



# NOTIFY PAD



**999**

Dial for an immediate police response



**101**

When it's not an emergency



**0800 789 321**  
Anti-Terrorism  
Hotline



**Action Counters  
Terrorism**  
[gov.uk/ACT](http://gov.uk/ACT)





SEE, CHECK AND NOTIFY

## See, Check and Notify (SCaN) – *Aide memoire*

**Hostile reconnaissance** – the gathering of information from people, places and websites to inform the planning of a hostile act against a specific target.

**Hostile** – a person who wants to attack or disrupt an organisation for profit or to make a political or ideological point.

### *Information sources for the hostile*

**Online** – Are you giving away too much information?

**On site** – Be vigilant and engaging.

**Insider** – This could be someone you work with who is:

- acting differently
- doing something they shouldn't
- making you think you're not quite sure about them. It may be something, it may be nothing.

**Insider** – Remember...If you see something that you don't think is OK, speak up.

**Trust your instincts**



SEE, CHECK AND NOTIFY

**SEE**

**CHECK**

**NOTIFY**

### Having a good situational awareness means:

- You see beyond your immediate environment and take time to understand what is going on around you.
- You understand the vulnerabilities at your location and how threats may materialise.
- You're not complacent – “It'll never happen to me” – but put the threats into context and know how to respond effectively.

### What might the hostile be looking for?

- Security measures (CCTV, access control, restricted areas).
- Numbers, positions, patrol routes and shift patterns of security personnel (predictability).
- Entry and exit routes and procedures.
- Site layout.
- Vulnerabilities.

**Remember, this is not an exhaustive list,  
you must understand your environment**



SEE, CHECK AND NOTIFY

**SEE**

**CHECK**

**NOTIFY**

### The truth fears no questions

- Have a conversation rather than interrogation.
- You are gathering information to confirm or refute a suspicion.
- Ask non-aggressive questions.
- Make the conversation feel natural.

### Questions should be:

Singular in meaning and simple in construction.

### Don't

- Fill in pauses – always allow the other person time to respond.
- Over-talk and interrupt.
- Change topics quickly – this makes it difficult for the other person to follow the conversation and restricts the information flow.

**Remember the Power of Hello**



SEE, CHECK AND NOTIFY

**SEE**

**CHECK**

**NOTIFY**

### What are your site reporting procedures?

You must know and understand them.

### Security contact number (enter below)

If possible, make notes:

- What you saw
- The location
- When you saw it (time and date)
- Description (person or vehicle)

### Members of the public

You may have members of the public report suspicious activity to you.

The same level of information is required, but also ask them for their name and address/contact number. Please remember to thank them.

