

Guidelines for Action During an Early Warning Notification (Cell Broadcast) for public administration and municipal institutions, essential service providers, legal entities, other institutions and the public.

Taking into account the geopolitical situation and recent incidents involving an increased threat from unmanned aerial vehicles (drones) in the eastern border area of Latvia, as well as the possibility that similar airspace threats may reoccur, it is necessary to ensure that the public is informed about appropriate actions in case of danger.

The cell broadcast notification includes instructions which, for security reasons, may restrict residents' freedom of movement; however, it is important to ensure continuity of operations in several sectors that provide essential services to fulfill the population's basic needs.

The aim of these guidelines is to:

- identify the sectors of the national economy in which it is essential to continue in-person operations, ensuring the continuity of services in the affected area during an early warning notification (e.g., cell broadcast) about an airspace alert;
- provide recommendations on actions to be taken in the event of an active airspace alert;
- inform the public about the intended actions of state and municipal institutions, essential service providers, and private sector entities in the event of an airspace alert.

The guidelines provide general recommendations for action in case of an airspace alert. These recommendations are intended for institution managers and employees as support for developing internal procedures.

1. Cell Broadcast Notification

A cell broadcast notification related to an airspace threat (intrusion of drones into the territory of Latvia) is currently issued as either a **yellow** or **orange** alert.

A **yellow alert** is an informational message that does not require immediate action from the public but encourages awareness of a potential threat in Latvia's airspace. For example:

BE PREPARED! The National Armed Forces inform that there may be a potential threat to Latvia's airspace.

No additional action is required at this time. If the situation changes, you will receive a cell broadcast notification with the necessary instructions.

An **orange alert** indicates a detected threat in Latvia's airspace and provides instructions for immediate actions for the public. The specific immediate action is included in the notification, such as the example below:

Go indoors, follow the two-wall rule, close windows and doors. If you notice a low-flying, suspicious, or dangerous object, do not approach it and call 112! You will be informed when the alert has ended.

The recommended actions in the message text are aimed at reducing potential risks to life and health.

2. Institutions That Should Ensure Continuity of Operations

In the event of an airspace alert, it is essential to ensure continuity of operations in the following areas:

1. Facilities and institutions under Section 22.2 "Critical Infrastructure" and Section 22.3 "Critical Financial Services" of the National Security Law;
2. High-risk facilities, as well as other manufacturing enterprises whose interruption of operations may cause significant harm to life or health, or substantial losses;
3. Institutions that ensure the basic needs of the population in accordance with Section 1, Paragraph 14 of the Civil Protection and Disaster Management Law;
4. Institutions and companies with which mobilization contracts have been concluded (Cabinet Regulation No. 873 of November 22, 2005 "Regulations on Mobilization Requests", Cabinet Regulation No. 547 of July 26, 2005 "Regulations on Deferred Deliveries");
5. The Prison Administration and the Latvian Prison Hospital;
6. Pre-school and primary education institutions, organizing work in a duty-group format, drawing on experience from measures implemented during the COVID-19 pandemic.

Heads of the above-mentioned institutions must plan and coordinate the organization of duties in advance, based on civil protection, disaster medicine, business continuity and resilience, emergency preparedness or other contingency plans developed and approved within the institution (hereinafter – contingency plans) and the procedures and algorithms contained therein.

Each institution must develop internal algorithms for situations involving airspace alerts, which should identify the personnel necessary to ensure continuity of operations and sector resilience, procedures for notifying and substituting such personnel, and outline the organization of work during the period of active alert.

Additionally, institutions should establish internal procedures for work organization upon receiving a notification of an airspace alert, by assessing the possibility of postponing planned work or suspending ongoing activities, where technological processes allow. These algorithms may be incorporated into the institution's overall contingency plan.

The development of algorithms and plans may be coordinated with municipalities to ensure a unified approach and common understanding in emergency situations.

After developing the algorithms, heads of institutions must inform their employees about the procedures for working in the event of an airspace alert.

If a cell broadcast notification is issued in a specific area, employees shall act in accordance with the algorithms approved in the institution's contingency plans, while observing the instructions included in the notification to the best of their ability. Employees have the right to assess the information in the cell-broadcast notification and decide on actions that prioritize their life or health. If an employee identifies a direct threat to their life or health, they must immediately inform their manager, who must organize further actions.

