

## **You should promptly notify the authorities. Here are relevant contact details:**

- **01, 112** (calling from mobile) — EMERCOM (Ministry for Civil Defence, Emergencies and Elimination of Consequences of Natural Disasters);
- **02, 573-24-20, 112** (calling from mobile) — Ministry of Internal Affairs;
- **438-71-10** — Federal Security Service;
- **any faculty member (to be notified in person);**
- **328-95-39** — central guard post of the Vasileostrovsky Study and Research Complex security division within the SPbU security office;
- **428-46-79** — central guard post of the Peterhof Study and Research Complex security division within the SPbU security office;
- **428-40-03** — central guard post of the Practical Training Bases and Campus security division within the SPbU security office.
- **Then please act according to their instructions.**

## **In the event you find a suspicious object (possible explosive device):**

- Immediately inform the duty guard at the SPbU security office guard post, any faculty member and the police.
- Do not take any action in regard to the explosive devices or suspicious objects (do not touch, open, move, cover, pour liquids on, put any soil or other powder on them; do not try to influence them using temperature, sound, mechanical or electromagnetic impact). This may lead to an explosion, loss of life and damage to property.
- Retreat to a safe distance (at least 100 meters).
- If possible, keep others out of the danger zone.
- Go to the meeting point in case of evacuation.

## **Common signs of an explosive device:**

- It is a suitcase, package, bag, etc., found in a public area or in public transport without an apparent owner;
- The object resembles military ammunition;
- The object strongly smells of fuel, lubricants, solvents; there is a sound of a timing mechanism or smoke;
- The object has visible features that are not related to its direct purpose;
- The object is attached to other objects with wires, cables, etc.;
- The object is more heavy than it should be;
- The object has labels with instructions (threats, demands, etc.) written on them;
- Object's centre of gravity is inconsistent with its dimensions;
- It is a parcel or a letter with metal objects.

## **If an explosive device or a suspicious object is found, the following area should be cleared and cordoned off:**

- RGD-5 grenade — not less than 50 metres;
- F-1 grenade — not less than 200 metres;
- TNT block (200 gr.) — 45 metres;
- TNT block (400 gr.) — 55 metres;
- Beer can (0.33 litres) — 60 metres;
- MON-50 landmine — 85 metres;
- Briefcase — 230 metres;
- Suitcase — 350 metres;
- Small size car — 460 metres;

- Medium size car — 580 metres;
- Minivan — 920 metres;
- Truck (van) — 1240 metres.

### **If you identify a suspicious parcel containing unknown substances (powder, liquid or aerosol):**

- Do not attempt to open the container, package, etc. yourself;
- Try not to lift the suspicious letter or parcel;
- Inform the local office of Sanitary and Epidemiological Oversight Committee and EMERCOM bodies;
- Make sure that the suspicious mail is separated from other letters and parcels, and the access to its immediate surroundings is limited;
- If the room the suspicious mail was found in has a ventilation system and the integrity of the mail's packing was broken, take measures so that the unknown substance does not get into the building's ventilation system;
- Place the suspicious mail and items that touched it into leakproof container (glass jar with a tight lid or multiple plastic bags) for storage until emergency services personnel arrives. Please use individual protective gear to protect your skin (rubber gloves, plastic bags) and respiratory system (breather or flu mask);
- Keep the tightly sealed container out of reach of children and pets;
- Make a list of all persons who had direct contact with the suspicious mail (including their addresses and phone numbers);
- All persons who had direct contact with the suspicious mail must ensure their personal hygiene (wash hands with soap and, if possible, take a shower);
- Follow advice of medical personnel to prevent possible disease.

### **Remember!**

**Solid practical skills and the ability to foresee danger and provide first aid in emergency situations may save the life or health of your family or yourself, and avert a tragedy.**

### **Signs of suspicious mail or parcel:**

- The mail is unexpected;
- There is no return address, the recipient's name or address is incorrect;
- The package is of irregular weight, size or shape, is uneven or sealed with adhesive tape;
- It is marked as "personal" or "confidential";
- It has a strange smell, color, contains irregular attachments (powder, etc.);
- Post office stamps or marks are wrong.

### **In the event of a hostage crisis:**

- Immediately inform the duty guard at the SPbU security office guard post and other emergency services by calling the phone numbers listed above;
- Do not negotiate with terrorists yourself;
- When the Federal Security Service and Ministry of Internal Affairs special units arrive, assist them by providing necessary information;
- If necessary, comply with the requests of the criminals, provided it does not endanger people's lives or well-being;
- Avoid actions that might provoke the attackers to use deadly force.

### **Recommendations for the event of a hostage crisis:**

- Most importantly, do not panic.
- If you've been tied up and/or blindfolded keep breathing and try to relax.
- Brace yourself for the coming physical challenges and psychological stress. Remember that in most cases hostages do survive, and that necessary measures are being taken at the moment.
- Do not attempt escape unless absolutely sure of success.
- Make sure to memorize as much as you can about the terrorists (number of people, their weapons, physical description, names, accent, specific habits and overall attitude).
- Try to deduce the location you are being kept in.
- Keep clear of explosive devices or take cover behind furniture, e.g. tables, cupboards, larger safe boxes, chairs, etc.
- Avoid showing any aggression or defiance, which might provoke the terrorists.
- Do not look the kidnapers in the eye and comply with all orders and instructions (especially in the first 30 minutes).
- Be submissive and cooperative. Speak calmly and clearly, without any detectable disdain or aggression.
- Act in a calm and dignified manner and do not be afraid to ask for what you need. Make no demands. Kidnappers tend to become more permissive in time.
- Stay mentally active. Keep busy and think about things you like and enjoy. Eat everything you are given and exercise as much as possible, e.g. by flexing and relaxing major muscles. Stay as calm as possible through prayer and/or meditation. Reflect on books, movies or abstract ideas. If allowed, try reading and writing.
- Try to achieve maximum emotional detachment and hope for the best.
- In a rescue situation drop to the floor and cover your head. Any sudden moves might be interpreted as hostile.

**In the event of a terror attack causing explosion and major destruction:**

- Inform students and local residents;
- Call the fire brigade, ambulance, police, and rescue services;
- Help those who are in burning or smoky areas, or are trapped under the debris;
- Lead people to a safe area;
- Use available fire extinguishing equipment, prevent the spread of fire;
- Provide first aid to the injured.

If additional explosions or structure collapses are likely to occur, cordon off the area of the accident and restrict access to it. If you are trapped under debris, try to attract attention of the rescuers by shouting or knocking and, if possible, install supports to prevent debris collapse.

**EMERGENCY PHONE NUMBERS > >**

*[gov.spb.ru/helper/phones/](http://gov.spb.ru/helper/phones/)*