



Terrorism Safe Travel Policy



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1.0	1/10/2017	Initial document



Terrorism is extremely rare, but sadly, acts of terrorism have become a feature of modern life. In terms of terrorism, the biggest risk to the players and staff being caught up in a random attack rather than being directly targeted.

This guidance is relevant for players and staff while abroad. The guidance suggests some practical steps that the British Para Table Tennis (BPTT) can take in order to mitigate the impact of a terrorist incident, should it occur.

Whilst abroad, all travellers should adopt the BRIDGES principles:

- **B** Blend in, as much as possible.
- **R** Remain alert and aware of potential dangers.
- **I** Identify safe havens, such as police stations or secure hotels.
- **D** Don't frequent crowded places.
- **G** Give prior notice of their itinerary to the Lead Staff Member, and update any changes.
- **E** Ensure you plan your routes, such as getting to and from your hotel/venue.
- **S** Stay in touch with the Lead Staff Member.

Team Leader & Staff considerations:

- Have a clearly identified roles and chain of responsibility in case of a terrorist incident, both on the trip and at home. Who are both authorised to make decisions and support the staff and athletes whilst abroad, such as accessing funds.
- Have an emergency action plan, with a range of options to respond to an emergency:
 - Make contact with the players and staff in the group.
 - Have access to a trusted source of up-to-date news.
 - Contact all next of kin when appropriate.

Player & Staff considerations:

- Prior to travelling watch: <https://abta.com/news-and-views/news/run-hide-tell-stay-safe-in-the-event-of-a-terrorist-attack-abroad>
- Follow the directions of the local authorities.
- Adopt the principles of Run Hide Tell.
- Contact your Lead Staff Member when it is safe to do so.



Lead Staff Member Risk Assessment Checklist:

Action	When	Notes	Who to Action
Complete this risk assessment checklist	As soon as the trip is planned and updated as necessary with latest information as it changes		Operations Manager/ Administrator
Receive the latest FCO advice on travel to planned location and distribute to Lead Staff member & Performance Director.	Competitions - When the first entry is submitted and then again updated as necessary with latest information as it changes. Camps - Once confirmed, prior to booking flights. Then again as necessary, as above.	https://www.gov.uk/foreign-travel-advice If advised not to travel, cancel/postpone trip. If advice is ambiguous OM to liaise with BPA security adviser Andy Thomas (andy.thomas@elitesportsecurity.co.uk) for guidance.	Operations Manager/ Administrator
Register foreign travel with Andy Thomas, BPA Security Advisor	Competitions - After 1 st entry submission but prior to 1 st entry payment. Camps - Once confirmed, prior to booking flights. Then again as necessary, as above.	Andy Thomas (andy.thomas@elitesportsecurity.co.uk) https://www.gov.uk/government/collections/overseas-business-risk for more information.	Operations Manager/ Administrator
Ensure all staff and athlete contact details including next of kin details are up to date and accessible by all staff travelling.	Before departure and updated as necessary	Accessible through Dropbox	Operations Administrator
Check National Counter Terrorism Office (NCTO)	As soon as the trip is planned and updated as necessary with latest information as it changes	https://www.gov.uk/government/organisations/national-counter-terrorism-security-office If advised not to travel, cancel/postpone trip. If advice is ambiguous OM to liaise with BPA security adviser Andy Thomas (andy.thomas@elitesportsecurity.co.uk) for guidance.	Operations Manager/ Administrator
Educate all squad and staff travelling (inc parents if U18) of risks involved and emergency protocols	Prior to each trip - provide FCO and NCTO advice to all travelling Annually - all staff and squad members strongly advised to watch FCO Run, Hide video.	Eg Run, Hide, Tell & BRIDGES Provide group with summary of info from FCO and National Counter Terrorism Office & Adviser advice prior to all trips. Annually staff and squad members should watch FCO Run, Hide video.	Lead Staff Member
Itinerary Management		Avoid unnecessary crowded places. Ensure mobiles are charged and active especially whilst abroad.	Lead Staff Member