

INSTRUCTIONS

PROCEDURE IN EMERGENCY SITUATIONS
FOR THE PEOPLE WORKING IN THE BUILDING OF
INTERNATIONAL AMERICAN SCHOOL sp. z.o.o.
IN WARSAW
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I. GENERAL PROVISIONS

1. The purpose of this document is to define uniform procedures and to specify duties in the event of threat of terrorist attack, assault or burglary.
2. If the above-mentioned hazards occur, the operation aimed at their elimination shall be managed, on behalf of the School Director, by his/her Deputy.
3. Coordination and direct implementation of such operations shall be the responsibility of the person authorized by the Director (Owner) until such duties are taken over by the Police.
4. The procedures defined herein shall be binding on all the employees.

II. PROCEDURES TO BE FOLLOWED BY THE PEOPLE WORKING IN THE SCHOOL BUILDING IN CASE OF THREAT OF TERRORISM

SOURCES OF INFORMATION ABOUT THREAT OF TERRORISM

1. The basic information about the existence of terrorist threat is usually addressed to a specific person in writing, i.e.:
 - a) a letter sent by mail or delivered by a casual messenger;
 - b) leaflet or card dropped off at the school building (office premises, lecture and class rooms and other premises);
 - c) parcel delivered by a mailman, courier or a casual person;
2. email, phone or fax messages;
3. direct conversation between the person warning against a terrorist attack and an employee working in the building;
4. the information about a threat of terrorism may be obtained by an employee based on his/her own observation of people, events or objects of unknown origin or luggage left unattended.

GENERAL RULES OF BEHAVIOR APPLICABLE TO THE PEOPLE RECEIVING INFORMATION ABOUT PLANNED TERRORIST ATTACK

- I. The person who receives the information about a threat of terrorist attack should:
 - a) during a direct or telephone conversation show maximum calmness and composure and at the same time try to obtain as many details about the threat and the informant as possible.
It should be noted that a smallest detail or extending conversation time can have significant influence on further procedure in the case;
If possible, such conversation should be recorded.
 - b) after the conversation, the obtained information should be immediately reported to a superior or the nearest security guard;
 - c) reporting the threat of a terrorist attack, the content of the information, place, time and source of information should be conveyed in detail;
 - d) if the information is obtained by an employee outside his/her workplace or if limited time is left between obtaining such information and the probable time of a terrorist attack, the information must be reported immediately to the nearest Police unit and, if possible, to the building security guards;

OBLIGATIONS OF PERSONS

- I. Supervision employees analyze the information about threat and decide to:
 - a) inform the Police about a threat of terrorist attack;
 - b) inform the building security guards;
 - c) stop work at school;
 - d) supervise evacuation of people;
Evacuation of people is organized by the building security guards.
 - e) secure documents and valuable property.
 - f) They inspect the school premises; after evacuation, they vacate the premises themselves;
 - g) When the operation is over, with the Director's (Owner's) approval, they decide about the personnel and pupils' return to the building and continuation of work, including teaching.

III. PROCEDURES TO BE FOLLOWED BY THE PEOPLE WORKING IN THE SCHOOL BUILDING IN CASE OF PLANTING EXPLOSIVE CHARGE

1. The person who received notification or information about planting an explosive charge or noticed an object of unknown origin in the building, shall be obliged to notify:
 - a) The School Director or his/her deputy;
 - b) The nearest security guard;
 - c) The Police, and provide the following details:
 - the content of the conversation about explosive charge planting which should follow the pattern provided in an attachment to this Instruction;
 - location and description of the localized object which may be an explosive charge;
 - telephone number from which the call was made and his/her own personal details;
 - obtain confirmation from the Police that the notification has been accepted.
2. Do not touch the localized objects, things, equipment which, in the opinion of the users, were absent earlier or are suspected to contain an explosive charge.
3. Comply with the recommendations of the building security guards and of the police.
4. In the event of evacuation orders, secure your workplace and leave the building calmly using escape routes, pupils should be led out first.

IV. PROCEDURES TO BE FOLLOWED BY THE PEOPLE WORKING IN THE SCHOOL BUILDING IN CASE OF ASSAULT

1. The building occupants should:
 - a) stay calm, do not show fear, behave in a controlled manner;
 - b) try to remember as many details as possible, including the number of assailants, their weapons and manner of behavior;
 - c) carry out orders of assailants if any:
 - if being one of hostages, behave prudently, help each other, try to talk to assailants to convince them to release children, women and sick people;
 - d) if a member of a group of hostages is injured, try to provide aid;
 - e) if you are released or escape, notify the police immediately.

