PROCEDURES TO BE FOLLOWED IN CASE OF THE THREAT OF A TERRORIST ATTACK

# Procedure to be followed during terrorist threat

***AWF staff member*** or **student** who notices suspiciously behaving people or objects left unattended and suspects that it may be an attempted terrorist attack shall immediately inform a supervisor, a class instructor or a porter or the first university employee they encounter.

1. Any person who has received information about the possibility of a terrorist attack shall immediately inform ***the Director of Facilities Operation and Rental or any employee who is required to immediately notify the Director of Facilities Operation and Rental.***
2. ***The Director of Facilities Operation and Rental*** who becomes aware of a terrorist threat or an object of unknown origin suspected of posing a threat to people and property, or has received a telephone call with information about a terrorist threat, shall immediately report this to the nearest Police Unit, inform the Chancellor and the Rector.
3. In the absence of information on the specific location of the 'bomb', room users should check their workplace and its immediate surroundings to locate the object of unknown origin.

4 **Suspicious objects must not be touched!** Their location must be reported to ***the Director of Facilities Operation and Rental or another member of University staff***.

1. Public areas (corridors, stairwells, lifts, toilets,

cellars, attics) and the immediate external areas of the facility are checked by designated persons.

1. Until the Police arrive, secure the endangered area as far as possible without endangering yourself or others.
2. Once the Police arrive on the scene, they take over further management of the operation.
3. It is imperative to follow the instructions of police officers.
4. If the decision is made to evacuate, it is important to remain calm and composed, this will allow people to leave the affected area smoothly and safely.
5. During an evacuation, the evacuation procedure must be followed in accordance with the evacuation procedure manual, unless otherwise decided by the action leaders.
6. Identification and recognition of a located explosive and its neutralisation are handled by authorised and specialised units and organisational units of the Police.

# Procedure to be followed in the event of intrusion by attackers into an AWF premises

In the event of intrusion by attackers into the **AWF premises,** you should:

1. submit to the will of the attackers and follow strictly their instructions;
2. try to draw the attackers' attention to the fact that they are dealing with people. Address those around us by name, increasing the chance of their survival;
3. always ask permission, e.g. when you want to give ***students*** an instruction;
4. remember details of the kidnappers and surroundings - this information may prove valuable to the emergency services;
5. try to calm those around you - get your own emotions under control as much as possible;
6. until an exit command is issued:
	1. do not allow other people to leave the room and look out of doors and windows,
	2. order to lie down on the floor,
7. follow the instructions of the counter-terrorism unit when release action is carried out.

Important: People must be prepared to be treated harshly by the police. As long as

***person is*** not identified, he or she is a potential terrorist for the police.

# Procedure for dealing with firearms on AWF premises

1. In a situation of direct contact with an attacker, you should:
	1. order to lie down on the floor;
	2. try to calm people down;
	3. ensure that they do not turn their backs on attackers when instructed to move;
	4. if terrorists give orders, ensure that they are carried out calmly - violent movement may increase the aggression of the attackers;
	5. if possible, call the emergency number 112.

**It is important** not to disconnect and to try, if possible, to inform constantly about the situation.

1. Once the situation is under control:
	1. ascertai the number of casualties and check if gunshots have not caused another hazard (e.g. fire);
	2. call or nominate someone to call one of the emergency numbers;
	3. provide first aid to those most in need;
	4. if the shelling has caused another hazard, take action appropriate to the situation;
	5. provide psychological assistance to those involved in the incident.

# Handling a bomb threat

Symptoms of danger:

1. basic characteristic of terrorism is that there are not clear warning signs of the possibility of an attack or they are difficult to perceive;
2. attention requires:
	1. conspicuous or simply unusual behaviour of people, unattended items such as briefcases, parcels, etc., people dressed atypically for the season;
	2. cars, parking in unusual locations (event and celebration venues).
3. It is important to remember that a terrorist does not always have to be of a different nationality and stand out from the crowd with a particular appearance.
4. You should inform ***the Director of Facilities Operation and Rental or another member of University staff*** *about* your observations.
5. ***The Director of Facilities Operation and Rental*** should notify the Police.

