergency services to be called in the event of change to routes or schedules, or in emergencies

### *You will need to know and understand: How to plan for travel by other modes of transport*

- how and from where to gather sufficient details of planned journeys
- the protocol involved in your Principal(s) travelling by other modes of transport
- how to obtain and interpret travel information about the areas through which your Principal(s) is to travel
- how to identify and plan for interconnections in other modes of travel when necessary
- potential threats to your Principal(s), from whom, and their modus operandi
- how to collect local information about travel and security conditions in the areas through which your Principal(s) is to travel, particularly using reliable sources
- the levels of threat involved, and protection possible in the types of other modes of transport available to you, and how to select the most suitable for use on planned journeys
- the capabilities and limitations of the types of communications equipment available to you, and how to select the most suitable for use on planned journeys
- how to identify and record details of potential sources and locations of threat to your Principal(s) whilst travelling by other modes of transport
- how to prepare details of selected routes and travel arrangements and points of contact using agreed formats, such as timetables and schedules, notes, verbal instructions
- how to contact the agencies and emergency services to be called in the event of change to routes or schedules, or in emergencies

### *You will need to know and understand: How to carry out reconnaissance of travel routes and venues*

- why it is important to carry out thorough and effective reconnaissance in order to anticipate and avoid foreseeable risks to your Principal(s)
- why it is important to make sure the information you collect on reconnaissance is current, accurate and reliable
- why it is important to follow operational procedures, instructions and information when carrying out reconnaissance
- how to identify potential risks to your Principal(s), particularly in relation to accommodation, public transport, and appearances in public
- how to acquire information about local conditions and factors that could affect the protection strategy, without arousing unnecessary attention to your Principal(s)
- how to gain the co-operation of relevant stakeholders whilst not compromising the protection strategy
- how to make judgements about the potential for situations that could occur that could compromise the protection of your Principal(s), arising from any findings of your reconnaissance activities
- how to record full and accurate reconnaissance findings, and why this is important



## Continued

### *You will need to know and understand: How to determine protection requirements for public appearances and venues*

- the threats, vulnerabilities and risks involved in public appearances by your Principal(s)
- how to balance protection arrangements with the purpose of your Principal(s)'s public visit
- how to identify secure and safe points of access, exit, debussing and embussing for your Principal(s)
- how to identify vulnerable areas and vantage points in different locations
- how to discuss and agree appropriate security measures with hosts, organisers, and stakeholders particularly in relation to admission arrangements, access and exit points, safe areas, searches, evacuation, and general emergency procedures



## HOW TO: Liaise and communicate with Principal(s) and others.

---

### Overview

You will need develop competence, knowledge and understanding to enable you to deal with information and communicate with the relevant persons involved with the safety and security of the Principal(s).

This lesson covers the following activities:

1. Confirm and maintain contact with the Principal(s) and relevant people
2. Provide information to the Principal(s) and other relevant people
3. Agree protection arrangements with the Principal(s) and other relevant people
4. Observe protocol during protective services operations
5. Liaise and communicate with media representatives

### Note

Activity 5 is not intended to require Protective Services Operatives to generate media statements or act as 'press officers' for the Principal(s). Its intention is to specify the competence required if and when a Protective Services Operative has to deal with media representatives.

### Performance criteria

#### *Be able to: Confirm and maintain contact with the Principal(s) and relevant people*

- maintain the security and confidentiality of information relevant to threats to your Principal(s)
- confirm liaison with relevant persons is effectively established and maintained, and relevant contact details are recorded accurately and securely
- observe and follow accepted protocol when communicating with the Principal(s) and other relevant persons
- identify, confirm, and utilise where possible new contacts likely to be of benefit to protective services operations
- liaise with others to develop and maintain effective working relationships
- monitor and regularly evaluate the effectiveness of current liaison methods and arrangements
- respond promptly and effectively to changes in situations that could impact on the reliability of contact arrangements
- contribute to the improvement of methods of liaison and contact with relevant persons

#### *Be able to: Provide information to the Principal(s) and other relevant people*

- locate and assess the reliability of information to meet the requirements of the Principal(s) or other relevant people
- present relevant information in the most suitable format to aid understanding and decision making by the Principal(s) or other relevant persons
- present information in a manner appropriate to the Principal(s) or other relevant persons
- respond to queries fully and accurately to provide information required by the Principal(s) or other relevant persons
- support your protection strategies and recommendations with rationale and evidence
- confirm the clarity of understanding by the Principal(s) or other relevant people

## Continued

### *Be able to: Agree protection arrangements with Principal(s) and other relevant people*

- propose strategy and options that are based on and take account of identified level and type of threat to the Principal(s)
- communicate appropriately your proposed strategy to the Principal(s) and others that deals with the existing threat
- propose protection arrangements that balance the lifestyle requirements of the Principal(s) with the level of protection required
- be assertive in your dealings with the Principal(s) and others where safety or security of any person could be compromised
- make sure that arrangements and options selected are within operational resources, and your organisation's capabilities and policies and how to justify further budget
- make sure that protection plans allow for flexibility to meet changing situations
- provide protection plans in a format and level of detail most suitable to aid understanding and decision making by the Principal(s) and other relevant persons

