

**COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA
IN ČESKÉ BUDĚJOVICE**

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**Rector's Ordinance on Emergencies and Crisis Situations of External (e.g. Flood) and
Internal (e.g. Fire) Nature in All Components of the USB**

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1. Introductory Provisions

This Ordinance is issued in accordance with Act No. 239/2000 Coll., on the Integrated Rescue System and on Amendments to Certain Acts, Decree of the Ministry of the Interior No. 328/2001 Coll., On Certain Elements of Security of the IRS, Act No. 240/2000 Coll. on Crisis Management and Amendments to Certain Acts (the Crisis Management Act) and the MoI Directive of 8th October 2004, which stipulates rules for the organization of the Regional and Municipal Crisis Teams and their documentation.

At the University of South Bohemia in České Budějovice (hereinafter referred to as "USB"), emergency and crisis situations are dealt with through established Crisis Teams at the following Components of the USB:

- USB Rector's Office - Branišovská 3 la, České Budějovice
- Faculty of Economics - Studentská 13, České Budějovice
- Faculty of Art- Branišovská 31a, České Budějovice
- Faculty of Fisheries and Protection of Waters - Zátíší 728/II, Vodňany
- Faculty of Education - Jeronýmova 8/10, České Budějovice
- Faculty of Science - Branišovská 31, České Budějovice
- Faculty of Theology - Kněžská 8, České Budějovice
- Faculty of Health and Social Sciences - Jírovцова 24/1347, České Budějovice
- Faculty of Agriculture - Studentská 13, České Budějovice)
- Institute of Complex Systems - Castle 136, Nové Hrady
- Dormitories and Refectories - Dormitories K1-K4, Bobík, Refectory- Studentská ulice, Č. Budějovice, KS-„Uran", Boreckého 27, České Budějovice
- Academic Library - Branišovská 31b, České Budějovice

2. Basic Terms

An emergency situation means a situation when there are harmful effects of forces and phenomena caused by human activities, natural causes and accidents that endanger life, health, property or the environment and require rescue and disposal operation.

A *crisis situation* is an emergency situation when the state of danger, state of emergency or a state of State menace is declared.

Crisis Ordinances mean a summary of Ordinances taken by the designated Crisis Teams which focus on the analysis and evaluation of security risks and management and elimination of the consequences of crisis situations.

3. Organizational Structure of the Crisis Teams of the University of South Bohemia

Heads of Crisis Teams are appointed by the Rector (from the ranks of Deans and Directors). The USB Crisis Team members are appointed by the team's leaders and the teams comprise of at least 3 members:

- a member of the Crisis Team (for example a Secretary or a Vice-Dean),
- a driver.

Crisis Team members, their number and composition of the Team, is determined by the Head of the Crisis Team of the given University Component according to the range of activities and objects to be dealt with. The Crisis Team may be supplemented by other professionals as needed.

Crisis Teams shall provide and organize evacuation of persons, animals and assets, elimination of damages, elimination of the consequences of emergency events and crisis situations, estimate the costs of assets recovery, provide records of damages, organize and ensure the flow of finances, keep records of expenses and the costs of Ordinances during an emergency or a crisis situation.

4. Alerting Employees to an Emergency Situation

Warning of citizens is carried out by a warning siren signal sounding the "General Warning" tone oscillating for 140 seconds at approximately three-minute intervals. This signal is sounded in the event of a threat or occurrence of an emergency or a crisis situation that may endanger the lives and health of citizens, property or the environment. This siren signal is the only one intended for the general public. After hearing the siren signal, it is necessary to obtain further information from the mass media.

Local warning tools shall be used within individual components of the USB.

Upon declaring a crisis situation in a given location, the Head of the Crisis Team shall summon the other members through the Crisis Team Secretary.

All the USB Components shall inform each other of the Ordinances they have taken.

5. Provision of Employee Protection

Raising an alarm on premises in case of fire, gas leakage, terrorist attack or other emergency situation is carried out by locally available means such as radio, siren or shouting.

In the case of natural floods (e.g. long-term rainfall) and other floods (e.g. disruption of waterworks):

- all employees and students leave the endangered area for a site that is not flooded,
- animals shall be evacuated if possible.

After natural floods and other floods it is necessary:

- to check the state of buildings, energy distribution (electricity, gas, water), and sewerage,
- dispose of any dead animals, food and field crops that have been affected by the flood water, as directed by the Regional Hygiene Station.

During an evacuation:

- the Crisis Teams shall follow the instructions of the Administrative Authorities,
- employees shall follow the instructions of the Crisis Team.

In the event of major industrial accidents, leakage of dangerous substances etc.:

- all employees and students shall seek shelter in the nearest building on the upper floors and close the doors, windows and other ventilation.

When there are injured persons:

- all persons are obliged to provide first aid with respect to their own safety, if necessary medical emergency services are called.

6. Communication

The Rector's Office, Faculties and other USB Components use telephone, e-mail, and telefax connections to ensure interoperability between individual entities. If necessary, co-operation

can also be ensured by service rafts. An overview of important contact details can be found in Annex I.

