EVACUATION

**Evacuation** (Latin evacuatio - emptying; disappearance) - is the organised movement of people and the transport of property, including belongings, from areas of danger to a safe area. Evacuation can be both a relatively small-scale action, such as moving people out of a single building threatened by fire, or it can be a large and complex logistical action, as in the case of areas threatened by the enemy during warfare, or areas affected by the natural disasters (e.g. flooding). There are two types of evacuation: **planned** and **ad hoc**. The first one involves the movement of the population from places at risk (e.g. areas of anticipated hostilities, public facilities or workplaces) in accordance with a pre-prepared evacuation plan, which is part of the crisis management plan. Evacuation is prepared in peacetime and implemented in wartime or at the time of an emergency. Ad hoc evacuation, on the other hand, is the immediate movement of the population from places where there is an immediate threat to life and health to safe places. Taking into account the type and scale of the threat, a distinction is made between Level **I**, **II** and **III evacuations.** Both **organised** evacuation and **self-evacuation** should be provided for. Self-evacuation **consists** of the movement of the population from areas where there may be or has been an immediate threat to life **and** health out of the danger zone.

# Evacuation is ordered when there is a threat of:

* fire - if it is not possible to carry out fire-fighting and rescue operations and control the fire with hand-held fire-fighting equipment;
* an act of terrorism (information about the planting of explosives other materials dangerous to human life or health or the intrusion of a terrorist into the premises of the University);
* contamination with toxic industrial agents (if the time of arrival of the contaminated air cloud is longer than 15 minutes);
* gas explosion caused by a malfunction of the gas installation flooding (submersion);
* constraction disaster.

**Level I evacuation** - involves the immediate movement of people, animals, property from areas where an unforeseen immediate danger has occurred out of the danger zone. It is carried out immediately after the occurrence of a threat to life, health and property. Evacuation may also be ordered by the person in charge of the rescue operation in the area covered by the operation. The person in charge of the rescue action is obliged to notify the competent self-government administration of such a decision in each case, stating in particular:

* the area, premises, facilities or group of buildings for which it has ordered an evacuation;
* the type of hazard that was the determining factor in declaring an evacuation;
* number of evacuees;
* the place to which the evacuation was carried out.

**Level II evacuation** - consists of a pre-planned movement of people, animals, property from the areas adjacent to plants, hydro-technical facilities, from flood zones and the areas adjacent to other facilities posing a potential threat to people, animals or property in the event of their damage or failure. It is carried out when there are symptoms of such a threat.

**Level III Evacuation** - consists of a previously prepared movement of people, animals and property during an increase in state defence readiness. It is conducted during a threat to state security and war. The decision to carry it out is made by local civil defence units or military units (in the zone of direct warfare), in co-operation with relevant civil defence units as:

* the organisation of evacuation from foreseen areas (sites) of operational activities of the armed forces,
* organising the evacuation of populations willing to leave areas potentially threatened by the conduct of military operations.

All people are subject to evacuation except:

* people holding mobilisation cards for the armed forces or mobilisation and organisation cards for units subject to militarisation;
* members of civil defence and emergency services formations;
* employees of establishments working for the defence of the country and providing the means of survival for the population;
* people entrusted with the protection of the property left behind.

Evacuations should not be planned or conducted to:

* areas lying in close proximity to large industrial centres, communications centres and important military facilities;
* areas of anticipated and ongoing hostilities;
* areas of anticipated hazards (flooding, etc.).

The evacuation process involves organisational units providing, among other things, medical care, transport, social and living conditions and order and security. All available means of transport are used for evacuation. If an adequate number of these means is not available, evacuation can be carried out by a combined method (using allocated and own means) or on foot.

**Evacuation conditions** - measures to ensure that people can quickly and safely leave an area at risk or engulfed by fire, adapted to the number and physical condition of the occupants and the function, construction and dimensions of the building, also taking into account the use of appropriate technical fire precautions consisting of:

* ensuring that there are sufficient numbers and widths of emergency exits;
* to maintain the permissible length, width and height of passageways and escape routes;
* protection against smoke accumulation in the escape routes listed in the technical and building regulations, including: the use of smoke-proofing devices or devices and other technical and building solutions to ensure smoke removal;
* the provision of emergency lighting in facilities where it is necessary for the evacuation of people;
* ensuring that alarms, warning signals and voice messages can be broadcast via the voice alarm system in buildings for which it is required.

# Organisation of evacuation from areas at risk.

Level I, II and III evacuations include both **organised evacuations** (carried out by specialised services using the means available to them and in accordance with the procedures provided for this purpose) and **self-evacuations** carried out primarily using their own capabilities (e.g. transport or accommodation). In the event of **an emergency situation** (sometimes involving an alert or warning message), the greatest danger to the life and health of the civilian population is usually not the source of the threat itself, but **the panic of** those in the areas at risk.

When staying in new places, e.g. hotels, hostels, guest houses, holiday homes, remember to familiarise yourself at the beginning of your stay with what to do in the event of a fire or an evacuation announcement in the building. This may seem unnecessary, but knowing the location of escape routes and exits in the building increases your chances of getting out quickly.

**Escape routes** inside the building should be suitably marked to warn evacuees of obstacles, obstructions and access to escape facilities. Evacuation signs should be located perpendicular to the direction of movement of evacuees and be visible from anywhere along the evacuation route and indicate its direction.

