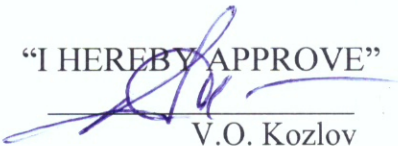


"I HEREBY APPROVE"


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Director for Security

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INSTRUCTIONS:

What to Do

In Case of a Terrorist-Related Threat

1. When discovering suspicious items at HSE University premises:

- 1.1. inform the administrator of the HSE University building;
- 1.2. report the incident by dialling "102" to reach the duty officer of the OVD (Police); "112" to reach the duty officer of the subdivision for emergency situations and provide details about the location, name of building, time of discovery;
- 1.3. immediately inform the Director for Security about the incident (landline: +7 495 772-9590*27369, mobile: +7 916 308-20-90);
- 1.4. Instructions for building administrator and HSE University security staff:
 - 1.4.1. before law enforcement or emergency services arrive, intensify the pass system; if possible, block the area around the suspicious item; form a perimeter, preventing access within 100 metres of the item;
 - 1.4.2. after the arrival of law enforcement or emergency services, follow their instructions for informing people and evacuating them from the University buildings.

It is strictly forbidden to touch, open, move, cover, pour water on, or use any mechanical means near a suspicious item, as well as using radio or mobile communication in the vicinity.

***Important!** Be aware that the appearance of an item may conceal its true purpose, and everyday items can be used to camouflage explosive devices (e.g., bags, packets, boxes, toys).*

2. In case of a terrorist threat received by phone from an unidentified person:

- 2.1. Instructions for anyone who receives such information:
 - 2.1.1. if your mobile phone has automatic call display, record the incoming number on paper;
 - 2.1.2. if possible, activate call recording on your mobile phone to capture the entire conversation. If not possible, do your best to remember what is being said and take detailed notes of the conversation;
 - 2.1.3. during the conversation, try to identify the gender, age, and specific speech patterns of the caller (voice type, speech pace, accent, pronunciation, mannerisms, etc.);
 - 2.1.4. note any background sounds (noises, voices, other sounds);
 - 2.1.5. record the exact start time and duration of the conversation;
 - 2.1.6. inform the Director for Security about the incoming call;
 - 2.1.7. dial "102" to reach the duty officer of the police and "112" to reach the duty officer of the emergency services and report the incident, providing details about the building name, address, time of the telephone call, and information received about the dangerous item;
- 2.2. Instructions for building administrator and HSE University security staff:
 - 2.2.1. before the arrival of law enforcement or emergency services, inform staff and visitors about the situation to prepare for evacuation;

2.3. secure premises containing valuable items and documents, if necessary, prepare to evacuate them;

2.4. upon the arrival of law enforcement or emergency services, brief them on the situation, grant them access to premises and affected areas, and follow their instructions;

Given that telephones are frequently used to report information related to planted explosive devices, hostage-taking, extortion, and blackmail, *it's crucial not to ignore any such signals.*

3. If a threat is received in writing:

Threats submitted in writing, whether via post or in various anonymous materials (such as notes, inscriptions, or information on memory cards or discs), should be handled as follows:

3.1. report the received threat to the Director for Security; follow their instructions or, if necessary, contact the police by dialing “102” or the duty officer of the emergency services by calling “112”; provide the name and address of the building;

3.2. take measures to restrict access to the contents of the threat and ensure its proper storage and immediately hand it over to the authorities:

3.2.1. handle the received materials with care. If possible, put them in a clean, fully sealed plastic bag and store them in a solid folder;

3.2.2. try not to leave your fingerprints on the document;

3.2.3. retain all received materials, including the document with the text, any inserts, envelopes, or packages. Do not discard anything;

3.2.4. do not sew or glue any received materials, do not apply registration stamps, do not make inscriptions, do not underline or encircle specific parts of texts, or do not write any resolutions or instructions. Avoid crushing or crumpling the materials.

