



**VYSOKÁ ŠKOLA
CHEMICKO-TECHNOLOGICKÁ
V PRAZE**

Manual for managing extraordinary events and crisis situations at the Dejvice Campus



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Preamble:

You are holding in your hands a document titled 'Manual for managing extraordinary events and crisis situations at the Dejvice Campus' the aim of which is to enhance safety awareness and perception at our university. In this document, you will find an overview of selected extraordinary events and crisis situations that may occur at UCT Prague and the Dejvice Campus. For each of these undesirable events, a description of the threats that these emergency events and crisis situations present is given together with a brief set of instructions and recommendations on how to behave in such a situation. At the end, the most important protective or security measures that can be used when managing many of the emergency events and crisis situations listed here are described in detail.

Unfortunately, extraordinary events and crisis situations cannot be completely avoided. Therefore, it is advisable to be prepared for them as best as possible. First of all, it is important to realise that safety is the responsibility of each of us. Therefore, please pay attention to your surroundings, to objects and situations that you see or witness and that appear strange, wrong or even dangerous to you.

1. Active shooter situation (armed attacker)

A: Description of threat:

An active shooter is a dangerous attacker armed with a firearm whose aim is to kill as many people as possible. Either the attack is stopped by the Police of the Czech Republic (or another armed person), or the attacker ends their life by committing suicide, usually by shooting themselves. An active attack is usually well-thought-out and planned for a long time. The attacker usually does not have a prepared retreat plan, does not want to negotiate, does not take hostages and usually does not intend to surrender. It is usually an individual, but in exceptional cases it can also be a group of attackers.

B: How to respond and behave:

In case of an active shooter attack, it is recommended to follow the **R-H-F method: Run – Hide – Fight (Fight back)**. This method can also be used in case of an attack by an armed attacker with a so-called cold weapon (eg knife, axe, machete etc).

If you are a witness of an active shooter attack at the university, do the following:

RUN TO SAFETY

- If possible, immediately run to a safe place where the shooter cannot reach you:
 - Use corridors and exits where the attacker cannot see you (move away from the shooter).
 - Keep close to the walls, do not run in the middle of the escape path.
 - If possible, use the objects along the escape route for cover.
 - Run in a crouched position.
- Get rid of any items that obstructs movement, do not linger and never go back.
- Leave your personal belongings and valuables behind. Your life and health are more important.
- Warn other passersby about the threat and take them with you to safety.
- Leave first aid until you are safe yourself.
- If possible and if you are not putting yourself in danger, help others escape.
- Once you are in a safe area (ie outside the reach of the attacker) immediately:
 - Call the Police of the Czech Republic (emergency call line 158).
 - Inform the reception (or the Department of Safety and Risk Prevention at 725 584 260):
 - Reception (A): 220 444 145
 - Reception (B): 220 443 201

HIDE

[If you cannot run out of the attacker's reach, hide so that the attacker cannot see/find you and there is a barrier between you and the attacker.]



- Never stay in the open.
- Ideally, hide in a room that does not have glass walls and that can be locked and barricaded.
- When in the hiding place, remain quiet, silence your mobile phone and turn off vibrations.
- Turn off the lights in the room, move away from the doors and windows.
- Hide behind a solid object (never in the doorway).
- Call the Police of the Czech Republic (emergency call line 158) and explain the situation (who you are, where you are, what is going on).
- Do not talk to anyone through the door, do not respond.
- During the attack, do not share any photos, videos or related information on social media.
- If possible, inform the reception (or the Department of Safety and Risk Prevention at 725 584 260).
 - Reception (A): 220 444 145
 - Reception (B): 220 443 201
- Remain hidden until the arrival of the Police of the Czech Republic and follow their instructions.

FIGHT / FIGHT BACK

[If you cannot run to safety or hide, you must take action. You have to defend yourself and fight.]

- If your life is directly threatened – fight (fight back).
- Try to incapacitate the attacker.
- Try to take advantage of the moment of surprise.
- Use whatever items there are as improvised weapons (coat rack, chair, fire extinguisher).
- If there are more of you, take advantage of numerical superiority.
- When attacking, be fast, aggressive and attack weak spots.
- If someone else attacks the attacker, join them.

After the Police of the Czech Republic arrive – Remember:

- The priority of the police is to find and neutralise the attacker.
- Try to remain calm and listen to their instructions (do not challenge them and always obey).
- Do not shout and avoid wild gestures (keep your hands visible).
- Provide information about the attacker (their number, weapon, appearance, clothing, direction of movement).
- Help to the wounded is on the way.

Tip:

Educational video. Source: Police of the Czech Republic: Run, hide, fight!

Link: <https://www.youtube.com/watch?v=3lerde6f9A0>

2. Anonymous report of explosive device

A: Description of threat:

It is an anonymous report, usually by phone, that an explosive device (or booby-trapped explosive system) has been placed in the building. A booby-trapped explosive system is an explosive object, an explosive or incendiary substance or a pyrotechnic device with a functional initiation element. This system is capable of causing an explosion with a subsequent fire under specified conditions. Any anonymous report or threat can be carried out and must therefore always be taken seriously.

