

***RESPONSE GUIDE***  
*in the event of internal  
and external physical threats  
on the site of the Łukasiewicz Research Network - Institute of  
Aviation.*

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| Item | Term                | Definition  |
|------|---------------------|---|
| 1.   | Threat              | A condition, event, or circumstance with the potential to harm people or damage property.   |
| 2.   | Emergency Situation | A situation exposing a person to one or more hazards, potentially causing harm.   |
| 3.   | Crisis Situation    | A situation adversely affecting safety of people, significant property, or operations of the competent public administration due to inadequacy of available forces and resources. |
| 4.   | Danger Zone         | An area where health or safety risks exist for workers or personnel.  |
| 5.   | Alarm               | A signal indicating a detected threat or emergency.   |
| 6.   | Alert               | Immediate transmission of danger warnings to those in the danger zone.  |
| 7.   | Notification        | Communication by all available means to inform relevant services and individuals in the danger zone about potential or ongoing threats.   |
| 8.   | Evacuation          | Orderly movement of people to safety in emergencies.  |
| 9.   | Łukasiewicz-ILOT    | Łukasiewicz Research Network - Institute of Aviation.   |

## CHAPTER 2 - Alerting and Notification:

### 1. Objective

The purpose of this guide is to establish principles for managing internal and external physical threats, ensuring effective communication, warning, and emergency response measures.

### 2. Risk Characteristics

Potential physical hazards include:

- Suspected explosive device, or suspicion packages,
- Theft, burglary, or robbery,
- Aggressive behaviour of armed intrusion,
- Intrusion by a person in possession of a weapon,
- Terrorist incursion,
- Fire outbreaks or gas explosions,
- Hazardous chemical or biological agents,
- Construction disasters or natural forces.

In almost all of the above cases, there is an alarm and evacuation of employees. The manner in which these are carried out should be known to all employees, and evacuation drills are held periodically. The evacuation rules are contained in the Fire Safety Manual and in the Procedures for Evacuation of Employees at Łukasiewicz-ILOT.

### 3. Emergency Response

The most critical action when an emergency is identified is to immediately notify everyone in the danger zone and take prompt measures to safeguard health, save lives, and protect property. However, prioritizing life and health should always come first, followed by securing material assets.

An appropriate response to the threat - tailored to the situation and coupled with prompt notification of relevant services - is essential to minimize or eliminate negative consequences.

#### 4. Alerting Processes

The danger/threat alarm should be sounded by all possible means. For those inside the building, the alarm should be conducted in a manner that avoids causing panic. It is essential to ensure that information about the alarm and the need to evacuate reaches building users performing their tasks first.

- 1) How you can sound the alarm:
  - a) Verbal communication.
  - b) Pressing a manual call point (ROP): A device used to manually activate a fire alarm. It should be used by a person who has noticed a fire or other fire-related hazard.






- c) Pressing the 'mushroom' safety button: Activated in situations of imminent danger to life and health.



- d) Notifying site security: Security personnel will activate the warning and alarm systems.

- 2) How you can be alerted:
  - a) Verbal communication.
  - b) Through acoustic alarm systems:
    - Modulated sound,
    - Voice messages **in Polish and English**, with the following content:

|    |  |  |
|----|--|--|
| 1. | <br>kom_1.mp3                         | <b>Attention: Building evacuation. Please leave the building immediately, immediately, using the shortest possible route, and proceed to your assigned assembly point.</b> |
| 2. | <br>kom_2.mp3                         | <b>Attention: Remain in place. Find a safe location and wait until the alarm is cancelled or further instructions are received.</b>  |
| 3. | <br>mix_08s<br>(audio-joiner.com).mp3 | <b>Attention: The alert has been cancelled.</b>  |

## 5. Notification Processes

In many cases where physical security is threatened, it is necessary to call the relevant emergency services by telephone:

### 1) Emergency services include:

- Emergency Call Centre (CPR): **112** (European emergency telephone number valid throughout the European Union)
- Police: **997**
- Fire Brigade: **998**
- Ambulance: **999**
- Energy Emergency: **991**
- Gas Emergency: **992**
- Emergency Heat Service: **993**
- Water and Sewerage Emergency: **994**
- Provincial Crisis Management Centre: **987**
- Police hotline (free call): **800 120 226**.

