

## PROCEDURE

of interactions in the Marine Passenger Terminal between the transport security forces of the "Passenger Port St. Petersburg "Marine Façade" and legal entities and individuals that use the transport infrastructure, which has a technological interaction.

This procedure is designed to implement the requirements of the Article 8 of the Federal Law dated 09/02/2007 No. 16-FZ "On the Transport Security", paragraph 5.10 of the Article 5 of the "Requirements to Ensure Transport Security Considering the Security Levels for Different Categories of Transport Infrastructure Objects and Marine and River Vessels" approved by Order of the Ministry of Transport of Russia No. 41 dated 08/02/2011, and defines the organization of interaction between transport security forces of "Passenger Port St. Petersburg "Marine Façade" (hereinafter referred to as the Operator) and legal entities or individuals that use the transport infrastructure under a contract with the Operator (hereinafter referred to as the Contractors).

1. The operator, as the subject of transport infrastructure, is responsible for ensuring transport security in the Marine Passenger Terminal and takes the necessary measures to fulfill the requirements to ensure transport security, considering the security levels for different categories of transport infrastructure objects and marine and river vessels approved by Order of the Ministry of Transport of Russia No. 41 dated 08/02/2011.

2. Contractors are responsible for ensuring compliance with contractual commitments by their personnel and third parties engaged by them:

organizational - administrative documents of the Operator aimed at implementing transport security measures in the Marine Passenger Terminal (Regulations of Operator's access control and internal security, etc.);

instructions for managers and personnel of organizations of different ownership forms, operating in the Marine Passenger Terminal on legal grounds, as well as for individuals being in the Marine Passenger Terminal during commitment or a threat of terrorist act or other illegal activities (Appendix 1),

3. The list of officials of the Operator and Contractors, responsible for ensuring transport security in the Marine Passenger Terminal along with the contact information (Appendix 2) is an integral part of this Procedure.

4. The Operator is bound to provide the Contractors with:

4.1. Information on enhancing the security level, threat or commitment of a terrorist act at the object;

4.2. Information on officials responsible for ensuring transport security in the Marine Passenger Terminal (Appendix 2);

4.3. Organizational and administrative documents, aimed at implementing transport security measures in the Marine Passenger Terminal;

4.4. Information on all changes of the situation affecting the transport security ensuring in the Marine Passenger Terminal.

5. The Operator is entitled to:

5.1. Use the transport security units to take measures on screening individuals and vehicles, cargoes, baggage, hand luggage and personal belongings in order to detect weapons, explosives or other devices, to detect and identify objects and substances that are prohibited or restricted within the free access zone (hereinafter referred to as transport security screening), individuals and material objects which can be associated with the commitment or preparation to commit an act of unlawful interference;

5.2. Carry out additional screening to ensure transport security in order to detect and identify objects and substances that are prohibited or restricted within the free access zone and screening facilities;

5.3. Refuse to admit (to revoke a pass) vehicles and individuals of the Contractors to the territory of Marine Terminal due to any violation of terms and provision hereof.

6. Contractors are bound to:

6.1. Appoint an official responsible for transport security of the vehicles involved by the Contractors to transportation of passengers and personnel within Marine Passenger Terminal, and to inform the Operator in written form.

6.2. Involve vehicles for transportation of passengers and personnel within Marine Passenger Terminal which have transportation security plans in accordance with the requirements of the Federal Law No. 16-FZ dated 09/02/2007, and to inform the Operator.

Vehicles that do not have transportation security plans are subject to screening to ensure transport security in accordance with Articles 6 and 7, "Requirements to ensure transport security considering the security levels for different categories of transport infrastructure objects and marine and river vessels" approved by Order of the Ministry of Transport of Russia No. 41 dated 08/02/2011.

6.3. Ensure that measures are taken according to requirements for ensuring transport security, approved by Order of the Ministry of Transport of Russia No. 41 dated 08/02/2011 in order to prohibit:

walking (driving) of individuals beside a checkpoint or in violation of admission rules;

walking (driving) of individuals and vehicles with false (forged) and / or invalid documents;

Carrying (transportation) of objects and/or substances that are prohibited or restricted within the transport security zone and free access zone of Marine Passenger Terminal.