B: How to respond and behave:

If you have received an anonymous phone call informing that an explosive has been placed on the university premises, do the following:

- Remain calm, do not interrupt the caller, try to prolong the phone call as much as possible.
- Never hang up and ask the caller all possible details related to the report, such as:
 - Where is the explosive located.
 - When is the explosion going to take place.
 - What will initiate the explosion.
 - What does the explosive look like.
 - Why has the explosive been placed on the university premises.
- Write down everything the caller tells you or record the call if possible.
- At the same time, pay attention to the caller's voice and circumstances of the call:
 - Whether it's a male or female voice (younger, older).
 - Whether the caller speaks Czech or has an accent.
 - Whether the caller has a speech impediment.
 - Whether there's any detectable background sounds.
- Never respond to the caller's requests by promising them that you will do what they ask you immediately yourself.
- After the call, immediately report the receipt of the anonymous phone call to the Police of the Czech Republic (emergency call line 158) and give them all the information related to the phone call.
- Report the receipt of the anonymous phone call to the Department of Safety and Risk Prevention (725 584 260).
- Outside of working hours, report the phone call to the reception.
 - Reception A: 220 444 145
 - Reception B: 220 443 201
- After the arrival of the Police of the Czech Republic, provide them with all necessary assistance and follow their instructions.

REMEMBER:

- Pursuant to Section 368 of Act No. 40/2009 Coll., the Criminal Code, failure to report a crime, which includes threats of a terrorist attack (see Para 2, Section 311 of the Act), is punishable by imprisonment for up to three years.

3. Discovery of a suspicious object

A: Description of threat:

A suspicious object is an object of unknown purpose, origin or owner, whose location in a publicly accessible place and external form raise reasonable concerns that it could contain dangerous content (eg a booby-trapped explosive system, chemical substance, ammunition or weapon etc). This object is usually a box, bag, briefcase, backpack, plastic bag etc. It can be an ordinary lost item, but it can also be an object deliberately placed there with the intention to cause harm.

B: How to respond and behave:

If you think you have found a suspicious object, do the following:

- Take seriously any suspicious object that you find.
- First try to establish whether the suspicious object is not just a lost piece of luggage or object that belongs to one of the people present or a person in the immediate vicinity of the discovery.
- Never open or move a suspicious object – it may explode, hazardous substances may spread or forensic evidence necessary for the investigation may be lost.
- Prevent people from accessing the location where the suspicious object was found as well as any manipulation with the object – ask people in the vicinity not to approach the object, leave the location and stay at a safe distance (eg leave the room or floor).
- Take a photo on your mobile of the suspicious subject including the location where it was found so that you can share the photo with responsible persons for subsequent evaluation and investigation of the situation.
- Report the discovery to the reception (Reception A: 220 444 145, Reception B: 220 443 201) and the Department of Safety and Risk Prevention (725 584 260), wait at a safe distance until their arrival. After that, follow their instructions.
- Outside of working hours or if there is a risk of delay (for example, smoke is escaping from the object, it has a strong smell etc), immediately call the Police of the Czech Republic (emergency call line 158). Only then inform the reception and the Department of Safety and Risk Prevention.
- Describe the suspicious object to the operator at the emergency call line of the Police of the Czech Republic as best you can (place of discovery, appearance, any inscriptions or other markings and conspicuous signs).
- After the Police of the Czech Republic arrive, explain the situation to them, take them to the place of discovery of the suspicious object and inform them about all steps you have taken so far.

- Provide the Police of the Czech Republic with all necessary assistance and follow their instructions.

Tip:

Educational video. Source: Ministry of the Interior, Fire Rescue Service of the Czech Republic: Finding a bag.

Link: https://www.youtube.com/watch?v=iHguGj_LbXs

4. Delivery of suspicious postal item

A: Description of threat:

Delivery of a suspicious postal item (letter, parcel) refers to a package whose exterior raises reasonable concerns that it could contain dangerous content (eg explosives, dangerous chemicals etc). The following procedure is primarily intended for employees of the Filing Office (Department of Operation and Technical Services) or Parcel Pickup (Supplies Department) of UCT Prague. However, you never know when you might be the recipient.

How to recognise a suspicious package (outer signs):

- The package has significantly damaged packaging, a strange shape, objects are protruding from it, it is bulging.
- There are greasy, bloody or other stains on the package.
- There are small holes, as if from a needle, on the package,
- The package is covered in excessive tape.
- The package has been sent from a country from where very few or no packages are usually received.
- The postmark is obviously fake (strange colours, shape).
- An unknown liquid or solid substance is leaking from the package.
- The package has a strange smell or sounds strange.
- The package does not have the unusual weight or shape.
- It can be stated with certainty that the package has been opened and sealed again.

B: How to respond and behave:

If you think that a received package has the outer signs of a so-called 'suspicious package', do the following:

- Do not open the package and do not manipulate with unnecessarily.
- After you have manipulated with the suspicious package, wash your hands, and if you need to move the package again, use protective equipment (gloves, goggles).
- Prevent other people from entering the room/place with the suspicious package.
- Try to identify the sender of the package and check the origin, purpose and subject matter of the package.
- Take a photo of the suspicious package on your mobile phone so that you can share the photo with responsible persons for subsequent evaluation and investigation of the situation.



- If you are unable to identify the sender and the subject matter of the package, notify a senior employee and the Department of Safety and Risk Prevention (725 584 260). Wait for their arrival.
- After that, follow the instructions of the senior employee and the Department of Safety and Risk Prevention.
- Outside of working hours or if there is a risk of delay (for example, smoke is escaping from the object, it has a strong smell etc), immediately call the Police of the Czech Republic (emergency call line 158). Only then inform a senior employee and the Department of Safety and Risk Prevention.
- Describe the suspicious object to the operator at the emergency call line of the Police of the Czech Republic as best you can.
- After the Police of the Czech Republic arrive, take them to the place where the suspicious package is stored and inform them about all steps you have taken so far.
- Provide the Police of the Czech Republic with all necessary assistance and follow their instructions.
-

5. Attack (unarmed)

A: Description of threat:

Intentional behaviour or actions of a person or group of persons (so-called aggressor) that intentionally harms another, hurts them, causes them suffering, limits them or forcibly prevents them from performing a certain activity. These are most often verbal attacks, in extreme cases combined with physical attacks (unarmed), eg pushing, hitting with the palm of the hand (slap) or with the fist.