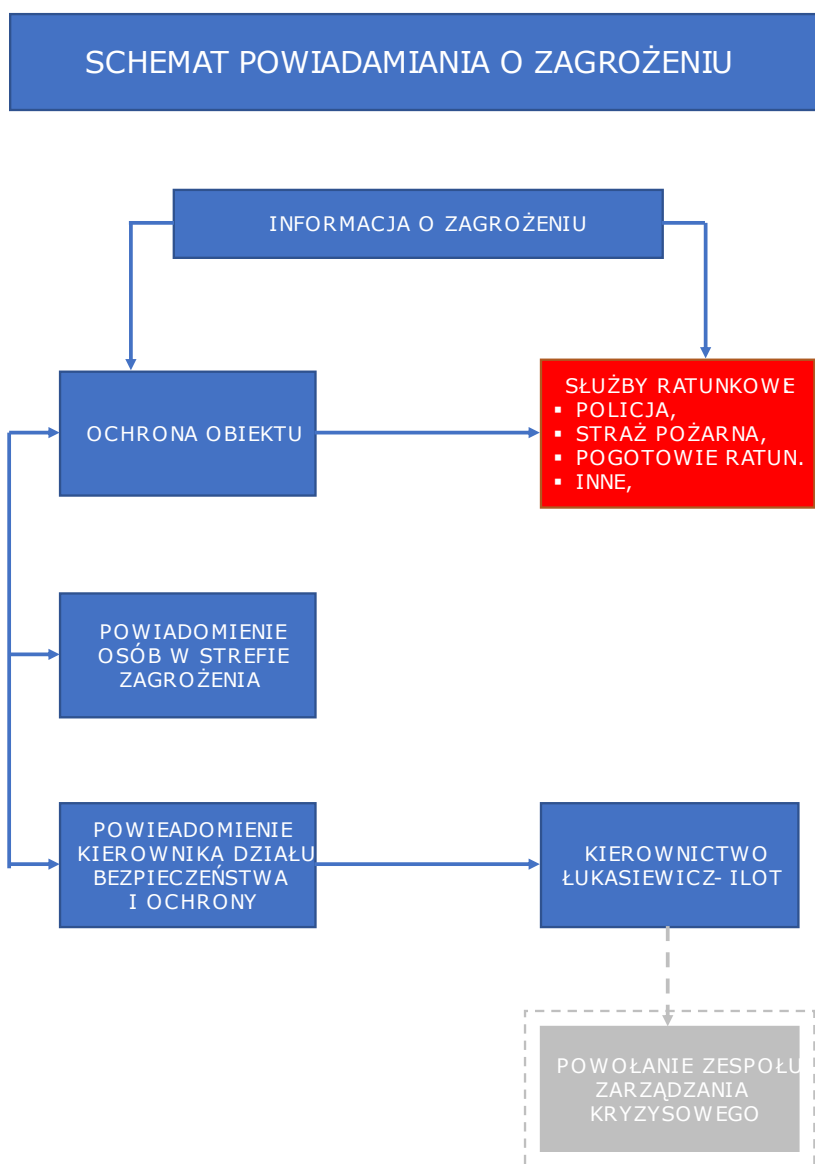
### 2) Internal Services at Łukasiewicz-ILOT:

- Site Security Łukasiewicz-ILOT: **722 241 997**, (24/7)
- Head of Safety and Security: **661 402 856**.

Steps to Notify Emergency Services:

- 1) Dial the number of the relevant service. Notify the duty operator by providing the following details:
  - Type of hazard identified
  - The name and address of the institution
  - Your name and function
  - Your contact phone
  - Actions already taken in response to the threat.
- 2) Ensure you receive acknowledgment of your notification and record the details of the accepting party.

## 6. Notification Scheme.



|   |  |
|---|--|
| <p>Schemat powiadamiania o zagrożeniu</p> <p>informacja o zagrożeniu</p> <p>Ochrona obiektu</p> <p>Służby ratunkowe:</p> <p>Policja</p> <p>straż pożarna</p> <p>pogotowie ratunkowe</p> <p>Inne</p> <p>Powiadomienie osób w strefie zagrożenia</p> <p>Powiadomienie kierownika działu bezpieczeństwa i ochrony</p> <p>Kierownictwo Łukasiewicz-ILOT</p> | <p><b>Threat Notification Scheme</b></p> <ul style="list-style-type: none"> <li>• <b>Information about the threat</b></li> <li>• <b>Facility Security</b></li> <li>• <b>Emergency Services:</b> <ul style="list-style-type: none"> <li>○ Police</li> <li>○ Fire Brigade</li> <li>○ Emergency Medical Services</li> <li>○ Others</li> </ul> </li> <li>• <b>Notification of individuals in the danger zone</b></li> <li>• <b>Notification of the Head of the Safety and Security Department</b></li> </ul> |
|---|--|

|                          |         |             |  |
|--------------------------|---------|-------------|--|
| Powołanie<br>Kryzysowego | Zespołu | Zarządzania | <ul style="list-style-type: none"> <li>• <b>Management of Łukasiewicz – Institute of Aviation</b></li> <li>• <b>Establishment of a Crisis Management Team</b></li> </ul> |
|--------------------------|---------|-------------|--|

### CHAPTER 3 - Conduct Instructions

The most important rules that should be remembered and followed by every person in the danger zone when the alarm is sounded:

- 1) Listen to and follow exactly the instructions of those in charge of the evacuation
- 2) Be composed, do not panic, and remain calm and considerate
- 3) Do not use the lifts
- 4) Go to the designated evacuation sites and wait for further instructions
- 5) Move quickly on escape routes, avoiding traffic blockages, stopping, or pushing violently against those moving in front
- 6) Warn others of danger
- 7) Help the vulnerable
- 8) Provide first aid in a safe place only if your own safety is not affected
- 9) Obey the persons in charge of rescue operations without fail
- 10) Do not underestimate the danger, even if it does not directly threaten you.

