

President's regulation on measures in the event of an emergency

Název interního předpisu	President's regulation on measures in the event of an emergency
Číslo interního předpisu	uvs.pro.028

více ▾

1. Introductory provisions

1. This regulation governs measures and the management of activities in the event of emergencies occurring in the buildings of Unicorn University,
2. unicorn University (hereinafter "UUN") has established a crisis management team for handling emergencies. This team consists of the president, the bursar, the person authorized by the president to oversee security at the university (hereinafter "head of security"), and other individuals appointed by the president to this team.
3. All safety instructions for the university buildings are available to employees and students on the "*Security Measures in School Buildings*" portal (hereinafter "security portal").

2. General guidelines in the event of an emergency

2.1 Important telephone numbers for reporting an incident

a) Depending on the nature of the situation, it is necessary to immediately report any incident endangering health and property to the national emergency lines:

- **150** – Fire rescue service of the Czech Republic (in case of fire, hazardous substance leaks, etc.)
- **155** – Emergency medical service (in case of injuries or health issues)
- **158** – Police of the Czech Republic (in case of a crime – assault, theft, etc.)
- **112** – European emergency number – primarily used when:
 - a specific national emergency line is busy
 - the incident requires the participation of at least two emergency services simultaneously
 - the caller does not speak Czech

b) The incident must also be reported to the university's emergency hotline: **+420 221 400 886**

2.2 Principles of conduct in a crisis

Regardless of the type of emergency, the following general rules apply:

- **Stay calm**, act thoughtfully, and prevent panic.
- **Follow the instructions** of individuals authorized by the crisis management team.
- **Protect yourself and others**, assist those in need.
- **Leave the hazardous area** as quickly as possible.
- **Take only essential personal belongings** (documents, money, medication).

2.2.1 In case of fire

- **Contact the Fire rescue service of the Czech Republic** at 150/112 and the Police of the Czech Republic at 158/112, report the situation to the university's emergency hotline.
- **Take** only essential items, such as documents, keys, money, and medication.
- **Follow** the [Fire alarm directive](#) and general guidelines for emergencies.
- **Use** only evacuation elevators, routes and exits indicated by the pictograms.

2.2.2 In case of an armed intruder

- **Immediately contact** the Police of the Czech Republic (tel. **158** or **112**) and inform the UUN emergency hotline.
- **Follow the "Run – Hide – Fight" principle:**
 - **Run:** If possible and safe, immediately leave the area of the attack.
 - **Hide:** If escape is not possible, find shelter (lock doors, turn off lights, silence your mobile phone, etc.).
 - **Fight:** In extreme situations, if your life is immediately threatened, act to neutralize the attacker, if there is no other way to escape.
- **Stay calm** and follow the instructions of the Police of the Czech Republic or other IRS emergency services.

2.2.3 In case of reporting an explosive device

- **Immediately contact** the Police of the Czech Republic (tel. **158** or **112**) and inform the UUN emergency hotline.
- **Leave the building immediately** according to general evacuation guidelines.
- **Stay calm** and follow the instructions of the Police of the Czech Republic or other IRS emergency services.

2.2.4 In case of finding a suspicious item

- **Immediately contact** the Police of the Czech Republic (tel. **158** or **112**) and inform the UUN emergency hotline.
- **Do not approach** and touch the suspicious item.
- **Close the room** (if possible), shut windows and doors.
- **Immediately leave the building** according to general guidelines (see chapter 3).
- **Stay calm** and follow the instructions of the Police of the Czech Republic and other emergency IRS services.

2.2.5 In case of receiving a suspicious package

- **Immediately contact** the Police of the Czech Republic (tel. **158** or **112**)) and inform the UUN emergency hotline.
- **Do not open the package or handle it** unnecessarily
- **If circumstances allow**, place the package (without opening it) in a plastic bag or another suitable container to prevent further spread of any hazardous substance.
- **Then, immediately leave the room** and thoroughly wash your hands with water and soap.
- **The Police of the Czech Republic or the Fire Rescue Service of the Czech Republic** will then take the package for professional assessment.

3. Evacuation

3.1 Decision on evacuation

The decision to initiate an evacuation is made by the **Police of the Czech Republic** (in case of an intervention) or the **crisis management team**. Once this decision is made, the following steps will be taken:

- The head of security will ensure that students and staff are informed through the following:
 - Physically – The receptionist will walk through the building announcing: Please pay attention. Evacuation has been declared. We ask everyone to immediately leave the building for safety reasons and follow the instructions of the Police of the Czech Republic / crisis management team.
 - Warning text message with instructions
 - News in the UUN information system
 - Information on UUN website
 - Information on UUN social media
- The designated person will open all main entrances to the building to facilitate evacuation.
- The designated person will post a notice at the entrances: „*Pozor, evakuace! Nevstupovat.*“ / „*Attention: Evacuation. Do not enter.*“
- Drivers of vehicles parked on the school premises must not block access for emergency response units.

3.2 Instruction for the evacuation

- Employees should lock their workstations when leaving the offices, if the situation and time permit.
- Students, employees, and visitors should take their personal belongings, if they are immediately accessible.
- Exit the building according to the designated evacuation plans and pictograms.
- Do not make crowds at the exits and avoid any danger.
- In case of fire or other building hazards, do not use standard elevators, but only evacuation elevators (if approved for operation under emergency conditions).
- The Police of the Czech Republic's intervention commander will inform the designated person about the end of the emergency situation, who will then pass this information to the crisis management team.
- The crisis management team will decide on reopening the building, and this decision will be communicated through UUN's official channels (e.g., the university website).

4. Final provisions

4.1 Information availability

All information regarding security procedures, contacts, and other relevant details is available on the **UUN security portal**. Every student and employee must be familiar with this information.

4.2 Updates and revisions

In case of any additional information, needs, or changes in procedures, the **head of security** is authorized to issue a procedural directive that will further specify the details for implementing this regulation.

4.3 Validity and effectiveness

This regulation comes into force and becomes effective from the date of its issuance.