

## Tips on Preparing Your Workforce

Preparing your workforce is an important aspect of being ready against the terror threat. You can adopt the following tips to prepare your employees:

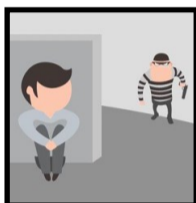
- Brief employees on the evacuation routes and safe rooms at the workplace so that they know how to escape during an attack, and if it is too late to run, they could still hide and stay safe before help arrives.
- You can also develop different alarms which would indicate to employees if it is a fire incident or a terror attack, so that they can respond accordingly.
- Start familiarising them with the response plans through regular exercises, and incorporate elements such as the Improvised First Aid skills (IFAS).
- Share with your employees the following two basic responses which can help to save lives.

### 1 In the rare event of a firearms or weapons attack,

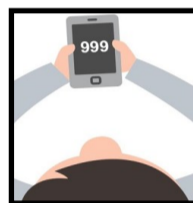
#### RUN



#### HIDE



#### TELL



**RUN** away from danger. **Do not surrender or attempt to negotiate.**

- ⇒ Consider the safest route
- ⇒ Move quickly and quietly
- ⇒ Stay out of view of the attackers
- ⇒ Insist others leave with you
- ⇒ Leave your belongings behind

If escape is not possible, **HIDE**. Find cover and **stay out of sight**. **Be very quiet** and **switch your phone to silent mode**.

- ⇒ Lock yourself in but do not get trapped
- ⇒ Place objects such as tables or cupboards behind the entrances if you are not able to lock them
- ⇒ Move away from the doors

**TELL the Police**. Call 999 or SMS 71999 if it is not safe to talk. You may use the **SGSecure app** to provide information such as

- ⇒ Your location
- ⇒ About the attackers (e.g. number of them, their looks, weapons and equipment used, their location, where they are moving towards)

### 2 If you encounter a casualty who is bleeding profusely, ensure that you are safe before carrying out IFAS.

#### PRESS



**PRESS** directly on the wound to stop the bleeding using items such as handkerchief or cloth.

#### TIE



**TIE** above the wound using items such as a neck tie, belt, or sling of a bag to stop any excessive bleeding.

#### TELL



**TELL** SCDF Emergency Responders about the injury and the **time at which you tied the wound**.