## 1. FIRE

### 1.1 Fire

Fire is a dangerous and sudden phenomenon that poses a significant threat to people, the environment, and material assets. When witnessing a fire, appropriate actions must be taken to protect lives, health, and property, and to extinguish the fire effectively. When you notice a fire, you should:

**Remain calm and immediately alert the Fire Brigade and site security (722 241 997).**

**Alert all persons** in the fire area of the imminent danger.

**Press the Manual Fire Alarm (ROP).**

**Simultaneously with alerting the fire brigade,** proceed to rescue and extinguish the fire using hand-held firefighting equipment located nearby.

**Remember:** All actions during a fire must be conducted cautiously and as calmly as possible.

**Rescue individuals in the danger zone if safe to do so.** Persons leaving the danger area head for the nearest exit following evacuation signage and directions.

**Persons not involved in the rescue operation** should leave the danger zone.

**Avoid wasting time rescuing personal belongings,** as the fire may cut off your escape route. The only exception is if there are multiple people in the room and the fire can be brought under control by yourself.

**Close the doors** to isolate the affected areas from neighbouring rooms.

**Do not lock doors.**

**Remember:** Do not open windows, as oxygen can fuel the fire, causing it to spread. Additionally, do not use water to extinguish live electrical appliances.

**If smoke or flames cut off your escape route:**

- Close the room you are in and seal the door, e.g., with a wet towel.

- It is also advisable to open the windows wide while waiting for help.

**When the fire brigade arrives,** obey the instructions of the rescue and firefighting manager without fail.

## 2. CONSTRUCTION DISASTER

### 2.1 Construction Disaster

**A construction disaster** refers to the unintentional, sudden, and unexpected destruction of a structure (either wholly or partially). Construction disasters are typically violent, occur over a relatively short duration, and can be highly destructive. In the event of a threat of a construction disaster and the need for evacuation, it is necessary to:

**Immediately inform those in the area of the imminent danger.**

**Notify the emergency services:** Fire brigade, ambulance, police, and facility security (**722 241 997**) and then proceed to evacuate those at risk.

**If possible, provide first aid to the injured.**

**Take with you essential documentation and your most valuable possessions, if possible.**

**If you cannot leave the building/room via the exit door** due to danger or other obstructions, escape through a window if possible.

**Take extra care:** Watch for falling ceilings or collapsing stairwells.

**If you are unable to leave the building:** Hang a white cloth or similar item in your window to signal rescuers that you need help.

**When immobilised (e.g., buried):** Call for help, tap on light metal items, or use your phone if available to call for assistance. Save your strength and oxygen, and remain as calm as possible.

**When you have exited the building:** Inform the rescue manager about individuals still inside and those who have safely exited.

**If you have information useful to the rescue operation:** Pass it to the emergency services immediately.

**Do not return to the disaster site** or enter a damaged structure without explicit permission from building services, who will assess its safety.

**If you are injured:** Report to paramedics on the scene.

## 3. INTRUSION OF AN ATTACKER

### 3.1 Intrusion of an Attacker (Terrorist) - "Active Shooter"

The following recommendations concern the necessary response in the event of an intruding attacker carrying a dangerous object or weapon and shooting at people in corridors or premises, commonly referred to as an active shooter:

**Escape from the danger area:** Exit the danger zone only if you are in close proximity to an exit and are confident your escape will be successful.

**If escape is not possible, take cover and barricade yourself in:** Lock the door quickly to prevent the attacker from entering the room and harming more people.

**Remain quiet and calm:** Any sounds coming from your room may attract the attacker, prompting them to fire through the door or attempt to enter.

**Mute and turn off your phone:** An unexpected phone signal could reveal the presence of people in enclosed spaces, encouraging the attacker to enter.



**Inform the police by sending an SMS about the situation:** It is critical to communicate details of the intrusion to the police immediately, as well as to site security at **722 241 997**.

**Cover windows and turn off lights:** Darkening the room makes it harder for attackers or accomplices to observe people barricaded inside or outside the facility.

**Do not move:** Movement can create noises or shadows that may be noticed by attackers.

**Stand below the window line and away from door light:** Standing in door light casts a shadow that attackers can easily spot.

**Get out of the firing line and lie down on the floor:** Typically, attackers aim at chest height (1 to 1.5 metres). Gunshots can penetrate doors and harm anyone standing.

**Do not shout if shots are fired:** Attackers firing blindly through doors may provoke screams to confirm the presence of people in the room.