B: How to respond and behave:

If you are in imminent danger of physical assault by another person (so-called aggressor), or if you have been attacked by this person on the university premises, do the following:

- If possible, try to deescalate the situation and find out why the aggressor behaves the way they behave:
 - Speak to the aggressor and try to find out why they are behaving this way.
 - Ask them to stop acting aggressively.
 - Never underestimate the aggressor and overestimate your own strength. Prioritise your own safety.
 - If possible, try to find a conflict-free solution of the situation.
 - If possible, maintain a safe distance when dealing with the aggressor.
- Call for help:
 - Ask a colleague (or any other person) who is nearby for help so that you are not facing the aggressor on your own.
- Secure the perimeter of the incident (this will be done by the professional who has come to help you):

- Ask everyone present near the aggressor to leave the place immediately and calmly and to not interfere.
- If the aggressor's behaviour continues to be unmanageable, call an emergency help line:
 - Municipal Police of Prague (emergency call line 156), or
 - Police of the Czech Republic (emergency call line 158).
- Until the arrival of the Municipal Police of Prague or the Police of the Czech Republic, try to maintain a safe distance from the aggressor.
- Inform the reception or directly the Department of Safety and Risk Prevention (725 584 260) about the aggressor and the arrival of the Municipal Police of Prague or the Police of the Czech Republic
 - Reception A: 220 444 145.
 - Reception B: 220 443 201.
- After the Municipal Police of Prague or the Police of the Czech Republic arrive, provide them with all necessary assistance and follow their instructions until the situation is resolved.

6. Hostage (barricade incident)

A: Description of threat:

A person (aggressor), usually armed with a firearm or cold weapon, attacks and restricts the movement of a person or persons, threatening to kill or harm them. The purpose of this action is to force another person or persons to do, omit or suffer something. Or an announcement of a violent or other threat leading to the same goal – to force another person or persons to do, omit or suffer something.

B: How to respond and behave:

If a barricade incident occurs on the university premises, do the following:

I AM A WITNESS OF A BARRICADE INCIDENT

- If you witness a barricade incident and provided it is possible, run to safety.
 - Use corridors and exits where the attacker cannot see you (move away from the shooter).
 - Keep close to the walls, do not run in the middle of the escape path.
 - If possible, use the objects along the escape route for cover.
 - Run in a crouched position.
 - Get rid of any items that obstructs movement, do not linger and never go back.
 - Leave your personal belongings and valuables behind. Your life and health are more important.
 - Warn other passersby about the threat and take them with you to safety.
 - Leave first aid until you are safe yourself.
 - If possible and if you are not putting yourself in danger, help others escape.
 - Once you are in a safe area (ie outside the reach of the attacker) immediately:
 - Call the Police of the Czech Republic (emergency call line 158).
 - Inform the reception (or the Department of Safety and Risk Prevention at 725 584 260).
 - ✓ Reception A: 220 444 145.
 - ✓ Reception B: 220 443 201.
- If you cannot run, try to hide and create a barrier between you and the aggressor.
 - Never stay in the open.
 - Ideally, hide in a room that does not have glass walls and that can be locked and barricaded.
 - When in the hiding place, remain quiet, silence your mobile phone and turn off vibrations.

- Turn off the lights in the room, move away from the doors and windows.
- Hide behind a solid object (never in the doorway).
- Call the Police of the Czech Republic (emergency call line 158) and explain the situation (who you are, where you are, what is going on).
- Do not talk to anyone through the door, do not respond.
- During the attack, do not share any photos, videos or related information on social media.
- If possible, inform the reception (or the Department of Safety and Risk Prevention at 725 584 260).
 - Reception (A): 220 444 145
 - Reception (B): 220 443 201
- Remain hidden until the arrival of the Police of the Czech Republic and follow their instructions.

I AM A HOSTAGE

- Keep calm, do not panic. Do not make any sudden movements.
- Cooperate with the aggressor. Do not challenge them.
- Communicate calmly and respectfully towards the aggressor.
- Do not overestimate your own strength and do not underestimate the aggressor.
- Do not attract the aggressor's attention unnecessarily.

7. Appearance of a homeless person or another dangerous person

A: Description of threat:

This is an undesirable appearance of a homeless person or another dangerous person in a UCT Prague building or in its immediate vicinity. A dangerous person is a person who causes others to feel insecure, afraid or concerned about possible danger. This person usually behaves in a strange or suspicious manner in a given environment.

B: How to respond and behave:

If you witness a homeless person or another dangerous person on the university premises, do the following:



- Inform the reception immediately. (Reception A: 220 444 145, Reception B: 220 443 201). Include the following information:
 - Identify yourself (name, surname, position/work role).
 - Whether it is a homeless person or another potentially dangerous person.
 - Where the person is located.
 - Whether it is:
 - Passive presence of this person (eg the person is not aggressive, only sleeps on the premises).
 - Active 'at risk' presence of this person (eg verbal abuse, casing). Possibly also what the person is doing.
- If the homeless person or another potentially dangerous person abuses someone or has physically attacked them:
 - Call the Municipal Police of Prague (emergency call line 156) or the Police of the Czech Republic (emergency call line 158) immediately.
 - Inform the reception (or the Department of Safety and Risk Prevention at 725 584 260).
 - Reception A: 220 444 145
 - Reception B: 220 443 201

8. Blackmailing and threats

A: Description of threat:

This is an anonymous and intentional communication, usually by telephone, e-mail or letter, which is clearly threatening or blackmailing UCT Prague. As a rule, it involves forced action under the threat of committing a criminal and dangerous activity (eg killing people, damaging property or the reputation of the university, disrupting the activities of the university etc).

