

**NOTICE OF INSTRUCTIONS
ON RESPONDING TO A DIRECT THREAT TO
THE HEALTH OR LIFE OF PERSONS ON THE PREMISES OF
THE VIZJA PARK CAMPUS**

Legal basis: s.2(2)(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).

I. GENERAL PRINCIPLES

1. In the event of a threat to the health and/or life of any person, the Rector or a person authorised by the Rector shall immediately alert the Vizja Park Campus's students and staff to the threat and take actions to ensure their safety.
2. If a threat to the health and/or life is discovered while using a room and/or technical equipment on the premises of the Vizja Park Campus, the Rector or a person authorised by the Rector shall ban the use of the room and/or equipment and order that the threat be eliminated.
3. If a threat to the health and/or life occurs or is discovered during a class, the class shall be stopped and, if necessary, the affected area shall be vacated in accordance with the evacuation plan. If the above conditions in any room on the premises of the Vizja Park Campus are found to pose a threat to the health and/or life of any person, the Rector or a person authorised by the Rector shall temporarily suspend all teaching in that room.

**II. MAIN THREATS TO THE HEALTH AND/OR LIFE OF PERSONS AND
INSTRUCTIONS ON RESPONDING TO SUCH THREATS FIRE**

In the event of a fire:

- ✓ Stay calm;
- ✓ Do not cause panic;
- ✓ Alert other people to the fire by shouting "**Fire! Fire!**".

- ✓ Call the FIRE BRIGADE and tell them:
 - what is on fire and where (provide the address, the name of the building or property, the storey (floor) number),
 - whether the life of any person is at risk,
 - your full name,
 - the phone number you are calling from,
- ✓ Nip the fire in the bud by using water, fire extinguishers and/or fire blankets;
- ✓ Never use water to put out a fire affecting an electrical appliance;
- ✓ Do not try to put out a fire that you cannot control;
- ✓ While leaving the scene of the fire, take with you anyone who may be at risk;
- ✓ Try to switch off all power supply and do not open any windows;
- ✓ If the fire is a Class F fire (fat or oil burning), use a fire extinguisher for this fire class. Look for letter "F" on the fire extinguisher;
- ✓ If a person's clothes catch fire, do not let the person run, as this will only make the flame bigger. Instead, lay the person on the floor and turn or roll them until the flame is quenched;
- ✓ If the escape route is obstructed, go to a room with a window or a balcony. Choose a room that is as far from the scene of the fire as possible;
- ✓ Take a wet blanket with you if this is possible. Shut the doors of all other rooms, but do not lock them;
- ✓ Call for help through a window or from a balcony by waiving a light or bright piece of textile material (a bright item will be more visible);
- ✓ If the place you are is getting very hot and filling with smoke, lie down on the balcony or by a window and cover yourself with a blanket (or any other material) tightly;
- ✓ When you hear the sound of a fire alarm (for example, the sound of a smoke detector), proceed to evacuate yourself from the building. Check the door before you open it: if the door is cold, leave the room, but be careful;
- ✓ Smoke and hot air will always rise up. As cleaner and cooler air is always lower than hot air, move as close to the floor as possible;
- ✓ Use a cloth or other piece of textile soaked in water to cover your mouth and nose;
- ✓ Move along walls so that you do not lose your sense of direction;
- ✓ If the door is hot, run away. Go through a window if that is possible;

- ✓ In case of evacuation, go to the place in front of the building marked with the sign:



ELECTRIC SHOCK

In the event that a person suffers an electric shock:

- ✓ Contact the local emergency medical services (EMS) (ambulance services) immediately;
- ✓ Take special care when trying to help the casualty so that you do not suffer an electric shock yourself;
 - The first thing you must do is to act to break the contact between the casualty and the electrical supply. Turn off the fuses or circuit breakers. Unplug the electric appliance or equipment that caused the shock;
 - If you believe that breaking the electrical supply will take too long or is impossible or dangerous, take the necessary safety precautions and separate the casualty from exposure to electric supply by placing a piece of insulating material under the casualty's legs if electricity is flowing from the casualty's arm to their leg or by straightening the fingers of the casualty's one hand if electricity is flowing from one arm to the other;
- ✓ When trying to break the contact between the casualty and the electrical supply, you must use dielectric gloves, dielectric shoes or dielectric mats. You can also use substitute materials such as dry wood, textiles or plastics;
- ✓ Give first aid to the casualty before an ambulance arrives. If the electric shock happened outdoors as a result of, for example, a power line falling, take care of yourself first by staying at least 5 (five) metres away from the power grid infrastructure, as electricity is carried by moist soil and air, which poses a risk of an electric shock;
- ✓ If the casualty is in a risk zone, do not stand directly on the ground. Instead, if possible, stand on a dry plank of wood or any other wooden or rubber item.

