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**Guidelines
for Staff Members, Teachers, and Students
on What To Do and How to Stay Safe When Threatened by
or During an Active Terrorist Situation at HSE University**

Emergency situations, whether they are due to natural, technological, biological, or social causes, are by their very nature usually the result of random, coincidental, or unpredictable circumstances. However, certain events are the result of deliberate, intentional, and premeditated actions by persons who seek to scare, frighten, or intimidate ordinary people and thus take the form of illegal acts of violence. Such actions have a name—TERRORISM.

In an emergency situation, everyone should have a clear picture of what they should do and what actions they should take. Moreover, they should be psychologically prepared to protect and defend themselves. Following the established rules for how to behave in an emergency will help you not only to save your own life but also to save the lives of others.

1. What To Do in the Event of an Armed Attack on the University

If an armed attack or assault occurs, people will be informed about it through the following channels and means:

- reports issued by mass media outlets;
- alerts sent out by automatic fire-alarm systems;
- loudspeaker alerts broadcast over the University's public address system or a live voice alert stating: "Attention! An armed attack is underway! Everyone take cover and barricade yourselves!";
- information obtained from observing external signs and signals:
 - information obtained directly from visual observation or from another person about the presence of an armed individual (or active shooter), or a group of such armed individuals on the University's exterior grounds or in its interior premises;
 - information obtained from hearing gunshots, explosions, screams, loud noises or clamour, or signs of people panicking on University grounds or premises.

To assess the situation on the ground and formulate an action plan of effective measures for counteracting or neutralising an armed individual or armed group (the “perpetrator[s],” “armed attacker[s],” or “active shooter[s]”), you will need to have full, complete, reliable, accurate, and timely information, which should include:

- the time of the armed attack and the street address (room number) of the specific HSE University building or facility under attack (e.g., office, classroom, laboratory, cafeteria, dormitory, etc.);

- the number of armed individuals perpetrating the attack;

- the distinctive features of the perpetrator(s) for the purpose of identifying them: their sex (male or female) and approximate age; indicators of their race or ethnicity; their approximate height and build or body type; the colour and length of their hair; whether they have any visible tattoos, or speak with a specific accent; their clothing (e.g., sports, business, or military attire), and whether they are wearing any other loose-fitting outerwear (coat, jacket, etc.), and whether their clothing features any words, messages, or symbols, including of an extremist nature; their shoes or boots (e.g., sports, classic, or military footwear); whether they are wearing a hat or other type of head covering (hat, cap, or knitted cap covering their head, forehead, and face, or a ski mask or balaclava-style cap that completely covers their face except for openings for their eyes and mouth), or other type of mask; and whether they are carrying or wearing any type of personal protective gear (e.g., body armour, a bulletproof or Kevlar vest, a helmet or protective hardhat, or protective kneepads or elbow pads);

- how many and what types of weapons the armed attacker(s) are carrying: firearms (handgun, pistol, or revolver; assault rifle or submachine gun; long gun [rifle or shotgun]; automatic weapon or machine gun; etc.), rocket or grenade launcher (bazooka, hand-held grenade launcher, or hand-held anti-tank rocket launcher; heavy mounted grenade launcher or heavy rocket launcher), explosives or munitions (hand grenade, mortar shell, TNT demolition slab, plastic explosives, etc.), or cold bladed weapons (knife, switchblade, dagger, sword or sabre, skewer, machete, etc.);

- whether the armed attacker(s) have any communications devices (space-based [satellite]; mobile; radio-based [wireless]), which may serve as a communications channel among the group of armed attackers themselves and/or with their presumed accomplices or accessories to the crime;

- whether the perpetrator(s) of the armed attack are using any other devices, tools, or gear that were brought from outside onto University premises (e.g., hand luggage, containers, canisters, etc.);

- the location of the armed attacker(s) or active shooter(s), including the name (or number) of the University campus building, the number of the floor, and the number of the room or office;

- whether any automobile(s) parked near the facility under attack belong to the armed attacker(s) or active shooter(s);
- whether any individuals have been taken as hostages, and, if so, how many hostages there are and where they are being held;
- whether there are any victims (killed or wounded) and, if so, how many victims there are; and
- whether the armed attacker(s) have made any demands.