6.4. Exclude the possibility of:

issue (collection) transport season tickets to drivers of the Contractors' vehicles within the Operator's checkpoints and the surrounding area;

the Contractors' vehicles entering the territory of Marine Passenger Terminal without Operator's transport season tickets and using the POS terminal.

6.5. Immediately inform the Operator's officials, responsible for ensuring transport security in Marine Passenger Terminal about:

all suspicious abandoned objects detected and identified within Marine Passenger Terminal territory;

attempts of unauthorized access of individuals to the territory of Marine Passenger Terminal;

suspicious persons or persons suspected of committing or preparation of an act of unlawful interference within Marine Passenger Terminal territory;

threat or committing an act of unlawful interference within Marine Passenger Terminal territory.

6.6. On demand of the Operator's transport security unit to provide the utilized vehicles for inspection in order to ensure transport security.

7. Contractors are entitled to:

receive the information on transport security ensuring from the Operator;

submit proposals to the Operator concerning the transport security ensuring.

**The list of officials responsible for ensuring transport security in the  
Marine Passenger Terminal**

Operator	Contractor
Chief security officer and Director on transport security Buynov M.A. 303-67-44 8-921-409-11-12 499-05-00 (fax) <a href="mailto:gate@ppspbmf.ru">gate@ppspbmf.ru</a>	
Head of Transport Security Direction Govorov V. 303-67-44 8-921-559-10-33 499-05-00 (fax) <a href="mailto:gate@ppspbmf.ru">gate@ppspbmf.ru</a>	
MPT Traffic controller 303-67-45 8-921-448-99-83 303-67-46 (fax) <a href="mailto:operation@ppspbmf.ru">operation@ppspbmf.ru</a>	
Head of the guard duty shift 303-67-48 499-05-03 (fax) 8-911-784-70-36	

**INSTRUCTIONS**

for managers and personnel of organizations of different ownership forms, operating in the Marine Passenger Terminal on legal grounds, as well as for individuals being in the Marine Passenger Terminal during commitment or a threat of terrorist act or other illegal activities

Managers and personnel of organizations operating in the Marine Passenger Terminal, as well as individuals who are in Marine Passenger Terminal are bound to:

**1. If an extraneous suspicious object resembling an explosive device is found:**

a) by the supervisor's orders or by one's own to report about an event including a name of an object, its address, time of the object detection by phone or personally to any of the addresses listed below:

- personnel of the transport security, guard and regime (303-67-44, 331-51-70)
- guard post (303-67-48),
- MPT traffic controller (303-67-45)
- police department on duty "02"
- integrated emergency service "01" or "112";

b) prior to the arrival of law enforcement, emergency services measures must be taken to inform and evacuate personnel and visitors, to enclose and prevent access to the point of detection of a suspicious object. It is strictly forbidden to touch the suspicious object, by one's own to open, move and cover it by anything, and to use means of radio and mobile communication in the vicinity of the object;

c) close the premises in which there are material assets and documents, if necessary, take measures to evacuate them;

d) upon the arrival of law enforcement and emergency services measures must be taken to inform them of the situation, to provide access to the point of detection of a suspicious object, and take further steps according to their instructions;

e) upon receiving the information about the possibility for the operation renewal, continue to perform the duties.

**2. A telephone message about a threat of the facility mining:**

a) register the time of receipt of the message. It is necessary to remember the characteristics of the caller (age, sex, speech peculiarities, accompanying sound background, etc.), contents of a conversation, if possible the information received should be written down on paper (if possible, during a call it is necessary to inform the law enforcement authorities about the call using another phone, and after the conversation do not hang up);

b) by the supervisor's orders or by one's own to report about an event including a name of an object, its address, time of the object detection by phone or personally to any of the addresses listed below:

- personnel of the transport security, guard and regime (303-67-44, 331-51-70),
- guard post (303-67-48),
- MPT traffic controller (303-67-45)
- police department on duty "02"
- integrated emergency service "01" or "112"

c) prior to the arrival of law enforcement, emergency services measures must be taken to inform and evacuate personnel and visitors of the object for subsequent evacuation;

d) close the premises in which there are material assets and documents, if necessary, take measures to evacuate them;

e) upon the arrival of law enforcement and emergency services measures must be taken to inform them of the situation, to provide access to the point of detection of a suspicious object, and take further steps according to their instructions;

f) upon receiving the information about the possibility for the operation renewal, continue to perform the duties.