CONSTRUCTION ACCIDENTS (DISASTER)

In the event of a construction accident (disaster):

- ✓ Contact the local emergency fire services (fire brigade), police and/or emergency medical services (EMS) (ambulance services) immediately;
- ✓ Leave the scene of the accident as soon as possible, if you suspect a dangerous substance leaking or the risk of an explosion;
- ✓ If you believe there is no risk of a fire or explosion, help all the people injured;
- ✓ If possible, before leaving the building, disconnect the gas, electrical and water supply. Collect all important documents and make sure that everyone leaves the building;
- ✓ While leaving the building, take special care if it is impossible to leave the building through the front door. Leave the building through a window if this is possible.
- ✓ If it is impossible to leave the building, place a well-visible piece of textile on a window to inform rescuers that there are people in the building who need help;
- ✓ In a building collapse situation, if debris or rubble prevents anyone from leaving the building and if access to fresh air is unlimited, call for help. In all other situations, use the available oxygen supply efficiently and, where possible, use a mobile phone and/or knock on different items (preferably metal items) that produce loud sounds as a way to let rescuers know where you are. You may leave some urine where you are. This will make it easier for rescue dogs to find you;
- ✓ Use your energy efficiently and keep calm;
- ✓ When you leave the building, do not disturb the rescuers. Tell the person in charge of the rescue operation (or any of the rescuers) about the people who are still in the building and those outside the building. If you know something that can help the rescuers, share it with them. Then proceed to the place specified by the rescuers. Do not return to the scene of the accident. Do not enter the affected building without permission from a building control inspector (you may enter the building only if the inspector decides it is safe to enter the building). If you have suffered any injuries in the accident, seek medical assistance (do not leave the scene of the accident before you are seen by a doctor, as it can take even a few hours before you realise you have suffered an injury);
- ✓ If the affected building is on fire, follow the instructions on responding to a fire.

TERRORIST ATTACK

In the event of a terrorist attack:

- ✓ Avoid prolonged eye contact with the terrorist, as this may provoke aggressive behaviour;
- ✓ Do not turn your back on the terrorist;
- ✓ Do what the terrorist says you should do. Do not argue with them;
- ✓ Do not put up resistance against the terrorist;
- ✓ Do not make gestures that may attract the terrorist's attention;
- ✓ Try to make the terrorist realise that you are a matter-of-fact person;
- ✓ If you need to go to the toilet, stand up or open a bag, always ask for permission. Hand over your personal belongings to the terrorist if you are told to do so;
- ✓ If possible, remove or throw away anything that may give away your professional status, occupation or position and provoke the terrorist's aggressive behaviour;
- ✓ Remember that a person you believe is a hostage may actually be the terrorist's collaborator;
- ✓ Do not disclose your fear or weakness. Keep your reactions under control;
- ✓ Do not obstruct the terrorist's escape route;
- ✓ Try to remember as many details as you can about the terrorist and the surrounding area, as this may help the police or prosecutors;
- ✓ If anti-terrorist officers arrive:
 - Lie down on the floor and try to find the best protection for yourself. Keep your hands open at head level;
 - Do not try to help or attack the terrorist;
 - Listen to and follow any instructions from the anti-terrorist officers, even if they are acting violently. Do not waste their time by asking questions or arguing with them;
 - Do not rub your eyes if a tear grenade has been used;
 - If you are instructed to leave the room you are in, do so immediately. Do not stop, for example to collect your personal belongings;
 - If you are asked any questions by an anti-terrorist officer, answer the questions. Introduce yourself and tell the officer what brought you to the scene of the attack. Be prepared to be taken for a potential terrorist before the identities of all the people present are confirmed.

SUSPICIOUS PARCELS AND LETTERS

If you are dealing with a **suspicious parcel or letter**:

- Pay attention to the following:
 - ✓ Is the parcel or letter thicker than 3 cm?
 - ✓ Is the weight of the parcel or letter between 40 g and 220 g?
 - ✓ Is the parcel or letter too heavy for its size?
 - ✓ Is the surface of the parcel or letter deformed?
 - ✓ Was the parcel or letter sent by an unknown (unidentified) person directly to a particular person, with a note such as 'deliver in person', 'serve personally', 'to be opened personally by the addressee' (Polish: *do rąk własnych, otwierać osobiście przez adresata*)?
 - ✓ Are there too many postage stamps on the parcel or letter?
 - ✓ Is the sender of the parcel or letter unknown (unidentified)?
 - ✓ Is the packaging strong?
 - ✓ Can you hear any metal sound when you move the parcel or letter?
 - ✓ Can you see any oily or greasy stains on the packaging (envelope)?
 - ✓ Do you notice the smell of almonds, marzipan (almond paste), mice or chemicals coming from the parcel or letter?
 - ✓ Does the packaging (envelope) have small holes or prick marks?
 - ✓ Is any piece of a wire, clasp or clothes peg protruding from the packaging (envelope)?
 - ✓ Is the parcel or letter damaged?
- Do not open, squeeze or deform the parcel or letter;
- Place the parcel or letter gently onto a smooth surface;
- Move to a place at a distance of at least 10 m away from the parcel or letter. If you are in a room, leave the room;
- Contact the police immediately;
- When the police arrive, follow their instructions.

A parcel with suspicious liquid or solid contents (powder, dust, jelly, foam or a similar substance)

If you receive a parcel that contains a suspicious liquid or solid substance:

- Do not touch the parcel;
- Do not open or smell it;

- Close all windows and turn off all ventilation and air conditioning systems to stop the movement of air in the room;
- If the suspicious parcel is damaged, cover it gently;
- Leave the room and lock the door to prevent any person from entering it;
- Contact the police;
- Wash your hands thoroughly;
- Do not eat, drink or smoke;
- If possible, identify anyone that has been exposed to the parcel. Gather all the people in the same room and make sure that they do not contact anyone until the police arrive;
- When the police arrive, follow their instructions strictly.

III. IMPORTANT EMERGENCY NUMBERS

112 - European emergency number

997 - Police

998 - Fire emergency service

999 - Medical emergency service

991 - Power/electricity emergency service

992 - Gas Emergency Services

993 - Heating Emergency Services

994 - Plumbing emergency service

987 - Crisis Management Centre in the Mazovian Province, Poland

Any threats to human life and health should be reported 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.