

PLAN TO
EVACUATE

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1. GENERAL PROVISIONS

The Plan to Evacuate defines competences and responsibilities of persons holding managerial positions at SGH Warsaw School of Economics to the extent of emergencies governed by law and related regulations and the in-house safety and asset integrity requirements. In the course of evacuation, persons holding managerial positions follow the law and related regulations and the rule of human life and health supremacy over property.

In case of emergency: fire, terrorist attack, gas explosion, construction disaster, it is announced to **evacuate** relevant facilities of the university. Evacuation means movement of people in emergency situation to safe places outside the building that poses a threat. Evacuation may be planned in the situation of a long-term and anticipated threat or incidental – in case of emergency.

Evacuation aims at: protection of students and staff members against life and health hazards and mitigation of material loss in relevant facilities.

2. LEGAL GROUNDS

1. Act of 24 August 1991 on Fire Prevention Measures (Journal of Laws from 2018, item 620.)
2. Regulation of the Minister of Infrastructure of 12 April 2002 on technical requirements that buildings and their locations have to meet (Journal of Laws from 2015, item 1422 with subsequent amendments)
3. Regulation of the Minister of Internal Affairs and Administration of 7 June 2010 on fire prevention measures for buildings, structures and sites (Journal of Laws no 109, item 719).

3. EVACUATION AND SAFETY ALARM BASIC DEFINITIONS

- 1) **alarm** is voice warning, telephone warning or warning spread from person to person or spread in another way by all and any means in order to notify of health or life hazard in result of fire, contamination, natural disaster, terrorism or another imminent threat;
- 2) **safety alarms** are measures undertaken to notify competent authorities, services, and people of an emergency situation that requires immediate action;
- 3) **evacuation** is the planned or emergency-based instruction for people to move materials and to proceed to the assembly point via the nearest emergency exit to get out of the building that poses an imminent threat, and to the equipment gathering assembly (evacuation zones). Evacuation is carried out in case of imminent threat or emergency that disables an organisational unit to operate in its principal office.
- 4) **system of emergency alerts** is the system of notices and warnings transmitted by all and any available means in order to warn competent authorities and people about the emergency risk, actual emergency or emergency end;
- 5) **emergency zones** places, territories, areas that pose life or health hazards and threat to assets and environment in result of natural disasters, technical failures, fire or other emergency situations;
- 6) **evacuation route** is a way to get out of a building, room in case of emergency that poses life or health hazard;
- 7) **assembly point** is a place that is safe for students and staff members after evacuation;
- 8) **evacuation conditions** – measures that ensure fast and safe evacuation of the place that poses and imminent threat or in the event of fire, tailored to the number and abilities of the persons in the facility and to the function, construction, and dimensions of the facility;
- 9) **evacuation head** – the Chancellor of SGH, the Deputy Chancellor of SGH or a person appointed by the Chancellor of SGH to be the evacuation head.

4. EVACUATION PROCEDURE

1. Procedure Objective.

Assurance of effective preparation of and the process of safe evacuation of staff members and students and other persons in the facility in case of emergency.

2. Procedure Subject Matter and Application.

The evacuation procedure defines the evacuation process and competences and responsibilities of persons undertaking indispensable measures such as the necessity to evacuate people (assets) from the facility as the primary action indicated by the emergency symptoms (emergency risk) that have been found or reported.

3. Grounds for the Procedure to be Applied.

The Evacuation Procedure shall be instituted in case of emergency:

- **Fire** / if the firefighting is bound to fail and fire cannot be suppressed by means of the hand-held firefighting equipment;
- **Terrorist Attack** / explosive incident notification or other life or health hazardous incident notification;
- **Gas Explosion** caused by the failure of the gas transmission pipelines;
- **Contamination with Industrial Toxics** (if the time of exposure to cloud contamination is in excess of 15 minutes);
- **Flood** (submergence);
- **Construction Disaster**.

5. ORGANISATION OF EMERGENCY ALERTS



Evacuation is instituted by a voice alert or sound alert.

In case of emergency, the decision to evacuate will be announced (by means of a sound or voice alert) or on the phone by the Evacuation Head or persons appointed by the Evacuation Head for secretary offices of organisational units, companies seated in the building of SGH and other appointed evacuation heads. In the emergency situation the evacuation of staff members and other persons in the building will be announced as follows:

NOTE!

After having announced the evacuation alert, one must verify whether the alert signal has reached everyone in the building and whether everyone has been evacuated from the building!