If provided for in the approved contingency plans of these institutions, and if no direct threat to life or health is identified, employees in the above-mentioned sectors continue performing their official or work duties without taking into account the instructions contained in the orange cell broadcast notification. However, when conducting work functions outdoors during an active airspace alert, the following safety measures must be observed:

- minimize time spent outdoors, remaining outside only as long as necessary to perform urgent work duties or to reach the nearest shelter;
- when moving, identify in advance any potential places available nearby to take cover quickly (e.g., buildings, underground structures, other constructions that can serve as shelter);
- avoid open fields and exposed areas where there is no natural or manufactured cover and a person is easily visible from the air;
- do not remain near high-risk facilities, particularly avoiding oil product storage tanks, main gas pipelines, or chemical storage sites, which may pose additional explosion or contamination risks in case of an incident;
- closely monitor the airspace and surroundings; if a suspicious aircraft is seen or heard, immediately evacuate to a safe location or take cover;
- do not approach fallen objects (drones) or their debris; maintain a safe distance and report the find to emergency services by calling **112**.

After the airspace alert has ended (upon receiving the relevant notification), employees shall return to their workplace within the time frame set by the head of the institution, unless other instructions have been issued.

Institutions must conduct an evaluation of their actions (post-incident analysis) and, if necessary, identify areas for improvement and update the relevant plans, including their annexes and algorithms related to airspace alerts.

3. Institutions Not Included in the Specific Sectors

Heads of other institutions, including state and municipal institutions, business operators, and other service providers not included in the afore-mentioned sectors, shall assess the information contained in the orange cell broadcast notification and decide on further action according to the specific situation, without endangering their own or their employees' life and health, and in compliance with the internal regulations and safety requirements of the institution.

For example, they may assess the need to close or not open customer service points, postpone planned work or services, or suspend ongoing activities until the alert has ended.

Upon receiving a cell-broadcast notification, employees of other institutions should remain at their current location (if indoors) during the alert period or seek the nearest indoor shelter, and follow instructions from official information sources, including the **"112 Latvia"** application. If employees are already on their way to the workplace, they should follow the above-mentioned safety measures for moving outdoors until they reach the nearest place where they can take shelter.

NB: If the activities of the institutions referred to in Sections 2 or 3 do not involve the continuous provision of in-person services to clients or the public, or if their functions can be performed remotely, institutions are entitled to switch to remote work during an airspace alert, provided that this does not affect the performance of essential functions or the availability of services.

The decision to organize remote work is taken by the head of the institution, taking into account:

- the specific threat situation;
- the possibility of performing work duties remotely;
- safety risks to employees;
- the institution's civil protection, business continuity and resilience, or emergency preparedness plans.

Remote work may be maintained until the competent authorities announce that the airspace alert has ended.

4. Public Joint Support in Case of an Airspace Threat

Considering the importance of societal resilience and shared responsibility, in the event of an airspace alert (e.g., situations involving unmanned aerial vehicles), residents are encouraged—while complying with the safety restrictions set out in the cell broadcast notification—to provide assistance, where safe and feasible, to nearby individuals who may need additional support, particularly:

- elderly persons;
- persons with functional impairments or functional limitations, especially visually impaired individuals and persons with severe or very severe mobility impairments.

During an active threat situation, the following actions are recommended:

- 1) if it is safe and there is no direct threat, assist these individuals in reaching a safe shelter during the airspace alert (e.g., indoors, following the “two-wall rule”);
- 2) if relocation is not possible, ensure that the person:
 - a. is informed about the threat;
 - b. has received and understands the instructions for action;
 - c. remains indoors;
 - d. is, as far as possible, moved away from windows and potentially hazardous areas;
 - e. if relocation is not possible (e.g., bedridden or dependent persons), is positioned as far as possible from windows within the room, while covering windows with available means to reduce the risk of injury;
 - f. where this does not endanger the assistant’s life or health, is accompanied until professional assistance can be ensured or the situation stabilizes;
- 3) if necessary, explain the instructions provided in official information sources and, where possible, share available informational materials;
- 4) If a person is unable to ensure their own safety or evacuate independently and their life or health is at risk, immediately inform:
 - a. the State Fire and Rescue Service (**112**), or
 - b. the relevant municipal civil protection authority.

Special attention should be paid to individuals who, for objective reasons, may not be reachable through digital information channels or may have limited ability to receive or interpret cell-broadcast messages.

Providing mutual assistance must not create additional risk to those offering help, and personal safety must always remain the top priority, in accordance with instructions issued by competent authorities.

5. Action Matrix

Basic information on the expected actions of state administration, municipal, and sectoral institutions, as well as sector-developed recommendations for residents in various situations, is available in the attached action matrix.

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