

## GUIDELINES

### **for students 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 students 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:**

**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 meeting 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 meeting place under an agreement with the Head, operational services, and owners 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 students of St Petersburg University in the event of committed (threat of committing) crimes of 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 facility, immediately get yourself away from the danger zone; if possible, leave the territory of the facility and inform your parents (legal representatives) about your location; if you are in the immediate vicinity of the employee, inform them of the danger and then follow their instruction;</li> <li>- when you are inside the building, get into the nearest room or towards the employee, inform them about the danger and then follow their instructions;</li> <li>- assist the employee to block entrances, including with the help of furniture (block the entrances on your own if there is no employee nearby);</li> <li>- get yourself in the safest location possible, away from entrances, closer to the main walls, below the level of window openings, under the cover of furniture;</li> <li>- stay calm, speak quietly, listen carefully to and follow the instructions from the employee;</li> <li>- set your communication devices into mute mode or turn them off;</li></ul>	<ul style="list-style-type: none"><li>- when you are outside the facility, immediately get yourself away from the building with the attacker; if possible, leave the territory of the facility and inform your parents (legal representatives) about your location; if you are in the immediate vicinity of the employee, inform them of the danger and then follow their instruction;</li> <li>- when you are inside the building, get into the nearest room or towards the employee, inform them about the danger and then follow their instructions;</li> <li>- assist the employee to block entrances, including with the help of furniture (block the entrances on your own if there is no employee nearby);</li> <li>- get yourself in the safest location possible, away from entrances, closer to the main walls, below the level of window openings, under the cover of furniture;</li> <li>- stay calm, speak quietly, listen carefully to and follow the instructions from the employee;</li> <li>- set your communication devices into mute mode or turn them off;</li></ul>

<ul style="list-style-type: none"> <li>- provide help and support to other students only if commissioned by the employee;</li> <li>- unblock exits and leave the premises only if instructed by the employee, manager, or operational service officers;</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 far 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 employees carrying out an operation of suppressing an armed attack as they may consider the running person a criminal.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- provide help and support to other students only if commissioned by the employee;</li> <li>- unblock exits and leave the premises only if instructed by the employee, manager, or operational services officers</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 far 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 attack as they may consider the running person a criminal.</li> </ul> </li> </ul>
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**2.2. Discarded IED**

Actions	
IED is detected at the entrance (at the attempt to bring it in)	IED 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 (from the place of its passage or transportation);</li> <li>- act following the instructions from the Head, a security officer or an employee;</li> <li>- in the event of evacuation, stay calm and turn your communication devices off;</li> <li>- provide help and support to other students only if commissioned by the employee;</li> </ul>	<ul style="list-style-type: none"> <li>- do not touch or approach objects left by other persons (ownerless);</li> <li>- in the event of detecting a discarded object (ownerless), speak loudly to others around asking: ‘WHO LEFT THE BAG (PLASTIC BAG, BOX)?’ If there is no response, inform the employee of St Petersburg University, who you have met first, or an elder student;</li> <li>- get yourself on a safe distance (see paragraph 3) from the IED (from the place of its passage or transportation);</li> <li>- act following the instructions from the Head, a security officer or an employee;</li> <li>- in the event of evacuation, stay calm and turn your communication devices off;</li> <li>- provide help and support to other students only if commissioned by the employee;</li> </ul>

## 2.3 Hostage-taking

Actions
<ul style="list-style-type: none"><li>- when you are near the hostage-taking site, try to get yourself away from the danger zone; if this is impossible, remain in the location, do not provoke the hostage-taker, comply with their orders, remain calm and avoid panicking, behave as inconspicuously as possible and do not draw the hostage-taker's attention to yourself;</li><li>- when you are inside the room near the hostage-taking site, assist the employee to block entrances, including with furniture (block the entrances on your own if there is no employee nearby), remain calm, speak quietly, listen carefully to and follow the employee's instructions;</li><li>- get yourself in the safest location possible: away from entrances, closer to the main walls, below the level of window openings, under the cover of furniture;</li><li>- set your communication devices into mute mode or turn them off;</li><li>- provide help and support to other students only if commissioned by the employee;</li><li>- unblock exits and leave the premises only if instructed by the employee, manager, or representatives of operational services;</li><li>- during the release operation:<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 as they may consider the running person a criminal.</li></ul></li></ul>

### 3. Distances recommended for safe evacuation and cordoning when an IED or a similar object is 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