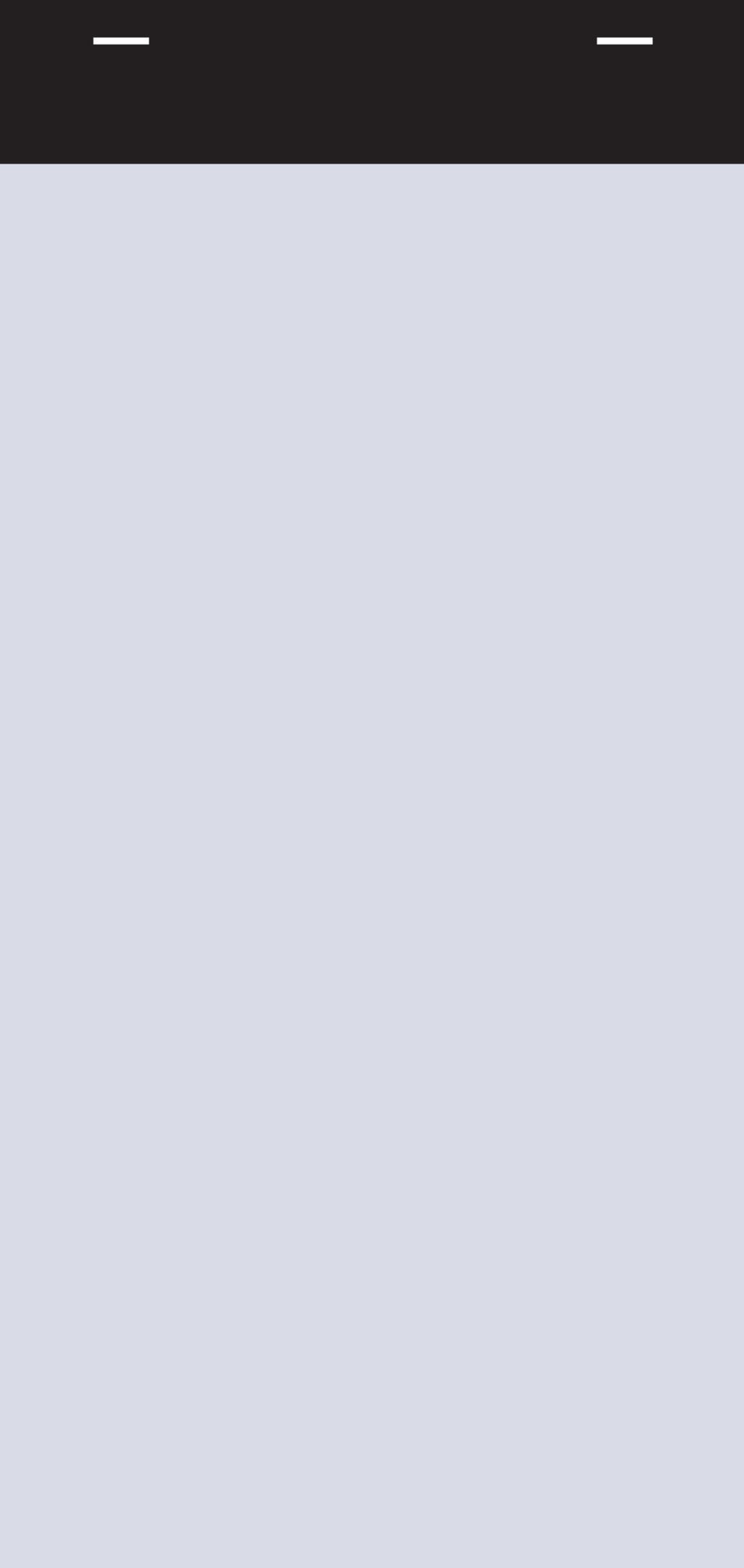
**In an emergency, call 999**



SEE, CHECK AND NOTIFY

### Useful questions/information to consider

- What first raised your suspicions?
- How were they acting?
- Were they alone or in a group?
- Describe the individuals appearance, clothing and demeanour.
- Have they been seen on site previously?
- Did they use a vehicle? Colour, make, model, VRM, distinguishing marks/ damage?
- What direction did they enter the site from?
- What direction did they take to leave the site?
- How long were they on site?
- Did they purchase anything on site? How did they pay and what time was it?
- Did they use any technology whilst on the site? Cameras, mobile phones etc.
- Was the way they used the technology suspicious? E.g. making video calls but not focused on themselves or taking pictures of security measures etc.
- Did anything satisfy your suspicions?





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Registration .....

Colour.....

Make.....

Model .....

Number of occupants.....

Distinguishing marks.....

*Direction of travel*

From .....

To.....

CCTV available (PLEASE CIRCLE)    Yes    No

Your name.....

Contact number .....

Email .....

Time reported.....

Ref.....

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Gender (PLEASE CIRCLE)

Male      Female

Unknown

Age .....

Height .....

Build .....

Ethnicity .....

Hair/headgear .....

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Facial features.....

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Upper clothing.....

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Lower clothing.....

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Footwear.....

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Accessories (rucksack etc)

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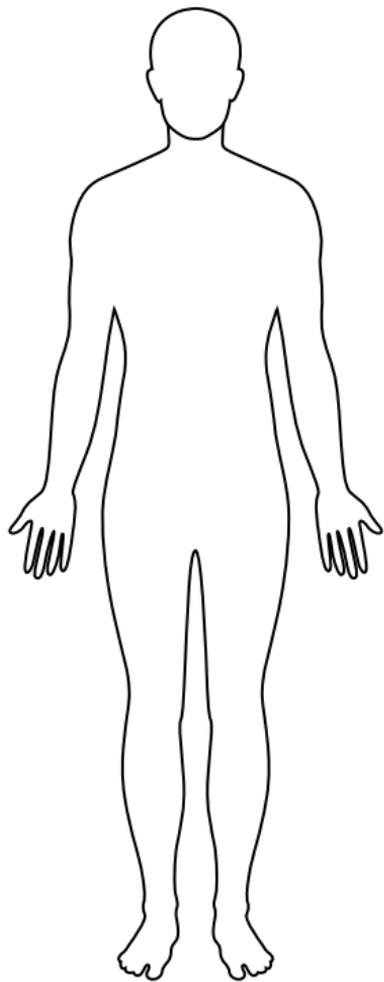
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Informant details if different