All University buildings have emergency exits and an established evacuation plan, which is posted on each floor, usually near the stairwell. If the emergency exits are free and accessible, you should try to leave the building as quickly as possible.

How to Evacuate:

- It is critical to devise a clear-cut, well-thought-out emergency exit plan to escape from a building that is under attack;
- If the decision to safely evacuate has been made, you should proceed with your evacuation plan regardless of the opinions of the people around you;
- Make sure to take your identification (ID) document and mobile telephone with you, but leave all of your other personal belongings behind;
- To the extent possible, help others to evacuate, with the exception of people who have been wounded;
- Prevent or warn other people from moving toward that part of the building where the armed attacker(s) or active shooter(s) may be located;
- When moving toward the emergency exit, your hands should be visible at all times;
- When cooperating with law enforcement or special security services personnel, you must carefully follow their instructions;
- Once you have successfully evacuated from the building, you should move away from the area and relocate to a safe space, and then call the Consolidated Emergency Service at telephone number “112” and pass on all information that you have gathered about the incident to the dispatcher in accordance with the list above, giving your full name and telephone number, and then wait for further instructions;
- Immediately report the incident to the HSE University Director for Security at tel.: 8 (495) 772-95-90, ext. 27369, mobile: 8 (915) 403-41-77; or the staff of the HSE University Security Office at tel.: 8 (495) 772-95-90, ext. 11841, 27363, 27364, and 27366, mobile: 8 (927) 970-22-23, 8 (916) 390-20-95, 8 (916) 790-78-35, and 8 (915) 043-21-78; and also inform the manager of the relevant facility about the armed attack.

How to Shelter in Place:

If evacuating from the building is not a viable option, while located in the premises under attack, you must:

- block all entrances and doorways using all available means, including furniture;
- make sure that the people with you are positioned as safely as possible, given all potential options, and as far away as possible from entrances or doorways, and as close as possible to the main load-bearing walls, below the level of any windows, and under the cover of furniture;
- take measures to ensure the observance of complete silence;
- keep first responders (emergency and security services personnel) informed of your situation through the emergency services telephone number “112”;
- ensure that all of the telecommunications devices and other technical devices in the given premises, including those intended for carrying out the academic process, are muted or switched off entirely;
- while the security services response team or law enforcement personnel are conducting operations to suppress the armed attack (or neutralise the active shooter[s]), you must lie on the floor without moving, with your face to the ground and your hands covering your head; if you are wounded, try not to move so as to reduce the loss of blood;
- wait for the security services response team to arrive; unblock the entrances and doorways and leave the premises only at the command of a supervisor or the security services response team;
- after the armed attacker(s)/active shooter(s) have been neutralised, perform measures at the instructions of a supervisor aimed at eliminating the consequences of the incident.

How to Behave If You Are Taken Hostage:

Purely by chance, anyone may end up being taken hostage by criminals. A person can be seized or captured in any place, including at the University during an armed attack. A hostage’s life may become a bargaining chip for the terrorists.

If you are taken as a hostage, we recommend that you adhere to the following rules of behaviour:

- do not succumb to panic;
- do not take any action or do anything that could provoke the armed attacker(s) to use their weapons or that could lead to fatalities;
- you will have to put up with and tolerate hardship, deprivation, insulting language and verbal abuse, humiliation, and degradation; do not look the criminals in the eye and do not act in a provocative manner;
- if necessary, you should comply with the criminals’ demands, and you should not contradict them; do not risk the lives of those around you and your own life; try to avoid hysteria and panic;
- ask permission to take any action (sit, stand, take a drink, go to the toilet);

- if you are wounded, try not to move so as to potentially reduce the loss of blood. Ask that someone bring you the first aid kit, which should be kept at each security post or in a First Aid Room. Such kits are equipped with all necessary first aid items for stopping bleeding;

- you should always be aware that the security services response team and law enforcement personnel are taking action to free you and other hostages;

- while security services personnel are conducting operations to free the hostages, you must lie on the floor without moving, with your face to the ground and your hands covering your head; to the extent possible, stay away from doors or windows, and, no matter what the circumstances are, do not run toward the security services personnel as you could potentially end up getting caught in a cross-fire.

