**HOW TO ACT IN A TERRORIST ATTACK**

**Pay attention to what is happening around you.** It particularly applies to public places such as: university campuses, supermarkets, means of public transport and mass events.

**What are the warning signals?**

* persons acting in a suspicious or strange way (e.g. agitated without a clear reason, giving impression of being under the influence of drugs: manifesting symptoms like dilated pupils, dull eyes, agitation or other forms of nervousness,
* flagrant and extraordinary behaviour of persons (wearing clothes unmatched for the weather conditions, excessive agitation unjustified by the situation),
* 'tunnel vision': a suicide terrorist may be so focused on the goal that he/she is likely to look straight ahead and avoid eye-contact, CCTV cameras and security, he/she may be sneaking and watching the target intensely,
* objects left unattended: parcels, bags, packages,
* persons who may be watching, taking pictures of or video recording university objects for a longer time,
* cars, especially vans parked in unusual places that is in the vicinity of the university and venues of mass events and gatherings, (e.g. having tinted or covered windows).

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## **HOW TO ACT IN A BOMB SCARE SITUATION?**

Should anyone know of planting explosives or have found an object of unknown origin and suspect it may be a bomb or another dangerous device, they should immediately report it to the forces responsible for security on a given area. **Alarm telephone 112**, the nearest Police Station tel. **997**, Municipal Police tel.**986**, Emergency Medical Service tel. **999** or the building administrator.

**The informant notifying relevant forces of an emergency event is obliged to provide the following data:**

* name and surname,
* the university name **Warsaw School of Economics**, telephone number, mobile number,
* the type of emergency and its symptoms: the suspicious persons (e.g. a perpetrator carrying a gun), a hostage situation, an unattended parcel, backpack, bag,
* the address of the premises at risk, e.g. al. **Niepodległości 162**, a clear description of the site and suspected persons, objects and events (e.g. an occurrence of a sudden eye or respiratory irritation in many people).

**How to prepare:**

* think about the fastest way to exit the building, subway station or another crowded place,
* pay attention to heavy and fragile objects which may be easily moved by an explosion,

**Algorithm of actions to be taken when a bomb planting has been observed or is suspected (IDE):**

* inform the relevant services of any objects of unknown origin, should you suspect them to be bombs or any other dangerous devices
* upon arrival, the police shall take control of the action,
* policemen's orders should be followed at all times,
* if the place of planting a bomb remains unknown, users of various rooms should check their workplaces - they may be able to spot unidentified objects,
* suspicious objects must not be touched,
* public spaces in buildings accessible by all users shall be checked by persons responsible for security in a given institution,
* when evacuation is announced, you should keep calm to allow for a smooth and safe exit from the endangered area,
* if your workplace is to be evacuated, you should leave taking your personal belongings,
* do not play hero, identification of the explosive material shall be done by specialist services and organisational units of the police,
* curiosity may be dangerous - leave the area prone to explosion as soon as you can,
* should the parking lot area be in the danger zone, do not save your car at any cost (the same pertains to any other valuables) - your life is the highest value.

*The same procedures should be applied in all means of public transport.*

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**HOW TO ACT IN THE DANGER OF AN ACTIVE SHOOTER (KILLER)**

An active killer is a person whose purpose is not to eliminate a particular person, but to kill, in a given area, as many persons as possible, irrelevant of their age, gender, convictions or faith.  An active killer usually acts in highly urbanised and densely populated areas. The perpetrator often uses a short gun for which he/she holds a licence. Apart from fire arms he/she may also use an axe, a knife etc.

In the absence of clear motifs (financial, personal etc.) an active killer does not formulate any demands which may condition the beginning or ceasing of his action. Thus, negotiation is usually not an option.

The killer's actions are usually fast and effective. He/she usually chooses entrances or exits in the premises of large institutions, schools, universities, halls, sports fields, shopping malls, places which are poorly protected with easy and fast access.

**Reaction to such an attack should be governed by one rule:**

1. Run and inform others of the danger.
2. Hide and barricade yourself.
3. If there is no other choice, fight.

**Run and inform others of the danger.**

* try to locate the source of the shooting, but do not lean out (do not take pictures, do not film),
* if you have located the source of the danger, run if you can, growing the distance to the shooters, turn off the ring tone in your mobile and get rid of the bright-coloured clothes,
* zigzag while running, bending and using objects such as posts, vending machines, walls, car wheels etc. to hide,
* remember!!! gun bullets will not be stopped by by standard doors, tables, chairs, bushes etc.
* surrendering by raising hands does not prevent attackers (terrorists) from shooting,
* inform others of the danger while running away;