### *Be able to: Observe protocol when providing protective services*

- agree and use methods of communicating with the Principal(s) and other relevant persons that are mutually acceptable, and effective in maintaining the required level of protection
- use the preferred spoken and written language of the Principal(s) when communicating with the Principal(s) where appropriate or use an approved interpreter
- make sure that your behaviour and form of address to the Principal(s) and other relevant persons are appropriate to the status and wishes of the Principal(s)
- respond promptly and appropriately to the actions or expressed intentions of the Principal(s), where their safety or security could be compromised
- maintain occupational requirements of your appearance and behaviour that are expected by the Principal(s), other relevant persons, and your organisation
- adopt the appropriate standard of dress and appearance that are suitable for the occasions when you are providing protective services
- avoid unnecessary embarrassment or anxiety to the Principal(s) through your actions, or situations that you could have prevented
- respect the diversity of the Principal(s) and other relevant persons when you are providing protective services

### *Be able to: Liaise and communicate with media representatives*

- recognise and respond appropriately to potential intrusion or threats to the Principal(s)'s privacy, security, or safety by media representatives
- use communication methods that are agreed by the Principal(s) or their representatives
- make sure that information given to media representatives is authorised and protects the Principal(s) from avoidable harassment or anxiety, and maintains their safety and security
- prevent information being given to media representatives that could compromise the safety, security, or privacy of the Principal(s)
- deal with media representatives in ways that protect and enhance the public image of the Principal(s)



## Knowledge and understanding to be embedded

### *You will need to know and understand: Legal and organisational requirements*

- current relevant legislation, regulations, codes of practice and guidelines relating to close protection, bodyguarding duties, providing protective services
- the operational and legal constraints within which you should work
- the procedures for maintaining communications

### *You will need to know and understand: How to confirm and maintain contact with the Principal(s) and relevant people*

- how to identify and confirm the suitability and reliability of new contacts
- how to recognise reduction in effectiveness of contact, and what you can do in response

### *You will need to know and understand: How to provide information to the Principal(s) and other relevant people*

- how to present information in the most effective way
- how to obtain information from appropriate sources

### *You will need to know and understand: How to agree protection arrangements with Principal(s) and other relevant people*

- how to carry out dynamic risk assessments, to determine appropriate strategies to protect your Principal(s) and others when appropriate
- the lifestyle requirements of your Principal(s) and how to determine effective protection strategies that balance these needs
- the interpersonal and communication skills required to reach agreements with your Principal(s) and others, particularly when you need to be assertive
- the operational resources available to you, and how to use them effectively and efficiently
- the possible changing situations that could require changes in planned arrangements, and how these changes would be implemented

### *You will need to know and understand: How to observe protocol when providing protective services*

- the required protocol that you must observe with different Principal(s) and other relevant people, and why protocol is important in protective services
- the acceptable methods and means of communicating with the Principal(s) and others that are effective in maintaining protection as well as respectful of your Principal(s) and the lifestyles
- how to observe protocol when you might have to intervene to deal with actions or expressed intentions of your Principal(s) that could compromise their safety or security
- the requirements of dress, appearance, and behaviour to suit the different situations or occasions when you are providing protective services
- local factors relating to protocol that could influence protective services operations
- the status of people indicated by badges, insignia or other symbols of status and the protocol to be observed
- how to address your Principal(s) and other relevant persons
- relevant information where possible about your Principal(s) and other key persons where protocol must be observed



## Continued

### *You will need to know and understand: How to liaise and communicate with media representatives*

- how to communicate and deal with media representatives with consideration for your Principal(s) and others
- how to recognise and respond to tactics used by media representatives to gain access to the Principal(s) or information about them
- the accepted protocol and methods for communicating and dealing with media representatives

### *You will need to know and understand: How to ensure confidentiality of information*

- how, when, and why you should maintain the security and confidentiality of information
- the 'need to know' principle and when to apply it
- what information you are allowed to legally obtain, store, or pass to third persons

### *You will need to know and understand: How to ensure effective communication skills*

- the different methods of communication to use with your Principal(s) and other relevant persons
- the interpersonal and communication skills required to liaise with other people, including the relevant protocol to be observed



# HOW TO: Establish and maintain secure environments.

---

## Overview

You will need develop competence, knowledge and understanding to enable you to carry out effective basic searches of premises, people and vehicles and identify devices that could pose a threat or risk to you or your Principal(s).

This lesson covers the following activities:

1. Search and secure premises
2. Confirm the safety and security of means of transport
3. Search people and their property for prohibited items
4. Respond to finding prohibited items

## Performance criteria

### *Be able to: Search and secure premises*

- maintain the security and confidentiality of information relevant to threats to your Principal(s)
- take appropriate action to take account of safety and security factors prior to carrying out searches of premises
- confirm that search equipment is working properly prior to carrying out searches
- use search methods, patterns and procedures that are suitable to identify potential threats, vulnerabilities and risks at premises used by the Principal(s)
- make sure that appropriate persons are informed and obtain prior authority to search where necessary
- identify all vulnerable areas of premises and take action that is appropriate to deal with the potential threat or risk
- take appropriate action to deal safely and effectively with all devices discovered during searches
- be aware of when you should get assistance from search specialists and take appropriate action
- confirm that security measures are capable of providing the level of protection required for the Principal(s)
- record the results of searches and notify appropriate persons of the outcome of searches as required
- maintain the safety and security of premises on completion of searches as required

