



**ATOC/GN031**  
**Issue 1.1**  
**April 2016**

## **ATOC Guidance Note – Security Briefings by the BTP**

### **Synopsis**

This Guidance Note provides advice on how railway undertakings will be briefed by the BTP about the general threat level or specific intelligence and also following a significant incident or event.

Authorised by

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## ATOC Guidance Note – Security Briefings by the BTP

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# Part A

### Issue record

This Guidance Note will be updated when necessary by distribution of a complete replacement.

Issue	Date	Comments
1	April 2016	Original version
1.1	April 2016	Re-issued to correct a number of minor errors

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### Responsibilities

Copies of this Guidance Note should be distributed by RDGP&S and RDGP&S IG members to persons/roles identified in Appendices B and C.

It is the responsibility of the ATOC/RDG Police & Security Liaison Officer to maintain an up to date contact list of these persons/roles.

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### Explanatory note

ATOC produces ATOC Guidance Notes for the information of its members. ATOC is not a regulatory body and compliance with ATOC Guidance Notes is not mandatory.

ATOC Guidance Notes are intended to reflect good practice. ATOC members are recommended to evaluate the guidance against their own arrangements in a structured and systematic way. Some parts of the guidance may not be appropriate to their operations. It is recommended that this process of evaluation and any subsequent decision to adopt (or not to adopt) elements of the guidance should be documented.

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### Guidance Note status

This document is not intended to create legally binding obligations between railway undertakings and should be binding in honour only.

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### Supply

Copies of this Guidance Note may be obtained from the ATOC members' web site or the ATOC/RDG Police & Security Liaison Officer.

## **Part B**

### **1. Introduction**

The British Transport Police (BTP), on a regular basis and when required, needs to brief members of the rail industry on issues affecting the security of rail staff and passengers. This is undertaken through a monthly Security Briefing Call and as and when necessary. The nature and confidentiality of the briefings determine who should be involved.

The processes described in this Guidance Note does not affect the formal method of communication between the Department for Transport (DfT) with Nominated Security Contacts (NSCs) as set out in the National Rail Security Programme (NRSP).

### **2. Purpose**

This Guidance Note provides advice on how railway undertakings will be briefed by the BTP about the general threat level, specific intelligence and also following a significant incident or event.

### **3. Definitions**

Definitions used within this Guidance Note are:

**BTP** - British Transport Police  
**CTC** – Counter Terrorist Check  
**DfT** – Department for Transport  
**MDs** – Managing Directors (for railway undertakings)  
**NOC** – Network Rail National Operations Centre  
**NSCs** – Nominated Security Contacts  
**NRSP** – National Rail Security Programme  
**RDGP&S** - Rail Delivery Group Policing & Security Group  
**RDGP&S IG** -Rail Delivery Group Policing & Security Group Implementation Group  
**RMDs** – Route Managing Directors (for Network Rail)

### **4. Monthly Security Briefing Call**

- 4.1 The BTP facilitates a monthly Security Briefing Call with rail entities. This provides an opportunity for the rail industry to be briefed on the current level of threat, exchange of intelligence and information and for security representatives to ask questions of the BTP.
- 4.2 The arrangements for Security Briefing Calls were reviewed by members of the RDGP&S IG in March 2016 and these are set out in Appendix A.
- 4.3 Because not all rail entities will be able to participate in the monthly call, once it has been concluded the BTP will make available a written note of the key points from the call and any questions from participants. The written note will be sent by BTP to the ATOC/RDG Police & Security Liaison Officer for dissemination to members of the RDGP&S IG.

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### 5. Security briefings to senior managers by the Chief Constable

- 5.1 From time to time the Chief Constable of the BTP may wish to provide a security briefing direct to senior rail representatives. The briefings will be provided to railway undertaking MDs and Network Rail Route MDs and a copy of their contact details will be maintained by the ATOC/RDG Police and Security Liaison Officer whose responsibility it is to keep the contact list up to date.
- 5.2 If there is insufficient time for the senior managers to be called to a meeting the briefing will take place as a conference call.
- 5.3 The process for setting up the call will be:
- 1) Senior BTP Officer to request a conference call by contacting Network Rail's National Operations Centre (NOC).
  - 2) On receipt of the request by the NOC, an email will be generated using the contact details of the persons/roles listed in Appendix B, as maintained by the ATOC/RDG Police and Security Liaison Officer. The email will identify the time, date, and dial in number.
  - 3) The NOC will also contact by telephone railway undertaking control rooms and Network Rail Route controls so that the senior person on duty is advised that the Chief Constable has requested a conference call.
  - 4) Senior persons in railway undertaking control rooms/Route controls will ensure that their MD/RMD (or deputy in their absence) is advised that the request for a conference call has been made.
  - 5) Information about the conference call will be made known to security/crime managers so that they may ensure that the appropriate level of input to the security briefing is provided.
  - 6) After the call has been completed, a representative of the BTP will circulate a written brief by email to all those persons/roles listed in Appendix B. The written brief will not contain any sensitive information. If there is a need for sensitive information to be communicated, this will be done using the Egress system to National Security Contacts (NSCs) and Directors with Responsibility for Security.<sup>1</sup>
  - 7) It will be the responsibility of the recipients of the written brief to circulate it further within their organisation as appropriate.
  - 8) If there is any change to the threat level and/or a requirement on rail entities to introduce or change any measures then this will be communicated by the DfT to NSCs in the usual way.