**Hide and barricade yourself**

* if you cannot run, hide ,
* choose a place which is hard to access, preferably which may be locked, the attacker (terrorist) will search for easy targets,
* a non-standard place like a garbage container, a fridge etc. may be a good alternative,
* it should not be a place like a toilet cabin,
* lock the door, if the time and circumstances allow, barricade the door with a desk, a filing cabinet etc.
* hide away from the 'door line',
* wait for the police (security forces) to handle the situation,
* do not open the door or leave your shelter until you are one hundred per cent sure that the situation has been dealt with by the police (try calling the police);

**If there is no other choice, fight**

* should the above mentioned actions be impossible, as the last resort, start fighting,
* attack the eyes or the neck,
* consider using objects in your vicinity;

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**HOW TO ACT IF YOU RECEIVE A SUSPICIOUS PARCEL?**

**Alarming signals that should raise suspicion:**

* lack of the sender or sender's address,
* an unexpected parcel or a parcel sent by an unknown sender,
* parcel of excessive weight;

**If you have opened the parcel and it seems suspicious**

* turn off the ventilation system and air conditioning, close the windows.

**If the parcel seems suspicious, do not open it:**

* place it in a thick plastic bag and seal it,
* place this plastic bag in another thick plastic bag,
* close it, tie it and seal it with scotch tape,
* do not carry it or move, best leave it in place,
* report the fact immediately to the services responsible for security in a given area. **Alarm telephone number 112**, the nearest Police Station tel. **997**, Municipal Police tel. **986**, Emergency Medical Service tel. **999** or the building administrator.

**If you have opened the parcel and the contents seem suspicious:**

* do not touch its contents: do not spill them, carry, touch, smell or cause air movement in the room,
* place a sealed bag in another bag, close and seal it,
* wash your hands carefully,
* inform the security service in a given area.
* after the security forces have arrived, follow their instructions.

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**HOW TO ACT IN AN EVENT OF BIOLOGICAL AND CHEMICAL CONTAMINATION**

The alert tone of contamination with chemical or biological substances is sent using an alarm siren (an on-off tone for 3 minutes following the pattern: 10 seconds siren tone, 25 seconds break, 10 seconds siren tone, 15 seconds break ...) broadcast by the radio, TV, other broadcasting systems and vehicles equipped with loudspeakers.

**If you are driving:**

* switch off the ventilation and close the windows, switch to the recirculated air mode, listen to the radio (preferably the local one) and follow all instructions issued by the rescue forces.
* drive to the nearest inhabited building and follow the instructions for persons outside buildings.

**If you are inside a building:**

* stay inside,
* let in the exposed passers-by,
* inform other inhabitants of the danger,
* close the doors and windows,
* switch off the air conditioning and ventilators, seal ventilation openings and close ventilation in the window frames,
* find rooms without windows,
* avoid staying in basements and other bottom sections of the building,
* avoid unnecessary consumption of oxygen,
* switch on the radio or TV (preferably a local station).

**If you are outside a building:**

* find the nearest inhabited building,
* as much as it is possible try moving perpendicularly to the direction of wind, protect your respiratory tract (e.g. breathe through a handkerchief),
* wash your face, hair and hands carefully, clean your eyes and ears,
* if you had contact with any dangerous substances, leave your outer clothes and shoes outside the house.

**When contamination has already taken place:**

* do not touch or smell any suspicious objects, do not clean the dust or wipe out liquid,
* to prevent spreading of the substance, cover it, e.g. using a blanket,
* close the doors and windows and turn off the air conditioning, prevent draft,
* leave the room and do not let anyone else in,
* wash your hands carefully with soap and water,
* take off the clothes which may have touched the substance and place them in a plastic bag,
* take a shower,
* after contacting dangerous substances do not eat, drink or smoke,
* all persons who may have touched the dangerous substance or were in the proximity of up to 5 meters from it should report to the police.

**If rooms have been contaminated with aerosol sprays:**

* switch off the ventilators and air conditioning in the area,
* close the doors and windows, leave the room,
* switch off the air conditioning in the building,
* make a list of all persons present and hand it over to the police.

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**HOW TO ACT WHEN BEING TAKEN HOSTAGE**

Do as you are told. Do not play hero and do not resist. Arguing with attackers or rebelling against them may only exacerbate the situation. Your aim should be to survive. Wait for the specialised rescue forces to take action.