2. Distinguishing Characteristics of Suicide Bombers

As the perpetrator of a terrorist assault in which they plan to die, a suicide bomber does not need to plan an escape route for after they carry out their attack. For that reason, preparing the attack becomes a far less complicated task and the chances of law enforcement preventing the attack are significantly lower. This type of terrorist attack has a psychological effect on society at large since suicide bombers cannot be dissuaded from acting or be intimidated by the threat of reprisals or countermeasures. The perpetrator of such an act of terrorism cannot be interrogated after they commit their crime, making it that much more difficult for police to conduct the subsequent criminal investigation and search for the masterminds who organised the crime.

A suicide bomber is differentiated from the great mass of people by their behaviour, their clothing, and their sense of detachment or estrangement. It is necessary here to highlight a range of relevant traits by which this category of criminal may potentially be identified:

- As a rule, suicide bombers are young people aged 20–25, with the majority being women;

- They may dress in clothing that is inappropriate for the season, in a dress or wide-cut coat for concealing an explosive device that has been attached to the person's body. As a rule, they hold their hands in their pockets or in the folds of their clothing, and when they move it may be possible to see the contours of an item that is hidden under their clothing;

- External signs or visual clues: they are very careful in how they carry their baggage, and they may use a backpack or rucksack, or large shopping bag or tote bag to camouflage explosives;

- A suicide bomber's behaviour will depend on their psychological preparation and conditioning:

The first category includes people who display clear signs of anxiety, unease, or agitation; who press their backpack or bag close to themselves; and who are constantly looking from side to side. If the explosive device has been taped or otherwise attached to their body, they may seem somewhat inhibited, constrained, or stiff in their movements, and may seem tense or stressed, will stand aloof from the crowd and appear afraid to come into direct contact with the people around them;

The second category includes people who appear apathetic and have a vacant look or blank stare, and display clear signs of being under the influence of narcotics or psychotropic drugs;

The third category includes people who show signs of direct psychological manipulation (“zombification”), which is aimed at getting the subject to perform a certain pre-set task, and who is not distracted by external side factors, and is in constant communication with their handler, or the organizer of the terrorist act (signs of this include a mobile communications device plugged into an external power bank, and the use of headphones).

- Frequently, suicide bombers who are practicing Muslims will recite prayers out loud when by themselves, and will then switch to a whisper when they come close to people.

It is necessary to note here that the suicide bomber’s primary task is to detonate the bomb and blow themselves up in a place where a large-scale event with large numbers of participants is being held.

If you notice or observe a suspicious individual who shows the signs of potentially being a suicide bomber, you should call the Consolidated Emergency Service at telephone number “112” and inform the dispatcher of your suspicions and tell them where and in which direction the suspicious person is heading, and on what mode of transport, as well as provide a description of them, and then follow further instructions from security services personnel.

3. What To Do If You See a Strange or Suspicious Item on HSE University Exterior Grounds or in Interior Premises

Depending on their goals and objectives, criminals may attempt to carry out acts of terrorism in HSE University interior premises or on University exterior grounds by disguising or camouflaging an explosive device within the body or casing of a portable computer or mobile device (a notebook, laptop, or netbook computer, or a smartphone), or in another item that students typically use in their everyday activities (e.g., a pencil case, a thermos, etc.) Terrorists may use a disguised or camouflaged explosive device, which as a rule is not filled with shrapnel or fragmentation projectiles, while mass events are being held for the purpose of disrupting them and triggering panic aimed at generating an “unruly mob,” which in turn leads to numerous victims resulting from a stampede of people and the crush of

the crowd. Explosives filled with shrapnel or fragmentation projectiles are usually disguised or camouflaged using a backpack or rucksack, satchel or handbag, a briefcase, shopping bag, box, etc., with standard ammunition (grenade, shell, mine, TNT demolition slab, etc.)

