



POLISH ACADEMY OF SCIENCES
MIROSŁAW MOSSAKOWSKI INSTITUTE OF
EXPERIMENTAL AND CLINICAL MEDICINE

Procedure for alarm, firefighting and evacuation at IMDiK PAN in case of fire or other emergency.

WARSAW

2022

PURPOSE OF THE PROCEDURE

Ensure efficient preparation and execution of safe evacuation from buildings and grounds of IMDiK PAN in case of emergency.

BASIC CONCEPTS OF EVACUATION AND ALARM SYSTEM

1. An alarm is a signal given by voice, in person or by telephone, or by other means, from any source, indicating that a threat to human health or life by fire, contamination, natural or technological disaster, terrorist action or other threats has been detected.
2. **Sounding the alarm** is an action to immediately transmit a signal to the competent authorities, services and the population, informing them of the occurrence of a threat requiring immediate action.
3. **Evacuation** is the planned or ad hoc organized removal of people and movement of material resources from endangered facilities to designated areas for gathering people and storing equipment (evacuation areas).
4. **Notification** is the transmission, by all available means, of specific signals or information intended to alert the competent authorities and the population to the possibility of the occurrence, onset or cessation of a hazard, and to communicate the course of action in an accident.
5. **Danger zone** – places, regions, areas in which there are threats to human life or health and property and the environment caused by fire, contamination, natural or technological disaster, terrorist actions or other threats.
6. **Evacuation conditions** are measures to ensure the ability to quickly and safely leave the danger zone, adapted to the number and state of fitness of the occupants of the facility and its function, design and dimensions, also taking into account the use of appropriate technical safeguards consisting of:
 - Ensuring sufficient number and width of emergency exits,
 - Maintaining the permissible length, width and height of passageways and escape routes,
 - Protecting evacuation routes listed in the technical and construction regulations from smoke, including: on the use of smoke prevention devices or devices and other technical and construction solutions that ensure smoke removal,
 - Providing emergency lighting in facilities where it is necessary for the evacuation of people,
 - Providing the ability to sound alarms, warning signals and voice messages through the voice warning system in buildings for which it is required.

SUBJECT AND SCOPE OF APPLICATION OF THE PROCEDURE

The procedure defines the procedure, as well as the authority and responsibility of persons carrying out the necessary actions, starting from the identification of the possibility of danger or symptoms indicating the need to take actions related to the evacuation of people and property from the buildings and grounds of IMDiK PAN.

ORGANIZATIONAL MATTERS - PRE-EVENT TASKS

APPOINTMENT OF EVACUATION COORDINATORS

The Director of IMDiK PAN appoints an evacuation coordinator in all buildings, on each floor, to direct the evacuation and indicate the directions of evacuation routes, as well as to carry out firefighting operations using available handheld firefighting equipment. Coordinators shall be appointed at the request of the Deputy Director for Operations and shall be the managers of the Facility/Laboratory (or other designated persons) located on a given floor of the building, who shall engage those responsible for evacuating important documentation and property from the premises occupied by the organizational unit to assist.

APPOINTMENT AS COORDINATOR FOR FIRE FIGHTING AND EVACUATION OF EMPLOYEES

Pursuant to Art. 207¹ § 1 item 3 and § 2, Article 209¹ of the Act of June 26, 1974. – Labor Code (consolidated text: Journal of Laws of 1998 No. 21, item 94) and sec. 6.1. of the Regulation of the Minister of Internal Affairs and Administration dated June 07, 2010 on fire protection of buildings, other facilities and grounds (Journal of Laws No. 109, item 719) I appoint you to act as a coordinator for evacuation of employees and fire fighting on the premises of IMDiK PAN.

The evacuation coordinator is equipped with a yellow reflective vest and a megaphone.



It is the responsibility of the evacuation coordinator in the event of an alert and evacuation to:

- Direct those on the floors to the evacuation routes to the exit and assembly area,
- Check each of the rooms located on a particular floor,
- After determining that the floor is empty, head down the evacuation route to the exit and assembly area,
- At the assembly point, after the evacuation, obtain a list of evacuees from the managers of the Facilities/Laboratories from the floor they coordinated.
- If there is a noncompliance of the list of evacuees, this fact should be reported immediately to the evacuation supervisor.

TASKS OF MANAGERS OF ORGANIZATIONAL UNITS

All organizational units of IMDiK PAN in order to carry out evacuation smoothly should:

- Have a list of important documents, equipment, etc., to be secured and in what order,
- Have packaging prepared for handling and then assembling the documentation and apparatus,
- Designate persons responsible for each task,
- Train and inform employees on what they will do during an evacuation.