V. PROPERTY PROTECTION RULES AND PROCEDURES TO BE FOLLOWED BY THE PEOPLE WORKING IN THE SCHOOL BUILDING IN CASE OF BURGLARY

1. The employee staying in the building is obliged to abide by the rules with respect to a threat of burglary, and in particular should:
 - a) having reached his work post, check if everything is in the same condition as left. The day before check if the windows are closed and windowpanes intact;
 - b) when you leave your workplace, all the valuable items should be closed, documents and seals or stamps should not be left in a visible place; electronic storage media should be secured; check if the windows are properly closed;
 - c) lock the premises according to binding security system;
 - d) if any irregularity is observed, notify a security guard and the Director immediately;
 - e) if you notice any suspicious person, notify the building security immediately;
 - f) after burglary, do not cover up tracks and, to the extent possible, protect crime evidence from damage, especially due to weather conditions.
 - g) protect other property in the premises to prevent its seizure.

VI. CRIME SCENE PROTECTION

1. The purpose of crime scene protection is to prevent its destruction or damage to the tracks left by an offender.
2. All members of the public staying in the premises related to the crime should be evacuated.
3. In open areas any visible tracks which may be damages, for example due to weather conditions, should be covered with containers, boxes, etc. Do not use the objects with a sharp smell in order not to make it difficult for a tracker dog.
4. Do not place any objects in the area of the crime scene.
5. A human corpse located in the open air should be covered with, for example, foil or paper;
6. If a victim of a crime is tied, do not damage the noose, yet if it is necessary to release the victim, bonds should be severed or untied and the restraining knot should remain;
7. Do not let the site of fire to be dug out unless it is necessary to rescue the person under the charred remains.
8. If possible, enclose the crime scene with a tape or rope to prevent entrance by members of the public.

HANDOUTS CONCERNING BEHAVIOR IN CASE OF TERRORIST ATTACK

Effectiveness of any action aimed at prevention of acts of terrorism is a consequence of the effectiveness of the services responsible for the security of the country and the readiness of the society to support such actions as well as mutual trust and responsibility for the common weal.

I. GENERAL INFORMATION ON TERRORISM

Terrorism is a broad term denoting use of force or violence to people or property, in order to:

- intimidate,
- force
- for ransom.

The effects of terrorism may entail a large number of victims, destruction of buildings, disruptions in access to basic services, such as: electricity or water supplies, medical assistance, telecommunications, public transport.

There are counter terrorism sub-units and mining and bomb disposal units specially prepared to prevent and counteract acts of terror.

The most dangerous possible terrorist attack is a bomb attack.

The characteristic feature of a bomb attack is that it does not distinguish between "friends" and "enemies", whereas firearms are aimed at a specific person by a terrorist, a specific person is kidnapped.

Anyone can become a victim of such an attack if they are near the place of explosion. The person's political views or financial status are irrelevant here. A victim can be as well a mother walking with a child, a pensioner or a businessman leaving a bank.

In the case of a terrorist attack, especially a bomb attack, in the majority of cases the victims are the people who have nothing to do with political activity.

Sometimes a planted bomb is disclosed before explosion. In such cases specialists use the term "bomb incident". Proper behavior in such a situation is extremely important for the course of events, their consequences and the action taken by police specialists.

Information about a threat of a bomb incident [a bomb threat] must not be ignored or underestimated.

REMEMBER!

- An explosion is a sudden and irreversible situation;
- If you can see a "bomb", it can "see" you, too, i.e. you are within the range of its striking power.

II. SYMPTOMS OF BOMB INCIDENT THREAT

The basic feature of terrorism is that there are no clear warning signs about the possibility of attack or they are barely noticeable. Therefore, pay attention to what is happening in your immediate surroundings when shopping, traveling, participating in mass events, religious events and in public places frequented by large numbers of people. **Interest and attention should be given to:**

- conspicuous or untypical behavior of people;
- objects like briefcases, parcels or boxes, etc. left unattended;
- people wearing clothes untypical for a given season of the year;
- cars, especially lorries, left in untypical locations, i.e. close to churches, synagogues, mosques or other places of mass events, sports competitions or gatherings. **Remember that a terrorist does not necessarily need to stand out from the crowd because of any special appearance.**

Inform the services responsible for the facility security about your observations. Police or Municipal Police (for emergency telephone numbers - see point IV).