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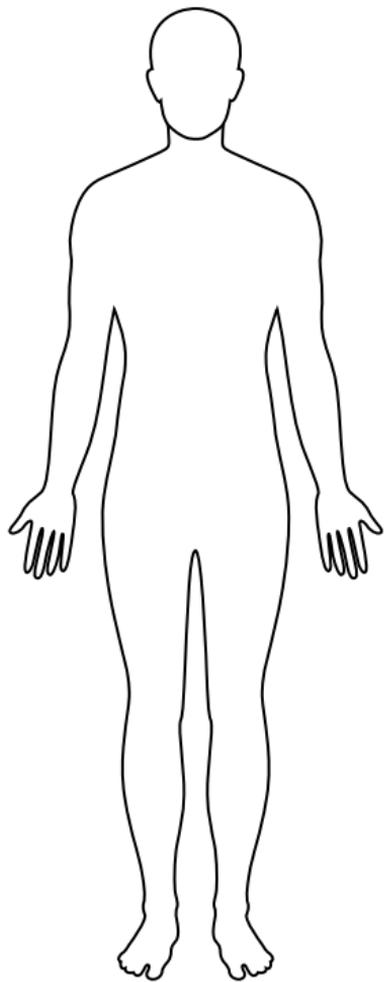
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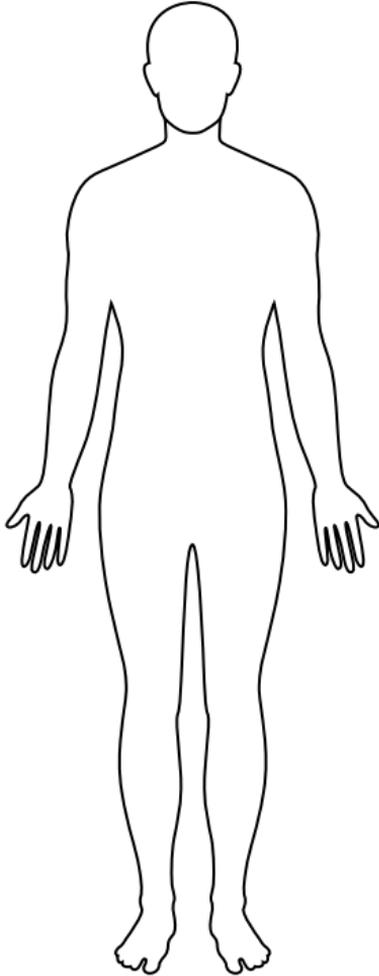
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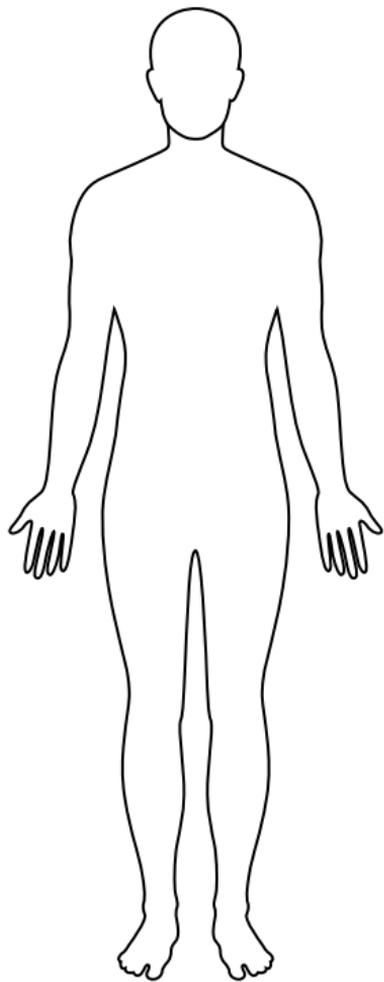
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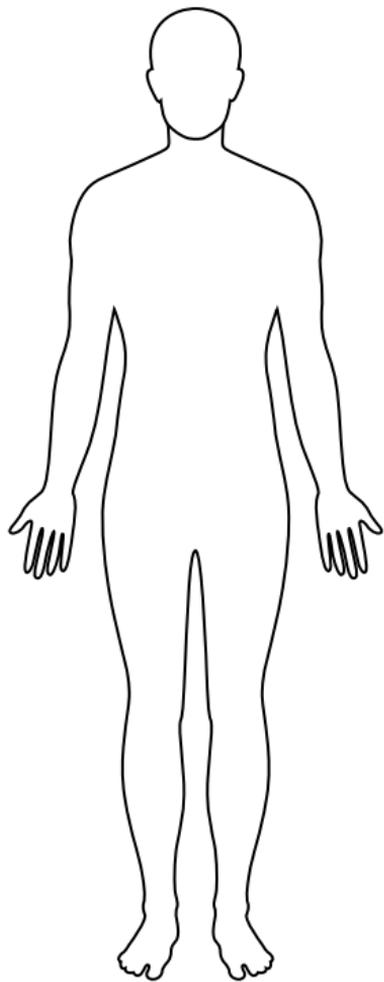
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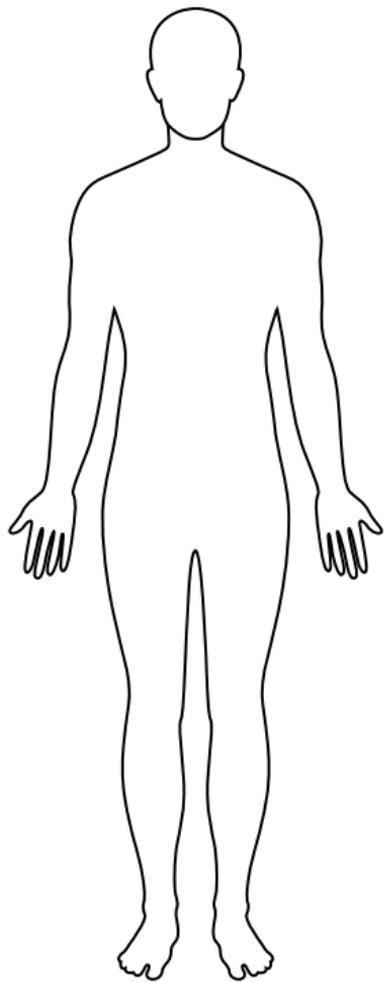
