

APPROVED
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V.O. Kozlov,
Security Director

INSTRUCTIONS on What to Do During a Terrorist Attack

1. If one uncovers a suspicious object at the premises of HSE University, it is necessary to:

1.1. inform an HSE University staff member, who, as per a HSE University directive, is responsible for anti-terror security at the facilities of HSE University (hereinafter “authorized persons”);

1.2. at the instruction of the authorized person or at one’s initiative, call by telephone “102” – to the duty officer of the OVD (Police); 112 – to the duty officer of the subdivision for emergency situations, in regards to the name and address of the premises where the object was found, along with the time of its discovery;

1.3. (telephone: immediately inform Vide Rector E.K. Artemov (tel. +7(495) 916-89-29; +7(495) 628-96-79*27024) and Security Directive V.O. Kozlov (tel.: +7(495) 772-9590*27369);

1.4. HSE University security staff and authorized persons shall:

1.4.1. prior to the arrival of representatives of law enforcement and emergency services, ensure the intensification of the pass system; if possible, block off the location of the found objective; form a perimeter and halt access to the location of the suspicious object (no closer than 100m);

1.4.2. after the arrival of representatives of law enforcement or the emergency services, follow their instructions for informing and evacuating people from the University’s buildings.

It is very important not to touch a suspicious object, open, move or cover it, or pour water on it, apply mechanical means, as well as use radio/mobile communication in its vicinity.

IMPORTANT! *The external appearance of an item may obscure its real purpose. Bags, packets, boxes, regular everyday items, toys, etc., may be used to camouflage or disguise explosive devices!*

2. If information about a terroristic threat is provided by telephone from an unidentified person, it is necessary:

2.1. for HSE staff or learners, who have received such information:

2.1.1. if you have automatic call display on your mobile, record the incoming number on a piece of paper;

2.1.2. if your mobile phone has the ability to record calls, activate the recording feature and try to record the entire conversation. If this is impossible, try your best to recall the conversation, as well as write down its key points on a piece of paper;

2.1.3. during the conversation, try to ascertain the gender, age, specific speech patterns of the caller (their voice type, pace of speech, accent, pronunciation, manners of speech, etc.);

2.1.4. note any background sound (noise, voices, sounds, etc.);

2.1.5. specify the exact time of the start of the conversation and its duration;

2.1.6. inform an authorized party and security directive about the incoming call;

2.1.7. at the instruction of the authorized person, or at one’s own discretion, call “102” to the duty officer of the police; “112” – to the duty officer of the emergency services – report

the incident, providing the name of the premises, its address, the time of the telephone call, which provided information about the dangerous item.

2.2. Security personnel and authorized persons at HSE University:

2.2.1. prior to the arrival of representatives of law enforcement agencies, or emergency services, undertake measures to inform staff and visitors to the premises for the purpose of subsequent evacuation;

2.3. oversee the closing of the premises, where there are material valuables and documents, in case evacuation measures are undertaken;

2.4. upon the arrival of representatives of law enforcement or emergency services, inform them about the situation, provide them access to the areas affected; follow their instructions;

2.5. Staff members and learners at HSE University, upon receiving information about the restart of normal operations, and continue their regular academic and work obligations;

Bearing in mind that your telephone may be used to provide information about explosive devices, hostage taking, sabotage or blackmail, never leave it unattended.

If possible, it is necessary to include automated dialing for the contacts of those institutions indicated in official directories, as well as call recognition and recording devices.

3. If a threat is made in writing:

Threats submitted in writing may be sent to HSE University via post or identifying various anonymous materials (notes, inscriptions, information on memory cards, discs, etc.).

After receipt of material with a threat, it is necessary to:

3.1. report the received threat to an authorized person or staff member at the HSE University premises; based on their instructions or on one's own discretion, contact the police by dialing "102" or the duty officer of the emergency services by calling "112", indicating the name of the premises and its address;

3.2. immediately inform Vice Rector E.K Artemov and Security Director V.O. Kozlov about the incident;

3.3. restrict the number of persons who may read the contents of the comments, as well as undertaken measures to store this information and provide it in a timely fashion to the authorities, including:

3.3.1. upon the receipt of materials, treat them with great care; if possible, put them in a clear and fully sealed polyethylene packet and place it in a solid folder;

3.3.2. try not leave your fingerprints on the document;

3.3.3. keep all received materials: the document with the text, any inserts, envelopes, packages; do not throw out anything;

3.3.4. not to sew or glue any received materials; not to place registration stamps on them; not to make any inscriptions; not to underline or encircle specific parts of texts; not to write resolutions or orders; not to crush or crumple such materials.

