

## **INFORMATION ON HOW TO PROCEED IN THE EVENT OF AN ACCIDENT OR FAILURE ON THE PREMISES OF THE VIZJA PARK CAMPUS**

**Legal basis:** s.2(1)(a) of the Regulation of the Minister of Science and Higher Education of 30 October 2018 on the provision of safe and healthy working and teaching conditions on the premises of higher-education institutions (*Dz.U.* [Journal of Laws] of 2018, item 2090).

### **HOW TO RESPOND TO ACCIDENTS ON THE PREMISES OF THE UNIVERSITY**

In the event of an **accident**, you must:

- 1) give first aid to the injured persons(s),
- 2) alert others to the danger if necessary,
- 3) report the event to your direct manager immediately,
- 4) secure the scene of the accident and keep it secure until the circumstances and cause(s) of the accident are investigated,
- 5) contact appropriate emergency services if necessary,
- 6) immediately notify the security officer (tel. no.: +48 22 536 54 97) of the incident, so that he can direct the emergency services to the appropriate location.**
- 7) The Administrative Director and the Rector's Office are informed by the security officers of the occurrence of the accident in the usual manner. if a member of the Vizja Park Campus's staff injured in the accident, the accident must be reported by their direct manager or by the injured staff member themselves, who must first report it to their direct manager;
  - a) in the case of employees, the accident report is made by the injured employee's superior, a witness to the accident or the injured person themselves after previously informing their superior about the event,
  - b) in the case of students, the report is made by the person conducting the classes during which the accident occurred,
  - c) in the case of participants in postgraduate studies or other forms of education, the report is made by the injured person themselves, a witness to the accident or an employee of the College of postgraduate education or other forms of education who is on duty at the time,

d) in the event that the accident occurs on the Vizja Park Campus premises outside of classes, the report is made by the head of any organizational unit of the Vizja Park Campus, providing an explanation from the injured person and information about the witness(es) to the accident (if any).

### **HOW TO RESPOND TO UTILITY AND EQUIPMENT FAILURES**

**Failures and defects of devices and installations and other noticed technical failures**, damages or other problems related, in particular, to the use of the premises and their equipment, **should be reported in the following order to: the security guard on duty on the floor where the failure occurred, the security guard (tel. no.: +48 22 536 54 97) on duty at the main porter's lodge.**

This also applies to failures that pose a threat to life or health.

The security officer enters the report into the failure book and forwards the report to the staff on duty at that moment.

<b>Power/electricity emergency service:</b>	<b>call 991</b>
<b>Plumbing emergency service:</b>	<b>call 994</b>

If you need to evacuate from the Vizja Park Campus building, go to the evacuation exit in accordance with the facility's evacuation plan - **elevators are not used for evacuation!**

Contact the appropriate emergency / rescue service(s) if necessary.

Emergency numbers:

<b>National emergency response service</b>	<b>112</b>
<b>Medical emergency</b>	<b>999</b>
<b>Fire emergency</b>	<b>998</b>
<b>Police</b>	<b>997</b>