At the present time a telephone is often used for reporting about a bomb, hostage-taking, extortion and blackmail, therefore do not disregard such signals.

### **3. A threat message in written form**

Threats in writing can be received by post and as a result of detection of various kinds of anonymous materials (notes, inscriptions, information on a floppy disk, etc.).

Upon receipt of a threatening material the scope of persons familiar with the contents of the document must be limited, as well as measures for its preservation and timely transfer to law enforcement agencies must be taken. For these purposes:

a) the received material must be handled with maximum caution, if possible, it must be packed in a clean, tightly resealable plastic bag and placed in a dense hard over;

b) try not to leave fingerprints on the document;

c) if a document is received in an envelope, it must be opened only either from the left or right side, carefully cutting off the edge of the envelope by scissors;

d) keep all the received materials (a document with a text, any attachments, envelope and packaging);

e) received materials should not be bound, glued together, it is not allowed to put make registration stamps and inscriptions, underline or outline the separate places in the text, write resolutions and instructions, as well as to crumple and fold it.

### **4. Terrorist attack on the facilities:**

#### **4.1. Blowing up an explosive device:**

a) immediately report the incident by phone or personally to any of the addresses listed below:

- personnel of the transport security, guard and regime (303-67-44, 331-51-70), guard post (303-67-48),
- MPT traffic controller (303-67-45)
- police department on duty "02"
- integrated emergency service "01" or "112"
- ambulance "03"

b) measures must be taken to rescue people, evacuate them from the dangerous zone,

along with the measures on relief work and transportation of victims to hospitals;

c) unauthorized persons are not allowed to the site of occurrence;

d) in the case of objects that are hazardous to life and health, measures must be taken to cordon the dangerous zone on the distance, which excludes the possibility of lesion of people, and to prevent unauthorized persons and vehicles to this area;

e) upon the arrival of law enforcement and emergency services measures must be taken to inform them of the situation, to provide access to the site of occurrence, and take further steps according to their instructions.

#### 4.2. **Hostage-taking:**

a) immediately report the incident by phone or personally to any of the addresses listed below:

- personnel of the transport security, guard and regime (303-67-44, 331-51-70),
- guard post (303-67-48), MPT traffic controller (303-67-45)
- police department on duty "02"
- integrated emergency service "01" or "112"
- ambulance "03"

b) measures must be taken to evacuate people from the dangerous zone, along with the measures on relief work and transportation of victims to hospitals if necessary;

c) do not enter into unsolicited negotiations with the terrorists;

d) provide unfettered access to the object for the law enforcement and emergency personnel, as well as for ambulance vehicles;

e) upon the arrival of law enforcement officers assistance must be provided to obtain all necessary information;

f) if necessary, follow the instructions of criminals, if it is not associated with damage to life and health of people, do not contradict the criminals, do not risk your life as well as **the lives** of others;

g) exclude actions that may provoke the assailants to use weapons and cause human toll.

##### 4.2.1. **If you become a hostage:**

a) do not risk your life and the lives of others. For these purposes: do not try to resist, do not express your indignation, do not provoke criminals into violence in any ways;

b) if you are injured, ask for aid from others or try to dress the wound and stop the bleeding by yourself;

c) try to help those who are alongside and in need.

##### 4.2.2. **During the intelligence operations on hostage release the following requirements must be strictly followed:**

a) keep lying on the floor, face down, cover your head by hands and do not move;

b) do not run towards or backwards intelligence service staff, as you can be taken for a criminal;

c) if possible keep away from terrorists, as well as from doors and windows;

d) do not take up weapons under any circumstances.

#### 5. **Other emergency situations**

a) by the supervisor's orders or by one's own to report about an emergency situation including a name of an object, its address, time by phone or personally to any of the addresses listed below:

- personnel of the transport security, guard and regime (303-67-44, 331-51-70),
- guard post (303-67-48),
- MPT traffic controller (303-67-45)
- police department on duty "02"
- integrated emergency service "01" or "112"

b) if necessary, measures must be taken to evacuate people from the facilities, according to the plan of evacuation.