



**UNIwersYTET MEDYCZNY**  
IM. PIASTÓW ŚLĄSKICH WE WROCLAWIU

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**Appendix 1 to Letter No. RC/SO-2711-6/04/16  
of the Rector of Wrocław Medical University  
of 12 April 2016**

For internal use at the WMU

# **PROCEDURES IN CASE OF EMERGENCY AND TERRORIST ATTACK**

(BASIC INFORMATION)

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WROCLAW 2016



## PROCEDURE IN CASE OF RISK OF TERRORIST ATTACK

The information in this document contains only basic information and procedures (reactions) to be applied in case of risk of act of terror and during its occurrence. The document is dedicated to all our community at the University. This is not intended to be a strict instruction as each risk or actual act of terror has different characteristics. It is intended to emphasise the gravity of the problem, especially in the present situation, and the directions and behaviours which may minimise the negative consequences of risk and act of terror. We truly hope that this will never be verified and put into practice.



# PROCEDURE IN CASE OF RISK OF TERRORIST ATTACK

## PART I

### 1. INTRODUCTION

Terrorism is one of the major challenges in the context of ensuring safety both from the global perspective, as well as from regional or domestic point of view. As an international threat it goes beyond the traditionally understood conflicts and crisis situations. Although Poland has not been a direct target of a terrorist attack so far, it does not mean that we are completely free from this risk. By actively participating in the activities of the international community, aimed at preventing and combating terrorism, we must take into account that we can become the target of the attack. We should also remember that citizens of the Republic of Poland were victims of the activities of terrorist organisations in different parts of the world, and in the future other such tragic events can not be excluded.

The variability of methods used by terrorists causes the need for us to have adequate instruments for proper diagnosis and assessing risks, and effective prevention of possible incidents. In the event of a terrorist attack, we must be prepared to take immediate and adequate response measures, and remove its effects. Achieving these objectives requires close and comprehensive cooperation of not only all departments, bodies and institutions involved in the broadly understood counter-terrorism, but also local authorities, the media, private sector, non-governmental organizations and the whole society.

Despite an increased level of threat of terrorist attacks in the world and the involvement of our country in the activities of the international anti-terrorist coalition, the terrorist threat in Poland from persons or organisations from the so-called increased risk countries or politically unstable remains relatively low, and the territory



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of the Republic of Poland is regarded only as a target reserve of potential attacks. There was also no information confirming the threat of attacks from the indigenous communities referring to radical ideologies.

There is, however, as evidenced by terrorist attacks in other countries, a real threat posed by individuals, not directly related to any terrorist organizations, so-called *lone wolves*. The perpetrators use, among others, improvised explosive devices constructed of generally available materials, which can be purchased in countries other than the places where attacks are to be carried out, which significantly hampers their detection. The source of the radicalisation of such people is often the Internet, from which extremists derive knowledge of the construction of explosives, as well as methods of obtaining components for their preparation.

Radicalisation can also be the result of direct contact with people having extreme views, which are in fact emissaries of extremist environment or terrorist organisations. Motivation of activities undertaken by such persons may have both a religious and political character, being a result of resentment towards certain persons or communities.

Potentially terrorist activities on the territory of the Republic of Poland can be carried out also against foreign nationals residing in Poland or against important places and objects from their point of view, including places of worship or diplomatic missions and cultural institutions. A factor contributing to terrorism is the fact that persons from high risk countries and regions reside on the territory of Poland. The geographical location of the Republic of Poland and the legal conditions arising from the EU membership, including participation in the Schengen area makes Poland usually a transit country to western and northern Europe for citizens of high-risk countries. It is also possible to attempt to use the territory of the Republic of Poland for the construction of logistics backup to carry out attacks in other European countries. It should also be noted that instability in neighboring countries and the related threat of mass migration, in which case it would be difficult to carry out counterintelligence activities at the border, as a consequence, may facilitate penetration of the territory of Poland by people interested in taking destabilising



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action. The possibility of such events should not be excluded, in particular due to the observed crisis in international relations associated with the activities of separatist in eastern Ukraine.

Furthermore, cyberspace is an important sphere of terrorist activity, which can be used by terrorist organisations both to carry out direct attacks on e.g. government servers to prevent their functioning, by misinformation or data acquisition and dissemination of radical ideologies, gaining supporters or providing instruction in the taking individual acts of terror, as well as making illegal transfer of funds to terrorist activities and communication.