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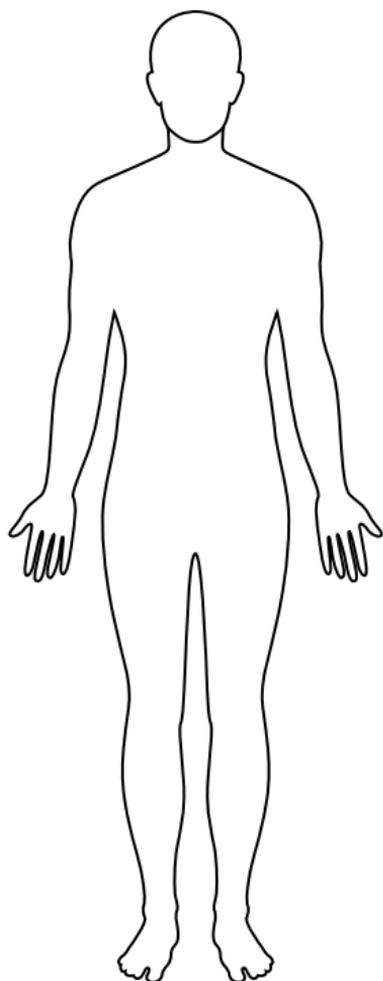
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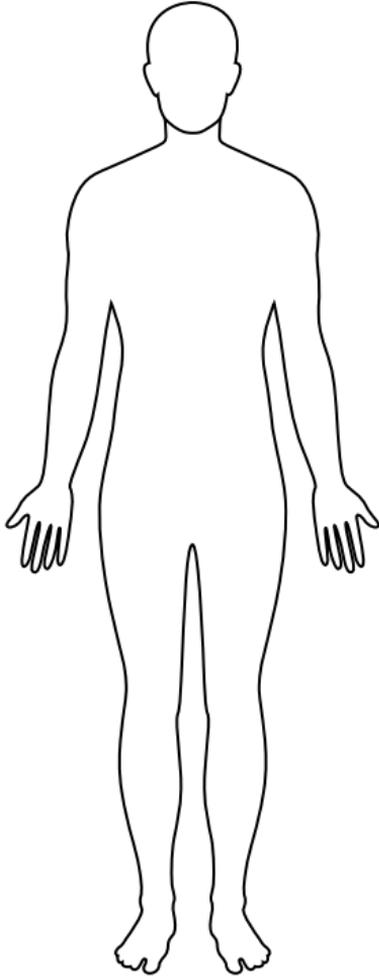
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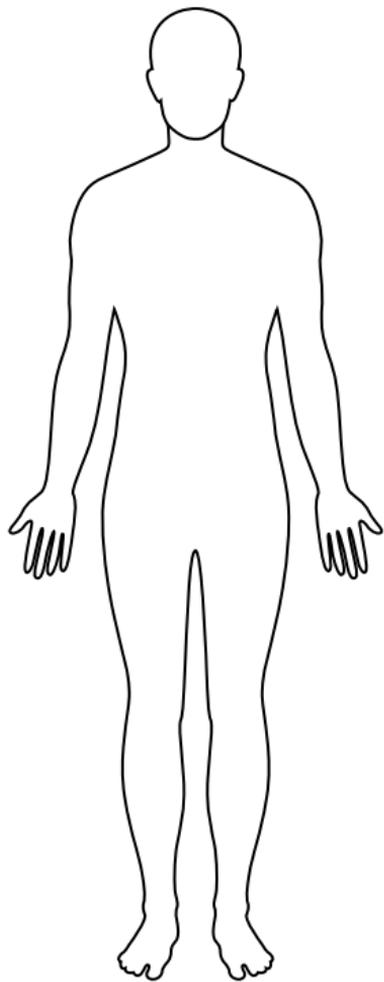
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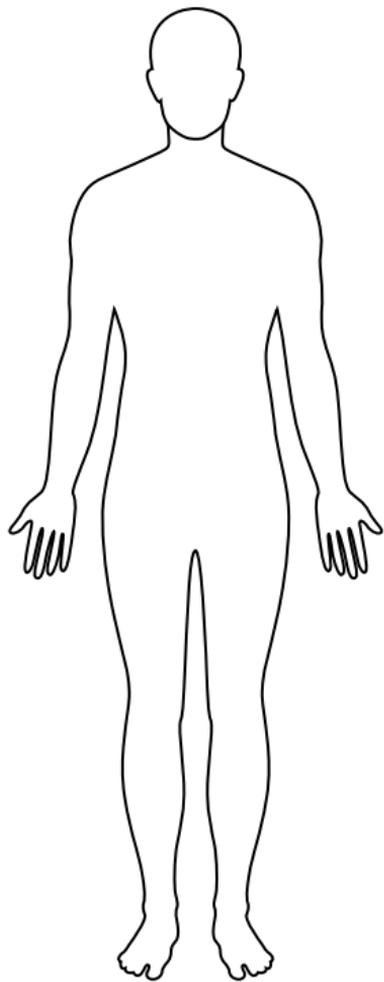