III. HOW TO BEHAVE IN CASE OF BOMB INCIDENT THREAT

Here is some advice by the experts from the Counterterrorism Operation Office of the Police Headquarters.

You can get prepared for the occurrence of such threat in public places:

- think of the ways of fast evacuation from a building, subway, store or other crowded places. **Remember the location of stairways and emergency exits, and first of all escape routes.**

- pay attention to heavy or breakable objects which may be relocated, fall down or be damaged as a result of explosion. **Remember the elements of immediate surroundings.**

Remember not to accept any parcels from strangers, do not leave your baggage unattended.

If you are the person who learned about placing an explosive charge or found an object of unknown origin suspected to constitute a potential threat to people and property, inform immediately of this fact:

- the services responsible for the area security, the nearest Police or Municipal Police unit, administrative authorities.

Such information must not be spread as sharing it with third parties might lead to panic and, in consequence, impede efficient evacuation of people from the area at risk.

When you notify the Police, try to provide the following information:

- type of risk and source of information about threat (telephone information, suspicious object found);
- content of conversation with the informant about an explosive charge planting;
- telephone number to which the information about threat was delivered and the exact time of information receipt;
- description of the location and appearance of the object;

Bomb scare announcement and procedures to follow in case of bomb threat

1. Until the Police arrival, the place at risk should be protected to the extent possible using elementary safety measures without exposing oneself and others to danger.
2. Upon the arrival of the Police to the site of bomb incident, the Police take over further operation management.
3. The police orders must be definitely carried out.
4. If the specific location of a "bomb" is unknown, room users should inspect their workplace and its immediate surroundings for any objects of unknown origin.
5. Suspicious objects **MUST NOT BE TOUCHED!** Their location should be made known to the building administrator.

6. Common areas (corridors, stairways, elevators, bathrooms, basements and attics) and immediate external environment of the facility is inspected and searched by appointed persons or the services responsible for security in a given institution.
7. When evacuation order is given, stay calm and composed which will enable to leave the area at risk efficiently and safely.
8. When evacuation orders are given in your workplace, leave it taking your personal belongings (purse, bags, briefcase, etc).
9. Identification and examination of a localized explosive charge and neutralization is the duty of authorized and specialist units and organization units of the Police.

How to behave when you receive information about bomb planting or bomb threat

- During the operations aimed at the "bomb" neutralization, comply with the Police orders.
- Curiosity is dangerous. Leave the explosion hazard zone as quickly as possible. On your way, inform about the threat as many people in the hazard zone or going in its direction as possible.
- After sounding the alert and giving evacuation orders in public buildings, such as supermarkets, event and sports halls or movie theaters, go to the exit immediately as instructed by the administrator
- of the building or by authorized persons.
- If a car park is within the hazard zone, do not make every effort to "save" your car - your life is more important.
- The above procedures apply to all types of public transport as well.

SUMMING UP - REMEMBER

- Stay calm and orient yourself how to leave the hazard zone safely;
- Always comply with the instructions of the people in charge of evacuation or rescue operations; If no preventive action has been taken, inform the relevant services; Never touch suspicious objects of unknown origin left unattended.

IV. INFORMATION ON EMERGENCY TELEPHONE NUMBERS

- 999 - Ambulance service.
- 998 - Fire brigade.
- 997-Police
- 987 - Voivodship Crisis Management Centers.
- 112- Emergency number for cell phone users.
- 0 800 120 226 - Police hotline (free phone number).

Drawn up by the Police Headquarters.

Employee duties with respect to fire precautions at school

Teachers and other employees are responsible for the fire protection of premises, equipment and fittings in the premises used by them, and in particular they are obliged to:

1. make sure the buildings and occupied premises are kept clean and orderly,
2. comply with the smoking and open fire ban within the school area.
3. comply with the ban on installing portable electric heaters with uncovered heating element.
4. comply with the ban on storing burnable materials at the distance of less than 0.5 m from the equipment's and fittings with external surface which can warm up to the temperature exceeding 100 degrees centigrade.
5. after work make sure all the electric appliances and lights are switched off.
6. The personnel duties include in particular:
 - a) keeping high standards of cleanliness by systematic waste disposal, (paper waste to proper containers) outside cleaned premises.
 - b) making sure lights and electric appliances not intended for continuous operation are switched off,
 - c) locking the premises when cleaning is finished and place keys in the agreed location.
 - d) informing one's superior of any observed irregularities in fire protection of premises (switched on electric appliances, heaters, machines, lights).
7. The duties of the janitor or guard include:
 - a) inspecting the entire complex after working hours, and especially the places where fire hazard occurs and [checking] a set of keys to the rooms.
 - b) knowing the location of hand firefighting equipment, indoor water sources, access routes to the building, places with special fire hazard, position of fuse and switchboards, electricity master switches, internal roads and emergency exits.
 - c) knowing the basic procedures related to the operation of fire alarm systems

- d) knowing, in case of fire or other local hazard, the rules of calling the fire brigade and appointed employees according to the provisions of the fire instruction.
 - e) taking firefighting and rescue operations until the arrival of the fire brigade units in accordance with the warning system instruction and procedure in case of fire or other local hazards.
 - f) ensuring order during the firefighting and rescue operation and watching over entrusted property.
 - g) keeping the records of duty completion and takeover according to established rules and entering observed irregularities in fire protection and property protection into such records.
8. All the employees, regardless of their position, are obliged to comply with the dos and don'ts of the fire protection of premises, in particular:
- a) be familiar with binding fire regulations concerning fire prevention and firefighting, including the provisions of these instructions and comply with them strictly.
 - b) care for the proper status of fire protection of their workplace.
 - c) inform immediately the persons responsible for fire protection in the workplace about any observations or defects which can lead directly or indirectly to fire.
 - d) take part in periodic fire precautions training.
 - e) take part in firefighting and rescue operations following the orders of the person in charge of such operations.

Instructions concerning fire protection of office and auxiliary premises

1. In office and lecture premises it is prohibited to engage in the activities which may lead to fire, its propagation, make rescue or evacuation operations difficult, in particular:
 - a) open fire use in fire hazard zones.
 - b) Storing burnable materials at the distance of less than 0.5 m from the equipment and fittings with external surface which can warm up to the temperature exceeding 100 degrees centigrade and from ground wire and lightning conductors.
 - c) Use of electric heating devices placed directly on burnable surface except for the devices used according to the manufacturer's instructions.
 - d) Use of burnable material as light source cover with the exception of fire resistant materials provided that they are placed at the distance of minimum 0.5 m from the bulb.
 - e) Installing light fixtures and wiring accessories, such as off switches, change-over switches or plug-in sockets directly on burnable surface if their design does not protect the surface from catching fire.

- f) Storing combustible materials along general access routes used for evacuation.
 - g) Closing escape doors in the way preventing their immediate use.
 - h) Leaving switched on electric devices (for typing, counting, computers, etc) and lighting after work, except for nightlight.
 - i) Provisional electric installations and wiring repairs by unauthorized persons.
 - j) Access prevention or restriction to:
 - firefighting equipment, such as alert and signaling system, hydrants, hydrant valves, fire water reservoirs,
 - emergency exits,
 - electricity switches and switchboards and the main gas valve.
2. Combustible materials located outside the building or in adjacent areas should be used and stored in the way not compromising the safety of people and property.

Scope of use of hand firefighting equipment and extinguishing agents

1. Pursuant to article 4 of the Fire Protection Act of 24 August 1991, the owner, administrator or user of a building, facility or area, ensuring its fire protection, is obliged, inter alia, to provide fire fighting and rescue equipment and extinguishing agents for the building, facility or area. Division and names of fire fighting equipment are defined in [the Polish Standard] PN - 75 /M-51000.
2. Fire fighting equipment should be located in a easily accessible and visible place, in particular close to:
 - a) entrance
 - b) passageway
 - c) at the entrance outside the premises
 - d) unhindered access to fire fighting equipment within one meter radius should be ensured.
 - e) protected against mechanical damage and effects of heat source operation.
3. Access to the equipment should be marked according to the Polish Standard No. PN-92/M-01256701 - Safety Signs.
4. Pursuant to the Polish Standard No. PN-75/M-51001, depending on the type of the material on fire and the way in which it burns, fires are divided into four groups which translates into the way of fire extinguisher marking pursuant to PN-75/M-51002 and providing individual extinguisher types in the area.