B: How to respond and behave:

If you are a recipient of information whose nature is blackmail or threat aimed at the university, do the following, depending on how you have received the information:

- If the information was relayed by phone:
 - Never hang up, ask the caller all details related to the matter (eg what exactly does the caller want, why are they making the threat or blackmail, what is the reason, what are the requirements, conditions etc).
 - Pay attention to whether it's a male or female voice (younger, older), whether the caller speaks Czech or has an accent, or whether the caller has a speech impediment and whether there's any detectable background sounds.
 - Never respond to the caller's requests by promising them that you will do what they ask you immediately yourself.
 - Write the information down, including the time when you received the call.
 - If it's technically possible, record the call.



- If the information has been sent by email:
 - Never delete such an email.
 - Never reply to such an email.
 - Never open an attachment to such an email.
 - Do not turn off the PC, stop working on your PC.
- If the information has been received in the form of a letter or another printed material:
 - After it has been ascertained that the letter contains a threat or blackmail, do not touch the letter or printed material if not absolutely necessary.
 - If possible, put on gloves and carefully put the letter into a folder (envelope).
 - The reason is to make sure evidence remains intact for subsequent investigation.
- If the threat/blackmail is urgent or clearly dangerous, inform the Police of the Czech Republic (emergency call line 158) immediately.
- Immediately inform the following people/departments about the threat/blackmail and the fact that you contacted the emergency line of the Police of the Czech Republic:
 - Superior (senior employee).
 - Rector's secretariat (Chancellor).

9. Mass infection/poisoning

A: Description of threat:

The occurrence of an infectious or similar disease, as a result of which the number of sick people in a given location and time significantly increases, above the usual socially accepted limit. The origin of this disease can be detected by the relevant hygiene station in society and subsequently introduced into the environment of UCT Prague. It can also concern a suspicion of mass infection of people or the occurrence of poisoning directly at the university premises.

B: How to respond and behave:

A worsening epidemiological situation or suspicion of infection/poisoning of people may occur in one of the following ways:

- a) Information circulating in society (ie in the media – the internet, radio, newspapers, TV) about the occurrence and subsequent spread of an infectious disease or the deterioration of the so-called epidemiological situation in the territory of Prague or the Central Bohemian Region.
 - b) Suspicion of infection/poisoning of multiple employees (or students – dormitories) with the same type of disease, as a result of the same manifestations or symptoms. For example, multiple employees of the same department, institute, faculty.
- In this case inform the following persons/departments about the occurrence of an infectious disease or suspicion of mass infection/poisoning of people:
 - Superior (senior employee).
 - Department of Safety and Risk Prevention (725 584 260).



- General Practitioner of UCT Prague (220 443 208, 220 443 217).
- After that, follow the instructions of the Department of Safety and Risk Prevention and subsequently the official announcement of the university regarding this matter disseminated via:
 - university email, or
 - UCT Prague website.

10. Fire on the premises

A: Description of threat:

Undesirable and uncontrollable fire in which people could be killed or injured or property could be damaged. Fire may cause burns as well as intoxication of people due to combustion gasses. It may be caused by technical operational defect, negligent behaviour as well as intentional setting of fire by a natural person (arsonist).

B: How to respond and behave:

If you notice a fire or smoke on the university premises, do the following:

- Take the necessary steps to safe people at risk and warn others in the vicinity of the fire. (Ask for help.)
- Behave so as not to put your life and health and the life and health of other people at risk. Always prioritise your safety.
- Try to put out the fire using the available extinguishing equipment. (In case of a small and manageable fire.)
- If you are unable to put out the fire or if it is a big fire (beyond your ability to manage it) immediately do the following:
 - Raise the fire alarm by loudly shouting 'FIRE' or by striking an iron bar on the rail and leave the building.
 - Report the fire to the Fire Rescue Service – FRS (emergency call line 150).
 - Report the fire to the fire alarm receiving station – main reception (Building A or B) and inform them that you have reported the fire to FRS.
 - Reception A: 220 444 145
 - Reception B: 220 443 201
 - If you are at Zikova in the 'new section of the building', press a fire alarm button on the wall.
- When reporting a fire, always say:
 - Who is calling (name, surname, phone number from which you are calling, position/work role).
 - What's on fire and what is the extent of the fire.
 - Precise address/location of the fire.
 - Other facts related to the fire (eg presence of combustible/explosive/highly hazardous substances, presence of pressure vessels, number of injured persons etc).
 - Impacts so far (eg number of injured persons).
- After the fire alarm has been raised (usually by an internal public address system):
 - Immediately leave the building using escape routes. (Do not use the elevators).
 - Follow the instructions of the fire watch.

- Help others evacuate.
- Get to a safe location (assembly point).
 - For Building A: area between NTK and the Faculty of Civil Engineering of CTU.
 - For Building B: area in front of the Faculty of Electrical Engineering of CTU.
 - For Building C: area in front of Building C.
- After that, follow the instructions of the fire watch, the Department of Safety and Risk Prevention, leadership of the university or the Fire Rescue Service.
- Subsequently follow the official announcement of the university regarding this matter disseminated via:
 - university email, or
 - UCT Prague website.

