

## GUIDELINES

### **for employees of St Petersburg University on actions in the event of committed (threat of committing) crimes in the form of an armed assault, a discarded Improvised Explosive Device (IED), and hostage-taking**

These guidelines for employees of St Petersburg University on actions in the event of committed (threat of committing) crimes in the form of an armed assault, a discarded Improvised Explosive Device (IED), and hostage-taking, as well as in the event of information interaction of educational organisations with the local bodies of the Ministry of Internal Affairs of the Russian Federation, the National Guard Troops Federal Service of the Russian Federation, and the Federal Security Service of the Russian Federation have been developed by the interdepartmental working group with the participation of representatives of the Ministry of Science and Higher Education of the Russian Federation, the Ministry of Education of the Russian Federation, the Ministry of Internal Affairs of Russia, the Ministry of the Russian Federation for Civil Defence, Emergencies and Elimination of Consequences of Natural Disasters, the National Guard Troops Federal Service of the Russian Federation, the Federal Security Service of Russia to pursue the instructions of the joint meeting protocol of the National Anti-Terrorism Committee and the Federal Operational Headquarters on measures to increase the level of readiness of educational organisations to act in the event of a threat of committing crimes of the terrorist nature dated 8 February 2022 that recommended for use at educational facilities.

#### **1. Terms and abbreviations used:**

**An Improvised Explosive Device (IED)** is a device that arouses suspicion when it is found (with signs of an explosive device) and may look like a bag, bungle, package, or a box ownerlessly located in the zone of the possible simultaneous presence of a large number of people, near explosive, fire-hazardous objects, various kinds of communications, including such devices with wires, ropes, electrical tape emitting sounds and odours;

**Emergency evacuation place** is the spot at the grounds (a building) located nearby the object with sufficient capacity to accommodate people to be evacuated ensuring safe distance from the damaging factors of the explosion and the possible consequences of the facility structure destruction;

to prevent frostbite of people in the winter season, the nearby buildings with sufficient capacity of other purpose (ownership) may be designated as an emergency evacuation place under an agreement with the head, operational services, and copyright holders of such buildings;

**Students** are natural persons mastering degree programmes at St Petersburg University;

**An object** is a facility (grounds) of St Petersburg University;

**Operational services** are representatives of the local security bodies, the National Guard Troops Federal Service of the Russian Federation (units of private security forces of the National Guard Troops Federal Service of the Russian Federation), the Ministry of Internal Affairs of the Russian Federation and the Ministry of the Russian Federation for Civil Defence, Emergencies and Elimination of Consequences of Natural Disasters;

**Employees** are the employees of St Petersburg University;

**The Head** is the Rector of St Petersburg University or their deputy.

**2. Actions to be taken by employees of St Petersburg University in the event of committed (threat of committing) crimes of a terrorist nature.**