### *Be able to: Confirm the safety and security of means of transport*

- confirm the security and safety of areas in which to search road vehicles
- confirm that road vehicles and ancillary equipment meet their operational safety and security requirements
- carry out external and internal inspections of road vehicles following standard operating procedures and using appropriate equipment
- get advice and guidance from others as necessary to carry out searches of air and seacraft

## Continued

- identify all suspicious indications of actual or potential breaches to safety or security
- take appropriate action to deal safely and effectively with all devices discovered during searches
- be aware of when you should get assistance from search specialists and take appropriate action
- record the results of searches and notify appropriate persons of the outcome of searches as required
- maintain the safety and security of road vehicles, air, or sea craft on completion of searches as required

### *Be able to: Search people and their property for prohibited items*

- carry out searches of people at frequencies and in patterns that are in line with your instructions
- give clear reasons for the search to individuals that have been selected to be searched
- make sure you have consent to search, before you search individuals
- carry out searches in suitable locations, in the presence of suitable witnesses
- be polite, professional, and courteous while you carry out searches of individuals
- maintain your own health, safety and welfare while carrying out searches of people
- take prompt and appropriate action, in line with your instructions, when you find prohibited items during a search
- take appropriate and permitted action when a person refuses to give consent to search
- record and report the details of searches in line with your instructions and within required timescales

### *Be able to: Respond to finding prohibited items*

- identify correctly prohibited items found during searches
- ask suspected persons to explain the possession of prohibited items politely and courteously
- deal appropriately with prohibited items found during a search as potential evidence, following your instructions and approved procedures
- deal appropriately with people who are in possession of prohibited items, following your instructions and approved procedures
- record and report the relevant details relating to the prohibited items to the appropriate person
- complete required reports and documentation relevant to the prohibited items, legibly, accurately and within required timescales
- maintain the health, safety and welfare of yourself and others, while responding to finding prohibited items

## Knowledge and understanding to be embedded

### *You will need to know and understand: Legal and organisational requirements*

- current relevant legislation, regulations, codes of practice and guidelines relating to close protection, bodyguarding duties, providing protective services
- current standard operating procedures for searching and securing premises, including how to maintain the health and safety of yourself and others
- current standard operating procedures for searching and securing road vehicles, including how to maintain the health and safety of yourself and others



## Continued

- typical operational safety and security requirements of road vehicles used in protective services operations
- the procedures and instructions you should follow when searching people or their property, including:
  - i. why it is good practice to have witnesses during searches
  - ii. searching males and females
  - iii. different types of search including entry to and exit from premises
  - iv. the implications of carrying out searches incorrectly
- the procedures and instructions you should follow when finding prohibited items

### *You will need to know and understand: How to use search equipment*

- what equipment is appropriate for the types of searches that you carry out, how to confirm it is working properly and how to use it effectively
- the capabilities and limitations of the search equipment and methods that you use, and when and how to call for assistance from search specialists

### *You will need to know and understand: How to search and secure premises*

- factors which affect personal safety and what precautions you should take
- factors that could compromise security or protection arrangements and what action you should take to counter these factors
- the different types of search methods, patterns, and procedures for securing premises used by your Principal(s)
- how to carry out the most effective and efficient searches of premises used by your Principal(s)
- how to recognise devices that could pose a threat (either actual or potential) to your Principal(s)
- what authorised action you can take when you identify potential vulnerable points in safety or security, or discovering surveillance or explosive devices, or other threats to your Principal(s)
- how to determine whether premises security measures are sufficient to provide the level of protection required, and what to do if they are not
- how to report either actual or potential breaches of safety or security of premises, and to whom
- why it is important to maintain the safety and security of premises after you have made them secure, and how to do this

### *You will need to know and understand: How to confirm the safety and security of means of transport*

- what authorised action you can take to make sure road vehicles meet operational safety and security requirements
- typical indications of tamper or interference with road vehicles
- how to get advice or guidance when searching air or sea craft
- how to identify devices that could pose a threat (either actual or potential) to your Principal(s), and what authorised action you can take



## Continued

- how to report either actual or potential breaches of safety or security of transport, and to whom
- why it is important to maintain the safety and security of road vehicles, air, or sea craft after you have made them secure, and how to do this

### *You will need to know and understand: How to search people and their property for prohibited items*

- why consent must be obtained prior to search
- interpersonal skills and how to use them during searches of people and their property
- the possible reactions to the request to submit to a search and how to deal with them
- the range of prohibited items that you should look for during searches
- what you should do when you find prohibited items, and to whom this should be reported

### *You will need to know and understand: How to respond to finding prohibited items*

- the action you can take when you find prohibited items during a search, therefore the limits of your responsibility and authority
- interpersonal skills and how to use them during searches of people and their property, particularly when you find prohibited items
- the possible reactions of suspects to finding prohibited items and how to deal with them
- how to retain prohibited items safely so that they may be used as evidence if required
- to whom you should report finding prohibited items



## HOW TO: Maintain operational security

---

### Overview

You will need develop competence, knowledge and understanding to enable you to maintain personal and operational security through anti-surveillance techniques and maintaining situational awareness allowing you to monitor and minimise patterns and habits to avoid predictability and the opportunity for attack on self or others.

