Approved by the Rector

I N S T R U C T I O N

the procedure to be followed in the event of information being given or found

 Explosive charge at of **Wroclaw University of Health and Sport Sciences.**

**SHOOTING**

1. People who receive information about an explosive device or notice an object of unknown origin on the premises of the University which may be an explosive device, are obliged to inform immediately:

The Chancellor tel:(71) 347-3215; mobile: 606-934-000

Head of Department A. tel: (71) 347-3234; mobile: 600-081-794 Phoneemergency tel112

Police tel: (71) 340 - 4358; 340 - 3290

Municipal Police tel: (71) 347-1645

1. When notifying the police, state:

# - your name, the telephone number from which the information is transmitted ,

* + **- the content of the conversation with the informant about the explosive device and the exact time of the conversation,**

# - the location and description of an object that may be an explosive,

* + **- obtain a confirmation of receipt of the notification (**name and function of the person receiving the notification).

Chancellor ( Head of Department A.G ) :

* + with the help of the University's employees or a security company, secures the site, facility or area;
	+ notifies the police.

# INITIAL SEARCH OPERATION

1. Until the arrival of the Police, the action is manager by:

The Chancellor (his deputies) or the Head of the Administration and Economic Department.

1. The person who is managing the action should order the occupants of the premises to check if the premises are clear:
* The presence of objects, items, equipment, parcels, etc. that were not previously present and were not brought in by the users of the premises,
* traces of equipment displacement and changes in appearance,
* emission of acoustic signals, glowing electronic components, etc.

 Public spaces such as corridors, staircases, lifts, toilets, cellars, attics, etc. and the immediate external areas of the premises at risk are checked by the administrative staff of the premises.

# Objects, items or equipment suspected of containing (or containing) explosive devices must not be touched and the access by third parties must be prevented, morover their location must be immediately reported to the action commander.

1. If objects, items or equipment are found that were not there before,or any changes are found in the location of objects and equipment, or if new extraneous signals or phenomena are found, it must be assumed that this may have been caused by the perpetrator who placed the explosive device.

# The action commander may decide to evacuate people from the threatened facility or area before the Police arrive.

1. The evacuation of people from endangered facilities (areas) is managed by those in charge of the evacuation according to the "Evacuation Plan", maintaining calm, prudence and composure to prevent panic.

# RECONNAISSANCE AND NEUTRALISATION ACTION

* 1. Upon the arrival of the police intervention group at the University, the leader of the action should provide its commander with all information concerning the incident and indicate the critical points of the facility and the location of objects, items and devices of foreign origin.
	2. The leader of the police intervention team takes over the operation, and the person who has been in charge up to now provides comprehensive assistance. The administrators of the premises are obliged to provide the searching police officers with plans of the premises and the entrances to all rooms.
	3. At the request of the police team leader, the Rector or a person acting on his behalf decides on the evacuation of users and other people from the endangered facilities (areas).
	4. Further search, identification and recognition of located objects, items and devices and neutralisation of placed explosive charges are dealt with by authorised and specialised police organisational units using specialised technical means.
	5. At the end of the operation, the police officer in charge of the operation hands over the facility to the facility administrator. The facility administrator prepares a note with a detailed description of the incident and forwards it to the Rector via the Chancellor and the Head of the A.G. Department.

# GUIDELINES FOR INTERVIEWING THE NOTIFIER

 **ABOUT THE PLANTING OF A "BOMB"**

1. Keep the conversation calm and polite. The interlocutor ( the person receiving the information ) should try to keep the conversation going by extending its duration.
2. In the course of the interview, seek to obtain as much information as possible about the notifier and his knowledge of the area or object of the attack and the explosive device being planted.

# To this end, ask the following questions:

* + where was the bomb planted?
	+ why was the bomb planted ?
	+ how does it look like?
	+ when will the explosion occur ?
	+ what conditions must be met to prevent a bomb going off ?

These and other questions will depend on the specific situation.

1. Make the notifier aware of the possibility of causing death or injury to bystanders as a result of the explosion.

**CONTENT OF THE NOTIFICATION**: ...............................................................................................

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...................................................................................................................................... Date and time of notification: .........................................................................................

Gender and age of notifier: ...........................................................................................

Notifier's voice and language: ........................................................................................

Background noises in conversation: .............................................................................................

Additional comments**:** ........................................................................................................

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***Notify immediately:***

Chancellor tel:(71) 347-3215; mobile: 606-934-000

Head of Department A. tel:(71) 347-3234; mobile: 600-081-794

Police tel: (71) 340 -4358; (71) 340 - 3290

Notification accepted by: ........................................................................................................

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# ......................................................... on .....................

**P R O T O C O L No. ...........**

# on mine and pyrotechnic reconnaissance carried out

**on .........................**

From ................to a mine and pyrotechnics reconnaissance was carried out at .........................................................................................

Responsible for performing the diagnosis .................................................................

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**I . Scope of the reconnaissance conducted** ...............................................................

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**II. Results and conclusions of the reconnaissance**.......................................................

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# III. Facility, area after the reconnaissance completed at (time)……………..handed over to

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/ reconnaissance commander / / receiving facility, area /

# Notes:

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