**Do not open the door for anyone:** Police intervention units will open the door themselves if necessary. Attackers may attempt to deceive people into opening doors by forcing messages.

**If an attacker enters the room, put up a fight:** This may be your last chance to save a life. In such situations, the attacker's goal is to harm as many people as possible. Fighting back may provide the only opportunity for survival.

### 3.2 Intrusion by an Attacker (terrorist) - 'Hostages'

In the event of direct contact with attackers seeking to take control of the building:

**Follow the attacker's instructions without question:** Any attempt to resist may be regarded by the attackers as an act of aggression and could result in the death of hostages.

**Hand over personal items, such as your phone, when asked by terrorists:** Any attempt to deceive the attackers may endanger your life or that of others.

**Inform them that you cannot obey a command:** Failure to comply with an attacker's command will not necessarily be treated as resistance if communicated clearly.

**Do not look the terrorists in the eye; avoid eye contact:** Looking directly into their eyes may be interpreted as provocation or aggression.

**Never turn your back on an attacker:** Turning your back may be seen as disrespect or aggression, and it also makes it harder to stay aware of their movements.

**Do not draw attention to yourself:** Remaining inconspicuous can increase your chances of survival, especially if attackers are selecting hostages or targeting individuals.

**Do not underestimate your attacker and avoid aggression:** Showing disrespect or being confrontational can provoke severe retaliation.

**Do not attempt to deceive the terrorist:** Deception may be viewed as disrespect or defiance, leading to punishment.

**Always ask permission before taking any actions:** For example, when approaching other hostages. Any movement or action without explicit consent may be treated as an act of resistance or aggression.

**Take advantage of any goodwill shown by the terrorists:** Use opportunities for drinking or eating as you may not know when the next chance will arise.

### 3.3 Intrusion by an Attacker (terrorist) - 'Police Action'

In the case of anti-terrorism measures taken by the police:

**Do not flee the scene or make sudden movements:** You may be mistaken for a terrorist. During a hostage recovery operation, the police are often unable to distinguish between attackers and victims initially.

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| <b>Do not attempt to assist or communicate with emergency services:</b> Helping the security forces without their express permission or request may be perceived as an act of aggression.  |
| <b>Lie on the floor, keep your hands open, preferably at head height:</b> This position allows the police to clearly see that you are not carrying any dangerous tools and helps to identify attackers blending in with hostages.                                |
| <b>Listen to the commands of the anti-terrorist group and comply fully:</b> Following their instructions helps the police act decisively and identify attackers disguised as hostages.   |
| <b>Do not rub your eyes if tear gas is used:</b> Rubbing your eyes will only worsen the effects of the gas.  |
| <b>Ask permission for any action you wish to take:</b> Arbitrary actions can be mistaken for aggression and may hinder the rescue operation.   |
| <b>Answer officers' questions accurately and clearly:</b> The police need vital information to successfully free hostages and identify attackers.  |
| <b>Be prepared to be treated as a potential terrorist until your identity is confirmed:</b> In the initial phase of the operation, the police cannot distinguish between hostages and attackers, who often attempt to blend in with the crowd or flee the scene. |
| <b>Once instructed to leave, exit promptly:</b> Leave the room immediately in the direction indicated by the police. Follow their instructions exactly to avoid jeopardizing the operation.  |
| <b>Do not take personal belongings with you:</b> There is always a risk of an explosion or further threats. Prioritize saving lives and health over material possessions.  |

#### 4. THEFT OR BURGLARY

##### 4.1 Theft or Burglary - 'disclosure of theft':

If theft is discovered on the work premises:

**Notify** the supervisor and site security (**722 241 997**) **immediately**.

**Secure the scene of the theft** to prevent it from being disturbed by third parties or further theft. As far as possible, do not change the arrangement of things and objects, and do not touch items in the immediate vicinity.

**Wait at the scene of the discovered theft** for the arrival of a supervisor, security officer, and the Police.

**Give your observations on the circumstances of the theft:** Include details such as the place and time of the incident, the persons present, and the state of the security breached or defeated by the perpetrator.

##### 4.2 Theft or Burglary - 'apprehending the offender in the act':

If the offender is caught in the act (including burglary) or if a person is suspected of having stolen property:

**Urge the suspect to remain on site:** Notify the Police, site security (**722 241 997**), and your supervisor immediately.

**Try to** prevent the suspect from fleeing the scene.

**Try to remember as many details as possible**, particularly regarding the perpetrator's description, clothing, and actions.

**Ensure your own safety and that of others:**

- Do not be left alone with the perpetrator until the police or a security guard arrives.