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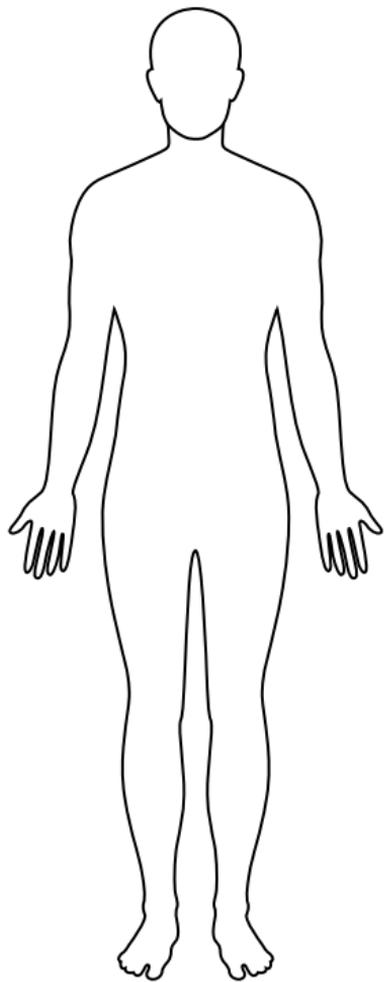
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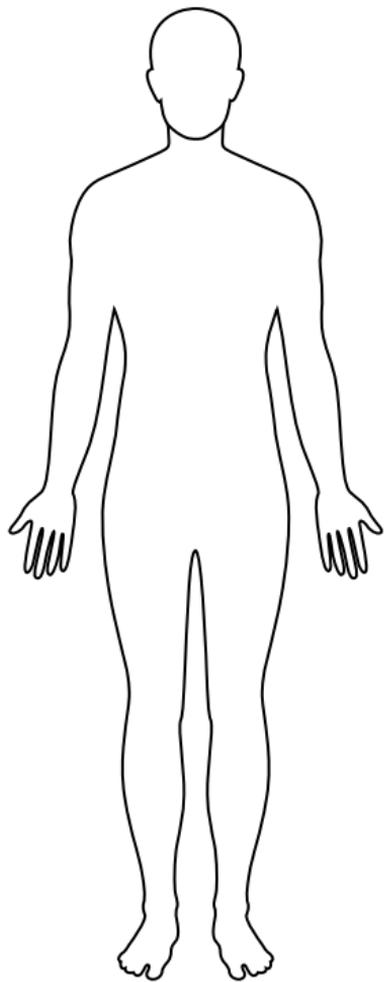
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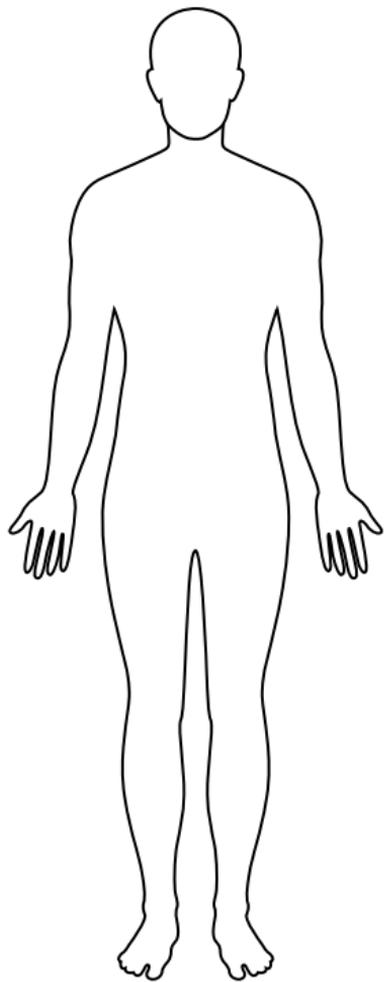
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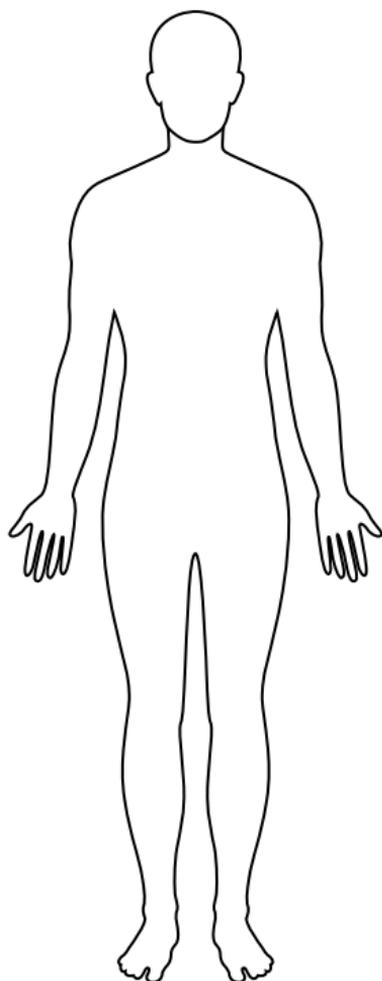
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.....