5. Fire extinguishers should be marked according to the Polish Standard No. PN-75/M-51050.
6. One firefighting equipment unit where the weight of extinguishing agent is minimum 2 kg or 2 dcm³ should be present:
 - a) in the fire zones falling into the category of fire hazard to humans ZL-II and ZL-V and in the zones comprising explosion hazard premises per 150 m² of area.
 - b) in the zones where fire load is 500 MJ/m² and higher and falling into the category of fire hazard to humans ZL-I and ZL-III per 300 m² of area,
 - c) in the other fire zones, except for the zones falling into the category of fire hazard to people ZL-IV per 500 m² of area,
 - d) the fire zones where electric engines are located should be equipped with one fire extinguisher per 30 engines.
7. The distance to firefighting equipment in the building should not exceed 30 meters.
8. The technical condition of fire extinguishers should be inspected as decided by the owner and as instructed by the manufacturer.
9. The firefighting equipment ready-to-use condition is the responsibility of the employee responsible for a given area or premises, and its maintenance is the responsibility of an adequately selected company.

Fire hazards related to power supply and electrical system

1. Electrical equipment and wiring, pursuant to the Regulation of the Minister of Spatial Planning and Construction of 14 December 1994 on the technical conditions of buildings and their location, should ensure safety of their users, and, in particular, provide protection against electric shock, switching and atmospheric overvoltage, fire, explosion and other damages.
2. The following should be applied in wiring systems:
 - a) origin of the electrical installation of the building enabling connection to the supply network and its location in the place accessible to supervisors and servicemen and protection against damage, weather conditions and interference by unauthorized persons.
 - b) distinct protective and neutral conductor.
 - c) fire and residual current circuit breakers.
 - d) circuit breakers in the electric circuits.

- e) main and local equipotential bonding connecting protective conductors to conducting elements of other fittings and building structure.
 - f) the rule that wiring is lead in straight lines parallel to the edges of walls and ceilings,
 - g) electric cable wires having the cross-section up to 10 mm should be made of copper only.
3. Wire laying and location of electrical equipment in the building should ensure that it does not collide with other fittings with respect to distance and location and especially from gas installation.
 4. The main, vertical electric installation lines in collective residential buildings and in public utility buildings should be laid outside residential and usable premises in separate ducts or conduits compliant with the requirements of Polish Standards.
 5. In the premises used with basic lights turned off, safety voltage warning lights should be used to make clearly visible the obstacles resulting from the building layout, passage way and the way it is used as well as illuminated signs indicating evacuation directions.
 6. Safety, emergency and warning lighting should be compliant with Polish Standards, i.e. PN-92/N-01256/01 safety signs - fire precautions.
 7. PN-92/N-01256/02 safety signs - evacuation.
 8. Use of electric heating devices placed directly on burnable surface, except for the devices used according to the manufacturer's instructions, is prohibited pursuant to the Regulation of the Minister of Internal Affairs of 3 November 1992 on building and site fire protection.

Name	Action type	Purpose of use	Notes
Water solid jet	Cooling	Extinguishing solid materials	High pressure damages elements of the interior, [water] conducts electricity
Water sprinkler stream	Cooling	Extinguishing solid materials, extinguishing liquids,	
Carbon dioxide (solid)	Cooling diluting	Extinguishing solid materials, extinguishing liquids in open combustion areas	Applied in certain fixed fire fighting systems
Foam mechanical and chemical	Isolating	Extinguishing solid and liquid materials, surface extinguishing of interiors by filling in	Chemical foam is used mainly in extinguishers
Inert gases	Isolating	Extinguishing solid, liquid or gas materials	
Fire blankets	Isolating	Extinguishing solid materials, extinguishing liquids in small tanks	
Dry chemical	Isolating chemical	Extinguishing alkali metals, extinguishing flammable fluids	
Sand talc	Isolating	Extinguishing solid materials, spilled liquids	

Procedure in case of fire

1. In the event of fire the employee who noticed it first is obliged to alert immediately, using all the available means, other employees, the fire brigade and the School Director. He or she may ask another person to do this /call the fire brigade and inform the Director/ and start extinguishing fire immediately using all the available resources, such as: hand fire fighting equipment and agents, blankets, sand, etc.
2. In the absence of a person authorized to manage the operations, such as a superior, fireman or if such person does not show adequate initiative, operation management should be taken over by the most energetic and composed employee who would manage the operations and distribute the tasks, such as:
 - a) calling the fire brigade, alerting the management and employees,
 - b) closing doors and windows,