Another noteworthy aspect is the threat of terrorism related to the use of weapons of mass destruction (WMD). While no direct actions in Poland associated with attempts to acquire on a large-scale or use of chemical, biological, radiological and nuclear components (CBRN) for terrorist activities have not been disclosed so far, it should be noted, however, that terrorist organisations are trying to gain access to substances and materials which when used in an attack would cause the greatest explosive power and cause the most severe losses. Similarly with the threat of terrorist attacks, the penetration of the activities of terrorist organizations and organized criminal groups in Poland is purely potential. However, this kind of cooperation, in particular the smuggling of people, illegal acquisition of weapons, ammunition and explosives and precursors for their production, as well as transfer of funds, may become the future interest of terrorist organisations. The terrorist threat on the part of domestic communities extremist also remains relatively low. Such organisations have no extensive political base in Poland, enjoy limited public support and are characterised by structural fragmentation, high dynamics of the personal composition of the groups and emergence of new groups, as well as the attitude of their members focusing on hooligan type activities. However, the hermeticity of such environment, and development of cooperation of such groups with their counterparts outside Poland related to more widespread access to the Internet may result in an increase in threats, including terrorism.



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### 2. WROCLAW MEDICAL UNIVERSITY AS A POTENTIAL TARGET OF TERROR ATTACK

Due to the character of the University and its tasks as the Medical University, the following four areas of its operation may be distinguished:

- a) didactic;
- b) scientific;
- c) clinical (providing medical services); and
- d) administrative.

The didactic, scientific and administrative areas operate during the day, usually from 7:00 am to 4 pm. After the working hours access to them is limited and partly secured by porters.

Work at Clinical Hospitals is of the continuous character. An entry to hospitals and outpatient clinics by patients and visitors is not usually subject to thorough inspection. This results in a relatively easy access of unauthorised persons to the areas of hospital facilities.

The Medical University, through its activities resulting from its didactic, scientific and services functions, i.e. by medical services provided to the regional community, is particularly vulnerable to different forms of terrorism activity.

Therefore the following recommendations are advised:

- to analyse the domestic and foreign situation regarding terrorist attacks;



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- to appropriately update (verify) plans and valid instructions;
- to inform and provide training of the entire University staff and students according to the existing risk.

### 3. Composition and tasks of Emergency Management Team

In the situation of a confirmed threat of a terrorist attack or in the situation of an emergency situation at the University, the Emergency Management Team may be activated, composed of the following:

- a/ the Rector – Team Leader;
- b/ Vice Rector for Science – Deputy Team Leader,
- c/ Vice Rector for Clinical Affairs – Leader of the group for analysis, monitoring and coordination,
- d/ Vice Rectors,
- e/ Deans,
- f/ the Chancellor,
- g/ Rector's Representative for Protection of Confidential Information,
- h/ Clerk for Defense and Civil Protection,
- i/ head of organisational unit where the emergency occurred;
- j/ other persons as relevant to the emergency.

The Emergency Management Team is an ad hoc element of the University structure organised earlier, as operational planning on the basis of the guidelines from the 'Health' department tasks of the government administration.

The purpose of the EMT is to analyse threats or the existing situation, evaluate them and prepare information to make a relevant decision by the University Rector.



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The place of work of the Emergency Management Team will be the Rector's premises and the Meeting Hall of the University Senate.

In certain situations the EMT may occupy a room with communication means in a favourable place due to the EMT's effectiveness.

### **4. Notifying and alarming**

In order to notify and alarm in emergency situations and after an emergency landline, mobile and IT communication systems should be used. If necessary pedestrians and drivers may be used as connection, using the staff of the Medical University being the nearest and the means of transport owned by the University. In special cases private vehicles may be used following the consent of their owners is obtained first.

### **5. Evacuation. Terms and scope**

Evacuation is moving people or property (possessions) from the areas (objects) at risk. The decision on the evacuation of people and/or equipment is made by the EMT Team Leader. The decision may be taken after obtaining opinions of the Team members or at the request of the head of the specialised forces and resources – if any were used.

Evacuation is directed by the EMT Team Leader, in consultation with the person in charge of specialized forces. The scope of evacuation depends on the seriousness of the risk. Complete evacuation (all people and equipment) or partial evacuation are possible. It should be remembered that evacuated people must leave the rooms and turn off all receivers from power sources and, in the case of a threat of use of explosives, additionally all windows must be left open. Persons



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leaving the room should only take their own belongings (bags, briefcases, bags, backpacks). Any items left will be objects of interest for antiterrorists searching the room afterwards.