A highly explosive item may be planted in places where mass events are held or where large groups of people congregate (e.g., classrooms, corridors, an atrium, a cafeteria or dining hall, a buffet or café, an assembly hall, a sports arena, or a concert hall).

An item containing an explosive device may potentially be identified by the following signs:

- a briefcase, handbag, shopping bag, or box that has been placed near the entrance to a University building or left unattended in the premises itself (in a place where mass events are held or where large groups of people congregate) on the floor, in a trash bin, or under a table, without any apparent owner being present;
- the presence of visible elements sticking out of a carry-on bag, such as wiring, a mobile device, a pager, or a watch or clock mechanism with the tell-tale ticking sound; a taut cable, cord, or wire fastened to the bag or package; or the smell of combustible substances (gasoline, diesel fuel, kerosene, etc.)

Here is what you should do if you find a suspicious item that displays signs of containing explosive substances either in University interior premises or on the University's exterior grounds:

- do not touch and do not attempt to move a suspicious item after discovering it, since such actions could trigger an explosion, leading to many victims and much destruction;
- request that nobody use radio communications devices, including mobile telephones, remote control fobs for automobile alarm systems, and other radio-electronic devices in close proximity to the identified item;
- immediately report the item to a staff member of the University Security Office, who in turn should inform the dispatcher by calling the Consolidated Emergency Service at telephone number "112"; also inform the HSE University Director for Security at tel.: 8 (495) 772-95-90, ext. 27369, mobile: 8 (915) 403-41-77; or call HSE University Security Office personnel at tel.: 8 (495) 772-95-90, ext. 11841, 27363, 27364, and 27366, or mobile: 8 (927) 970-22-23, 8 (916) 390-20-95, 8 (916) 790-78-35, and 8 (915) 043-21-78; as well as inform the manager or supervisor of the given University premises or facility;
- remain at a safe distance (more than 100 metres) away from the identified item and take measures to prevent people from approaching or passing close to the suspected explosive device;
- if you get a signal for immediate evacuation or hear an announcement saying "Attention! You must evacuate, there's a bomb in the building!," you must leave the University building via the nearest emergency exit.

Further, University Security Office staff will ensure, jointly with the security services:

- the security of the suspicious item and the danger zone;
- unhindered access to the site of the identified suspicious item for ambulances and law enforcement, fire, and emergency management vehicles;
- evacuation of people from the building to a location at a safe distance.

Having received an evacuation announcement or order from law enforcement, Security Office staff, or other authorised personnel, you should remain calm and do your best to carry out their instructions in a clear, organised manner without undue haste or commotion.

If an evacuation announcement or order is broadcast while you are attending class (or at work), you should take only your identification (ID) document and mobile device. Leave all other personal belongings at your workplace. If necessary, provide assistance to your colleagues. Together with the representative of the HSE University Administration and staff members, leave the building and proceed to a location at a safe distance as designated by the evacuation plan.

4. What To Do If You See an Unmanned Aerial Vehicle (UAV) or Drone Flying in the Airspace

You should do the following if you visually identify an unmanned aerial vehicle (UAV) or drone in the airspace around you according to the following signs:

- a sound similar to that made by a lawn mower or moped; or
- a shadow or silhouette of a UAV/drone (quadcopter or airplane-type drone) at a height of around 100 metres:

If you are on the street:

- leave the zone of visibility;
- move in short bursts or zigzag movements to avoid falling into the kill zone or line of fire of a combat drone;
- act stealthily or covertly, using the specific features of the local landscape and nearby structures for cover (e.g., buildings, basements, a bunker or other hiding place, under a tree, etc.);
- if munitions or live rounds are dropped from the drone, you should run off to the side, lie on the ground, behind a concrete structure, or in a ditch, and cover your head with your hands;
- after the first explosion, do not get up, but instead roll or crawl to the side.

If you are inside a building:

- move away from the windows;
- seek cover in a space where there are load-bearing walls and without windows;
- do not use the elevator.