**2.1. Armed assault**

Actions	
With an attacker in the grounds	With an attacker inside the building
<ul style="list-style-type: none"> <li>- when you are outside the building, immediately get yourself away from the danger site taking with your the people that are in the immediate vicinity; when you leave the premises in the winter season, make sure you have taken all measures possible to avoid frostbiting in students, to provide information to operational services and the Head about the circumstances and your location by any available means;</li> <li>- when you are inside the building, get yourself to the nearest room taking with your the people that are in the immediate vicinity and then act as follows:               <ul style="list-style-type: none"> <li>- when you are inside the room, block entrances with all available objects, including furniture;</li> <li>- make sure you have located people in the safest possible place, away from entrances, closer to the main walls, below the level of window openings, under the cover of furniture;</li> <li>- take measures to stop panicking and loud speaking (sounds) in the room;</li> <li>- ensure informing operational services by any available means (if possible);</li> <li>- ensure informing the Head about the armed assault by any available means (if possible);</li> <li>- do not allow people to communicate via any means of communication;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- when you are outside the building, immediately get yourself away from the building with the attacker taking with your the people that are in the immediate vicinity; when you leave the premises in the winter season, make sure you have taken everything possible to avoid frostbiting in students, to provide information to operational services and the Head about the circumstances and your location by any available means;</li> <li>- when you are inside the building, get yourself into the nearest room taking with your the people that are in the immediate vicinity and then act as follows:               <ul style="list-style-type: none"> <li>- when you are inside the room, block entrances with all available objects, including furniture;</li> <li>- make sure you have located people in the safest possible place, away from entrances, closer to the main walls, below the level of window openings, under the cover of furniture;</li> <li>- take measures to stop panicking and loud speaking (sounds) in the room;</li> <li>- ensure informing operational services by any available means (if possible);</li> <li>- ensure informing the Head about the armed assault by any available means (if possible);</li> <li>- do not allow people to communicate via any means of communication;</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>- take all measures possible to turn all communication gadgets (devices), including those designated to support the teaching and learning process into mute mode or off;</li> <li>- await the arrival of operational services, unblock the exits and leave the premises only if instructed by the officials or operational service officers;</li> <li>- after the attacker has been neutralised, following the officials' instructions, ensure informing parents (legal representatives) about temporary suspension of the teaching and learning process;</li> <li>- ensure bringing together and putting the students in the hands of their parents (legal representatives);</li> <li>- pursuant to officials' instructions, ensure implementing measures to eliminate the consequences of the incidence;</li> <li>- during an operation to suppress an armed assault: <ul style="list-style-type: none"> <li>lay down on the floor face down, protect your head with your arms and hands, and do not move;</li> <li>if possible, stay away from the door and window openings;</li> <li>when injured, stay motionless to reduce blood loss;</li> <li>do not run towards or away from the officers carrying out an operation of suppressing an armed assault as they may consider the running person a criminal.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- take all measures possible to turn all communication gadgets (devices), including those designated to support the teaching and learning process into mute mode or off;</li> <li>- await the arrival of operational services, unblock the exits and leave the premises only if instructed by the officials or operational service officers;</li> <li>- after the attacker has been neutralised, following the officials' instructions, ensure informing parents (legal representatives) about temporary suspension of the teaching and learning process;</li> <li>- ensure bringing together and putting the students in the hands of their parents (legal representatives);</li> <li>- pursuant to officials' instructions, ensure implementing measures to eliminate the consequences of the incidence;</li> <li>- during an operation to suppress an armed attack: <ul style="list-style-type: none"> <li>lay down on the floor face down, cover your head with your hands, and do not move;</li> <li>if possible, stay away from the door and window openings;</li> <li>when injured, stay motionless to reduce blood loss;</li> <li>do not run towards or away from the officers carrying out an operation of suppressing an armed assault as they may consider the running person a criminal.</li> </ul> </li> </ul>
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## **2.2. Discarded IED**

Actions	
IED	IED
is detected at the entrance (at the attempt to bring it in)	is detected discarded inside the building
<ul style="list-style-type: none"> <li>- get yourself on a safe distance (see paragraph 3) from the alleged IED until the Head arrives and act following their instructions;</li> <li>- when the evacuation is announced, proceed on the evacuation taking away students that are in the immediate vicinity and continue to act in accordance with the evacuation plan;</li> </ul>	<ul style="list-style-type: none"> <li>- when you have detected an alleged IED near you, speak loudly to others around you and ask: 'WHO HAS LEFT THE BAG (PACKAGE, BOX)?' If there is no response, take the people around you away from it on a safe distance;</li> <li>- ensure immediate informing the Head</li> </ul>

- when you are inside the building, avoiding panic ensure that all communication and other gadgets (devices) that are in the room, including those designated to support the teaching and learning process, are turned off;
- if possible, turn off the power and natural gas supply of the object after making sure there are no people inside elevators and other rooms the exits from which can be blocked when the electricity is turned off. Do not turn the supplies off in case the IED is in any way connected to the either type of the specified communication;
- if possible, open all doors and windows to disperse the shock wave;
- ensure the evacuation of students, if possible, with their personal (valuable) belongings, warm clothes to the evacuation meeting place according to the evacuation plan (in the winter season, to take all possible measures to avoid frostbites in students);
- after making sure that the evacuation has been completed from all the premises, mark 'EVACUATED' on the outside of the doors by any available means;
- following the Head's instructions, check the premises for the evacuation of all people and report the results to the Head or a person appointed by them;
- following the Head's instructions, ensure informing parents (legal representatives) about temporary suspension of the teaching and learning process;
- following the Head's instructions or a person's appointed by them, ensure putting the students in the hands of their parents (legal representatives);
- after the operational service has finished their work and following the Head's instructions, ensure the implementation of measures to eliminate the consequences of the incidence;