11. Operational accident on the premises

A: Description of threat:

An operational accident is an undesirable event that occurs in direct connection with the operation of a building or the premises of UCT Prague. The impacts and consequences of an operational accident have the potential to cause restrictions or temporary cessation of some activities of a given building. Examples include disruption of utility delivery services or their failure inside the building (water, electricity), a failure of the waste system, or the consequences of adverse climatic phenomena (water seepage into the building, flooding of lower-lying areas due to torrential rain, or damage to the exterior of the building due to strong gusts of wind).

B: How to respond and behave:

If you notice an operational accident on the university premises, do the following:

- Anyone who learns about or witnesses an operational accident in a UCT Prague building or on UCT Prague premises, must immediately report this accident to:
 - Department of Operation and Technical Services – during working hours.
 - 220 443 283
 - Reception (in Building A or B) – outside working hours.
 - Reception A: 220 444 145
 - Reception B: 220 443 201
- When reporting an accident, always say:
 - Who is calling (name, surname, phone number from which you are calling, position/work role).
 - What happened.
 - Location of the accident.
 - What are the impacts/consequences of the accident.

- After that, follow the instructions of the Department of Operation and Technical Services or the reception and subsequently the official announcement of the university regarding this matter disseminated via:
 - university email, or
 - UCT Prague website.

12. Compressed gas leak

A: Description of threat:

A compressed gas leak is a situation where a gaseous substance escapes from a pressure vessel, gas distribution system or stable pressure vessel. Depending on the nature and properties of the leaking gas, the leak may result in a) the creation of an explosive mixture with air, b) the displacement of air from a closed room and the creation of an unbreathable atmosphere, c) the destruction of pressure equipment/explosion, d) the occurrence of secondary damage to property due to the effects of kinetic energy.

B: How to respond and behave:

If you notice a gas leak on the university premises, do the following:

- Anyone who learns about or witnesses a gas leak will:
 - Cease all activities that are causing the gas leak in the affected area.
 - Close the gas supply to the damaged equipment.
 - Inform the persons present at the workplace about the situation.
 - Take other necessary steps to mitigate the effects of the incident:
 - Extinguish open fire or other possible source of combustion.
 - Close electricity supply, if necessary.
 - Air the room (open the windows), if necessary.
 - Make sure the affected workplace is evacuated, including the immediate vicinity (ie adjacent rooms and workplaces at risk).
 - If the situation permits it and should it prove necessary, consult the supplier of the pressure vessels in question (if the leak concerns pressure vessels).
- If you managed to safely handle and resolve the situation on your own, inform the following departments:
 - Department of Safety and Risk Prevention – during working hours.
 - 725 584 260.
 - Reception (in Building A or B) – outside working hours.
 - Reception A: 220 444 145.
 - Reception B: 220 443 201.

- If you are unable to handle the situation on your own, immediately report it to:
 - Fire Rescue Service – FRS (emergency call line 150).
- Subsequently inform the following people/departments about the situation and the fact that you have reported it to FRS:
 - Superior (senior employee).
 - Head of the laboratory where the incident happened.
 - Gas equipment officer of the department where the incident happened.
 - Reception (Reception A: 220 444 145 / Reception B: 220 443 201).
- After the arrival of FRS, provide them with all necessary assistance and follow their instructions.
- If fire alarm is raised (usually by local radio):
 - Immediately leave the building using escape routes. (Do not use the elevators).
 - Follow the instructions of the fire watch.
 - Help others evacuate.
 - Get to a safe location (assembly point).
 - For Building A: area between NTK and the Faculty of Civil Engineering of CTU.
 - For Building B: area in front of the Faculty of Electrical Engineering of CTU.
 - For Building C: area in front of Building C.
- After that, follow the instructions of the fire watch, the Department of Safety and Risk Prevention, leadership of the university or the Fire Rescue Service.
- Subsequently follow the official announcement of the university regarding this matter disseminated via:
 - university email, or
 - UCT Prague website.

13. Protective measures

Protective (also called safety) measures refer to a set of organisational, technical and operational activities that are implemented in order to protect the life and health of students, employees and visitors of UCT Prague, property and other protected values and interests of the university from the undesirable consequences of extraordinary events and crisis situations.

The basic and at the same time key protective measures on the university premises include:

<p>EVACUATION</p>	<p>The purpose of this measure is to establish rules and conditions to ensure rapid, controlled and safe exit from a UCT Prague building by all persons present in it in the event of imminent or existing danger (in the form of an extraordinary event or crisis situation), including their subsequent transfer to pre-determined safe places/areas.</p> <p>This measure is used when an extraordinary event or crisis situation occurs inside a UCT Prague building and the subsequent presence in this building would put the life and health of persons in danger. It is, therefore, necessary to leave the building as quickly as possible.</p> <p>Typical examples of such situations include:</p> <ul style="list-style-type: none"> ▪ Fire in the building. ▪ Anonymous bomb threat.
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<p>INVACUATION</p>	<p>The purpose of this measure is to establish rules and conditions to ensure safe shelter and remaining inside a UCT Prague building for the duration of an imminent or existing danger (in the form of an extraordinary event or crisis situation) that occurred in the immediate vicinity of the building, ie outside a UCT Prague building. Sometimes this measure is also referred to as 'internal evacuation'.</p> <p>This measure is used when an extraordinary event or crisis situation occurs outside a UCT Prague building and leaving the building would put the life and health of persons in danger. It is, therefore, necessary to remain inside the building and hide in a safe place.</p> <p>Typical examples of such situations include:</p> <ul style="list-style-type: none"> ▪ An active shooter in the vicinity of the building (eg on the roof of another building). ▪ A hazardous substance leak in the vicinity of the building (eg from a crashed tank truck transporting a hazardous substance).
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13.1. Evacuation

WHEN IS EVACUATION ORDERED AND HOW WILL I LEARN ABOUT IT?