TYPE OF EMERGENCY	ALERT	ALERT SUBSTANCE
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<p>Evacuation In the event of emergency:</p> <ul style="list-style-type: none"> • fire • airborne contamination • terrorism • construction disaster • other incidents 	<p>1. Sound Alert (DSO alert sound, alert siren, loudhailer). 2. Electronic mail containing the instruction to evacuate will be transmitted to Staff members whose workplaces are situated in the building.</p>	<p>„Attention! Attention! Emergency. Discontinue your work, this is the instruction to evacuate people out of the building, proceed to the assembly point.”</p>
<p>Cancellation of Alert</p>	<p>Voice Alert (via the intermediary of messengers or on the phone or by means of loudhailers)</p>	<p>„Attention! Attention! This is to cancel the evacuation alert”</p>

6. EMERGENCY PROCEDURE /EMERGENCY ALERT

Alarms/Emergency Alerts and Evacuation Alert

Anyone, who has notices fire or another threat in the building or in the vicinity or has been notified of possible threat, is obligated to stay calm and immediately alarm:

- a) students, staff members and persons found in the emergency situation or area,
- b) a subordinate or a person appointed by him or her (the safeguard services must be notified beyond office hours),
- c) the building safeguard officers,
- d) the State Firefighting Services – tel. 112 or 998 (or by means of the Manual Fire Alarm – ROP), of which subordinates must be notified.

In the **EMERGENCY** situation or in case of the notification of an emergency incident transmitted by its witness, **the decision to evacuate must be made by the persons mentioned below in the following order of precedence:**

1	Rector	Extension Number: +48 22 564 9822 / mobile phone.....
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2	Chancellor	Extension Number: +48 22 564 9600 / mobile phone
3	Deputy Chancellor	Extension Number:+48 22 564 9600 / mobile phone
4	Appointed Persons	Extension Number: mobile phone

At the request of the evacuation head, the following institutions/services must be notified depending on the type of emergency:

S.N	EMERGENCY TELEPHONE NUMBERS	TELEPHONE NUMBER
1.	General Emergency Number	112
2.	POLICE	997
3.	State Firefighting Services	998
4.	Life Saving Emergency Services	999
5.	24-hour Power Engineering Emergency Number for the District of MOKOTÓW	22 821 52 11 22 821 31 31
6.	Gas Emergency Number	022 992 022 628 45 87
7.	Heat Distribution Emergency Number	993
8.	Water and Sewage Emergency Number	422-92-05
9.	Epidemiological Station: <ul style="list-style-type: none"> • Voivodeship station • District station • Border station 	22 620 90 01 22 310 79 00 22 650 25 33

A person who notifies the competent services of an incident is obligated to provide the following personal particulars:

- Name and surname,

- The name of **SGH Warsaw School of Economics**, **mobile phone** number,
- The type of emergency: fire, explosion, flood, dubious persons (for instance, an assailant with a handgun), hostage, a package, rucksack, bag left unattended,
- address of the emergency case, for instance, **al. Niepodległości 162, Main Building „G”**, possibly the description of the place and dubious persons

NOTE!

Do not hang up the phone until you have been confirmed that the emergency notification has been acknowledged.

People and assets are evacuated in the event of life and health hazards for people in the facility or when such hazards are anticipated or in the event of property loss or damage exposure. Property must be evacuated in a way that will ensure safety of people. Evacuated property cannot be exposed to any loss or damage and must be arranged in a way that will allow to keep clear walkways or passages, evacuation routes and driveways. Property storage space must be protected against fire, flood, and burglary. Very heavy and bulk-sized property items must not be evacuated.

Evacuation routes marked in the facility layout must be followed for the evacuation purposes. The most extreme conditions must be assumed for the threat exposure assessment and related evacuation planning in order to ensure quick and effective evacuation.

Evacuation Procedure.

Major evacuation arrangements:

1. The first priority to be evacuated are persons with reduced mobility and persons in the rooms exposed to the imminent threat, for instance, the rooms in which fire has broken out or through which fire spreads as well as areas that may be impossible to be evacuated along evacuation routes in a safely manner.
2. In case escape routes have been cut off, the Evacuation heads, subordinates or peers must be notified thereof by all available means (for instance, telephone, face-to-face or via the intermediary of the persons outside the cut off area.
3. Persons cut off from their escape routes and found to be exposed to the imminent threat should assemble in the room that is farthest from the source of threat and await for being evacuated by life rescue services.

4. Having evacuated the building, the head of the organisational unit, the deputy head of the organisational unit or a person appointed by the head of the organisational unit checks compliance of the attendance list of staff members with the number of evacuated staff members at the assembly point. The head of the organisational unit, the deputy head of the organisational unit or a person appointed by the head of the organisational unit immediately notifies the evacuation head of the compliance check result.
5. Property shall not be evacuated until completion of the evacuation of people out of the areas that pose threat. This is the Evacuation Head to decide to that end.
6. Individual persons or groups of people shall be evacuated following the shortest escape route in conformity with the evacuation route map, and toward the assembly point.