If you are inside an automobile or on public transport:

- brake sharply if the UAV or drone goes on the attack and approaches to strike the transportation vehicle;
- abandon the transportation vehicle;
 - hide in a building, shelter, basement, or other sanctuary;
 - take cover behind doors, in a trench or ditch, and cover your head with your hands.

If a group of people are in the automobile, then after leaving the vehicle they should break up and disperse in different directions.

If the UAV or drone falls from the sky, do not touch it or any of its parts, as they may potentially be armed with an explosive device, including strike elements or projectiles, or may have been treated with toxic or hazardous substances (biological, chemical).

Make sure that you locate to a safe distance from the UAV or drone, and call the Consolidated Emergency Service at telephone number “112” to report information about the UAV.

Your report should include:

- the place and time that the UAV or drone was detected;
- the presence of facilities situated in the location of the UAV together with the relevant addresses (multi-story buildings, educational institutions, stores and shops, etc.);
- the type of UAV/drone (quadcopter or airplane-type drone);
- the direction of its flight;
- provide your full name and contact telephone number.

If there is visual data on the individual who is suspected of being the UAV/drone operator, give the relevant information on the given person’s location, including a physical description and other critical information.

To the extent possible, observe the UAV/drone from a safe distance, but do not try to come close to it or its pilot/operator, including if it slows down or attempts to land.

If you can take photographs or shoot videos with your mobile device, try to record the location of the UAV/drone in the airspace, as well as the location of the suspected pilot/operator for subsequent transfer of such data to law enforcement authorities. If you receive any additional instructions or recommendations from law enforcement, you should act in accordance with them.

**5. What To Do If You See an Unmanned Aerial Vehicle (UAV)
or Drone Flying in the Airspace on the Grounds of
an HSE University Building or Facility**

If you visually identify an unmanned aerial vehicle (UAV) or drone, you should make sure that you are located at a safe distance from it.

Immediately call the Consolidated Emergency Service at telephone number “112” to inform the dispatcher as well as the HSE University Director for Security at tel.: 8 (495) 772-95-90, ext. 27369, mobile: 8 (915) 403-41-77; or call HSE University Security Office personnel at tel.: 8 (495) 772-95-90, ext. 11841, 27363, 27364, and 27366, or mobile: 8 (927) 970-22-23, 8 (916) 390-20-95, 8 (916) 790-78-35, and 8 (915) 043-21-78; as well as inform the manager or supervisor of the given University premises or facility.

Your report should provide the following information:

- the place and time of the sighting of the UAV/drone;
- the type of UAV/drone, whether it is carrying any armaments or munitions, and any photographs or videos if available.

The manager or supervisor of the affected University premises or facility should:

- reinforce the perimeter security, access control measures, and the internal security regime at the building, and (if warranted) evacuate all staff;
- set up visual observation for the purpose of determining the drone’s launch site and return landing site, as well as the pilot/operator of the UAV/drone.

If the UAV/drone lands or crashes on the grounds of the given HSE University facility, you should lead the staff members to a safe distance and prevent people from coming close to the UAV/drone until the arrival of specialists.

It is prohibited to examine the UAV/drone, move it from the place where it landed or crashed, or carry out any other actions.

Once specialists arrive on the grounds of the given HSE University facility, you should provide them with all necessary assistance.

6. What To Do If an Explosive Device Detonates on HSE University Premises or Grounds, Including an Explosive Device Delivered By UAV/Drone

If an explosive device is triggered and detonates, you should lie on the floor and cover your head with your hands. Leave the danger zone, leading the other people near you away from the area. Do not use the elevator.

If an explosive device detonates while a mass event is in progress, thus triggering panic and a sudden mass rush of people away from the site of the explosion, you should:

- try to stay away from the crowd, move away from the area alone;
- do not attempt to move against the crowd;
- do not get close to the walls, or to any type of fence, enclosure, or barrier;
- do not attempt to grab a hold of anything;
- if you drop something, do not stop to pick it up;

- do not keep your hands in your pockets, do not carry any unnecessary items so as to keep your hands free, and bend your arms at the elbows and press them to your body to hug yourself as a way of protecting your diaphragm;

- zip up or button up your clothing;

- if you are wearing a necktie, headscarf, or scarf, you should take it off to prevent potential choking or suffocation;

- try not to fall down. If you do fall, you should protect your head with your hands, quickly bend your knees, and try to lift yourself up from the ground in one sharp jolt.

