Approved by the Rector

I N S T R U C T I O N

of what to do if you receive or find parcels of unknown origin suspected of being contaminated with biological substances or chemicals in the facilities or on the premises of **Wroclaw University of Health and Sport Sciences.**

**PRELIMINARY ACTIVITIES**

If you receive a parcel of unknown origin or which raises suspicions for any other reason, such as:

* unexpected shipment or shipment received from an unknown sender;
* lack of information about the sender or sender's address;
* consignment from the sender or from any other place of suspicion;
* parcel incorrectly addressed;
* unusual consignment in terms of weight, dimensions, shape, smell, etc.;

Please:

* **do not open the package !**
* **place the consignment in a thick plastic bag, close it tightly;**
* **place the bag in a second thick plastic bag, seal tightly, tie a knot and seal with adhesive tape;**
* **do not move the package, leave it in place.**

If a suspicious parcel has been opened and it contains any suspicious contents in solid (dust, chunks, block, jelly, foam or other) or liquid form, please follow these steps:

1. **Keep the contents as undisturbed as possible: do not spill, do not move, do not touch, do not smell, do not cause air movement in the room (switch off ventilation and air conditioning systems, close windows).**
2. **Wear gloves if possible.**
3. **Place all the contents in a plastic bag, close it tightly and seal it with tape or plastic wrap.**
4. **Wash hands thoroughly.**
5. **Place the sealed bag in a second bag, close it and seal it.**
6. **Wash hands thoroughly again.**
7. **In the absence of suitable packaging, avoid moving or handling the consignment.**

**NOTIFY:**

* Chancellor tel:(71) 347-3215; mobile: 606-934-000
* Head of Department of A. G tel:(71) 347-3234; mobile: 600-081-794
* Emergency Phone tel:112
* Police : (71) 340 - 4358; 340 - 3290
* Municipal Police Tel: (71) 347-1645
* Fire brigade Tel: 112
* Wroclaw’s Centre for Crisis Management : (71) 371-67-04 These services will take steps to safely intercept the consignment.

**When the relevant services arrive, follow their instructions without fail.**

**ACTIVITIES OF THE HEAD OF THE ORGANISATIONAL UNIT:**

The head of the organisational unit, upon being informed of the arrival of a suspicious package, is obliged to:

* ensure that the abovementioned people and authorities have been informed of the incident;
* make sure that the suspicious parcel and the parcels that came into contact with it are separated from other documents and limit the area (space) adjacent to it;
* put all other items that may have come into contact with the suspect parcel in a plastic bag and store them there until handed over to the relevant authorities;
* ensure that all people who may have come into contact with the suspicious parcel have washed their hands with soap and water (if conditions permit, instruct these people to wash themselves with soap and water in the shower);
* make a list of people who may have come into contact with the suspicios parcel -

and forward the list to the medical and health authorities;

* wash yourself (shower if possible) with soap and water;
* assess the degree of danger and notify the Wrocław’s Crisis Management Centre tel: (71)371-67-04.

Upon the arrival of the police intervention group at the University, the head of the organisational unit shall provide its commander with all information concerning the incident that has occurred.

**Once the relevant services arrive, follow their instructions.**

The relevant services are:

* Police - Operational and exploratory activities
* Municipal Police - in terms of securing the area at risk.
* State Fire Brigade - in terms of taking over the shipment;
* Sanitary Inspectorate - in terms of epidemiological investigation.