- about the detected IED by any available means;
- get yourself on a safe distance (see paragraph 3) from the alleged IED until the head arrives and act following their instructions;
- when the evacuation is announced, proceed on the evacuation taking away students that are in the immediate vicinity and continue to act in accordance with the evacuation plan;
- when you are inside the building, avoiding panic ensure that all communication and other gadgets (devices) that are in the room, including those designated to support the teaching and learning process, are turned off;
- if possible, turn off the power and natural gas supply of the object after making sure there are no people inside elevators and other rooms the exits from which can be blocked when the electricity is turned off. Do not turn the supplies off in case the IED is in any way connected to the either type of the specified communication;
- if possible, open all doors and windows to disperse the shock wave;
- ensure the evacuation of students, if possible, with their personal (valuable) belongings, warm clothes to the evacuation meeting place according to the evacuation plan (in the winter season, to take all possible measures to avoid frostbites in students);
- after making sure that the evacuation has been completed from all the premises, mark 'EVACUATED' on the outside of the doors by any available means;
- following the Head's instructions, check the premises for the evacuation of all people and report the results to the Head or a person appointed by them;
- following the Head's instructions, ensure informing parents (legal representatives) about temporary suspension of the teaching and learning process;
- following the Head's instructions or a

	<p>person's appointed by them, ensure putting the students in the hands of their parents (legal representatives);</p> <p>- after the operational service officers have finished their work and following the Head's instructions, ensure the implementation of measures to eliminate the consequences of the incidence;</p>
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### 2.3 Hostage-taking

Actions
<ul style="list-style-type: none"> <li>- when you are near the hostage-taking site, take any steps possible to leave the dangerous zone taking away people around you with you;</li> <li>- if the foregoing action is impossible, remain at the place, do not provoke the hostage-taker, comply with their orders, avoid panic among students and employees, and do not draw the hostage-taker's attention to yourself;</li> <li>- when you are inside the room near the hostage-taking site, block entrances with all available objects, including furniture;</li> <li>- take measures to stop panic and loud speaking (sounds) in the room;</li> <li>- make sure you have located people in the safest possible place, away from entrances, closer to the main walls, below the level of window openings, under the cover of furniture;</li> <li>- take all measures possible to turn all communication gadgets (devices), including those designated to support the teaching and learning process into mute mode or off;</li> <li>- do not allow students and employees to communicate via any means of communication;</li> <li>- ensure informing the Head about the hostage-taking incidence by any available means if possible;</li> <li>- ensure informing operational services by any available means if possible;</li> <li>- await the arrival of operational services, unblock the exits and leave the premises only if instructed by the officials or operational service officers;</li> <li>- when you are away from the dangerous zone (far from the hostage-taking site) ensure that students have evacuated, if possible, with their personal (valuable) belongings, warm clothes to the evacuation meeting place according to the evacuation plan (in the winter season, to take all possible measures to avoid frostbites in students);</li> <li>- after making sure of the complete evacuation of people from the premises, if possible, lock all entrances;</li> <li>- following the Head's instructions, check the premises for the evacuation of all people and report the results to the Head;</li> <li>- following the Head's instructions, ensure informing parents (legal representatives) about temporary suspension of the teaching and learning process;</li> </ul>

- following the official's instructions, ensure putting the students in the hands of their parents (legal representatives);
- after the operational service officers have finished their work and following the official's instructions, ensure the implementation of measures to eliminate the consequences of the incidence;
- during the operation to free the hostages:
  - lay down on the floor face down, protect your head with your arms hands, and do not move;
  - if possible, stay away from the door and window openings;
  - when injured, stay motionless to reduce blood loss;
  - do not run towards or away from the officers carrying out an operation as they may consider the running person a criminal.

### **3. Distances recommended for evacuation and cordoning when an explosive device or similar object has been found**

1. RGD-5 grenade - 50 metres
2. F-1 grenade - 200 metres
3. 200 gm TNT checker - 45 metres
4. 400 gm TNT checker - 55 metres
5. 0,33 litre beer can-borne IED - 60 metres
7. Suitcase (case)-borne IED - 230 metres
8. Travel suitcase-borne IED - 350 metres
9. 'Lada'-type vehicle-borne IED - 460 metres
10. 'Volga'-type vehicle-borne IED - 580 metres
11. Minivan-borne IED - 920 meters
12. Lorry-type (wagon) vehicle-borne IED - 1240 metres