**This covers the following activities:**

1. Maintain personal and operational security

### Performance criteria

*Be able to:*

- continually monitor and assess your environment to maintain situational awareness
- monitor and minimise patterns and habits to avoid predictability and the opportunity for attack on self or others
- control availability and distribution of security documentation
- apply anti surveillance techniques for self and within a team environment to detect and disrupt surveillance
- respond to or report detected surveillance in accordance with your organisational procedures and policies
- identify organisations which conduct surveillance
- ensure level of alertness varies with changing circumstances
- maintain the security and confidentiality of information relevant to threats to your Principal(s)
- identify hostile surveillance in line with your training
- secure operational information in all forms of media

### Knowledge and understanding to be embedded

*You need to know and understand:*

- how and why you should maintain the security and confidentiality of information
- the individual is responsible for their personal and operational security which could affect themselves or others
- that security measures should be commensurate with the threat
- that constant awareness is the corner stone of good personal and operational security
- methods of surveillance to identify its vulnerabilities
- the necessity of awareness as a foundation for evaluating and avoiding threats
- how and why it is important to maintain constant situational awareness
- how and why you should respond to, or report detected surveillance and various levels of alertness
- the differing types of hostile surveillance techniques
- how to identify hostile surveillance
- the different options available to counter hostile surveillance

## HOW TO: Maintain safety and security of the Principal(s) whilst on foot

---

### Overview

You will need develop competence, knowledge and understanding to enable you to maintain effective coverage of the Principal(s) working with other members of your team whilst providing foot escort and responding to incidents affecting the safety or security of your Principal(s).

#### This covers the following activities:

1. Maintain close protection escort on foot
2. Respond to incidents affecting the safety or security of your Principal(s)

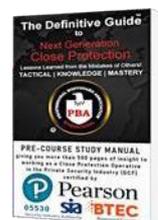
### Performance criteria

#### *Be able to: Maintain close protection escort on foot*

- maintain the security and confidentiality of information relevant to threats to your Principal(s)
- balance operational requirements in line with the wishes of the Principal(s)
- maintain effective communications with the Principal(s) and other members of your team whilst escorting the Principal(s) on foot
- use appropriate and lawful personal protection equipment to maintain your own safety
- follow standing operating procedures for foot escort formations and protection procedures to avoid or minimise risks and threats to the Principal(s) whilst on foot
- negotiate hazards in a way that maintains the safety and security of the Principal(s)
- maintain situational awareness to assess risks posed to the Principal(s)
- recognise when the Principal(s) is subject to surveillance or other unauthorised observation, and take appropriate action
- give clear and concise instructions to the Principal(s) and team members where appropriate, following standard operating procedures

#### *Be able to: Respond to incidents affecting the safety or security of your Principal(s)*

- prioritise and take responsive action to deal with potential risks to the Principal(s)
- give clear and concise instructions to the Principal(s) and team members where appropriate
- act within the primary responsibilities of your role in the protection team
- maintain the health, safety, and welfare of the Principal(s), yourself and colleagues while taking responsive action to deal with threats to the Principal(s)
- take account of any medical condition of the Principal(s) that could influence what responsive action is taken
- minimise the threat of harm or injury to others who are not directly involved in incidents
- use only that force which is reasonable in the circumstances to defend yourself, Principal(s), and others
- be aware of and prepared for secondary or subsequent incidents that could compromise the safety or security of the Principal(s)



### Knowledge and understanding to be embedded

#### *You will need to know and understand: Legal and organisational requirements*

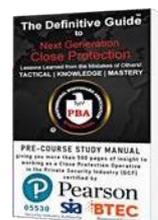
- current relevant legislation, regulations, codes of practice and guidelines relating to close protection, bodyguarding duties, providing protective services.
- the role and responsibilities of protection team members
- the capabilities and limitations of personal protection equipment available to you
- the standard operating procedures or practices for negotiating hazards and how to follow them

#### *You will need to know and understand: How to maintain close protection escort on foot*

- the typical behaviour of your Principal(s) when walking under close protection and how this influences your operational methods
- the signals and commands that are used on foot escort duties and how to follow them
- the sources and nature of potential threats to your Principal(s) when walking and how to identify them
- foot escort formations and how to use them effectively when providing close protection
- how to identify surveillance techniques and how to respond to them
- K10 the actions that you are permitted to take to respond to potential or actual threats to your Principal(s)
- the need for clear and concise instructions when providing close protection on foot
- how to recognise signs of potential attack on your Principal(s)

#### *You will need to know and understand: How to respond to incidents affecting the safety or security of your Principal(s)*

- how to encourage your Principal(s) to follow commands or instructions, whilst respecting their position or status
- how to respond to signs of potential attack on your Principal(s)
- what action you are authorised to take to deal with incidents that could compromise the safety and security of your Principal(s), yourself, and others
- how to use only that force which is reasonable in the circumstances to defend yourself, Principal(s), and others
- how to recognise actual and potential weapons



## HOW TO: Maintain safety and security of the Principal(s) whilst mobile

---

### Overview

You will need develop competence, knowledge and understanding to enable you to maintain the safety and security of the Principal(s) whilst mobile.