*Vehicle(s)*

Registration .....

Colour.....

Make.....

Model .....

Number of occupants.....

Distinguishing marks.....

*Direction of travel*

From .....

To.....

CCTV available (PLEASE CIRCLE)    Yes    No

Your name.....

Contact number .....

Email .....

Time reported.....

Ref.....

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**Have you contacted the police or your control room?**

Gender (PLEASE CIRCLE)

Male      Female

Unknown

Age .....

Height .....

Build .....

Ethnicity .....

Hair/headgear .....

.....

Facial features.....

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Upper clothing.....

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Lower clothing.....

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Footwear.....

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Accessories (rucksack etc)

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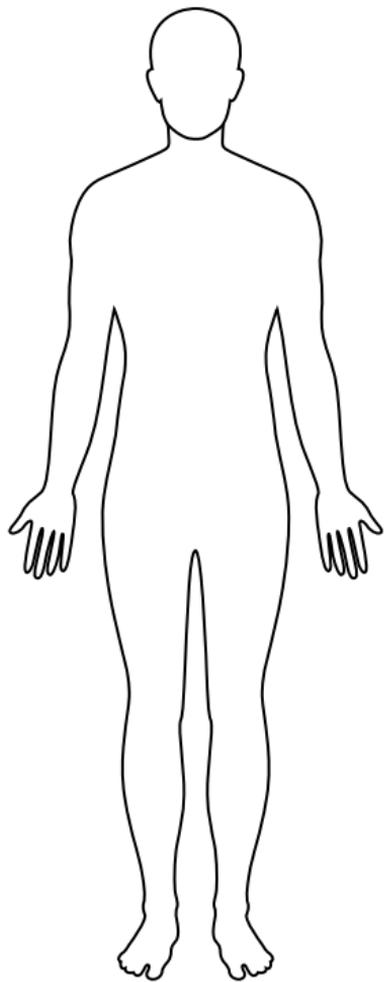
Distinguishing features

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Informant details if different