Evacuation rules after the decision to evacuate has been announced.

1. Follow the instructions issued by the life rescue operation head.
2. Perform the tasks assigned beforehand.
3. Turn off the computer hardware and prevent the information data from unauthorised access.
4. Turn off the electric equipment, gas and water supply utilities, close the doors and windows (do not lock the door).
5. The information data, selected property, cultural assets, documents, etc., shall be prepared to be evacuated or prevented from unauthorised access.
6. Take personal belongings, documents and proceed to the evacuation area.
7. Close the windows.
8. Do not shut the doors.
9. Notify the operation head of completion of the evacuation.
10. Remain in the evacuation area until you are informed to resume or discontinue work.

Obligations of staff members and other persons in the buildings of SGH

Staff members in the buildings of SGH are obligated to have a detailed and thorough up-to-date knowledge on the emergency alerts and the procedure to follow after the evacuation has been announced. Staff members and other persons in the buildings of SGH shall be obligated to follow the alerts and instructions announced by the evacuation heads.

Once the evacuation has been announced, the obligations of staff members include:

- 1) absolute observance of instructions issued by the evacuation heads and subordinates;

- 2) immediate discontinuation of work and as long as it is plausible (as long as it does not cause life or health hazards):
 - to turn off the computer hardware and prevent the information data from unauthorised access,
 - to prevent significant documents (confidential documents or sensitive data) from unauthorised access,
 - to turn off the electric equipment,
 - close the windows, take personal belongings;
- 3) evacuation from the room, closing the door – **do not lock it** (except for the rooms occupied by human resources, accountancy, information technology staff, that must be locked after having been checked), leaving the room you only must take items of basic necessity such as documents, valuables, a telephone, an overcoat, etc. You must not take bulk-sized items;
- 4) evacuation from the area that poses threat and proceeding to the nearest escape route;
- 5) you must move in a bent-over position in case when the escape route is filled with fumes;
- 6) stay calm and do not let yourself and others panic;
- 7) proceed to the assembly point,
- 8) report your present to the Head of the organisational unit, the deputy head of the organisational unit or the person appointed by the head of the organisational unit,
- 9) perform first aid for those in need as best as you can when necessary during the evacuation in process.

When following the escape route, you must not:

- 1) move in the direction opposite to the escape route,
- 2) stop,
- 3) use lifts, the evacuation requires to use corridors and staircases,
- 4) attempt to drive private cars out of SGH parking space.

Appointed evacuation heads in respective facilities undertake tasks assigned to them to the extent of effective evacuation.

During a meeting the Head of the organisational unit, the deputy head of the organisational unit or the person appointed by the head of the organisational unit shall be accountable for evacuation of guests participating in the meeting. Guests visiting the building are obligated to follow the instructions issued by the evacuation head during the evacuation in process.

Teachers in teaching classes are accountable for evacuating students.

Lessees in SGH building are obligated to follow the rules of conduct in case of the evacuation and are accountable for the persons in the space they have leased.

The evacuated staff members should remain in the area of the assembly point until they are instructed by the evacuation head to follow the relevant evacuation procedure.

Rules of conduct after the evacuation ends.

1. A facility must be safeguarded and prevented from unauthorised access after the evacuation ends.
2. Relevant managers are accountable for protection of property of respective organisational units and prevention of the same from unauthorised access.
3. Given a type of emergency, safeguard services and evacuation heads remain in the facility.
4. Raw material inventory evacuated to a substitute storage must be protected against theft and damage exposure.
5. The evacuated people should remain in the area of the assembly point until they are instructed to follow the relevant procedure.

Cancellation of Evacuation

The decision to let staff members return to workplaces shall be made by SGH Chancellor, SGH Deputy Chancellor or a person appointed by one of them - the Evacuation Head. The Head of the organisational unit, the deputy head of the organisational unit or the person appointed by the head of the organisational unit shall arrange for the return to workplaces. In case an emergency alert has been verified to be a false emergency alert, staff members are immediately notified of the lack of the necessity to evacuate by means of a voice alert of the following content:

**„Attention, Attention! False emergency alert. The building does not pose any threat.
Remain in your workplaces please.“**

In case emergency ceases and the decision is made to cancel the evacuation, the following voice alert is announced to the staff members:

„This is to cancel the evacuation of the building. Return to your workplaces please.“