4. If a Terrorist Attack Occurs at the HSE University Premises:

4.1. In the event of an explosion, take the following steps:

4.1.1. focus on rescuing people, evacuating them from dangerous areas, providing assistance to the injured, and helping them get medical assistance;

4.1.2. if there is mass panic, avoid crowded areas. Move independently, but do not go against the direction of the crowd;

4.1.3. if in a crowd, remove your tie (or scarf, neck cover, etc.) to avoid getting caught or causing strangulation. Keep your hands free of non-essential items, hold them under your elbows close to your body, and protect your diaphragm. make sure your clothing is buttoned up tightly;

4.1.4. try to avoid falling down. If you fall, protect your head with your hands. Quickly draw your legs close and try to get up off the ground promptly;

4.1.5. Instructions for building administrator and HSE University security staff:

4.1.5.1. restrict access to the affected area to outside parties;

4.1.5.2. if potentially dangerous items are found, establish a perimeter around the hazardous zone and prevent people or vehicles from entering;

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

4.2. If there is a hostage situation:

4.2.1. immediately report the situation to law enforcement agencies;

4.2.2. evacuate people from the hazardous area, provide assistance to the injured, and make sure they receive necessary medical attention;

4.2.3. do not initiate negotiations with the terrorists on your own;

4.2.4. take measures to enable representatives of law enforcement agencies and emergency services to access the premises;

4.2.5. upon the arrival of law enforcement, provide them with all relevant information about the situation.

4.3. If you are taken hostage:

4.3.1. comply with the demands of the criminals if it does not pose a risk to the lives or health of people. Avoid confrontation with the criminals and refrain from jeopardizing the lives of others or yourself;

4.3.2. do not do anything which may provoke the terrorists to use their weapons and cause casualties;

4.3.3. remain aware of actions that may assist authorities in your release from captivity;

4.3.4. try to maintain emotional control to act rationally and increase your chances of rescue;

4.3.5. stay composed and maintain self-control, refrain from objecting or arguing with terrorists, and seek permission from the terrorists for any actions;

4.3.6. do not risk your life or the lives of others, follow the terrorists' instructions calmly and avoid panick and hysteria;

4.3.7. avoid any actions that could provoke the attackers to use their weapons;

4.3.8. if injured, seek assistance from those nearby or use a tourniquet to stop bleeding;

4.3.9. provide assistance to others nearby when necessary;

4.3.10. if gunfire occurs, immediately lie on the ground and seek cover, stay low and do not stand up. Look for nearby buildings, monuments, concrete poles, barriers, or trenches to shield yourself from gunfire;

4.3.11. take measures to protect children. If necessary, use your body to shield them from harm;

4.3.12. pay close attention to the actions and conversations of the terrorists, try to identify their roles and interactions;

4.3.13. when law enforcement identifies the location of hostages and captors, they may monitor conversations using technical means. If you are in conversation with terrorists or other hostages, provide information that could aid in a rescue operation. This includes vivid details about the captors' appearance (distinguishing them from hostages), their weapons, number, positions in the room, demeanour, and intentions.

4.4. As law enforcement agencies work to free hostages, follow these instructions:

4.4.1. lie face down on the floor keeping away from windows and doors, ensuring you are not in direct line of sight from windows and doorways. Cover your head with your hands and remain still;

4.4.2. criminals often try to hide among the hostages during a rescue operation, so it's important not to touch or pick up any weapons left behind by the criminals;

4.4.3. do not run toward or away from law enforcement officers during the rescue operation, as they may mistake you for a terrorist;

4.4.4. keep as much distance as possible from terrorists, doorways, and windows;

4.4.5. if terrorists take hostages with them, police will instruct all persons to place their hands on their head. Follow these instructions and avoid making sudden movements until all individuals are properly identified and secured by law enforcement.

4.5. Upon receiving information about evacuation, do the following:

4.5.1. stay calm upon receiving notification of the start of evacuation from representatives of law enforcement, security staff, or other authorized persons, and calmly follow their instructions without rushing and in an orderly fashion;

4.5.2. if an evacuation notification arrives while attending classes or while at work, immediately gather personal belongings, documents, money, and other valuables, and put on outdoor clothing;

4.5.3. assist stragglers and help other peers or colleagues in need;

4.5.4. follow the instructions of HSE University administration or your teacher and exit the building in an orderly manner;

- 4.5.5. keep a safe distance from the building after exiting;
- 4.5.6. do not run away, stay with your group of students or colleagues to avoid causing hysteria and panic due to someone's absence;

5. In case of other emergencies, make sure to do the following:

- 5.1. inform the building administrator or security staff at HSE University premises about the emergency situation. Follow their instructions or, if necessary, contact the police at "102" or emergency services at "112", providing the name of the building and its address;
- 5.2. immediately inform the Director for Security about the incident;
- 5.3. if necessary, implement measures to escort people from the facility according to the evacuation plan.

Director, Security and Operations Office



Igor N. Rogachev