



15 January 2016

Dear SSWG Member,

### **TERRORISM ALERT: JAKARTA TERROR ATTACKS**

On 14 January 2016, Jakarta came under a terror attack with a series of coordinated suicide bomb blasts and shooting centred around Thamrin Street, a major shopping and business district.

2. In view of the current threat environment, Police recommend that soft targets such as commercial buildings, hotels, and shopping centres step up security and vigilance against suspicious activities. Security managers and staff should:

- a. Look out for suspicious persons loitering in and around the building.
- b. Be alert for unattended parcels and bags.
- c. Do not touch or move the suspicious items.
- d. Move away from it and warn people in the area to stay away.
- e. Inform and brief non-security staff such as waiters, bellhops, service staff, receptionists and maintenance crew to be vigilant.
- f. Conduct frequent and visible patrols at lobbies, car parks, driveways and other locations with high human traffic.

3. If something is amiss, call Police immediately, and identify the suspicious person, parcel or vehicle by noting their characteristics:

- a. For persons – gender, height, attire, behaviour, direction headed to, and what they are carrying.
- b. For parcels – shape, size, packaging, markings, location of suspected article(s).
- c. For vehicles – colour, make, model, registration number and special markings.

4. When securing your premises, Police would like to remind security managers on the need to ensure protection and security of their CCTV cameras and Fire Command Centres (FCC).





**SINGAPORE  
POLICE FORCE**

Building managers are also advised to consider enhancing premise security in the event of an attack by adopting the measures elaborated in Annex A.

5. In the event of a firearms and weapons attack, stay calm, do not panic and adopt the following 'Stay Safe' Principles of '**Run, Hide, Tell**'<sup>1</sup>. Annex B has further details on this.

6. Should you detect any suspicious activity/articles/persons in your vicinity, please call '999' for urgent Police assistance or contact the Police hotline at 1800 – 255 0000. Together, we can make our neighbourhood a safe and secure one for everyone.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Jarrod Pereira'.

DAC JARROD PEREIRA  
1 DEPUTY DIRECTOR  
OPERATIONS DEPARTMENT  
SINGAPORE POLICE FORCE

---

<sup>1</sup> The 'Stay Safe' Principles of 'Run, Hide, Tell' are adapted from <https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat>



**TIPS ON ENHANCING BUILDING SECURITY IN THE EVENT OF AN ATTACK**

There is need for security personnel to respond quickly and appropriately in the event of an attack. An effective response can help save lives and reduce the extent of damage caused. Comprehensive planning and regular exercises and drills would ensure that staff are prepared and ready to respond when an attack takes place. The following guidelines will help secure building and mitigate attacks.

**Enhancing security of premises**

1. Identify all access and egress points in your building premise.
2. Identify how to quickly and physically secure access/egress points.
3. Identify how your premise can be sectored to allow specific areas to be locked down.
4. Stop people from leaving or entering from your building as required, to direct people away from danger.
5. Staff should be trained and made aware on their roles and responsibilities in the event of an emergency.
6. Use the Public Address System to guide people in the building.

**Training of staff**

- a. Check on staff understanding of their expectations, roles and responsibilities.
- b. Conduct regular tests and exercise plans with staff.
- c. Conduct regular refresher training.





**'STAY SAFE' PRINCIPLES OF 'RUN, HIDE, TELL' IN THE EVENT OF AN ATTACK**

In the event of an attack in your building, adopt the following:

**RUN (Escape if possible)**

1. Consider the safest option
2. To hide if there is no safe route
3. Run without exposing yourself to greater danger
4. Leave belongings behind

**HIDE (If escape is not possible)**

5. If you can't RUN, HIDE
6. Find cover from gunfire (brick walls, etc)
7. If you can see the attacker, the attacker may be able to see you
8. Be aware of exit
9. Be quiet, silence your phone
10. Lock / barricade yourself in
11. Move away from the door

**TELL (Call 999, provide details)**

1. Location
  - Where are you? Where are the subjects?
2. Direction





## SINGAPORE POLICE FORCE

- Where did you last see the subjects?
- 3. Description
  - Description and number of attackers, features, clothing, what they are doing, weapons, time of incident
- 4. Further information
  - Casualties, type of injury, building information, entrances, exits, hostages, etc.
- 5. Stop other people from entering the building, if it is safe to do so