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| <ul style="list-style-type: none"> <li>• If possible, ask others for assistance to ensure witnesses are present during the incident.</li> </ul>   |
| <b>Provide assistance</b> if the perpetrator is apprehended by another person.  |
| <b>Use appropriate means to address the threat:</b> You have the right to necessary defence, but not to attack.   |
| <b>If the perpetrator is known to you:</b> Refrain from apprehending them yourself. Instead, notify the Police and building security.   |
| <b>Apprehension of the offender</b> can only occur during the act of committing a crime or in direct pursuit of the offender.   |
| <b>When apprehending an offender,</b> do not use violence against the individual.   |
| <b>Never carry out a search</b> of the offender or their belongings. These actions must only be performed by police officers upon their arrival.  |
| <b>Attention!!!</b><br><br>If the theft is committed by an offender or group of offenders whose behaviour suggests aggression or possession of weapons, <b>do not take any actions that could endanger your life or that of others.</b> In such situations: <ul style="list-style-type: none"> <li>• Immediately notify the Police and security of the premises.</li> <li>• Observe the actions of the offenders from a safe distance to remember as many details as possible about the crime.</li> </ul> |
| <b>In accordance with Article 243 CC.</b><br><b>§ 1: Anyone has the right to apprehend a person in the act of committing an offence or during a pursuit undertaken immediately after the offence if there is concern that the person is hiding or their identity cannot be established.</b><br><br><b>§ 2: The apprehended person must be immediately handed over to the Police.</b>  |

#### 4.3 Robbery Attack:

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| A robbery is a sudden, unexpected, and threatening situation. During a robbery, emotions run high – both for the victims and the attacker. The attacker’s heightened emotional tension, especially if inexperienced, may result in erratic and unpredictable behaviour. To avoid unnecessary injuries or loss of life, every employee in the danger area should:                       |
| <b>Do not panic:</b> Stay composed and avoid giving in to your emotions.   |
| <b>Do not draw attention to yourself:</b> Avoid making sudden or suspicious movements that may provoke the attackers.  |
| <b>Behave calmly:</b> Avoid sudden movements, shouting, or running away. Keep your hands visible at all times; do not hide them behind your back, under the table, in your jacket, or in your pockets.   |
| <b>Try to remember details of the perpetrator's person and behaviour,</b> but do not stare at them intrusively. Focus on characteristics such as age, hair colour, face shape, eye colour, body build, special marks (e.g., tattoos, scars), clothing, manner of speech, tone of voice, accent, characteristic gestures, nervous tics, or any signs of collaboration with accomplices. |
| <b>Submit to your attackers' instructions,</b> but follow them as slowly and cautiously as possible.   |
| <b>Do not provoke attackers into violence,</b> especially if they are armed.   |
| <b>Support others in the assault zone:</b> Help ensure that their behaviour does not escalate the situation or contribute to increased aggression from the attackers.  |

**If escape is possible**, evaluate the risks carefully and decide if it is a viable option, understanding that consequences may vary.

**Do not block the perpetrators' escape route.**

**Once the perpetrator(s) have left**, immediately notify the police and site security (**722 241 997**). If possible, provide a description of the perpetrators, including their escape route and any vehicles used.

**Provide first aid** to any injured persons.

**Lock down the premises:** Ask all witnesses or people present during the assault to remain on-site until uniformed services arrive.

**Secure the scene:** Do not touch or move dangerous items left behind by the perpetrators.

**Preserve any traces left by the attackers:** Protect evidence such as fingerprints, footprints, cigarette butts, or other items that could assist investigators.

**Prepare a list of items that have been destroyed or looted.**

## 5 INTRUDER ON CAMPUS

### Intruder

An intruder is a person who is not authorised to be on the premises of the Łukasiewicz Research Network – Institute of Aviation (Łukasiewicz-ILOT). An intruder may also be a person who has gained access to a specific area of Łukasiewicz-ILOT but has deliberately entered or is attempting to enter a building/room where they are unauthorised.

Suspicious behaviour may be exhibited by an unfamiliar person, such as:

- Acting nervously,
- Not wearing a visible access badge or distinctive vest (used by employees of external companies), or
- Attempting to enter a building/room by forcing through security or "tailgating" someone by force.

### Unauthorised person on Łukasiewicz-ILOT premises - 'Intruder on Campus':

In the event of reasonable suspicion that an unauthorised person is on campus or inside a building/room, Łukasiewicz-ILOT staff should:

**Ask the person** who they are and what they are doing at the location. Request to see an access badge.

**If the person refuses to show their badge** or if their explanation clearly indicates that their presence in the building/room is unauthorised, notify building security at **722 241 997** and your supervisor.

**If the behaviour of the intruder is aggressive**, refrain from direct contact and inform your colleagues.

**Notify facility security and your supervisor immediately.**

**If the intruder attempts to leave**, remember their physical description, behaviour, and observe their direction of departure or escape.

**On the arrival of security personnel** or members of the Safety and Security Department, provide them with full details of the incident and, if applicable, the intruder's escape route.

## 5 PLANTING AN EXPLOSIVE CHARGE

Bombing is a unique threat as it does not distinguish between "their own" and "strangers," unlike other crimes such as kidnapping or the use of firearms, which typically target specific individuals. An explosive is defined as a chemical compound or mixture of compounds capable, under certain conditions, of undergoing a violent chemical reaction, releasing large quantities of gas in the form of an explosion (detonation or deflagration). An explosive charge refers to a specific quantity of explosive material prepared for detonation.

