

Gatwick Airport Directive

Title: Suspicious bag or articles found on aircraft		Ref No: GAD/F:1/17
Issue Date: 05/01/2017	Effective Date: 05/01/2017	Expiry Date: 05/01/2018
<p>It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.</p>		
<p>Introduction:</p> <p>Airports and airlines continue to represent high profile targets for terrorism and all aircrew, airline staff and handling agents have a vital part to play in protecting themselves, their passengers and visitors to Gatwick Airport. A typical terrorist bomb can be disguised in many forms, it is therefore essential that all aircrew, airline staff and handling agents remain alert and vigilant for suspicious objects, in particular unattended bags and packages on aircraft. This Gatwick Airport Directive explains what staff should be looking for, how they can reduce the number of items left unattended and what they should do if they find a suspicious package or bag.</p> <p>The phone number for reporting suspicious bags or articles found on aircraft is ext. 1212 or 01293-501212</p>		
<p>Programme:</p> <p>All Aircrews, airline staff and handling agents can help by:</p> <ul style="list-style-type: none"> • remaining vigilant at all times, looking for anything that looks 'out of place' • remind passengers to take all their belongings with them when they leave the aircraft • reminding anyone leaving a bag or package unattended that they should keep their belongings with them at all times • Up skill staff and managers by sending them on Project Griffin. Details on GAN/F:399/16 		
<p>Operational Impacts:</p> <p>On discovering a suspicious package or bag on an aircraft, aircrew, airline staff, handling agents or associated staff should:</p> <ul style="list-style-type: none"> • check to ensure that the owner is not still on the aircraft • utilising your own Company security procedures, make an assessment to determine if the package is lost property or constitutes a security risk • if the assessment concludes the item to be a security risk, do not move or investigate the package or bag • do not use radios or mobile phones within at least 15 metres, if in doubt, switch off. • evacuate all staff from the aircraft to the top of the jetty or on to the tarmac • telephone the Gatwick Control Centre on ext. 1212 or 01293-501212 • provide an accurate description of the item and its location (stressing which airline, flight number seat number and stand). • wait for the responding agency to arrive (either a Gatwick Airport Ltd representative or the police) • if the person who notified the security incident subsequently finds that the owner returns to collect the item, ensure that the person notified is informed that the security incident is closed down via the same telephone number 		
<p>Further Information:</p> <p>Items on aircraft assessed as suspicious may be those that cause sufficient concern e.g. electronic items that appear to be have been "positioned" rather than items that may be more easily identified as left/lost property or innocuous articles such a empty plastic containers etc.. Articles assessed as suspicious, once identified and telephoned in, should not be moved e.g. picked up and placed on the air bridge. If we all follow these simple guidelines we can continue to make Gatwick Airport a safe place for staff, passengers and visitors.</p>		
<p>Signatory</p> <p>Chris Woodroofe</p> <p><u>for and on behalf of the Chief Executive Officer of Gatwick Airport Limited</u></p>		
<p>Consultation:</p> <p>Has consultation on this Directive taken place? Yes - Consultation record held by author</p>		
<p>Distribution:</p> <p>FULL</p>		