#### This covers the following activities:

1. Maintain close protection whilst mobile
2. Confirm vehicle security
3. Principles of embus and debus techniques
4. Carry out route selection and planning
5. Respond to incidents affecting security and well-being of the Principal(s) whilst mobile

### Note

This unit is not intended to apply to drivers of close protection or escort vehicles but is relevant to Protective Services Operatives who have the responsibility for the safety and security of the Principal(s) whilst being driven from place to place.

### Performance criteria

#### *Be able to: Maintain close protection whilst mobile*

- maintain the security and confidentiality of information relevant to threats to your Principal(s)
- confirm details of travel arrangements are accurate and understood by the Principal(s) and other relevant people as necessary
- confirm details of travel formalities are understood by the Principal(s) and other relevant people as necessary
- confirm roles of the protection team are understood by team members as necessary, including what to do in response to security or safety incidents
- liaise as necessary with other relevant persons to maintain the travel security, safety, and privacy of the Principal(s)
- maintain sufficient visual contact with the Principal(s) as necessary and where possible to maintain their security and safety
- maintain the security of the Principal(s)'s baggage during travel as required
- continually monitor and assess your environment that could pose risks to the Principal(s) and be prepared to take appropriate action to respond to these risks
- recognise when the Principal(s) is subject to surveillance or other unauthorised observation, and take appropriate action
- give clear and concise instructions to the Principal(s) and team members where appropriate, following standard operating procedures

## Continued

### *Be able to: Confirm vehicle security*

- confirm the security and safety of areas in which to search road vehicles
- confirm that road vehicles and ancillary equipment meet their operational safety and security requirements
- carry out external and internal inspections of road vehicles following standard operating procedures and using appropriate equipment
- get advice and guidance from others as necessary to carry out searches of air and sea craft
- identify all suspicious indications of actual or potential breaches to safety or security
- take appropriate action to deal safely and effectively with all devices discovered during searches
- be aware of when you should get assistance from search specialists and take appropriate action
- record the results of searches and notify appropriate persons of the outcome of searches as required
- maintain the safety and security of road vehicles, air, and sea craft on completion of searches as required

### *Be able to: Apply effective and sensible embus and debus techniques*

- ensure vehicles and team members are positioned ready for embus and debus to provide optimum safety and security for the Principal(s), following standard operating procedures
- embus and debus vehicles taking account of Principal(s)' preferences and habits
- continually monitor and assess your environment that could pose risks to the Principal(s) and be prepared to take appropriate action to respond to these risks whilst embussing and debussing
- be sure you have the current details of destinations, routes, vehicle parking, vehicle seating arrangements, and arrangements for dealing with emergencies
- liaise with vehicle drivers to ensure they are given full instructions as necessary to reach required destinations within required timescale and following planned routes
- ensure drivers are informed of the position and manoeuvres required to maintain position in convoys where necessary
- maintain effective communications with other team members as required during embussing and debussing operations
- confirm that vehicles and ancillary equipment meet their operational safety and security requirements

### *Be able to: Carry out route selection and planning*

- carry out a reconnaissance of suitable routes identifying areas that could compromise the safety and security of the Principal(s) whilst in transit
- identify realistic journey times
- identify suitable points for embussing and debussing identifying areas that could compromise the safety and security of the Principal(s) along the route
- identify suitable rest areas, access to hospitals and places of safety along the route
- plan to establish possible routes and timings and assess feasibility of reconnaissance
- prepare a route plan document detailing the routes, distances, timings and above contingencies



## Continued

### *Be able to: Respond to incidents affecting security and well-being of Principal(s) whilst mobile*

- take responsive action to deal with potential risks to the Principal(s), following instructions from your team leader where appropriate
- give clear and concise instructions to the Principal(s) and team members where appropriate, following standard operating procedures
- act within the primary responsibilities of your role in the protection team
- maintain the health, safety, and welfare of the Principal(s), yourself and colleagues while taking responsive action to deal with threats to your Principal(s)
- take account of any medical condition of the Principal(s) that could influence what responsive action is taken
- minimise the threat of harm or injury to others who are not directly involved in incidents
- use only justifiable proportionate legal and necessary force required to maintain the safety and security of the Principal(s), yourself, and others
- be aware of and prepared for secondary or subsequent incidents that could compromise the safety or security of the Principal(s)

## Knowledge and understanding to be embedded

### *You will need to know and understand: Legal and organisational requirements*

- current relevant legislation, regulations, codes of practice, occupational requirements and guidelines relating to appropriate responses by the close protection, bodyguard, protective services team
- current relevant legislation that covers the use of force
- current standard operating procedures for searching and securing road vehicles, including how to maintain the health and safety of yourself and others
- current standard operating procedures for embussing and debussing the Principal(s) and the protection team
- typical operational safety and security requirements of vehicles used in protective services operations