Evacuation occurs when alarm is raised by shouting 'FIRE' and striking an iron bar on the rail or by the internal public address system in the form of a warning signal (acoustic signal). The public address warning signal can subsequently be supplemented by voice (verbal message), which will specify the location, extent and nature of the danger, including brief information with instructions on the required immediate response to the situation.

WHAT TO DO WHEN AN EVACUATION IS ORDERED

Here is a recommended and appropriate procedure for executing an evacuation with division into the different categories of evacuated persons on the UCT Prague premises.

**TAKE ANY ALARM SERIOUSLY AND FOLLOW THE INSTRUCTIONS BELOW.
YOU MUST EVACUATE REGARDLESS OF WHETHER IT'S A DRILL OR A REAL
THREAT.**

A) HOW TO EVACUATE – STUDENTS

1. Stop all activities

- Halt what you are doing instantly and safely.
- During the lesson follow the instructions of the instructor/lecturer.

2. Leave the place

- When leaving the place where you currently are, take only the necessary personal belongings with you (eg mobile phone, documents, jacket), unless this endangers your safety.
- Use the nearest escape route or exit marked with safety signs, emergency lighting, or follow the evacuation plan.
- Do not linger in the place that you are leaving longer than absolutely necessary.
- The last person leaving the room will close but not lock the door.

3. Leave the building

- When leaving the building, proceed calmly and in an organised manner following the instructions of the instructors, fire watch members or senior employees.
- When leaving the building, use the shortest escape route to an open area.
- On your way out of the building, help disabled, injured or confused persons.
- Do not use elevators (they are not intended for evacuation), use the stairs.
- If you are in smoke-filled or fire-affected areas, stay low and breathe ideally through a wet fabric (eg a sleeve or handkerchief).



4. Get to the assembly point

- Move to the designated outdoor assembly point outside the building (according to the evacuation plan). Any change to the location of the assembly point would be communicated verbally as part of the evacuation order.
- Find other students with whom you were in class and stay together for easier registration of persons.
- Report to the instructor or members of the fire watch at the assembly point for the purpose of registration of persons.
- While at the assembly point, follow the instructions and directions of the persons in charge of the evacuation (Fire Rescue Service commander, employees of the Safety and Risk Prevention Department, UCT Prague reception employees).
- If possible, check your university e-mail account on your mobile device – important information about the end of the evacuation etc will be sent to all UCT Prague students.
- It is prohibited to leave the assembly area without prior approval or instructions from the person in charge of the evacuation for the given workplace/study group.

5. Cooperate with persons in charge of evacuation

- If any of the students in our study group is missing or injured, immediately inform the members of the rescue services, your instructor or an employee in charge of the evacuation.
- Upon request provide the persons in charge of the evacuation with all necessary information.

B) HOW TO EVACUATE – INSTRUCTORS

1. Stop your work and ensure safety of workplace

- Halt what you are doing instantly and safely.
- Help students halt all their activities in the class instantly and safely.
- Ensure that all equipment and appliances that are being used and the unsupervised operation of which may cause an extraordinary event (eg explosion, fire, HCSaM leak) are turned off (or put in a safe mode) so that they can be safely left unattended.
- Always remember that an evacuation may take several hours!
- Before leaving the workplace check (if possible and safe) that:
 - All open containers with HCSaM have been closed.
 - All electrical appliances and open flames (burners, furnaces, hot plates etc) have been turned off.
 - All utility supplies (pressure vessels, distribution of natural gas etc) have been closed.

2. Leave the workplace

- Order the students to leave the workplace. When leaving the workplace, take only the necessary personal belongings with you (eg mobile phone, documents, jacket), unless this endangers people's safety.



- Use the nearest escape route or exit marked with safety signs, emergency lighting, or follow the evacuation plan.
- Do not linger in the workplace that you are leaving longer than absolutely necessary.
- Be the last to leave the workplace and make sure nobody has been left behind.
- When leaving the room, close but not lock the door.

3. Leave the building

- When leaving the building, proceed calmly and in an organised manner following the instructions of senior employees or the fire watch members.
- Use the shortest escape route from the building to an open area.
- On your way out of the building, help disabled, injured or confused persons.
- Do not use elevators (they are not intended for evacuation), use the stairs.
- If you are in smoke-filled or fire-affected areas, stay low and breathe ideally through a wet fabric (eg a sleeve or handkerchief).

4. Get to the assembly point

- Move to the designated outdoor assembly point outside the building (according to the evacuation plan).
- Find your students (if possible) and try to find out if any of them have stayed in the building.
- Report to your superior or the members of the fire watch of your department for the purpose of registration of persons and providing information that all your students are safe.
- While at the assembly point, follow the instructions and directions of the persons in charge of the evacuation (Fire Rescue Service commander, employees of the Safety and Risk Prevention Department, UCT Prague reception employees).
- If possible, check your university e-mail account on your mobile device – important information about the end of the evacuation etc will be sent to all UCT Prague students and employees.
- It is prohibited to leave the assembly area without prior approval or instructions from the person in charge of the evacuation for the given department.

5. Cooperation with persons in charge of evacuation

- If any of the students/employees is missing or injured, immediately inform the members of the rescue services or the senior employee in charge of the evacuation.
- Upon request or if there is a risk of delay, provide information about HCSaM/appliances/processes in the evacuated workplace (eg temporarily interrupted activities/experiments).