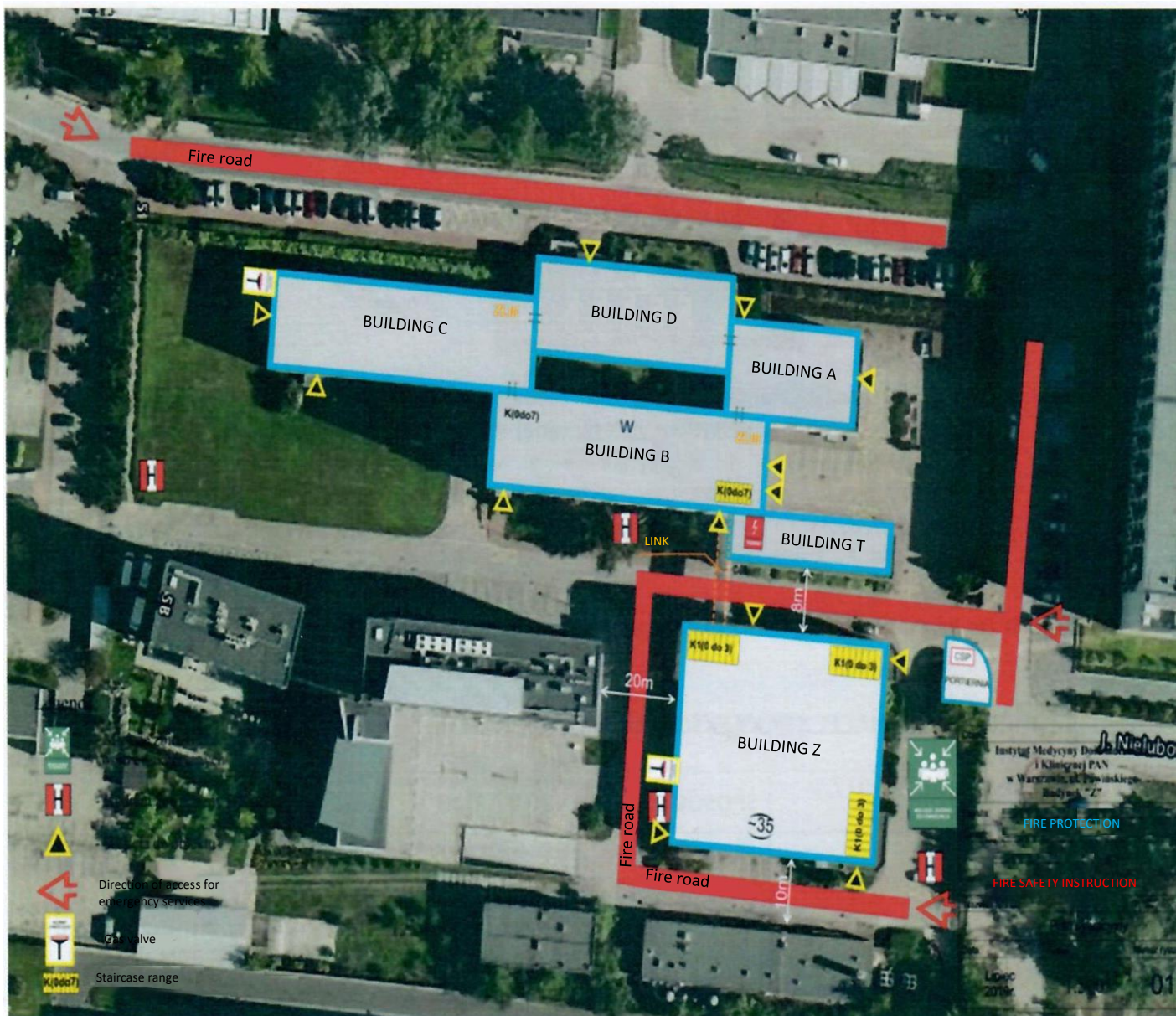
During evacuation, the property being moved should be protected from theft and unauthorized access.

DESIGNATION OF ASSEMBLY POINT AND EVACUATION DRILL

Based on the Regulation of the Minister of Internal Affairs and Administration of 07.06.2010 on fire protection of buildings, structures, areas and the Defense Training Plan of IMDiK PAN, the Management of the Institute organizes biennial exercises on evacuation of personnel to the assembly point. Evacuation exercises (evacuation drill) involve the efficient movement of personnel from potentially endangered places (facilities) along designated evacuation routes to the assembly point.



At the institute, the assembly point after evacuation is a square with parking spaces located behind the security guard building and the fire road entrance gate.



