

KOLKATA POLICE

(Security Advisory to the Citizens)

This Security advisory is being issued in view of the recent incidents in different parts of country. All citizens are requested to co-operate with Law enforcing agencies and report any suspicious activities or suspicious baggage/article to authorities immediately on toll free no. 100 to Lalbazar Control Room. Your identity would be kept secret. Do not believe in rumours and spread them. We will for your benefit keep you posted of development by issuing news bulletins time to time. Kolkata Police is committed to provide safety and security to citizens. Kindly co-operate with Kolkata Police.

A. Don'ts

1. Do not touch any unclaimed, abandoned, suspicious object till arrival of Police.
2. Do not panic, on getting any information or receiving telephone calls regarding any subversive activities and extend necessary assistance to Police.
3. Do not crowd the place if any suspicious object has been found. Please co-operate with police and clear the area as soon as possible.
4. Do not unnecessarily loiter in public places and co-operate with authorities.
5. Do not leave your personal baggage or leave your vehicle / two-wheeler / bicycle unattended at any place for long.

B. Dos

1. Please inform about any suspicious activity if any, that comes to your notice to local Police Station or Lalbazar Control Room on toll free no. 1090. Your identity will not be disclosed.
2. Please inform about any unclaimed, abandoned or suspicious articles lying in your locality on toll free no. 1090.
3. Please inform if you could find any unclaimed vehicle, two-wheeler or any bi-cycle parked in your locality for long time.
4. If you gather information regarding presence of a suspected explosive device, local Police Station Tel. No. available on Kolkata Police Website: www.kolkatapolice.gov.in or Lalbazar Control Room (100 or 1090) may be informed immediately.
5. Please collect detailed particulars of the tenant before renting out your house and inform local Police Station. The tenant profile form may be obtained from local Police Station or downloaded from Kolkata Police website.
6. Please help maintain peace by not believing in rumours.

For Buildings / Multiplexes:-

1. Experience shows that four types of Bomb incidents can take place in respect of buildings, multiplexes etc. These are (i) Bomb threat call; (ii) Suspected baggage; (iii) Recovery of Bomb and (iv) Bomb Blast.

There could be single or multiple incidence of any or combination of these types of incidents. Experience has also shown that preparation has been very helpful in either avoiding Bomb incidents or minimizing the potential damage which such an incident can cause and, therefore, preparation according to plan is required.

2. The plan dealing with such incidents has two components, though separate and independent, but contributes immensely to the objective of avoiding such incidents. The first is **Physical Security Plan** and the second is **Bomb Incident Plan**. These plans are prepared based on the Risk Analysis in general and **Risk Quotient** in particular.

3. The Risk Analysis is measured with the help of probability. True that probability of Bomb Incident for a particular building may be low but consequences of such an incident would be very high. The Risk Quotient is estimated taking into account the specific building (target) etc.

4. The Physical Security Plan of the building guides the **Preventive Action** and thus **Preventive** in nature. The Bomb Incident Plan guides the **Responsive Action** and thus **Reactive** in nature. The better the prevention, the lesser would be the chances of Bomb Incidents. In addition to the role of police and other authorities, people / press – the role of Manager and Security Heads is very important in the overall plan for its success. All efficiently manages buildings visited by a large number of people have their Disaster Management Plan adding the value to the overall management of the building. The two components, mentioned above, of the action plan dealing with Bomb Incidents should be dovetailed into the **Disaster Management Plan** of the building, if so existing. If not, Physical Security and Bomb Incident components of the plan should be immediately prepared by Manager / Head of Security of such building and preparation undertaken to put in practice the follow up action for Bomb crisis. **Security Audit** – an study of physical assets and liabilities, procedural assets and liabilities, behavioural assets and liabilities etc. of the buildings / visitors / employees etc. from security point of view, and availability of **Action Plan** to utilize the assets with a view to remove the liabilities, and, gaps in the plan and / or practices – is essential for long term. This, of course, is done in the contexts of Risk Analysis / Risk Quotient.

5. In short term and as suggested general guidelines, the following should be adopted –

A. Preventive Measures

- i) Vulnerable points in the buildings from the point of view Bomb incidents need to be fixed which should be checked regularly.
- ii) Caller Line Identifications (CLI) with recording facility should be installed.
- iii) CCTV/Camera should be utilised. The working of these gadgets should be regularly checked and CCTV Monitor should be continuously manned.
- iv) Loud Hailer/PA System should be available in working order.
- v) HHMD / DFMD / Extension Search Mirror/Under Vehicle Search Mirror/Dragon Light etc. security equipment should be used as regular practice. These would require security personnel to be familiarised with the working / maintenance of such equipment.
- vi) No Entry Tape/Rope for cordoning off area should be available.
- vii) Daily duty responsibility / emergency duty responsibility should be clearly defined and assigned to all concerned.
- viii) If required, number of security personnel should be increased so that all vulnerable points are manned.
- ix) Standard Operating Procedure (SOP) in case of Bomb Incident should be known to all concerned personnel. Command Centre should be kept earmarked where all concerned will reach in case of Bomb Incident so that deployment is ensured and coordination is obtained. Incident Commander from the Management / Security should be earmarked.
- x) Emergency Services contact numbers should be available with the Command Centre.

B. Response Action

- i) Internal Action as per SOP.
- ii) Special attention to cordon off the area, evacuation of persons.
- iii) Inform Police Control / nearest police unit.
- iv) Do not disturb / handle the suspected object. Seek help of BDDS.

6. Private security agencies to ensure compliance with Private Security Agency (Regulation) Act, 2005 and West Bengal Private Security Agency Rules, 2007 in respect to their personnel and working practices.

For Rickshaw Pullers, Auto, Bus, Car and Taxi drivers:-

- Check thoroughly your taxi/auto/rickshaw/bus etc, including undercarriage and ensure that the passenger do not leave any bag or article.

- Remain alert and vigilant about surroundings especially where your vehicle or rickshaw is parked.

For Vendors: -

- Be watchful and report any suspicious activity around you.
- Make sure no customer leaves his belongings behind.
- Keep an eye on suspicious looking customer.

For Telephone Booths/Cyber Cafes: -

- Maintain record of customers at your Telephone Booth/Cyber Café
- Order issued by KP should be strictly followed.

For Hotels/Guest houses: -

- Insist on identification documents and contact number before booking a room for the guest. Install CCTV cameras and report about suspicious guest to the police.

For emergency dial 100 (Toll Free)

For giving any information to police 1090 (Toll Free)

For abandoned vehicle/ traffic related queries 1073 (Toll Free)

Lalbazar Control Room Nos. :

2214-3230 / 2214-1310 / 2214-3024 /

2250-5090 / 2250-5099 / 2250-5188 / 2250-5265

Kolkata Police Website: www.kolkatapolice.gov.in

We assure you of our immediate response and continued support.