**If you have been taken hostage:**

1. **Stage I 'ABDUCTION'** - usually abduction (seizure) is meticulously planned. The phase of 'abduction' is a high-stress situation for perpetrators as well as the potential hostages. Usually perpetrators do not intend to kill hostages in the first stage of the crisis. At this stage the priority of perpetrators (terrorists) is to protect their own safety, however when faced with threat, they will not hesitate to kill a hostage. Chaos characteristic of the stage of abduction may create an opportunity for escape. To grasp this opportunity you must flee fast and firm.
* Try to keep as calm as possible,
* do not be a 'nuisance' to the terrorists (showing resistance, strong emotional reactions or arguing),
* do not make any moves which may draw the attention of the perpetrators,
* do not ask questions, do not look terrorists in the eye, obey without any question, stay still in place,
* always ask permission to do something, e.g. open a bag, go to the restroom etc.
* remove (discard) any symbols of power or high position,
* try to remember some details about the terrorists and the surrounding area - it may help the authorities to release other hostages and identify perpetrators upon detention.
1. **Stage II 'DETENTION'** - fear and insecurity about what may happen in the near future is the most difficult condition that any hostage (victim of abduction) must deal with:
* remember that chances for survival and getting out of the oppression are high, however you must brace yourself up for a difficult experience;
* keep calm, strengthen your mental endurance, develop a motivation to survive;
* demonstrate a will to cooperate with perpetrators;
* if you are being humiliated, remember to know your own value;
* avoid talking religion or politics;
* as much as it is possible try to create a connection with the perpetrators, show them you are human, do not appear solely as a bargaining object; neutral conversation topics are: family, sport, hobbies;
* do not criticise terrorists and their 'cause';
* try to remember some details about the perpetrators and the surrounding area - it may help the rescue forces to release other hostages and identify terrorists;
* remember that your State is doing everything possible to save you;
1. **Stage III 'RECAPTURE OF HOSTAGES'** - try to keep calm, this action always causes chaos and panic, people are shocked:
* do not run, lay down on the floor and try to find some protective shield, keep your hands on the head till the end of the operation,
* obey the instructions of the anti-terrorist group,
* do not rub your eyes when tear gas has been used,
* when there is shooting, lay down on the ground or hide behind a post, vending machine, wall or some car wheels etc.
* do not flee the building until an order to leave is issued - you may be taken for a terrorist,
* upon release leave as soon as possible, do not stop to fetch your personal possessions, there may always be a risk of a fire,
* try identifying yourself (introducing), however be ready to accept harsh treatment from the rescue team - until you are formally identified as one of the hostages, you will be treated as a terrorist.

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## **ABC OF RESUSCITATION - A MINI MANUAL**

Five minutes of apnoea and cardiac arrest may result in irreversible brain damage. In such situations time is priceless. In Poland the ambulance waiting time is about 10-20 minutes. Thus, it is of utmost importance that witnesses are able to ensure first aid. Anyone may one day be a witness.

**Check if the injured is conscious:**

* gently shake the shoulders,
* loudly ask: Are you ok? What happened?
* check reaction to a light slap on the cheek or pain,
* check for any heavy bleeding.

**Check if the injured breathes:**

* listen for the breath at the mouth of the rescued,
* feel for the exhaled air on the top of your hand,
* watch the movement of the chest or stomach.

**Check blood circulation:**

* check the pulse on the carotid artery (up to 10 seconds) - press the tips of your index and middle finger gently between the larynx cartilage and the neck muscle,
* check on both sides.

**If the injured is not breathing:**

* bend the head backwards (this is not allowed when a neck injury is suspected!),
* shift the patient's jaw forward.

**Start artificial respiration:**

* position the rescued on his/her back and remove any foreign bodies from his/her mouth,
* clasp the fingers of your one hand to close the nose of the rescued, press your mouth firmly against his/her mouth and exhale the air slowly and firmly.

**If there is no blood circulation, start the external cardiac massage:**

* remove clothes off the patient's chest,
* search for the pressing spot which is located about two finger-widths from the lower breastbone tip,
* place the wrist of your one hand on the spot, cover it with the other wrist and clasp your fingers,
* stretch out your arms - press with your body weight,
* while pressed, the breastbone should bend down by 3-5 centimetres,
* press rhythmically at the frequency of 100 presses per minute.

**When respiration and massage are performed simultaneously:**

* a sequence of 30 breastbone presses per each 2 breaths

**If you are on your own and cannot cope:**

* perform the cardiac massage alone.

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**HOW TO STOP A BLEEDING?**

Venous blood is dark red, it flows out in a steady trickle. Arterial blood is bright, it flows out rhythmically:

* a light bleeding usually stops naturally,
* when the bleeding is heavy, try pressing the artery providing blood and raise the bleeding limb above the heart level.

Apply a pressure dressing:

* cover the wound with aseptic gauze,
* fix it with a few layers of bandage (you can also use a belt or a tie),
* place a 'cushion' e.g. of a bandage roll or any other fabric on the gauze,
* fix and wrap it with a bandage/band,
* only in extraordinary conditions (e.g. limb amputation, a large foreign body stuck in the wound) may a pressure dressing cutting off the blood flow to the wound completely be used.