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<sup>1</sup> The role of Director with Responsibility for Security has yet to be created but it is a requirement in the draft National Rail Security Programme that is to be implemented in 2016.

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### **6. Security briefings to senior managers/crime/security managers by BTP**

6.1 From time to time other senior managers from the BTP may wish to provide a security briefing by telephone to senior rail representatives/crime/security managers. The briefings will be provided to railway undertaking MDs, Network Rail Route MDs and crime/security managers as listed in Appendix C, using the contact details of such persons/roles maintained by the ATOC/RDG Police and Security Liaison Officer. It will be the responsibility of the ATOC/RDG Police and Security Liaison Officer to keep the contact list up to date.

6.2 The process for setting up the call will be:

- 1) Senior BTP Officer to request a conference call by contacting Network Rail's National Operations Centre (NOC).
- 2) On receipt of the request by the NOC, an email will be generated using the contact details of those persons/roles listed in Appendix C, as maintained by the ATOC/RDG Police and Security Liaison Officer. The email will identify the time, date, and dial in number.
- 3) The NOC will also contact by telephone railway undertaking control rooms and Network Rail Route controls so that the senior person on duty is advised that BTP has requested a conference call.
- 4) Senior persons in control rooms/Route controls will ensure that their MD/RMD (or deputy in their absence) is advised that the request for a conference call has been made.
- 5) Security/crime managers will confer with their MD/RMD so they may ensure that the appropriate level of input to the security briefing is provided.
- 6) After the call has been completed a representative of the BTP will circulate a written brief by email to all those persons/roles listed in Appendix C. The written brief will not contain any sensitive information. If there is a need for sensitive information to be communicated, this will be done using the Egress system to National Security Contacts (NSCs) and Directors with Responsibility for Security.
- 7) It will be the responsibility of the recipients of the written brief to circulate it further within their organisation as appropriate.
- 8) If there is any change to the threat level and/or a requirement on rail entities to introduce or change any measures then this will be communicated by the DfT to NSCs in the usual way.

### **7. Written security briefing following an incident/event**

Following a significant incident/event (in the UK and elsewhere), if the BTP decides that it is not necessary at that time to set up a meeting or host a teleconference, it will instead provide a written update to the ATOC/RDG Police & Security Liaison Officer for dissemination to members of the RDGP&S and RDGP&S IG. It will be the responsibility of the recipients of this update to make it available within their organisations as appropriate.

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### **8. Protective marking**

It may be necessary from time to time for information to be included in briefings which is sensitive and should not be passed on outside of the rail industry. Any written communication will include a classification – Official or Official Sensitive. In the case of material marked Official Sensitive it can only be circulated using Egress to persons who have received the appropriate level of security clearance (the minimum being CTC).

### **9. Flow chart**

A flow chart showing in what circumstances a security briefing will be undertaken is provided as Appendix D.

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### APPENDIX A - Arrangements for monthly Security Briefing Call

The arrangements for the monthly call are:

- Teleconference currently takes place at 1000 hrs on the first Wednesday of each month and is chaired by BTP Engagement Team
- Content:
  - Review of relevant questions from previous call.
  - Threat update – BTP Special Branch.
  - Review of Project Griffin / Argus from previous month.
  - Look forward at Project Griffin / Argus for the month ahead.
  - CTSA workstreams progress report (crowded places / projects / other).
  - TOC / industry issues for discussion - to be notified to CTET via generic team email address [SO-Engagement@btp.pnn.police.uk](mailto:SO-Engagement@btp.pnn.police.uk) at least seven days prior to call for inclusion within agenda. This may not be practical on every occasion but it would help keep structure and timekeeping if questions sent in advance.
  - AOB.
- A briefing note of the conference call to be produced by BTP for any persons who are unable to dial in on the day or who wish to review its content.
- The briefing note will be circulated by BTP to members of the RDGP&S IG and NSCs. Should it be necessary for the note to contain information that is not suitable for sending by open email then it will be sent out by the ATOC/RDG Police and Security Liaison Officer using Egress.

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### **APPENDIX B - Contact list for security briefings to be undertaken by the Chief Constable**

This list is held jointly by the NOC and the ATOC/RDG Police & Security Liaison Officer. It contains the email details of the following persons/roles:

- Railway undertaking MDs
- Network Rail Route MDs
- Members of RDGP&S

As part of the redrafting of the National Rail Security Programme, a new role of Director with Responsibility for Security is being mandated on railway undertakings. Once this becomes a requirement, the above list will be expanded to include the names of the Directors assigned to this role.

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### **APPENDIX C - Contact list for security briefings to be undertaken by a BTP Senior Officer**

This list is held jointly by the NOC and the ATOC/RDG Police & Security Liaison Officer. It contains the email details of:

- All persons referred to in Appendix B
- Members of the RDGP&S Implementation Group

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## APPENDIX D - Flow chart depicting how security briefings will be initiated by BTP