BASIS FOR LAUNCHING THE PROCEDURE

1. Fire (if the attempt to eliminate the fire with handheld fire extinguishing agents is not effective).
2. Information about the terrorist attack.
3. Other situations requiring the launch of the procedure (construction disaster, explosion hazard caused by failure of the gas installation, chemical, biological hazard, etc.).

SOUNDING THE ALARM – EMERGENCY SIGNALS

1. Emergency alarms in the buildings of IMDiK PAN are sounded as part of the internal alarm system. In the event of a fire or other danger, people in the vicinity or those who have become aware of it, mindful of their own safety, should take action to eliminate it – for this purpose

THEY NEED TO:

- Alert all workers in the area of potential danger.



2. The person designated by the evacuation supervisor, i.e., the Lead, will be directed to the main gatehouse of the Institute located in Building D at the main entrance for notification and sounding of alarms using the established alarm signals and warning messages transmitted in the general system (see Table 2) and in the internal system of IMDiK PAN (see Table 1).

Table 1. Emergency alarm signals transmitted in the internal system of IMDiK PAN.

WHAT IS COMPREHENSIVE EVACUATION – NO DEFINITION

| TYPE OF ALARM / INFORMATION | METHOD OF SOUNDING THE ALARM | SIGNAL/ALARM CONTENT |
|---|--|--|
| <p>Evacuation of people</p> <p>In case of emergency:</p> <ul style="list-style-type: none"> - fire - contaminations - terrorism | <p>By voice (either through messengers or a message transmitted by telephone or radio)</p> | <p>ATTENTION! ATTENTION!</p> <p>STOP WORKING I ORDER EVACUATION OF PERSONS FROM IMDiK PAN BUILDINGS GO TO ASSEMBLY PLACE (signal to be repeated three times)</p> |
| <p>Comprehensive evacuation</p> <p>In case of emergency:</p> <ul style="list-style-type: none"> - fire - contaminations - terrorism - construction disaster | <p>By voice (either through messengers or a message transmitted by telephone or radio)</p> | <p>ATTENTION! ATTENTION!</p> <p>STOP WORKING I ORDER COMPREHENSIVE EVACUATION FROM THE IMDiK PAN BUILDINGS START EVACUATION (signal to be repeated three times)</p> |


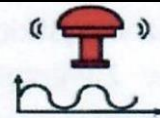





3. The message will be transmitted **through loudspeakers** installed in corridors in buildings **A, B, C and D. Upon hearing the message, all coordinators designated on the floors will begin evacuation activities.**

4. For the "Z" building, warning, sound and light signals will be transmitted through ROP sirens located on all floors of the building and at points audible to all employees of the Animal Lab. The person designated by the evacuation supervisor, i.e., the Chief Coordinator, will immediately notify the GATE security station(s) to activate the ROP (manual call point) located in the security building at the barrier entrance gate. The ROP button will activate all sound and light signals located throughout



the Z.5 building. The person designated by the evacuation supervisor, i.e., the Chief Coordinator, to the other organizational structures of service providers and other persons residing in the Institute's buildings will transmit the evacuation signal by telephone to the telephone numbers indicated in the list constituting Annex No. 1 to this Instruction (secretariats, managers of organizational structures, service providers).

Table 2. Emergency signals and warning messages transmitted in the public warning system.

TYPES OF ALARMS. ALARM SIGNALS

| TYPE OF ALARM | METHOD OF SOUNDING THE ALARM | | |
|---|---|--|---|
| | ACOUSTIC ALARM SYSTEM | MASS MEDIA | VISUAL ALARM SIGNAL |
| ALERT  |  3 minutes Sound signal - modulated siren sound in a period of three minutes |  Verbal announcement repeated three times: Attention! Attention! Attention! I declare an alert (specify cause, type of alarm, etc.)for..... |  YELLOW SIGN IN THE SHAPE OF A TRIANGLE OR IN JUSTIFIED CASES ANOTHER GEOMETRIC FIGURE |
| CANCELLATION OF THE ALARM  |  3 minutes Sound signal - continuous siren sound in a period of three minutes |  Verbal announcement repeated three times: Attention! Attention! Attention! I cancel the alarm (state the reason, type of alarm, etc.)for..... | |