### *You will need to know and understand: How to maintain close protection whilst mobile*

- why it is important that travel arrangements and formalities are understood by the Principal(s) and all other relevant persons, and how to confirm this
- how to comply with different travel arrangements and requirements typically encountered on operations
- how to identify and liaise with other relevant persons to maintain travel security
- the sources and nature of potential threats to your Principal(s) when travelling and how to identify them
- what actions to take in response to incidents that could compromise the security, safety or privacy of the Principal(s) when travelling
- surveillance techniques and how to identify and respond to them (counter- and anti-surveillance measures)
- the individuals or organisations who pose threats, their modus operandi, and their current capabilities
- the roles and responsibilities of protection team members



## Continued

### *You will need to know and understand: How to confirm vehicle security*

- what equipment you should use to search and secure road vehicles, and how to use it effectively
- the capabilities and limitations of the search equipment and methods that you use, and when and how to call for assistance from search specialists
- what authorised action you can take to make sure road vehicles meet operational safety and security requirements
- how to recognise typical indications of tamper or interference with road vehicles how to get advice or guidance when searching air or sea craft
- how to identify devices that could pose a threat (either actual or potential) to your Principal(s), and what authorised action you can take
- how to report either actual or potential breaches of safety or security and to whom
- why it is important to maintain the safety and security of road vehicles, air, or sea craft after you have made them secure, and how to do this

### *You will need to know and understand: How to apply embus and debus techniques*

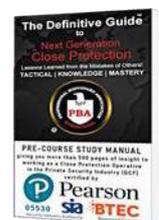
- how to adapt embussing and debussing procedures to deal with unconventional circumstances
- your Principal(s)'s preferences and habits for entering and exiting vehicles and seating arrangements, when either accompanied or alone
- the embussing and debussing situations or circumstances when security or safety are vulnerable, and how to minimise the risks
- why it is important for drivers to have the details of destinations, routes, vehicle waiting locations, emergency arrangements, and convoy drills, how to provide these, and how to confirm drivers' understanding
- the different convoy arrangements and why it is important to follow standard drills
- why it is important and how to maintain effective communications with other team members during embussing and debussing operations

### *You will need to know and understand: How to carry out route selection and planning*

- why it is important to carry out thorough and effective reconnaissance in order to recognise and manage the risks to your Principal(s) along a route
- how to identify potential risks along a route and understand why they are risks
- how to obtain and interpret maps and similar information about the areas through which your Principal(s) is to travel
- the capabilities and limitations of the types of vehicles available to you, and how to select the most suitable for use on planned journeys

### *You will need to know and understand: How to respond to incidents affecting security and well-being of Principal(s) whilst mobile*

- the signals and commands that are used on mobile escort duties and how to follow them
- how to encourage your Principal(s) to follow commands or instructions, whilst respecting their position or status



## Continued

- the capabilities and limitations of typical personal protection equipment available to you
- how to respond to signs of potential attack on your Principal(s) what action you are authorised to take to deal with incidents that could compromise the safety and security of your Principal(s), yourself, and others
- how to use minimum force to maintain the safety and security of your Principal(s), yourself, and colleagues



## HOW TO: Maintain protection whilst driving

---

### Overview

You will need develop competence, knowledge and understanding to enable you to maintain close protection of the Principal(s) whilst driving.

This covers the following activities:

1. Maintain protection whilst driving
2. Respond to incidents with evasive and anti-ambush manoeuvres

### Performance criteria

#### *Be able to: Maintain protection whilst driving*

- confirm that road vehicles and ancillary equipment meet their operational safety and security requirements
- drive vehicles according to the type and level of training you have received and remain responsible for driving decisions you make
- drive vehicles within legislation in a manner that affords the safety of your Principal(s), other road users, other team members and yourself
- carry out manoeuvres required to maintain position in the convoy, where necessary
- ensure that all doors and vehicle boot are locked as required and that positions of windows including sunroof do not compromise safety or security
- continually monitor and assess your environment including other road users that could pose risks to the Principal(s) and be prepared to take appropriate action to respond to these risks
- be familiar with the routes, distances, timings, rest areas, hospitals, and places of safety
- maintain effective communications with other team members as required whilst in transit
- maintain all round observation

#### *Be able to: Respond to incidents with evasive and anti-ambush manoeuvres*

- maintain awareness and alertness so as to create time to react to potential threats
- recognise route and behaviour abnormalities to assess responsive options
- protect the Principal(s) with tactical vehicle positioning to ensure additional personal protection
- perform all actions and offensive and defensive manoeuvres in line with your role and training
- apply correct evasive drills for both stationary roadblock and moving attack

### Knowledge and understanding to be embedded

#### *You will need to know and understand: Legal and organisational requirements*

- current relevant legislation, regulations, codes of practice, occupational requirements and guidelines relating to appropriate responses by the close protection, bodyguard, protective services team
- the principles of the various defensive manoeuvres

## Continued

### *You will need to know and understand: How to maintain protection whilst driving*

- how to conduct a progressive drive that is methodical, safe and leaves nothing to chance
- the roles and responsibilities of mobile protection team members
- the recognised vehicle techniques and formations to provide mobile close protection
- the capabilities and limitations of vehicles used in mobile close protection
- typical operational safety and security requirements of vehicles used in protective services operations
- the sources and nature of potential threats vulnerabilities and risks to your Principal(s)
- the individuals or organisations who pose threats their modus operandi and their current capabilities
- how and why you should maintain all round observation to assess potential threats

### *You will need to know and understand: How to respond to incidents with evasive and anti-ambush manoeuvres*

- the difference between offensive and defensive drills
- the actions required for static and rolling ambush
- the techniques of pushing through a stationary cut off
- the dangers of attacking an ambush
- the dangers of driving around a stationary roadblock
- the role of both the Principal(s) and back up vehicle
- the appropriate level of armoured vehicles for the perceived threat
- the potential for secondary attacks and decoys



## HOW TO: Deal with potential conflict whilst providing protection

---

### Overview

You will need develop competence, knowledge and understanding to enable you to recognise potential conflict and how to respond in a professional and appropriate manner whilst providing protection .