4. If a Terroristic Act is Committed at the Premises of HSE University

4.1. If a device explodes, it is necessary to:

4.1.1. undertake efforts to rescue people, evacuate and keep them from dangerous/hazardous areas, provide assistance to injured persons and help them get medical assistance;

4.1.2. should mass panic arise, avoid crowds, try to traverse the premise independently but never against the direction of the crowd;

4.1.3. when in a crowd, remove your tie (or scarf, neck covers, etc.) so as not to get caught or cause strangulation; free your hands of non-essential items; hold them under your elbows and close to your body, protecting your diaphragm; wear clothing tightly and fasten up all buttons;

4.1.4. try not to fall; if you fall down, protect your head with your hands; quickly draw your legs close and try to get up off the ground quickly;

4.1.5. security personnel and authorized persons, and, if possible, other HSE University staff members and learners;

4.1.5.1. not to allow outside parties to access the affected area;

4.1.5.2. if items presenting a possible danger are uncovered, undertake measures to form a perimeter around the hazardous zone and not allow people or vehicles to enter this area;

4.1.5.3. upon the arrival of law enforcement, inform them about the situation; provide access to the location of the incident; follow their instructions.

4.1. If there is a hostage situation:

4.1.5. immediately report the situation to law enforcement agencies;

4.1.6. undertake measures to evacuate people from the hazardous area; provide assistance to injured persons; if necessary, help them get medical assistance;

4.1.7. do not enter into negotiations with the terrorists at your own initiative

4.1.8. undertake measures to allow representatives of law enforcement agencies and emergency services to reach the given premises;

4.1.9. upon the arrival of representatives of law enforcement agencies, provide them with all relevant information about the situation;

4.1.10. if necessary, follow the instructions of the terrorists if this would not cause harm or threaten the lives or health of persons; do not counteract the terrorists; do not risk your own life or those around you;

4.1.11. not to permit actions, which may provoke the terrorists to use their weapons and cause casualties;

4.1.12. from the moment when the hostage taking takes place, make sure your actions are controlled; have in mind any means that may assist the authorities in freeing you;

4.1.13. it is very important to maintain emotional control, so one can act rationally and increase chances of being saved;

4.1.14. exercise self-control; do not object to or argue with the terrorists; ask them for permission for any action;

4.1.15. not to risk one's life or those around them; follow the terrorists' instructions; do not panic or give in to hysterics;

4.1.16. not to commit actions, which may provoke the attackers to use their weapons;

4.1.17. if you are injured, get assistance from those around or try to stop any bleeding by using a tourniquet;

4.1.18. provide assistance to those nearby;

4.1.19. if there is gunfire, lie on the ground and be aware of your surroundings; take to the nearest covering and do not stand up; buildings, monuments, concrete poles, barriers, doors, etc., may serve as covering;

4.1.20. undertake measures to help children; if necessary, use your own body to shield or cover them;

4.1.21. it important to observe the actions of the terrorists; carefully listen to conversations they have and figure out who engages in which roles;

4.1.22. In those instances when the location of hostages and their captors are identified, law enforcement agencies shall use the technical means at their disposal to monitor the conversations of those in the given premises. Have this in mind and when in conversation with territories or other hostages, provide information during your captivity that might be used to prepare the raid on the location. Especially useful is information about the clear and distinguishing attributes, which may help to identify the captors and the hostages, about the terrorists' weaponry, their total number, positions inside the room, their demeanor and intentions.

4.2. As the Emergency Services/Law Enforcement Agencies carry out activities to free hostages, please do the following:

4.2.5. lay on the floor with your face directed away from any windows and doors, not in the direct line of windows and doorways; cover your head with your hands and do not move;

4.2.6. terrorists often attempt to hide amongst hostages when the authorities storm the premises; therefore, during the storming of the premises, do not touch or take their weapons;

4.2.7. in no instance should one run to meet the representatives of law enforcement, or run from them, as they mistake you for terrorists;

4.2.8. if possible, maintain as much distance from the terrorists, as well as from door and windows;

4.2.9. If the terrorists take hostages with them, police should order all persons to place their hands on their head. Do not refrain from doing this; do not make any drastic movements; until all persons are properly identified, careful measures are necessary.

4.3. Upon Receiving Information about Evacuation, it is necessary to:

4.3.5. after receiving notification of the start of evacuation from representatives of law enforcement, security personnel or authorized persons, maintain calm and attempt to follow their instructions calmly without rushing and in an orderly fashion;

4.3.6. if an evacuation notification arrives while attending classes (or while at one's workplace): immediately collect one's personal effects, documents, money and other valuables; put on outside clothes;

4.3.7. help stragglers;

4.3.8. together with the instruction (or representative of HSE University administration), go outside in an orderly fashion;

4.3.9. keep distance from the building;

4.3.10. do not get separated from your group (of students/staff), as one person's absence may cause hysteria and panic;

4.3.11. check for absent persons (learners, staff members);

4.3.12. if someone is missing at the time when an evacuation notification is received while in an HSE University building, immediately inform the police and the building administration about this;

4.3.13. Wait for further instructions.

5. During Other Emergencies, it is Necessary to:

5.1. inform the authorized party or person at HSE University premises regarding the emergency situation, at their instruction or one's own, contact the police about the situation by calling "102" or the duty officer of the emergency services by calling "112", making sure to provide the name of the facility and its address;

5.2. immediately inform Vice Rector E.L. Artemov and Security Director V.O. Kozlov about the incident;

5.3. If necessary, undertake measures to escort people from the facility according to the evacuation plan.

Director, Security and Operations Office

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