WARNING MESSAGES

| TYPE OF MESSAGE | METHOD OF ANNOUNCEMENT | HOW TO CANCEL AN ANNOUNCEMENT |
|---|---|---|
| | MASS MEDIA | |
| WARNING ABOUT THE THREAT OF CONTAMINATION  | Verbal announcement repeated three times: Attention! Attention! Persons in the area approx. min contamination may occur (specify type of contamination) directed (specify type of direction) | Verbal announcement repeated three times: Attention! Attention! Cancel the threat warning (specify type of contamination) for |
| INFECTION RISK WARNING  | The form and content of the infection warning message shall be determined by the authorities of the State Sanitary Inspectorate | Verbal announcement repeated three times: Attention! Attention! Cancel the threat warning (specify type of infection) for |
| ADVANCE WARNING OF NATURAL DISASTERS AND ENVIRONMENTAL HAZARDS | Verbal announcement repeated three times: Information about the threat and how residents should proceed (specify type of hazard, expected time of occurrence and guidelines for residents) | Verbal announcement repeated three times: Attention! Attention! Cancel the threat warning (specify type of disaster) |



for

Legal basis: Regulation of the Council of Ministers of January 7, 2013 (Journal of Laws of 2013, item 96)

The evacuation alarm for the facility is managed by:

- prof. dr. hab. n. med. [PhD, DSc] Leonora Bużańska – Director of the Institute or
- prof. dr. hab. n. med. [PhD, DSc] Monika Puzianowska-Kuźnicka – Deputy Director for Scientific Affairs

or

- prof. dr. hab. n. med. [PhD, DSc] Andrzej Ziemia – Deputy Director of Operations.

Activities directing evacuation and rescue and firefighting in the first phase of the action (until the arrival of the fire department or other services) **are coordinated by the Chief Coordinator:**

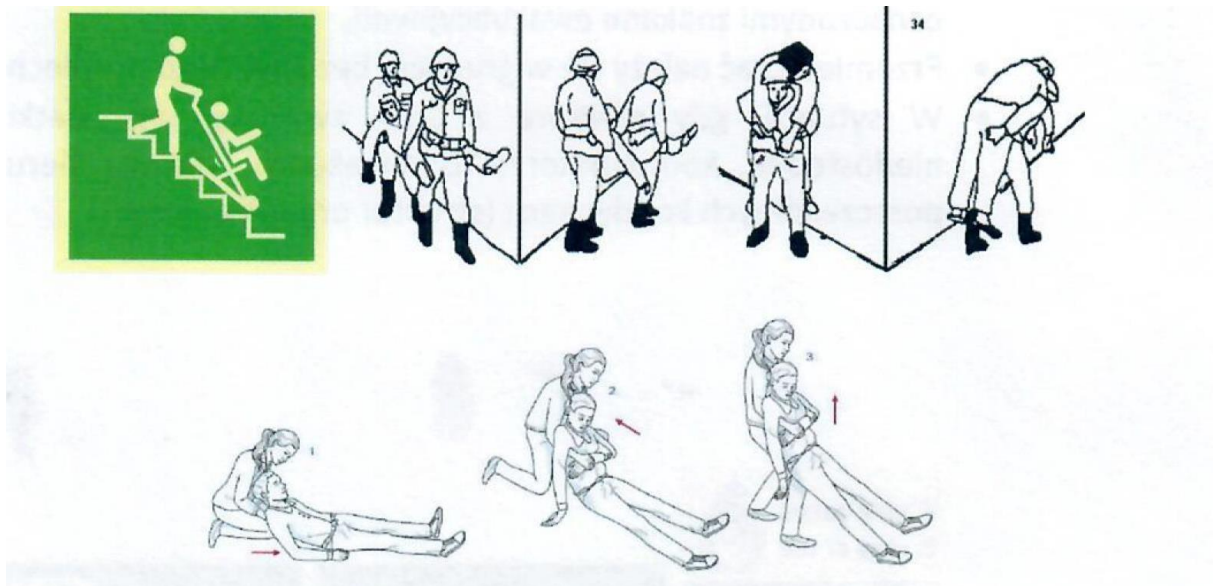
- MA. Paulina Zieniewska – Head of the Administrative and Technical Division or
- Dr. n. biol. Inż. [Ph.D., Eng] Rafał Wierzchośłowski – Deputy Director for Administration and Development.