Once you are at a safe distance, you should immediately call the Consolidated Emergency Service at telephone number “112” to inform the dispatcher as well as the HSE University Director for Security at tel.: 8 (495) 772-95-90, ext. 27369, mobile: 8 (915) 403-41-77; or call HSE University Security Office personnel at tel.: 8 (495) 772-95-90, ext. 11841, 27363, 27364, and 27366, or mobile: 8 (927) 970-22-23, 8 (916) 390-20-95, 8 (916) 790-78-35, and 8 (915) 043-21-78; as well as inform the manager or supervisor of the given University premises or facility.

In line with the instructions of the facility manager or supervisor, ensure that the evacuation of students to the designated assembly place is carried out according to the evacuation plan.

When located at the HSE University facility under attack, you should ensure that all communications and other devices on the premises are shut off, including equipment items that are used in the academic process, as well as electrical power and gas supply; additionally, make a preliminary check to make sure that no people are trapped in the elevators or other spaces that may become disabled and sealed off if the electrical power goes out, making it impossible to exit such spaces. To the extent possible, open all windows and doors as a means of dispersing and dissipating shock waves from any potential secondary detonation of the explosive device.

However, if the terrorists have used combustible liquids as explosives, then windows should not be opened as keeping them closed will prevent circulation inside the building of excess oxygen, which could spark combustion.

The manager of the HSE University facility and Security Office personnel for the given facility should:

- deny access to the site of the incident to unauthorised persons or outsiders;

- if any items that may present a danger are found, take measures to cordon off the danger zone and block unauthorised vehicle and pedestrian access;

- when law enforcement personnel arrive on the scene, they should brief them on the situation, provide them access to the site of the incident, and then act further in accordance with their instructions.

If you get caught under rubble or debris, you should act according to the following rules:

- carefully look around you and get your bearings, and do not panic;

- try to reinforce the “ceiling” over you with pieces of debris lying near you;
- move any sharp objects away from your body;
- with your voice and by knocking (including through a pipe or tube), try to get the attention of people located on the surface;
- if any metal items are available at hand (a ring, keys, etc.), move them back and forth from left to right in an effort to help first responders find you if they are searching for survivors with metal detectors or echo direction finders;
- in a confined space, movement is necessary to support blood circulation (rotating your position or rolling over, massaging arms and legs);
- if you are trapped in a confined space under fallen debris, it is recommended that you do not light any fires (using matches or a lighter), as this will eat up the residual oxygen in the space you are occupying;
- you can attempt to extract yourself and crawl out to the surface only if a passageway or crawlspace has formed over a long and durable framework;
- if you find yourself trapped in a confined, restricted space, you should stay composed and keep a cool head, which will help you to maintain your physical strength.

7. What To Do If Terrorist Threats Are Made Over the Telephone By An Unidentified Person

Someone who receives information by telephone about a planned terrorist act should:

- if the given telephone set has an automatic caller ID function, write down the number the call is coming from;
- if the given telephone set has a recording function, turn it on and, if possible, record the entire conversation. If that is not possible, try to remember the conversation so you can write it down afterwards;
- during the conversation, make notes about the caller’s sex and approximate age, and the specific features of their speech (e.g., voice, tempo of speech, pronunciation, manner of speaking, etc.);
- take note of the audio background (general noise, specific noises, voices);
- record the exact time when the conversation began and how long it lasts;
- immediately call the Consolidated Emergency Service at telephone number “112” to inform the dispatcher; as well as inform the HSE University Director for Security at tel.: 8 (495) 772-95-90, ext. 27369, mobile: 8 (915) 403-41-77; or call HSE University Security Office personnel at tel.: 8 (495) 772-95-90, ext. 11841, 27363, 27364, and 27366, or mobile: 8 (927) 970-22-23, 8 (916) 390-20-95, 8 (916) 790-78-35, and 8 (915) 043-21-78; as well as inform the manager or supervisor of the given University premises or facility, indicating the name and address of the

facility or building being threatened, and the time of the telephone call in which information was given concerning the specific terrorist threat.