# Handling explosive ordnance information

1. If it is a telephone information, you should:
	1. listen carefully;
	2. try to remember as much as possible;
	3. if there is a possibility, record the conversation - if not, try to record the information;
	4. pay attention to the details of the speaker's voice and habits and any background sounds;
	5. do not be the first to hang up the phone,
	6. if the phone has caller identification function, record the number.
	7. if it is a written message, secure it so that no one touches it, it will be handed over to the police.
	8. upon completion of ***conversation***, ***the Director of Facilities Operation and Rental*** should be notified immediately.

Such information should not be passes to anauthorised people, as its noncontrolling and dissemination may lead to panic and consequently hinder evacutaion of people from the area of risk.

## Director of Facilities Operation and Rental or his/her designee:

* + 1. notifies the Police and the Chancellor and the Rector;
		2. notifies people residing on the premises of the facility, in a manner that do not cause panic;
		3. if necessary, orders the evacuation in accordance with the operative instructions on the premises of AWF.
		4. instructs the responsible employee to turn off the gas and electricity supply.

Important: If a suspicious item is found**, it should not be touched** or opened and access to it for people should be restricted as much as possible.

5). once the competent services arrive, their instructions must be strictly followed.

# Procedure to be followed during a bomb threat and the announcemnet of a bomb alert

1. Until the arrival of Police, the action is managed by ***Director of Facilities Operation and Rental*** or his/her designee.
2. Once the police arrive at the scene of the bombing incident, they take charge of the operation.
3. It is imperative to follow the instructions of police officers.
4. In the absence of information about the specific location of a 'bomb', users of premises should check their workplace and its immediate surroundings for objects of unknown origin.
5. The public room (corridors, stairwells, toilets) and the immediate external areas of the facility are checked by designated persons.

6 **Suspicious objects must not be touched!** Their location must be passed to ***the Director of Facilities Operation and Rental***

1. Once an evacuation has been announced, it is important to remain calm and composed, this will allow people to leave the danger area efficiently and safely, taking personal belongings (handbags, nets, etc.).
2. Identification and recognition of a located explosive and its neutralisation are handled by authorised and specialised units and organisational units of the Police.
3. Follow the instructions of the Police during the 'bomb' neutralisation activities.
4. Curiosity can be dangerous. Move away from the danger zone as quickly as possible. On the way, inform about the hazard as many people as possible who are in or heading towards the danger zone.

# Procedure to be followed if a "bomb" (suspicious object) is detected/found

1. If a suspicious object (”bomb”) is detected/found, the following steps should be taken:
	1. **do not touch** the suspcious object;

Important: If a person sees a 'bomb' it means they are in its field of fire.

## notify the Director of Facilities Operatio and Rental and await further instructions;

* 1. if possible, try to restrict access to the danger area to the public - without endangering yourself or others;

## Director of Facilities Operation and Rental or his/her designee.

1. notifies the Police and the Chancellor and the Rector;
2. notifies persons on the premises of the danger in a manner that does not cause panic;
3. if necessary, order the evacuation in accordance with the operative instructions on the premises of AWF.

4) Important: people need to be informed about the neecessity to take personal belongings - backpacks, bags, etc. - with them.

1. instructs the responsible employee to turn off the gas and electricity supply;
2. leaves windows and doors open indoors;
3. as far as possible, remove all flammable materials from the surroundings;
4. orders not to use radio equipment (radios, mobile phones) in the vicinity of a suspect.
5. once the competent services arrive, strictly comply with their instructions

**Once the bomb has exploded, you should:**

1. assess the situation in terms of the number of people affected and ascertain what type of hazard the explosion has caused;
2. call the emergency number 112 and notify ***the Director of Facilitie Operation and Rental,***
3. provide first aid to those most in need;
4. check safety roads and areas of evacuation, then evacuate according to the operative instructions in the facility;
5. if the explosion has caused another hazard, take action appropriate to the situation,
6. once the competent services arrive, follow their instructions without fail.