FIREFIGHTING ACTION AND EVACUATION

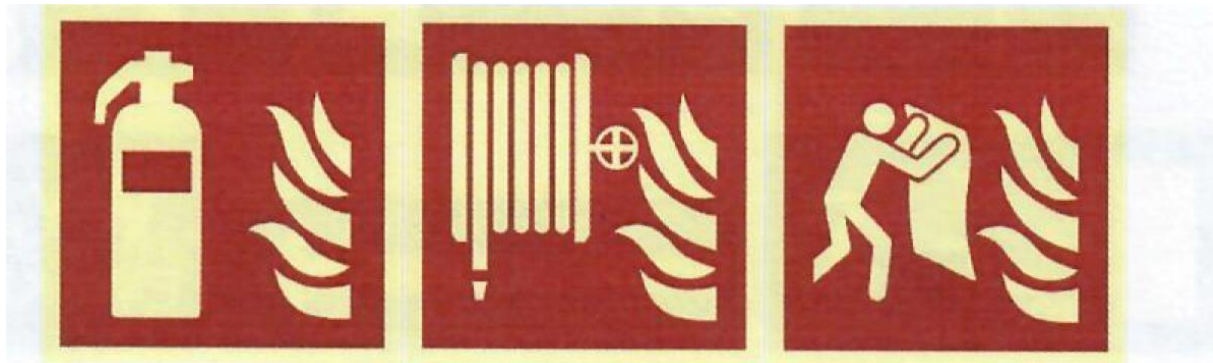
1. Any evacuation of the Institute should be reported to the fire department and the police using the emergency number 112.



- Attempt to rescue people at risk of fire or explosion.



- Proceed to extinguish the fire with handheld firefighting equipment.



- Remove from the immediate danger zone all combustible materials that could allow the spread of fire.

- Notify a functional person from the company's management of the fire.

2. If the fire could not be extinguished immediately, evacuation was ordered and announced, it is necessary to immediately:

- Stop working,

- Turn off technical equipment,

- Turn off and secure the scientific and research equipment installed in the room,



- Secure critical documentation and computer storage media,

- Take valuable personal belongings and head to the nearest safe emergency exit,
- Ensure that those working in adjacent rooms have received the evacuation signal,
- Take with you personal belongings, documents, outerwear,
- As soon as possible, leave the room and follow the evacuation routes in the direction given in the announcement and according to the instructions given by the evacuation coordinators or according to the direction marked by the evacuation signs,
- Move in groups, without too much haste,
- In situations where some of the evacuation routes, e.g., stairwells, are inaccessible, evacuation coordinators will determine the evacuation directions for each floor (organizational structure).



Rules of conduct during evacuation

- We do not use elevators,
- We do not run,
- We do not stop,
- Do not turn back without the necessary need,
- We remain quiet and calm,
- In cases of smoke, we move in a stooped posture (as close to the ground as possible), preferably in larger groups. The mouth and airways should be covered if possible. When moving through heavily smoky sections of the escape route, move along the walls so as not to lose track of the direction of movement,
- If evacuation routes are cut off for individuals or groups, the evacuation coordinator should be notified immediately. People cut off from evacuation routes should gather in rooms furthest from the source of the fire or other hazard, from where they will be evacuated with the help of rescue equipment from the fire department or other emergency services,
- If it will be possible to evacuate property, start with the most valuable equipment, documentation and items – we use all physically fit people to do this.

3. Applicable rules at the assembly point.

After leaving the building, go to the designated assembly place for evacuees to check the status of employees.



- Gather at the assembly site by organizational cells so that it is easier to check attendance and determine the whereabouts of absentees,
- It is the responsibility of the Facility/Laboratory managers to compile a list of evacuees from their subordinate unit,
- The evacuation coordinator, immediately after the evacuation at the assembly point, is required to obtain a list of evacuees from the managers of the Facilities/Laboratories from the floor he coordinated.
- If there is a noncompliance of the list of evacuees, this fact should be reported immediately to the evacuation supervisor.

CANCELLATION OF THE ALARM

The evacuation coordinator, after checking the personnel at the assembly point, passes this information to the evacuation managers and the commanding officer of the Fire Department or other services.

The evacuation manager decides how to proceed:

- Alarm cancellation by:

Table 3. Evacuation alert signals transmitted in the internal system of IMDiK PAN

| TYPE OF ALARM / INFORMATION | METHOD OF SOUNDING THE ALARM | SIGNAL/ALARM CONTENT |
|-----------------------------|--|--|
| Alarm cancellation | By voice (either through messengers or a message delivered by phone) | ATTENTION! ATTENTION! EVACUATION ALARM CANCELLED (signal to be repeated three times) |

- Return of employees to work or
- Releasing employees to go home.

Director

prof. dr. hab. n. med. [PhD, DSc] Maria Barcikowska-Kotowicz

Approved by

Mossakowski Medical Research Institute, at
the Polish Academy of Sciences 02-106
Warsaw, ul. A. Pawińskiego 5 phone: +48
22 668-52-50 fax +48 22 668-55-32 NIP
[Tax ID No.] 525-000-81-69 REGON
[Business ID No.] 000326463