# General principles of evacuation in buildings:

* evacuate by the shortest and safest routes, corridors and staircases to the assembly point (area), avoid lifts !!!
* in a situation where the escape route is cut off, decide on an ad hoc escape route (for example, through windows - only from the ground floor);
* Maintain the order of evacuation: people, cultural assets, documentation, property;
* in a situation where there is a threat to the facility from contamination and from an explosive charge, only evacuate people;
* in the event of danger to life and property, if it is not possible to nip it in the bud, evacuate people and property to established evacuation areas ;
* priority should be given to evacuating people from those rooms in which a fire has started or which are in the path of fire spread, and rooms from which exit or access to safe escape routes may be cut off by fire or smoke;
* the evacuation of property must not be at the expense of the means and resources necessary to evacuate and rescue people, it shall begin after the safety of people has been secured;
* The evacuation of property should start with the most important documentation and valuable items;
* when the evacuation is complete, check that all people have left the premises;
* if you suspect that someone has been left behind in the danger zone, report this immediately to the evacuation leaders or the rescue units arriving on the scene;
* the evacuation leader shall designate the persons responsible for the evacuation, and shall determine the need to evacuate important documentation and property, specifying the means, sequence and types of property to be evacuated;
* keys to all rooms in the facility, especially to doors on escape routes and exits, should be labelled and kept in a protected and accessible place, e.g. gatehouse.

Lists of people responsible for evacuating the premises occupied by the organisational units shall be communicated by the heads of the organisational units to the facility administrators or other authorised people responsible for the evacuation of the building concerned. All organisational units, in order for the evacuation to proceed smoothly, should:

* have a list of important documents, equipment, etc. that are to be secured and in which order they are to be evacuated;
* have prepared packaging for handling, and then assembling the documentation and apparatus;
* designate people responsible for specific tasks;
* train and inform employees on what they will do during an evacuation.

During an evacuation, property being moved should be protected against theft and unauthorised access. The organisation of the evacuation is directed by people or an established team, while the direct responsibility for the evacuation of organisational units bears their managers. Evacuation takes place in the event of an imminent threat to, or prevention of, the activities of an organisational unit at its permanent location. The instructions given by the emergency manager must be followed and, in addition:

* turn off computer equipment and secure IT data against unauthorised access;
* turn off electrical, gas and water supply equipment;
* close windows and doors (do not lock doors);
* prepare for evacuation or secure IT data, selected property, cultural assets, documents;
* collect personal belongings, documents and proceed to the designated evacuation area;
* notify those in charge when the evacuation is complete;
* stay in the evacuation area until informed of the return and continuation of work or the end of work.

When time permits prepare for evacuation:

* the person in charge of the evacuation assigns the tasks of preparing for the evacuation of facilities and evacuation areas to post holders;
* facility administrators prepare assigned facilities for evacuation - clear escape routes, disconnect utilities, make lifts inoperable;
* porters, security staff occupy designated areas.

In the event of limited time (e.g. a spreading fire in the building), the evacuation preparation process is reduced to a minimum - evacuation is carried out in emergency mode.

The course of evacuation after preparation:

* Facility administrators ( designated people) announce evacuation by voice using megaphones;
* check that the signal has reached all the functional people responsible for evacuating people from the premises occupied by the organisational units;
* together with the people responsible for the evacuation check that everyone has left the facility;
* hand over the facilities to designated porters or guards for protection;
* evacuees follow the evacuation routes to the evacuation area (assembly point) indicated by the people in charge and await further decisions;
* cars in the affected area are evacuated to a protected evacuation area;
* once the evacuation has been completed, the facility is secured and protected.

The protection and security of the property of the individual organisational units is the responsibility of their managers. Depending on the type of threat, security staff and functionaries remain on the premises. Material assets evacuated to the area shall be secured against theft destruction or damage. Evacuated people should stay in the assembly area until they are informed of the further course of action. The head of the organisational unit shall secure sanitary and social assistance for the affected people.

Once the hazard (or training time) has ceased, the person in charge of the evacuation decides to call it off and return to workplaces and then:

* facility administrators take over the facilities from the guards protecting them and return them to state of normal operation;
* activate the lifts;
* switch on disconnected utilities;
* close emergency exits;
* evacuees return to their pre-evacuation locations.

# The organisation of communication and alerting is carried out through:

* an internal telephone communication system (including mobile phones) using the University's telephone exchange;
* designated functional persons;
* through direct contact with the occupants of the evacuated area;
* by facility administrators or other functionaries using loudspeaker devices.

**At the University, evacuation conditions for individual facilities have been established and are included in the Fire Safety Instructions.**

The decision to evacuate the University is made by the Rector, who ensures that the law is obeyed and that safety is ensured on the University's premises. In a situation requiring immediate action, an emergency evacuation from the University's facilities shall be announced and supervised by the Director of Facilities Operation and Rental. The person announcing the evacuation shall immediately notify the Rector, the Chancellor and follow their instructions. In the case of an evacuation of organisational units, all activities related to the organisation, conduct and security of the evacuation shall be managed by the heads of organisational units (in their absence by their deputies), who shall engage previously appointed functionaries to assist them.