C) HOW TO EVACUATE FROM A LABORATORY/OFFICE/OTHER WORKPLACES

1. Stop your work and ensure safety of workplace

- Halt all running experiments/your activities instantly and safely.
- Turn off or put in a safe mode all equipment and appliances the unsupervised operation of which may cause an extraordinary event (eg explosion, fire, HCSaM leak) are turned off so that they can be safely left unattended.



- Always remember that an evacuation may take several hours!
- Close all open containers with HCSaM (if possible and safe).
- Turn off all electrical appliances and open flames (burners, furnaces, hot plates etc).
- Close all utility supplies (pressure vessels, distribution of natural gas etc).
- If HCSaM are leaking or have been spilt, inform the head of the laboratory or the members of the rescue services immediately.

2. Leave the workplace safely

- Take only the necessary personal belongings with you (eg mobile phone, documents, jacket), unless this endangers your safety.
- Use the nearest escape route or exit marked with safety signs, emergency lighting, or follow the evacuation plan.
- Do not linger in the workplace that you are leaving longer than absolutely necessary.
- When leaving the room, close but not lock the door.

3. Leave the building

- When leaving the building, proceed calmly and in an organised manner following the instructions of senior employees or the fire watch members.
- Use the shortest escape route from the building to an open area.
- On your way out of the building, help disabled, injured or confused persons.
- Do not use elevators (they are not intended for evacuation), use the stairs.
- If you are in smoke-filled or fire-affected areas, stay low and breathe ideally through a wet fabric (eg a sleeve or handkerchief).

4. Get to the assembly point

- Move to the designated outdoor assembly point outside the building (according to the evacuation plan).
- Find your colleagues from your department and keep together for easier registration of the evacuated persons.
- Report to your superior or the members of the fire watch of your department for the purpose of registration of persons.
- While at the assembly point, follow the instructions and directions of the persons in charge of the evacuation (Fire Rescue Service commander, employees of the Safety and Risk Prevention Department, UCT Prague reception employees).
- If possible, check your university e-mail account on your mobile device – important information about the end of the evacuation etc will be sent to all UCT Prague students and employees.
- It is prohibited to leave the assembly area without prior approval or instructions from the person in charge of the evacuation for the given department.

5. Cooperation with persons in charge of evacuation



- If any of your colleagues is missing or injured, immediately inform the members of the rescue services or the senior employee in charge of the evacuation.
- Upon request or if there is a risk of delay, provide information about HCSaM/appliances/processes in the evacuated workplace (eg temporarily interrupted activities/experiments).

13.2. Invacuation

WHEN IS INVACUATION ORDERED AND HOW WILL I LEARN ABOUT IT?

Invacuation occurs when alarm is raised by the internal public address system in the form of a warning signal (acoustic signal). The public address warning signal can subsequently be supplemented by voice (verbal message), which will specify the location, extent and nature of the danger, including brief information with instructions on the required immediate response to the situation.

Note: There may be situations where the building is not equipped with an internal public address system through which verbal messages might be broadcast. In such a situation, the final decision whether to leave the building (evacuate) or, conversely, stay in the building and take safe shelter (invacuate) is up to each of us. When making this decision, it is necessary to be extremely careful, attentive to your surroundings, pay attention to all signs of danger at a given moment and then act decisively. An example of signs that can help you make the right decision include: listening to the surrounding environment, for example, whether shooting or screaming can be heard, from which it can be deduced what type of danger you are facing. Alternatively, the situation can be clarified by warning SMS or emails.

WHAT TO DO WHEN AN INVACUATION IS ORDERED

Here is a recommended and appropriate procedure for executing an invacuation with division into the different categories of evacuated persons on the UCT Prague premises.

TAKE ANY ALARM SERIOUSLY AND FOLLOW THE INSTRUCTIONS BELOW. YOU MUST INVACUATE REGARDLESS OF WHETHER IT'S A DRILL OR A REAL THREAT.

A) HOW TO INVACUATE – STUDENTS

1. Stop all activities

- Halt what you are doing instantly and safely.
- During the lesson follow the instructions of the instructor.

2. Find shelter and hide

- Do not stay in the open and in open areas (eg corridors).
- Choose and find a good place/room (shelter) where you will hide.
 - Ideally a room with solid exterior walls (not glass walls) that can be locked and the locked door can be barricaded.
 - The room should have equipment/furniture that can be used to barricade the door (eg cabinets, tables or benches that are not fixed to the walls/floor and can be moved).
- Take only the necessary personal belongings with you to the shelter (eg mobile phone, documents), unless this endangers your safety



- Take other persons with you that are in the vicinity or in the same situation (eg in the corridor or classroom).
- Lock and barricade the door, move away from this door and hide behind a solid object – never in the doorway.
- Keep away from the windows. If the windows have blind or shutters, close them.
- Turn off the lights in the room and remain quiet.
- Silence your mobile phone and turn off vibrations.
- Do not talk to anyone through the door, do not respond.
- Do not share any photos, videos or related information on social media.
- Call the Police of the Czech Republic (emergency call line 158) and explain the situation.
- If possible, inform the reception or the Department of Safety and Risk Prevention (725 584 260) about your situation.
 - Reception A: 220 444 145
 - Reception B: 220 443 201
- Stay in the shelter until the arrival of the Police of the Czech Republic.

3. Leave the shelter only after being instructed by the Police of the Czech Republic

- Leave the shelter only after the Police of the Czech Republic have demonstrably arrived and only if they have instructed you to do so.
- Leave the room slowly, keep your hands visible (hands above head), avoid any sudden movements.

4. Cooperate with the Police of the Czech Republic

- Upon request provide the Police of the Czech Republic with all necessary information.
- Subsequently follow their instructions.