- c) providing fire fighting equipment and agents,
 - d) switching off electricity and cutting off gas,
 - e) managing evacuation of people, equipment and materials
3. Leaving your workplace in the event of fire hazard, you should:
 - a) switch off installation or activate safety devices,
 - b) not leave any objects in passage ways, gateways, doors or corridors which might impede traffic and rescuers' access to the source of fire.
 4. The other employees are obliged to submit to the orders of the person in charge of the operation without reservations and carry out all his/her instructions strictly.
 5. Having notified the fire brigade, a guide should be appointed and wait at the entrance to the facility or on the access road for the fire brigade arrival and take it to the place of incident showing the water intake source on the way.
 6. Upon the fire brigade arrival, the person so far in charge of rescue operations is obliged to inform the commander of the fire and rescue unit about the course of events and about the orders given and submit to the commander's orders informing all the operation participants about handing over the operation command.
 7. The arrival of a fire brigade does not excuse the employees from further duties with respect to fire fighting and evacuation of people and property. Such operations must be performed strictly as instructed by the fire fighting and rescue operation commander.
 8. During such operations everybody is obliged to stay calm and prudent. If the operation commander finds that further participation of employees is not necessary, they should step aside in order not to disturb the fire brigade's work.
 9. The tasks of the employees, especially of the school management, do not end with bringing fire under control or eliminating it. After every fire, firefighting equipment and agents should be replenished.
 10. When the operation is over, the necessary final work must be carried out including the following activities: detailed inspection of the site of fire, the site of fire protection by removing or securing any structural elements in danger of collapse and posing accident hazards, defining the terms of use of equipment, making arrangements for supervision and observation of the site of fire for minimum 24 hours.

Terms of evacuation

1. The terms of evacuation comprise a set of undertakings and technical and organizational measures ensuring quick and safe vacating of the fire area or the fire hazard zone.
2. Pursuant to article 4 section 3 of the Fire Protection Act of 24 August 1991 Journal of Laws No. 81 item 351, the owner, administrator or user of a building, facility or area is obliged to ensure safety and possibility of evacuation of the occupants of the building, facility or area.
3. Pursuant to § 9 of the Regulation of the Minister of Internal Affairs of 3 November 1992 on the fire protection of buildings and other built structures and areas, the terms of evacuation mean in particular:
 - a) providing adequate number and width of exits,
 - b) keeping acceptable length of exit routes,
 - c) ensuring adequate and safe lining and separation of exit routes.
4. In order to enable evacuation of people from facilities and premises, one should take into account the number of occupants, their physical fitness as well as the function, size and height of the premises and facilities.
5. Built structures should be equipped with safety, emergency, directional and warning lighting made according to the specifications set forth in separate regulations and in Polish Standards.
6. Secure exits leading directly to open space or directly or indirectly to horizontal or vertical general passageways should be provided in built structures and in the premises to be occupied by humans.
7. In the facilities and adjacent areas it is prohibited to engage in the activities which may lead to fire, its propagation, make rescue or evacuation operations difficult, in particular:
 - a) storing combustible materials along general access routes used for evacuation.
 - b) placing any objects impeding evacuation,
 - c) closing the door in the way preventing immediate use.
 - d) prevention or restriction of the access to emergency exits.
8. Emergency route requirements are specified in the building regulations included in the Regulation of the Minister of Spatial Planning and Construction of 14 December 1994 on the technical conditions of buildings and their location. /Journal of Laws No. 10, item 467

Basic firefighting rules

During firefighting and rescue operations aimed at fire extinguishing, the following guidelines should be followed until the arrival of fire brigade:

1. The necessary success factor in any firefighting operation is to cut off the ways of fire spreading by closing doors and windows and thus limiting inflow of oxygen feeding fire. Remove burnable objects from fire surroundings to break the path along which fire can spread.
2. Exercise caution entering the premises on fire. Open closed doors and windows hiding yourself behind the walls and casing to avoid pungent flames.
3. In smoke it is best to move bent forward because clean air is concentrated at the knee level. You should get as close to the source of fire as possible and try to extinguish embers, not flames.
4. Do not forget to observe and protect the premises neighboring both in the vertical and horizontal plane.
5. Always take an attacking or defending position in relation to the threat, i.e. from the direction of fire spreading and against the wind. You should try to surround and "chase" the fire away to the outside of a room or away from burnable objects.
6. Always remember your retreat. Entering long, winding corridors, basements, climbing the roof and other dangerous places, always secure yourself with ropes protecting from accidents and enabling communications.
7. The most effective way of extinguishing fire outside buildings is to do it from the level of the seat of fire or higher. Extinguishing a roof or attic on fire from the lower level is usually ineffective.
8. Dousing fire using the water from indoor fireplugs, remember that:
 - a) the stream of water should be directed to the places most at risk in order to prevent fire spreading and to the places of most intense combustion.
 - b) direct the stream of water to those elements of the facility structure which, if burned-out or if their strength deteriorates due to heating up, may pose the risk of loss of stability by the structure or its elements.
 - c) do not apply the stream of water to heavily heated load bearing elements because of the risk of cracking or loss of strength,
 - d) do not direct heavy streams of water from close distance to roof tiles, heated-up asbestos-cement boards, glass roofing and window glass as this may result in their cracking combined with chipping off which can give injuries.

- e) special attention should be given to openings in walls or ceilings /windows, doors, hatches or service passages/ trying to protect them with water stream and thus prevent fire spreading to neighboring buildings.
- f) loose and fimbriae material should be extinguished with diffused stream.
- g) do not use water to extinguish substances reacting with water, such as carbide, sodium, potassium, flammable liquids lighter than water, live electric installations, substances which burn as embers in high temperature.
- h) Using firefighting agents, remember that water and foam are good current conductors, balloons are toxic to certain extent, carbon dioxide escaping from a carbon dioxide extinguisher has a low temperature /minus 73 degrees centigrade/, dry chemicals may irritate respiratory tract.

Rules of evacuation operation management

1. Evacuation orders should be given by the management of the facility when the circumstances of collective threat to people occur.
2. The person giving evacuation order is responsible for the evacuation of people from the building and, in the case of fire, is in charge of rescue and fire fighting operations, and therefore should:
 - a) get immediately acquainted with the existing situation and give evacuation orders using agreed personnel alerting system.
 - b) form a group of appointed employees responsible for evacuation and give instructions concerning rescue and evacuation operations and define the ways of cooperation.
 - c) prevent panic spreading through the employees and building occupants.
 - d) define new directions of evacuation if certain sections of corridors, stairwells or exit doors are cut off by fire.
 - e) make decision on providing ad hoc care for the evacuees and specify the place and way of storing property and protecting the operation area from outsiders.
 - f) upon the arrival of a rescue and fire fighting unit, inform its commander about the existing situation and hand over operation command, and continue cooperating with the evacuation group with the rescue and fire fighting unit commander from the State Fire Service.

3. The employees appointed to participate in evacuation operations perform the following activities:
 - a) determine the exact site of fire origin, ways of spreading and threat to neighboring premises.
 - b) alert a rescue and firefighting unit, keep the person in charge of rescue and firefighting operations informed about the situation and carry out orders strictly.
 - c) evacuate people from premises, regulate measured pace of vacating the premises by people, direct evacuees to assembly stations, make sure that the disabled persons and children leave the building in danger first, carry out firefighting operations using hand firefighting equipment and indoor fireplugs located on every floor of the building.
 - d) keep in touch with the persons involved in evacuation operations in order to ensure mutual assistance and cooperation,
 - e) indicate new directions of evacuation if known emergency exit routes are cut off by fire and make sure nobody was left in the premises, in the case of injured evacuees, provide first aid and call ambulance service.
 - f) during the evacuation of employees, the employees appointed to carry out evacuation are obliged to stay calm, and once the evacuation is over, they take an active part in firefighting operations, if required by the operation commander.
4. The obligations of the building occupants:
 - a) every employee or any other building occupant who notices fire or receives information about a threat should inform the management and call a rescue and firefighting unit immediately as well as act according to the procedures established for his workplace.
 - b) the condition of an effective evacuation is absolute submitting to the decisions made by the people in charge of evacuation.
 - c) if alert is raised, stop working immediately, switch off live electric appliances, collect vital personal belongings and leave the building using the stairs.
 - d) During the evacuation you must stay quiet and calm.
5. Children will be evacuated from the upper floor under the supervision of their teachers in case of a terrorist threat in the direction of Jeżewskiego Street.
6. The first [ground] floor will be evacuated using windows only to avoid excessive crowding along emergency exit route from the upper floor. Children will be evacuated as stated above.
7. Other behaviors are regulated in the attached special case procedure.