### 6.1 Explosive Planting - 'Planting Information':

If you receive information that an explosive device has been planted:

**When speaking to the informant,** try to remember as many details as possible, as this information may help police identify the perpetrator.

**Immediately document all information received:** Stressful situations may make it difficult to recall details later.

**Notify the Police immediately** upon receipt of the report. Provide them with the following details:

- ✓ The type of threat indicated in the report (e.g., "a bomb is about to explode"),
- ✓ The source of the threat (e.g., a phone call or a suspicious object such as an unattended suitcase),
- ✓ For phone threats: The content of the conversation with the informant and the phone number and time of the call.
- ✓ The telephone number to which the message was communicated and the exact time of its receipt, or the e-mail (postal) address to which the message was received,
- ✓ For suspicious objects: A description of the object and the location where it was found,
- ✓ Your name, address, and phone number as the person providing the information.

**Notify facility security (722 241 997)** to initiate appropriate emergency procedures. This includes notifying the person responsible for ordering the evacuation of the affected area or the entire facility.

**If an evacuation is ordered:** Follow the evacuation plan as soon as the appropriate signal is given to protect workers from the effects of a potential explosion.

**Do not use mobile phones:** The waves emitted by a mobile phone can trigger an explosive charge.

**If possible, identify suspicious objects left behind:** Reporting unknown objects in the room can help the police respond faster and minimise the impact of a possible explosion.

**Strictly follow the instructions of the emergency leader:** Discipline is critical during an emergency, and all instructions must be followed promptly.

**When the Police arrive at the scene:** The Police will take over the operation. Follow all their instructions.

**If the explosive threat is communicated electronically:**

1. Leave the message open on your computer.
2. Record the information using methods such as printing, taking a screenshot, or photographing the message.
3. Notify the Head of IT Security and the Head of Safety and Security for verification.
4. Follow their guidance on how to proceed after verification.

### 6.2 Explosive Planting - Suspicious Package Revealed':

A suspicious package is defined as a parcel containing an explosive charge or an unknown substance. If such a package is suspected or discovered, the following steps should be taken:

**Isolate the location of the suspicious package:** Treat the package as an explosive device until it is definitively proven otherwise.

**Do not touch, open, or move the suspicious package:** Handling the package may trigger an explosion.

**Cover the package if another substance is leaking from it (only if time permits):** Covering the package can help limit the spread of the substance.

**Inform the police and the person in charge of initiating the procedure** (via site security at 722 241 997). The person in charge may decide to order the evacuation of employees.

**When the evacuation signal is given:** Begin evacuation immediately, following the evacuation plan. The purpose of evacuation is to protect employees from the potential effects of an explosive charge.

**Do not use a mobile phone:** The radio waves emitted by a mobile phone can trigger an explosion.

**Strictly follow the instructions of the person in charge of the emergency or the officers:** Discipline is critical during such procedures, and all instructions must be followed without delay.

## 7 CHEMICAL OR BIOLOGICAL CONTAMINATION

A chemical hazard refers to the release of chemical elements or their compounds, mixtures, or solutions that are hazardous to humans and the environment. These hazards may occur naturally, result from human activities, or stem from deliberate actions such as the use of biological weapons (B-weapons or bacteriological weapons).

Biological weapons include warheads filled with pathogenic microorganisms, such as:

- **Bacteria** (e.g., anthrax, brucellosis),
- **Viruses** (e.g., smallpox, haemorrhagic fever, encephalitis, HIV),
- **Toxins** (e.g., ricin, lagging toxin),
- **Fungi or protozoa.**

### 7.1 Information on Possible Chemical/Biological Contamination

In a situation where information is received about possible contamination by a chemical or biological substance – e.g., a phone call about an intention to attack – you should:

**Alert everyone in the danger zone:** Evacuate those outside to buildings located upwind and crosswind of the affected area.

**Notify site security immediately (722 241 997):** Site security will implement alarm and notification procedures.

**Once the alarm is sounded, immediately notify the relevant services:** Inform the police, fire brigade, and ambulance service, ensuring that the notification includes specific details about the nature of the potential attack.

**Inside the building(s):** Close and seal windows, doors, vents, and turn off air conditioning.

**In the event of a decision to evacuate:** Immediately evacuate employees and other persons in the danger zone.



**If possible, collect handy emergency supplies and** antidotes: Dust masks, gauze, cotton wool, acetic acid, lemon juice, edible oil, water, hydrogen peroxide, soap, paraffin oil, circulatory stimulants, and spirits for skin washing.

**Prepare moist tampons for respiratory protection:** In case biological or chemical agents penetrate the premises, frequently change the tampons or moisten them with water to reduce the absorption of harmful substances.