**This covers the following activities:**

1. Identify potential conflict
2. Respond to potential conflict

### Performance criteria

#### *Be able to: Identify potential conflict*

- maintain the security and confidentiality of information relevant to threats to your Principal(s)
- continually monitor and assess your environment to maintain situational awareness
- identify promptly situations that could become confrontational
- use language and manner that do not make situations worse
- advise the people involved of the options that would resolve the situation
- give advice and information to the people involved that is accurate and clear, making sure it is understood
- prepare for escalation of incidents that could compromise the safety or security of the Principal(s)
- maintain personal safety through correct positioning stance and reactionary gap
- recognise the body's natural response to stress

#### *Be able to: Respond to potential conflict*

- respond promptly to potential conflict in a polite, professional, and calming manner
- use non-threatening language and gestures to diffuse potential aggressive or abusive behaviour
- professionally encourage people involved to refrain from using or continuing to use adverse behaviour
- get immediate help from other people when you need it, particularly if situations escalate
- take appropriate non-aggressive action to prevent further adverse behaviour, in line with legal constraints and standard operating procedures
- take appropriate physical measures to prevent and counter aggressive action in line with legal constraints

### Knowledge and understanding to be embedded

#### *You will need to know and understand: Legal and organisational requirements*

- current relevant legislation, regulations, codes of practice, occupational requirements and guidelines relating to appropriate responses by the close protection, bodyguard, protective services team



## Continued

- the current law relating to use of force and how it affects you in your work
- your standard operating procedures, instructions, and guidelines for dealing with potential conflict, and what actions you should take

### *You will need to know and understand: How to identify potential conflict*

- situations that could lead to confrontation
- how to identify signs of potential conflict
- how to use appropriate language and manner to diffuse confrontation
- the sources and nature of potential threats to your Principal(s) and how to identify them
- how to identify actual and potential weapons
- how and why it is important to identify the body's natural response to stress
- how and why it is important to maintain permanent situational awareness
- the importance of positioning, stance, and reactionary gap

### *You will need to know and understand: How to respond to potential conflict*

- a conflict management model
- how to recognise and diffuse aggressive or abusive behaviour, through using both verbal and non-verbal communication
- who you should call for help when you need it and how to contact them
- your Principal(s)'s wishes or requirements with respect to using nonaggressive response to confrontation, particularly taking account of their status or public image
- how to recognise adverse behaviour
- the requirements and methodology for physical intervention



## HOW TO: Use physical intervention skills to protect the Principal(s)

### Overview

You will need develop competence, knowledge and understanding needed if required to use physical intervention to protect the Principal(s) from threats or attack by another person.

#### This covers the following activities:

1. Respond to threats to your Principal(s)
2. Use physical intervention to protect your Principal(s)

### Performance criteria

#### *Be able to: Respond to threats to your Principal(s)*

- maintain the security and confidentiality of information relevant to threats to your Principal(s)
- give clear and concise instructions to the Principal(s) and team members where appropriate, following standard operating procedures
- act within the responsibilities of your role in the protection team
- maintain the health, safety, and welfare of the Principal(s), yourself and colleagues while taking responsive action to deal with threats to your Principal(s)
- minimise the threat of harm or injury to others who are not directly involved in incidents
- be aware of and prepared for secondary or subsequent incidents that could compromise the safety or security of the Principal(s)

#### *Be able to: Use physical intervention to protect your Principal(s)*

- use appropriate physical intervention techniques immediately, decisively, and effectively to protect the Principal(s)
- neutralise sources of threat using only reasonable, necessary, and proportionate force required to maintain the safety and security of the Principal(s), yourself, and colleagues
- call for assistance as necessary to maintain the safety and security of the Principal(s)
- remove the Principal(s) from sources of threat to a position of safety as soon as practicable
- use physical intervention techniques effectively to facilitate the removal of the Principal(s) from the threats
- maintain the health, safety, and welfare of the Principal(s), yourself and colleagues while using physical intervention to deal with threats to the Principal(s)
- be aware of and prepared for secondary or subsequent incidents that could compromise the safety or security of your Principal(s)
- record accurate and full details of threats and force used to protect the Principal(s), in line with occupational requirements operating procedures

## Knowledge and understanding to be embedded

### *You will need to know and understand: Legal and organisational requirements*

- current relevant legislation, regulations, codes of practice, occupational requirements and guidelines relating to appropriate responses by the close protection, bodyguard, protective services team

