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| **Dealing with suspicions indicating a possible terrorist threat and in the event of its occurrence** |

items left unattended in public places

cars, in particular

delivery trucks left in unusual locations

*e.g. near churches or places of mass events and gatherings*

unusual behaviour by people inappropriate to the situation and circumstances, *e.g. people getting upset for no apparent reason or trying to leave packages in public places*

**Observe your surroundings carefully**

- pay attention to:

*e.g. folders, parcels, packages*

suspicious appearance or content of a package received

*e.g. a consignment without the sender's details and address or*

*from an unexpected place*

explosive devices

in the car

*move away*

*from a place at risk of explosion*

noticing a suspicious package

*do not touch, move or lift it*

explosive devices

in the room

*move away from the hazardous area*

Receipt of a suspicious delivery

*place it on a smooth surface and move away*

*at a distance of at least 10 m, (the consignment must not be compressed or deformed)*

**In the event of any suspicion indicating the possibility of a terrorist threat:**

e.g.

**report it IMMEDIATELY**

* *information about the risk must not be underestimated!*
* *photograph the suspicious incident if possible*

**to the emergency number**

**112**

**to the police emergency number**

**997**

**the police should be notified immediately**

and security staff if the facility to which the notification relates is protected

If you receive even unconfirmed information that an explosive device has been planted in a public facility

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| **Rules of conduct in hostage situations** |
| * **In case of gunfire - do not run away, if possible take a lying position behind the nearest cover** |
| * **Try to maintain composure - think positively** |
| * **Do not resist** |
| * **Do not turn your back on terrorists** |
| * **Do not draw the attention of terrorists** |
| * **Do not argue with terrorists - answer after long reflection** |
| * **Do not carry out the terrorists' instructions in a violent manner** |
| * **Avoid prolonged eye contact with terrorists - this may arouse their aggression, but try to observe them discreetly and remember as many details as possible**   **(this may help law enforcement agencies at a later stage)** |

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| **Rules of conduct during an anti-terrorist operation** |
| * **Try to stay calm** |
| * **Do not flee the scene** |
| * **Do not make any sudden movements** |
| * **Lie down on the floor, try to find the nearest cover, hold hands with open palms preferably at head height** |
| * **Follow the instructions of the anti-terrorist unit** |
| * **Do not try to help, do not attack terrorists** |