**Abstain:** from drinking, eating, smoking, and performing tasks that require significant effort.

**Until the alarm is cancelled or evacuation is ordered:** Do not leave sealed rooms. Stay near windows and other ventilation openings.

**Await the arrival of the relevant services:** Follow their instructions.

## **7.2 Contamination by a chemical/biological substance - 'detected immediately or quickly after its occurrence'**

In a situation where contamination by a chemical/biological substance occurs and the hazard is detected immediately or soon after, the following steps should be taken:

**Do not touch or smell suspicious objects, clean up powder, or wipe off liquids.**

**To prevent the substance from spreading:** Cover it with a blanket or similar material, if possible.

**Leave the room:** Where the presence of the suspicious substance has been detected, and do not allow others to enter.

**Alert all persons in the danger zone:** Evacuate them to the evacuation area, moving upwind and transverse to the wind direction. Ensure there are multiple evacuation areas located in different directions from the building, as the wind direction during the hazard may be uncertain. The evacuation area should be inside a building, not an open space. Press the ROP button if necessary.

**Notify site security immediately (722 241 997):** Site security will implement alarm and notification procedures.

**As soon as the alarm is sounded, notify the relevant services:** Police, fire brigade, and ambulance service. Ensure that the notification includes the nature of the potential threat.

**If there has been contact with the substance:**

- Wash your hands thoroughly with soap and water.
- Remove any clothing that has come into contact with the substance and place it in a plastic bag.

**After contact with the substance:** Do not eat, drink, or smoke until authorised by the relevant services (police, fire brigade, or specialised contamination control unit).

**In the facility where evacuation occurs:** Close and seal windows, doors, vents, and turn off air conditioning.

**If possible, collect handy emergency supplies and antidotes:** Dust masks, gauze, cotton wool, acetic acid, lemon juice, edible oil, water, hydrogen peroxide, soap, paraffin oil, circulatory stimulants, and spirits for skin washing.

**Prepare moist tampons for respiratory protection:** In case biological or chemical agents penetrate the premises, frequently change the tampons or moisten them with water to minimise absorption of harmful substances.

**Abstain:** From drinking, eating, smoking, and performing tasks requiring physical effort.

**Wait:** For the relevant services to arrive and follow their instructions carefully.

**Make a list of persons:** Include those who have come into contact with the suspicious substance or have been within approximately 5 metres of it. Provide this list to the emergency services upon their arrival.

### **7.3 Chemical/Biological Substance Contamination - 'The Hazard Was Detected Late':**

In situations where contamination by a chemical/biological substance has occurred and the hazard is detected late – e.g., when symptoms of exposure to the substance have appeared or outbreaks of disease have been observed – the following actions are necessary:

**Do not touch or smell suspicious objects, clean up powder, or wipe off liquids.**

**Leave the room:**

- Where the presence of the suspicious substance has been detected.
- Do not allow others to enter the room.

**To prevent the substance from spreading:** Cover it with a blanket or other suitable material.

**Alert all persons in the danger area:**

- Evacuate them from the room or building.
- Press the ROP button to trigger the alarm if necessary.

**Notify site security immediately (722 241 997):** Site security will implement alarm and notification procedures.

**As soon as the alarm is sounded, notify the relevant services:**

- Contact the police, fire brigade, and ambulance service.
- Emphasise the nature of the potential threat in the notification.

**In the facility/building:**

- Close and seal all windows, doors, and vents.
- Turn off air conditioning.
- Isolate the building and everyone inside from the immediate environment to prepare for possible quarantine.