### *You will need to know and understand: How to respond to threats to your Principal(s)*

- the signals and commands that are used and how to follow them
- how to persuade your Principal(s) to follow commands or instructions, whilst respecting their position or status
- the role and responsibilities of protection team members
- any medical conditions of your Principal(s), which you must take into account when responding to threats
- the capabilities and limitations of typical personal protection equipment available to you
- the sources and nature of potential threats to your Principal(s) and how to recognise them
- how to recognise signs of potential attack on your Principal(s)
- how to recognise actual and potential weapons
- surveillance and counter-surveillance techniques and how to use them
- what action you are authorised to take to deal with incidents that could compromise the safety and security of your Principal(s), yourself, and colleagues

### *You will need to know and understand: How to use physical intervention to protect your Principal(s)*

- how to assess the risk involved in using physical skills, particularly in relation to the threat
- how to use physical intervention techniques effectively
- why it is important to record details of attacks and use of force, particularly when this may have to be used as evidence

## HOW TO: Provide immediate response to medical emergencies

---

### Overview

You will need develop competence, knowledge and understanding required when faced with a medical crisis whilst protecting the Principal(s).

#### This covers the following activities:

1. Provide immediate response to medical crises
2. Arrange continued medical care
3. Maintain the safety and security of injured people

### Performance criteria

#### *Be able to: Provide immediate response to medical crises*

- maintain the security and confidentiality of information relevant to threats to your Principal(s)
- confirm that injured persons are in no further immediate danger from the cause of their injury
- take account of known medical condition of injured persons to decide on most appropriate treatment
- identify conditions and administer appropriate medical interventions in line with your training
- maintain the safety and security of the injured persons as appropriate, calling for additional help as necessary to treat the injured person

#### *Be able to: Arrange continued medical care*

- contact the correct medical treatment facility as soon as possible to arrange for continued medical care
- provide clear and accurate details of injury, medical signs, and symptoms to medical staff
- confirm and record full details of continued medical care
- continually monitor and re-assess the condition of injured persons and accurately record results
- continue treatment as necessary to maintain the stability of injured persons
- inform other persons as required of the situation and condition of injured persons, in line with occupational requirements operating procedures
- maintain the safety, security, and well-being of injured people, taking account of environmental conditions and location

#### *Be able to: Maintain the safety and security of injured people*

- remove injured persons from further potential harm, if this is not detrimental to their condition or security
- maintain the safety, security, and well-being of injured persons, taking account of environmental conditions and location
- protect injured persons from potential hostile action, in line with standard operating procedures
- continue treatment as necessary to maintain the stability of injured persons

## Continued

- hand over responsibility for injured persons to the appropriate medical personnel
- inform other persons as required of the situation, location, and condition of injured persons, in line with occupational requirements operating procedures
- secure a scene in line with your training

### Knowledge and understanding to be embedded

#### *You will need to know and understand: Legal and organisational requirements*

- current relevant legislation, regulations, codes of practice, occupational requirements and guidelines relating to appropriate responses by the close protection, bodyguard, protective services team
- current accepted practice for moving injured persons, including extraction from vehicles

#### *You will need to know and understand: How to provide immediate response to medical emergencies*

- how to recognise and respond to further potential danger
- how to identify conditions and administer appropriate medical interventions in line with your training
- how to use any medical equipment necessary to provide immediate treatment within your medical abilities
- the limitations of treatment that you can provide and its effectiveness
- any medical conditions of injured persons, including medications carried, which you must take into account when providing immediate response to medical crises
- how to provide immediate medical attention to treat medical conditions of your Principal(s) or team members
- from where and how to call for appropriate medical help
- from where and how to call for protection support if appropriate

#### *You will need to know and understand: How to arrange continued medical care*

- from where and how to call for specialist medical care
- how to give clear and accurate details of injuries, medical signs, and symptoms to medical staff
- why it is important to continually monitor and record the condition of injured people and how to do this
- who you should inform of the situation and what information you should give them

#### *You will need to know and understand: How to maintain the safety and security of injured people*

- how environmental conditions impact on the condition of injured persons and how to provide protection
- the medical implications of operational situations involving injured persons
- what continued treatment is required and within the capability of you or your team until specialist medical care is available
- how to maintain awareness of potential or continued hostile activities
- how to inform other persons as required of the situation, location, and condition of injured persons
- how and why a scene should be secured



## GLOSSARY:

---

***Behaviour abnormality:*** an unusual activity or lack of activity

***Conflict:*** a situation posing various degrees of threat to the Principal(s)

***Defensive manoeuvres:*** actions provided whilst on foot or by vehicle to increase level of security at a defined moment

***Mobile:*** any form of transport in widest possible form

***Offensive manoeuvres:*** tactics designed to effect escape or neutralise a threat

***Physical intervention techniques:*** to deal with attacks on your Principal(s), you, your colleagues

***Reactionary gap:*** refers to the distance required to successfully react to an action from potential aggressor

***Risk:*** is defined as the level of vulnerability to the threat or hazard

***Situational awareness:*** refers to the changing circumstances within an environment that may pose a threat

***Threats:*** refer to natural hazards or made by man likely to cause damage, harm, or loss, including life threatening, non-life threatening, verbal attack, physical attack, direct or indirect