The manager of the HSE University facility and Security Office personnel for the given facility should:

- depending on the situation on the ground at the facility, take measures in line with instructions from law enforcement to alert staff and visitors in the building concerning the threat for the purpose of their subsequent evacuation;
- monitor the closing of premises inside the building containing inventory items, material assets, and other valuables, as well as documents, in case it becomes necessary to evacuate such premises;
- when first responders (law enforcement, security services, and emergency services personnel) arrive on the scene, they should brief them on the situation on the ground, provide them access to the exterior grounds and interior premises of the facility under threat, and then act further in accordance with their instructions.

8. What To Do If Terrorist Threats Are Made By Email By An Unidentified Person

Someone who receives information by email about a planned terrorist act should:

- inform the HSE University Director for Security about the threat by calling tel.: 8 (495) 772-95-90, ext. 27369, mobile: 8 (915) 403-41-77; or call HSE University Security Office personnel at tel.: 8 (495) 772-95-90, ext. 11841, 27363, 27364, and 27366, or mobile: 8 (927) 970-22-23, 8 (916) 390-20-95, 8 (916) 790-78-35, and 8 (915) 043-21-78; as well as inform the dispatcher, either at the Director for Security's instructions or independently, by calling the Consolidated Emergency Service at telephone number "112," indicating the name and address of the facility or building being threatened;
- restrict the group of people with access to read the contents of the threatening communication, and take measures for its safekeeping and timely transmission to the relevant law enforcement agencies.

The manager of the HSE University facility and Security Office personnel for the given facility should:

- depending on the situation on the ground at the facility, take measures in line with instructions from law enforcement to alert staff and visitors in the building concerning the threat for the purpose of their subsequent evacuation;
- monitor the closing of premises inside the building containing inventory items, material assets, and other valuables, as well as documents, in case it becomes necessary to evacuate such premises;
- when first responders (law enforcement, security services, and emergency services personnel) arrive on the scene, they should brief them on the situation on

the ground, provide them access to the exterior grounds and interior premises of the facility under threat, and then act further in accordance with their instructions.

9. What To Do If You Receive Written Terrorist Threats Made By An Unidentified Person

HSE University may receive threats in written form either directly by mail or as a result of the disclosure or discovery of various types of anonymous materials (memorandums, reports, notations, or captions, as well as information contained on a laser disk, CD, or memory card, etc.).

After receiving material of a threatening nature, you should:

- inform the HSE University Director for Security about the threat by calling tel.: 8 (495) 772-95-90, ext. 27369, mobile: 8 (915) 403-41-77; or call HSE University Security Office personnel at tel.: 8 (495) 772-95-90, ext. 11841, 27363, 27364, and 27366, or mobile: 8 (927) 970-22-23, 8 (916) 390-20-95, 8 (916) 790-78-35, and 8 (915) 043-21-78; as well as inform the dispatcher, either at the Director for Security's instructions or independently, by calling the Consolidated Emergency Service at telephone number "112," indicating the name and address of the facility or building being threatened;

- restrict the group of people with access to read the contents of the threatening communication, and take measures for its safekeeping and timely transmission to the relevant law enforcement agencies, including:

- handling the material received with maximum care and caution, by, to the extent possible, packing it in a clean, tightly sealed plastic bag and placing it in an airtight folder;

- try not to leave any fingerprints on the document;

- save all materials received: the document itself with the relevant text and any enclosures; do not destroy the envelope or package that the communication came in;

- do not stitch, sew, or staple the materials together; do not affix any registration stamps to them; do not make any notations, inscriptions, or captions on them; do not underline or circle separate passages in the text; do not write any resolutions or instructions on them; and do not wrinkle, fold, or bend them.

Do not ignore and give all proper attention to any information received concerning threats to commit acts of terrorism.

Igor N. Rogachev
Head, Security and Operations Office
HSE University Security Office
February ____, 2026