**Wait:** For the relevant services to arrive and follow all instructions they provide.





# CIVIL DEFENCE

## OUR SHARED RESPONSIBILITY



**TABLE**  
**EMERGENCY SIGNALS AND METHODS FOR DECLARATION AND CANCELLATION**

| TYPE OF ALARM   | ALARM SIGNAL METHODS  |   | RESPONSE PROTOCOL FOLLOWING A SIGNAL  |   |  |
|---|---|---|---|---|--|
|   | SIREN   | RADIO Announcements (via radio stations, type centres, and wire broadcasting)   | BELLS & GONGS   | IN THE WORKPLACE  | OFF-SITE LOCATIONS   |
| ALARM FOR NATURAL DISASTERS AND ENVIRONMENTAL HAZARDS | CONTINUOUS SOUND LASTING 3 MINUTES<br><br>(((fi)))  | ANNOUNCEMENT REPEATED THREE TIMES<br>A VERBAL ANNOUNCEMENT PROVIDING INFORMATION ABOUT THE DANGER<br>INSTRUCTIONS ON THE COURSE OF ACTION TO BE TAKEN BY RESIDENTS  | FAST STROKES<br>DURATION: 3 MINUTES   | - WHEN THE SIREN SOUNDS, SWITCH YOUR RADIO RECEIVER TO THE LOCAL BAND<br>- Follow the instructions provided IN THE COMMUNICATION RECOMMENDATIONS<br>- STRICTLY COMPLY WITH THE RECOMMENDATIONS OF LOCAL AUTHORITIES AND PLANT MANAGEMENT<br>- AVOID APPROACHING THE DISASTER OR EMERGENCY AREA  |  |
| AIR ALARM   | MODULATED SOUND LASTING 3 MINUTES<br><br>   | VERBAL ANNOUNCEMENT REPEATED THREE TIMES: Attention! Attention! I declare an air alert FOR .....  | FAST STROKES (BEATS)<br>Intervals: every 10 seconds<br>Total duration: 3 minutes    | <ul style="list-style-type: none"><li>Stop work immediately.</li><li>Proceed to the nearest hiding place.</li><li>Strictly follow the instructions given by the factory management and cleaning services.</li><li>Turn off the gas and electricity supply before leaving the workplace</li></ul>  | <ul style="list-style-type: none"><li>Interrupt activities such as homework, shopping, learning, attending events, and traveling.</li><li>Turn off the gas and electricity supply.</li><li>Extinguish fires in fireplaces or cookers.</li><li>When going into hiding, take with you:<ul style="list-style-type: none"><li>Important documents.</li><li>Warm clothes and blankets.</li><li>A supply of food and water.</li><li>Any individual means of protection available to you.</li></ul></li></ul> |
| CONTAMINATION ALERT                                   | SOUND:<br>10 seconds per interval, repeated for 3 minutes with 25-30 second gaps.<br><br> | VERBAL ANNOUNCEMENT REPEATED THREE TIMES: Attention! Attention! I declare a contamination alert. (Specify the type of contamination) FOR .....  | SLOW STROKES (BEATS)<br>Intervals: every 25-30 seconds<br>Total duration: 3 minutes | <b>PROCEED AS IN THE CASE OF A GENERAL ALERT</b><br><ol style="list-style-type: none"><li>Wear a gas mask or a suitable substitute.<ul style="list-style-type: none"><li>If unavailable, use tampons moistened with a baking soda solution for respiratory protection.</li></ul></li><li>If you cannot leave the room, seal it thoroughly.</li><li>Do not eat or consume stimulants.</li><li>If outdoors:<ul style="list-style-type: none"><li>Observe the direction of the smoke or vapor cloud.</li><li>Try to exit the contamination zone.</li><li>Avoid walking into spills and stay clear of puddles of water.</li><li>Do not touch combustible surfaces.</li><li>Avoid sitting or leaning on objects.</li></ul></li><li>If unable to leave the contaminated area, take shelter in the nearest hiding place.</li></ol><br>Stop work and avoid occupying the affected area, including working premises.<br>Seal the premises and prepare to switch off the gas and power supply.<br>Prepare to turn off electrical devices.<br>Be ready to leave your post and seek shelter in the nearest hiding place.<br>In case of infection risk, follow the instructions provided in the communication issued by state authorities or sanitary inspections. |  |
| WARNING ABOUT THE RISK OF CONTAMINATION OR INFECTION  |   | VERBAL ANNOUNCEMENT REPEATED THREE TIMES: ATTENTION! ATTENTION! PERSONS IN THE AREA<br><br>AT APPROX. [HOUR:.....][MIN:.....] CONTAMINATION OR INFECTION MAY OCCUR<br>(Specify the type of alarm or hazard)<br><b>Z KIERUNKU</b> (goćić kierunki) |   | <b>At Home:</b> <ul style="list-style-type: none"><li>Check security measures and emergency reserves.</li><li>Seal rooms thoroughly.</li></ul> Strictly follow instructions issued by the authorities.  |  |
| CANCELLATION  | CONTINUOUS SOUND<br>Total duration: 3 minutes<br><br>                                     | VERBAL ANNOUNCEMENT REPEATED THREE TIMES: ATTENTION! ATTENTION! CANCEL ALERT<br>(Specify the type of alarm or hazard)<br>FOR .....  | SLOW STROKES (BEATS) LASTING 3 MINUTES  | <ul style="list-style-type: none"><li>Return to your previous location and resume interrupted activities.</li><li>Ventilate rooms and restock sealing agents.</li><li>In the event of exposure to B.M.R. (Biological, Microbiological, or Radiological agents) or the release of toxic industrial agents into the atmosphere:<ul style="list-style-type: none"><li>Resume interrupted activities following control and sanitary checks.</li><li>Follow the instructions issued by local authorities or the plant command.</li></ul></li></ul>   |  |

- WHEN YOU HEAR THE ALARM SIGNAL EMITTED BY SIRENS OR MOBILE SOUNDERS:
- Do not panic, follow the instructions provided in the broadcast messages and warn neighbors of the alarm.
  - Minimize pedestrian and vehicular traffic.
  - Assist others (e.g., the sick or elderly) and evacuate using the shortest route.
  - Seal indoor spaces with rags, cotton, or other available materials.
  - Remain in hiding until instructed to leave the facility by law enforcement.