

Corporate Security

TERRORISM - DOs AND DONTs

BEFORE

- Stay away from those areas that may have been the target of terrorism in the past.
- Be aware of the conduct of people around you.
- Look out for objects that should not be there, that cannot be accounted for or that are out of place.
- Under no circumstances should any suspicious package be touched, moved or otherwise disturbed.
- If at any time a package or other object is observed in an area where it should not be or under circumstances that give cause for suspicion, the Security Officer should be notified.
- The area around suspicious packages should be evacuated to at least 300 feet in all directions.
- There must be no mobile radio or cellular phone transmission within 300 feet of a suspicious package or object.
- Draw a plan or map of the building area where the suspicious package or object is found to be given to police to assist them in locating the package.
- Stay away from large gatherings or demonstrations.
- Be observant and alert. If something doesn't look or feel right, it probably isn't.
- When using public transport:
 - Check below the seat for any unattended bag / packet.
 - Be alert of someone leaving the train / bus without taking his belongings.
- If you hear about any incident:
 - Confirm its factual accuracy and ensure it's not a rumour.
 - Please avoid spreading any rumours as they can actually lead to an incident (e.g. stampede etc).

DURING

DO'S

- Stay calm. Do not panic.
- Remember that staircases and basements provide immediate protection from the blast, its effects and falling glass.
- Avoid calling any one. Please send SMS only. Huge amount of load is put on communication infrastructure during an emergency.
- Avoid crowds. Crowds may be targeted for a second attack.
- Avoid unattended cars, trucks or other vehicles. They may contain explosives.
- Stay far away from damaged buildings to avoid falling glass and bricks.
- Hear television and radio reports to keep you updated of the situation.
- In case of an explosion take cover under a sturdy table or desk if things are falling around you. When the situation is better, leave quickly, watching for weakened floors, stairways and falling debris.
- Move away from exit routes to be used by emergency officials.
- If fire alarm has not been activated, remember that fire doors will NOT be free swinging.
- Break the emergency door release to enable fast egress.
- You will know where you are in the building with the signs for the floors.

DON'TS

- Do not run, you may be suspected as the bomber. If you are in a crowd, stay at the fringes.
- Do not return to the impacted area.
- Do not try to manage the situation alone.
- Don't stand in front of windows, glass doors or other hazardous areas.

AFTER

- Don't travel unless absolutely essential.
- Return to the affected area only after approval from Emergency Response Personnel.
- Seek counselling if you have been affected by the incident.