7. Evacuation from Buildings

- evacuation applies to all persons present in the endangered buildings,
- every person is obliged to be aware of the shortest escape route and escape exit from the building to be able to leave the building and get to the designated meeting point,
- when an alarm is sounded, every person shall take their personal belongings and leave the premises without closing the doors,
- only treasure chests, safes, and desk containers shall remain locked,
- when leaving the premises, every person switches off all electrical and gas appliances or disconnects appliances from the grid or closes the gas supply if applicable.

Safety Ordinances:

- the evacuated places can only be re-entered only with the purpose of saving human lives or when accompanied by a person designated for that purpose - the Operation Commander shall designate these persons,
- the Heads of workplaces shall provide information about the number of persons to their Supervisor, who then informs the Operation Commander about the course of the evacuation (the number of evacuees, possible dangers, e.g. the storage of flammable gases, liquids, hazardous chemical and biological substances, etc.).
- return of employees to their workplace is possible only after the alarm has been called off or the premises have been inspected.

Dormitories and Refectories shall provide accommodation and meals for evacuated persons in case of emergencies and crisis states of the South Bohemian Region. Students who are able to leave the dormitory shall do so, others will have to accept a change of the accommodation situation. The Sports Hall of the Faculty of Education at USB called Na Sádkách shall provide emergency accommodation for soldiers in active service in the event of a radiation accident of the Temelín power plant.

8. Abbreviations used

USB – University of South Bohemia

IRS - Integrated rescue system

RA - Regional Authority

MoI - Ministry of the Interior

9. Final Provisions

This Directive shall be a part of the training of staff, external staff and students to the extent necessary.

This Ordinance repeals the Ordinance No R 144 on Emergency Situations at the USB of 31 March 2010.



Prof. Ing. Magdalena Hrabánková CS.,
Prof. h. c. Rector

Revised by: Jan Faschingbauer, Secretary of the Crisis Teams

Annexe No 1 – Important emergency services numbers

No 2 - Threat levels

Distribution: Heads of Crisis Management Teams, members of Crisis Teams

Annexe No. 1

Important emergency services numbers

150 - Fire brigade (in case of fire, accident of chemical or industrial equipment).

When calling, state:

- where the situation happened,
- what happened,
- your name and phone number from which you are calling,
- hang up and wait for a verifying call.

112 - European emergency number

155 - ambulance service in life-threatening conditions

156 - Municipal Police

158 - Police of the Czech Republic

Other important numbers

Organization	Phone number	Fax Number	Mobile number	E-mail
Operational Centre of the Fire Brigade of the South Bohemian	950 230 111 950 230 108	950 230 102	725 030 510	kopis@jck.izscr.cz
Operational Centre of the Fire Brigade of Tábor area	950 221 111	950 215 101	725 035 510	sopis@jck.izscr.cz
USB Rector's Office Branišovská 31a, České Budějovice	389 032 001 389 032 022	389032001	602474360	rektor@jcu.cz
Faculty of Economics	387 772 801	387 772 800	724956244	dekan-ef@ef.jcu.cz
Faculty of Philosophy	387 774 800	387 774 800	606606178	dekan@ff.jcu.cz
Faculty of Fisheries and Protection of Waters	389 034 601	373 382 396	724 357 897	Sekretar@frov.jcu.cz
Faculty of Education	387 773 021	387 312 194	774 291 008	dekan@pf.jcu.cz
Faculty of Science	387 772 244	385 310 366	777729591	dekan@prf.jcu.cz
Faculty of Theology	387 773 500	386 354 994	604 603 795	dekan@tf.jcu.cz
Faculty of Health and Social Sciences	389 037 501	387 438 389	602 615 006	dekanat@zsf.jcu.cz
Faculty of Agriculture	387 772 428	385 310 122	725 590 917	dekan-zf@zf.jcu.cz
Institute of Complex Systems	777 729 581	385 310 249	777 729 581	stys@jcu.cz
Dormitories and Refectories	387 774 000	385 300 152	602 128 391	virtiska@jcu.cz
Academic Library	389 036 600	389 036 600	608 101 489	landova@lib.jcu.cz

Annexe No 1 shall be continuously amended by the secretary of the Rector's Office Crisis Team without issuing an amendment to the Rector's Ordinance.

Crisis
Situations

The government may declare an emergency situation in the event of a natural disaster, environmental or industrial accident or other danger that is to a great extent endangering human lives or property, or internal order and security.

The protection of citizens in the emergency of a crisis situation is based on Act No. 239/2000 Coll., on Integrated Rescue System and on the Amendment to Certain Acts.

The state of danger may be declared as a matter of urgency if, in the event of a natural disaster, environmental or industrial accident or other danger, the life, health, property, environment or internal security and public order are endangered and if the intensity does not reach the level of danger of considerable extent but it is not possible to avert the threat by regular activities of the Administrative Authorities and the components of the Integrated Rescue System.