B) HOW TO INVACUATE – INSTRUCTORS

1. Stop work and ensure safety of workplace

- Halt what you are doing instantly and safely.
- Help students halt all their activities in the class instantly and safely.
- Ensure that all equipment and appliances that are being used and the unsupervised operation of which may cause an extraordinary event (eg explosion, fire, HCSaM leak) are turned off (or put in a safe mode) so that they can be safely left unattended.



- Always remember that an evacuation may take several hours!
- Before leaving the workplace check (if possible and safe) that:
 - All open containers with HCSaM have been closed.
 - All electrical appliances and open flames (burners, furnaces, hot plates etc) have been turned off.
 - All utility supplies (pressure vessels, distribution of natural gas etc) have been closed.

2. Find shelter and hide

- Think about whether the auditorium/classroom may be a good shelter (eg whether it can be locked, has solid walls etc).
- If no, find and choose a good place/room (shelter) where you will hide together with students.
 - Ideally a room with solid exterior walls (not glass walls) that can be locked and the locked door can be barricaded.
 - The room should have equipment/furniture that can be used to barricade the door (eg cabinets, tables or benches that are not fixed to the walls/floor and can be moved).
- Order the students to stay away from the open and open areas and hide in the chosen shelter.
- Take only the necessary personal belongings with you to the shelter (eg mobile phone, documents), unless this endangers your safety.
- When everyone is in the shelter, ensure that the door is locked and barricaded from the inside of the shelter.
- Order the students and ensure that:
 - Everyone moves away from the door.
 - They hide behind solid objects – never in the doorway.
 - They keep away from the windows. If the windows have blind or shutters, make sure they are closed.
 - Everyone keeps quiet and the lights are turned off.
 - Everyone has silenced their mobile phone and turned off vibrations.
 - They do not respond to anything going on outside the room nor talk to anyone through the door.
 - Nobody shares any photos, videos or related information on social media.
- Call the Police of the Czech Republic (emergency call line 158) and explain the situation.
- If possible, inform the reception or the Department of Safety and Risk Prevention (725 584 260) about your situation.



- Reception A: 220 444 145
- Reception B: 220 443 201

- Stay in the shelter until the arrival of the Police of the Czech Republic.

5. Leave the shelter only after being instructed by the Police of the Czech Republic

- Make sure nobody leaves the shelter before the Police of the Czech Republic have demonstrably arrived and only if they have instructed you to do so.
- Make sure everyone leaves the room slowly, with their hands visible (hands above head), and avoiding any sudden movements.

6. Cooperate with the Police of the Czech Republic

- Upon request provide the Police of the Czech Republic with all necessary information.
- Subsequently follow their instructions.

C) HOW TO INVACUATE IN LABORATORIES/OFFICES/OTHER WORKPLACES

1. Stop work and ensure safety of workplace

- Halt all running experiments/your activities instantly and safely.
- Turn off or put in a safe mode all equipment and appliances the unsupervised operation of which may cause an extraordinary event (eg explosion, fire, HCSaM leak) are turned off so that they can be safely left unattended.
- Always remember that an invacuation may take several hours!
- Close all open containers with HCSaM (if possible and safe).
- Turn off all electrical appliances and open flames (burners, furnaces, hot plates etc).
- Close all utility supplies (pressure vessels, distribution of natural gas etc).
- If HCSaM are leaking or have been spilt, inform the head of the laboratory or the members of the rescue services immediately.

2. Find shelter and hide

- Think about whether your workplace may be a good shelter.
- If no, find and choose a good place/room (shelter) where you will hide.
 - Ideally a room with solid exterior walls (not glass walls) that can be locked and the locked door can be barricaded.
 - The room should have equipment/furniture that can be used to barricade the door (eg cabinets, tables or benches that are not fixed to the walls/floor and can be moved).
- Do not stay in the open and in open areas and hide in the chosen shelter, including all present persons in the same situation.
- Take only the necessary personal belongings with you to the shelter (eg mobile phone, documents), unless this endangers your safety.
- When everyone is in the shelter, ensure that the door is locked and barricaded from the inside of the shelter.



- Ensure that the door is locked and barricaded from the inside of the shelter.
- In the shelter:
 - Move away from the door.
 - Hide behind a solid object – never in the doorway.
 - Keep away from the windows. If the windows have blind or shutters, close them.
 - Turn off the lights.
 - Remain quiet in the shelter.
 - Silence your mobile phone and turn off vibrations.
 - Do not talk to anyone through the door, do not respond.
 - Do not share any photos, videos or related information on social media.
- Call the Police of the Czech Republic (emergency call line 158) and explain the situation.
- If possible, inform the reception or the Department of Safety and Risk Prevention (725 584 260) about your situation.
 - Reception A: 220 444 145
 - Reception B: 220 443 201
- Stay in the shelter until the arrival of the Police of the Czech Republic.

3. Leave the shelter only after being instructed by the Police of the Czech Republic

- Leave the shelter only after the Police of the Czech Republic have demonstrably arrived and only if they have instructed you to do so.
- Leave the room slowly, keep your hands visible (hands above head), avoid any sudden movements.

4. Cooperate with the Police of the Czech Republic

- Upon request provide the Police of the Czech Republic with all necessary information.
- Subsequently follow their instructions.

14. List of abbreviations

Abbreviation	Meaning
CTU	Czech Technical University in Prague
FRS	Fire Rescue Service
Method R-H-F	Method: Run – Hide – Fight (Fight back)
HCSaM	Hazardous chemical substance and mixture
NTK	National Library of Technology
PC	Personal computer (computer station/laptop)