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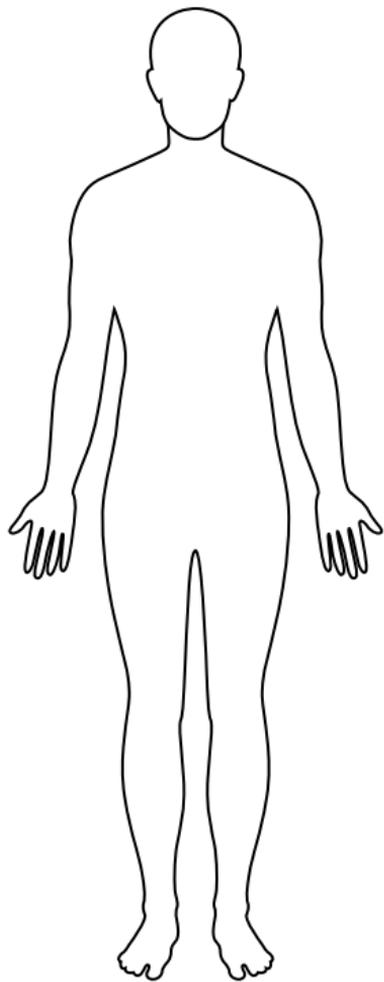
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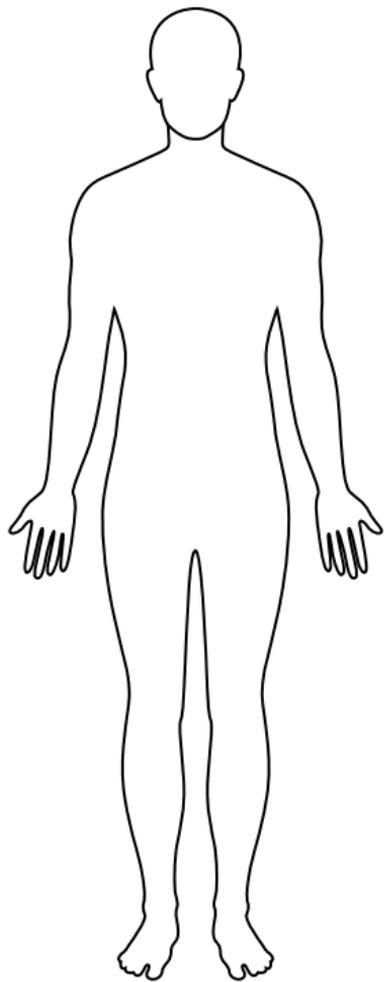
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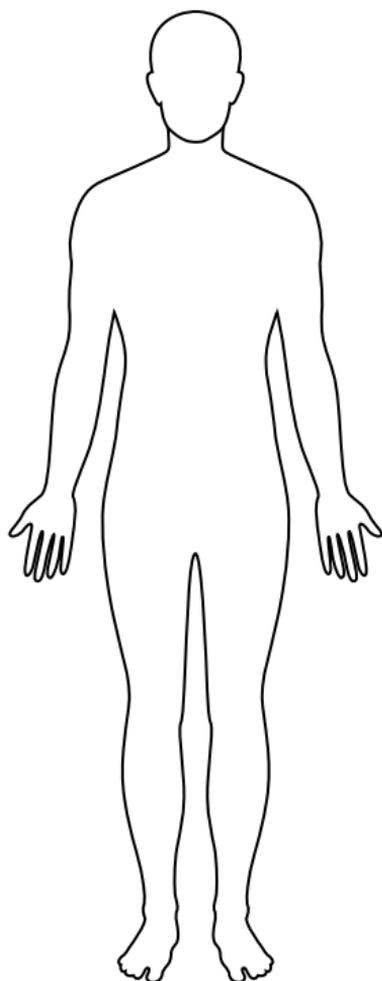
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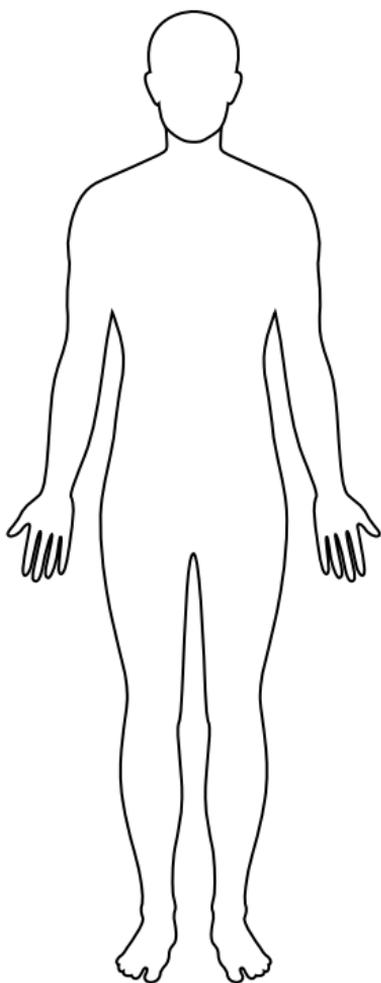
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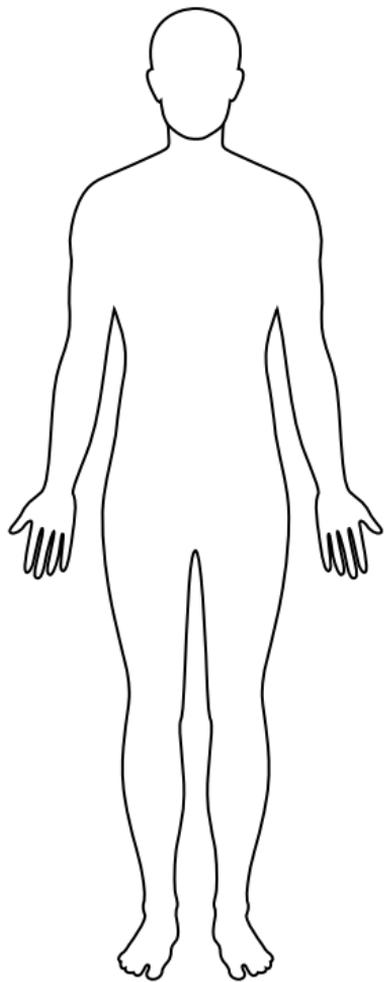
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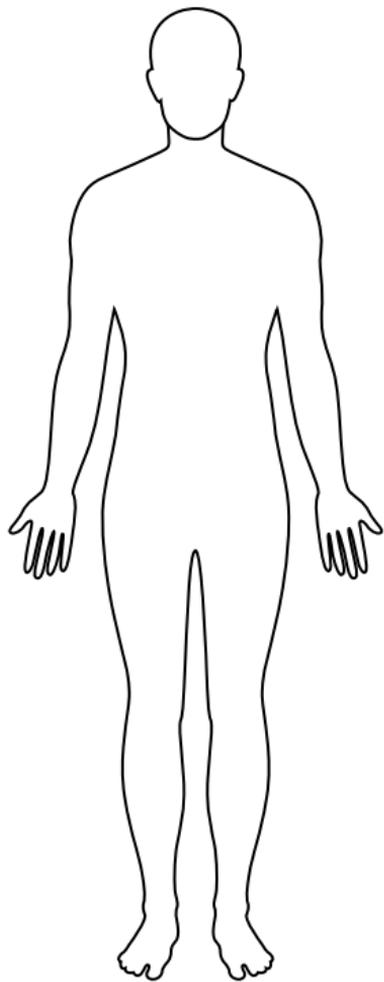
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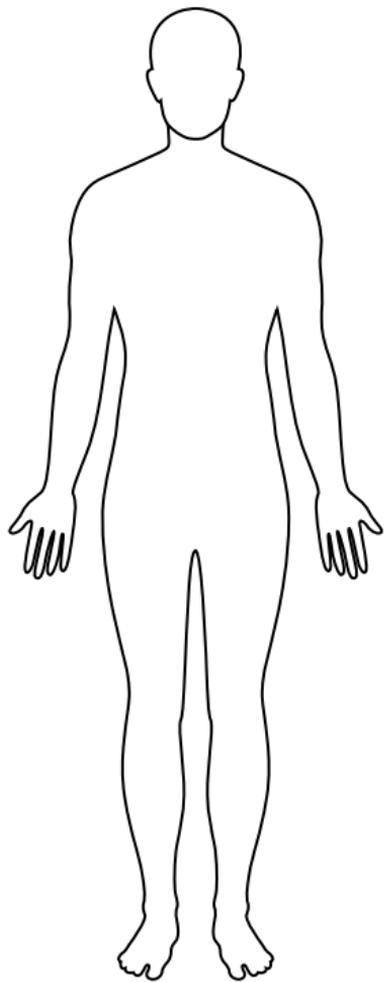
