

APPROVED BY:
General Manager of LLC "Orbita Hotel Management"
T. V. Loginova



GUEST MEMO ON ANTI-TERRORISM SAFETY

ACTIONS IN CASE OF A THREAT OF A TERRORIST ACT

- If you discover unattended items, do not touch them and immediately inform a hotel employee.
- Do not try to look inside a suspicious bag, box, or any other object.
- Always remain aware of your surroundings.
- Do not pick up unattended items; explosive devices may be disguised inside.
- Do not kick or move objects lying on the ground.
- If security forces begin active operations, calmly walk away without running.
- In case of an explosion or shooting, drop to the ground behind cover.
- Cover your head with your hands.
- Report any information related to a possible terrorist act immediately.

IF A SUSPICIOUS OR EXPLOSIVE DEVICE IS DISCOVERED

- Do not approach or allow others to touch the item.
- Immediately report the discovery to hotel staff.
- Do not touch, open, or move the object.
- Remember all details related to the moment of discovery.
- Move to a safe distance and wait for emergency services.

Recommended evacuation distances:

- Grenade – at least 200 m
- TNT block – at least 55 m
- Beer can – at least 60 m
- MON-50 mine – at least 85 m
- Suitcase – at least 230 m
- Travel suitcase – at least 350 m
- Sedan vehicle – at least 460 m
- Limousine – at least 580 m
- Minivan – at least 920 m

BEHAVIOR RULES DURING HOSTAGE SITUATIONS

- Follow instructions if they do not endanger your life.
- Try to stay calm and avoid negative thoughts.
- Observe your surroundings and note potential escape routes.
- Do not stand out among the hostages.
- Ask permission before moving.

- Surrender demanded personal belongings.
- Provide special forces with useful information if released.
- During shooting, lie down or take cover—do not run.
- Follow all instructions during a rescue operation.

EVACUATION IN CASE OF A TERRORIST THREAT

- Take essential documents and belongings.
- Turn off electrical devices and close windows if possible.
- Evacuated individuals may not choose evacuation locations independently.

IF YOU WITNESS A TERRORIST ACT

- Remain calm and reassure others.
- Move carefully; avoid touching damaged structures.
- Provide assistance to victims if possible.
- Follow instructions of special forces and rescuers.

IF YOU RECEIVE A TELEPHONE THREAT ABOUT A TERRORIST ACT

- Write down the conversation as accurately as possible.
- Note the caller's voice, speech, gender, and background noise.
- Record the call time and duration.
- Try to identify the caller's demands and intentions.
- Inform hotel management immediately after the call.
- Do not discuss details with others.
- If caller ID is available, write down the number.
- Preserve any recordings.
- If no caller ID, do not hang up; use another phone to notify authorities.
- Inform hotel security or the front desk.

IF A DRONE (UAV) IS DETECTED

- Inform a hotel employee.
- Remember all details about the detection.
- Stay away from windows and avoid direct visibility.
- Do not attempt to pursue or interfere with the drone.
- Leave open areas.
- Take shelter on lower or basement floors.
- Follow instructions of security services.

EMERGENCY CONTACTS

- Unified Emergency Service: 112
- Front Desk – press the Operator button on your room phone.