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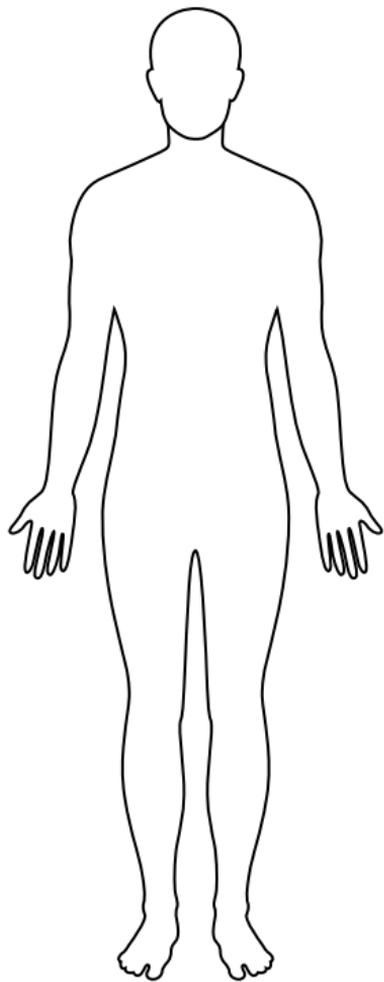
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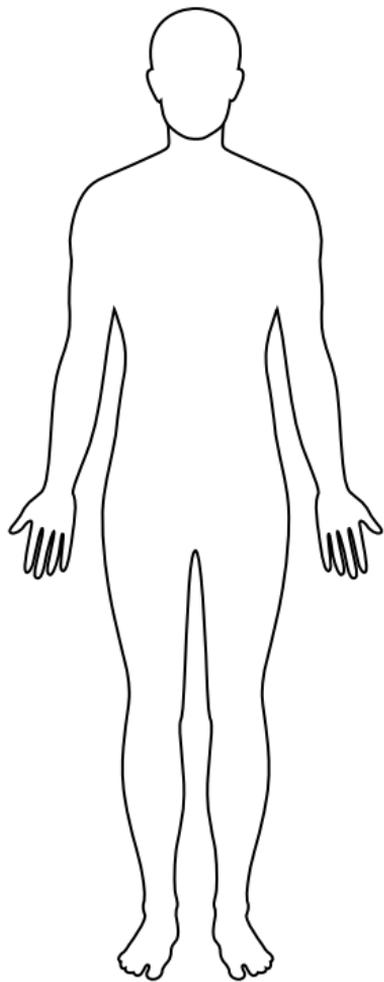
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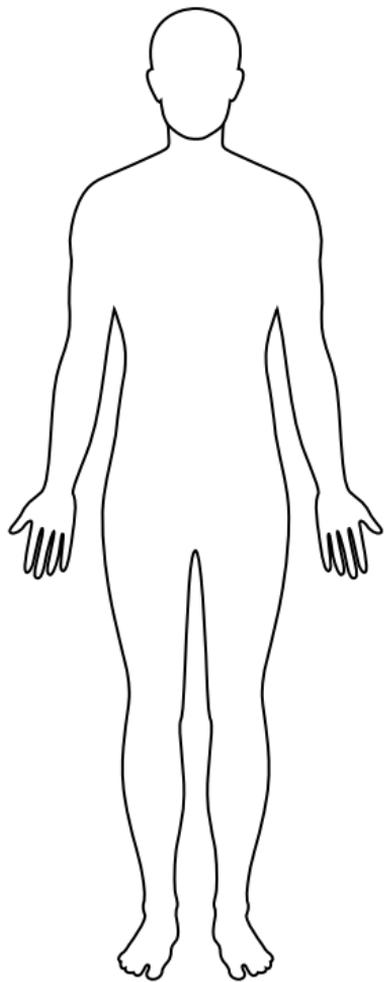
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For more information on SCaN, or for further advice please contact your local Counter Terrorism Security Advisor office.

[www.protectuk.police.uk](http://www.protectuk.police.uk)

[www.npsa.gov.uk/Scan](http://www.npsa.gov.uk/Scan)