### PART II

#### PROCEDURES

Preparation for a terrorist attack is always carried out in secret. For this reason, any signals of an impending danger are barely noticeable. However, paying attention to what is happening in the immediate surroundings allows for an early detection of a threat and its effective neutralisation.

#### **Pay attention in your immediate surroundings to the following:**

- Persons who for a longer time are watching, photographing or filming objects that may become the target of the attack (e.g. airports, subway stations, shopping centres, churches or synagogues);
- Frequent meetings of unusually behaving people organised in rented flats (people watching videos with execution scenes carried out by Al-Qaeda, farewell videos of suicide terrorists, or studying plans of public facilities); a sudden change in behaviour and lifestyle of neighbours, in particular statements that may indicate adopting radical views;



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- Unusual behaviour of colleagues, e.g. unjustified attempts to get plans of facilities or taking out documents or materials which may be used in activities

### NOTE

**If you notice or hear something disturbing, report it to the Police, Internal Security Agency (ABW) or the City Guards. Your safety and the safety of your loved ones may depend on your vigilance!**

In order to avoid immediate danger, it is always recommended to stay alert, especially in places where there is a large number of people, e.g. when shopping, traveling, participating in mass events, religious events, etc.

### Signs indicating imminent threat of a terrorist attack:

- suspiciously or strangely behaving people (e.g. nervous without no clear reason, seeming to be under the influence of drugs, dressed inadequately to the season, or trying to leave packages in public places);
- object left unattended in public places such as briefcases, parcels and packages;
- suspicious content of a package without the sender's information and address or from a sender or place from where a package is not expected;
- vehicles, especially vans parked outside specified places, e.g. near churches, places of mass events, sports events or meetings.



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### NOTE

**Watch your surroundings closely, pay attention to untypical behaviour of people or to objects left unattended in public places!**

**If you notice something disturbing, do not undertake any activity. Follow the rules below:**

- if you have any suspicion inform the security staff of the facility or its administration manager, the Police, Fire Services, City Guards or administrative authorities;
- do not spread information about your suspicion to avoid panic;
- do not try to overpower suspects (but observe them discretely and try to remember as many details about their appearance and behaviour);
- do not ignore or neglect information on a threat of a bomb incident;
- a bomb attack does not discriminate between 'our' and 'other' , whereas weapon is aimed by a terrorist or a criminal at a specific person;
- do not accept any packages from unknown people;
- do not leave own baggage unattended;



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- any object with protruding cables, producing gas, liquid, smell, sound, powder, or left /which is visible/ by a quickly retreating person, thrown into a room or a vehicle must be considered as suspicious;
- do not touch or worse, do not move any suspicious packages.

**Terrorist attacks with the use of explosive devices are among the most frequently performed and most dangerous. Homespun explosive devices are also used by criminal groups or individuals.**

### **When reporting a threat, you should provide the following information:**

- your name and telephone number;
- type of threat and premises for the threat (suspicious persons, an unattended package, information from another person);
- address of facility under threat, possibly the most detailed description of the place and suspicious persons, objects or phenomena (e.g. suddenly occurring eye and respiratory tract irritation).

**If you can see 'a bomb' it can 'see' you, which means that you're in its field of fire**

- Do not use mobile phone, radio wave receivers, etc. nearby;
- Keep calm;



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- Inform everyone nearby about the threat and try not to cause panic;
- Inform the relevant authorities of the incident and losses (e.g. the Police, City Guards, authorities responsible for the safety of the facility);
- Secure the place under threat if possible until the arrival of the Police, maintain the basic safety precautions, do not expose yourself or others to danger;
- Follow orders of police officers after their arrival to the bomb incident.

**As soon as possible move away from the potentially explosive area. Along the way, inform about the threat the biggest group of people who are in the danger area or head towards it; after the announcement of the alarm and evacuation order of public facilities, for example supermarkets, entertainment and sports halls, cinemas, immediately head to the exit, as indicated by the building administrator or authorised persons. These procedures also apply to all forms of public transport; in the case of inclusion of parking area in the danger area, not *forcefully rescue* your car, life is more important.**

The consequence of a terrorist attack may be a considerable number of victims, damage to buildings, disruptions in the supply of electricity, water and gas, no telephone communication and the Internet, limited availability of medical care



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and finally the suspension of the operation of public transport. For this reason it is very important to be prepared properly for the consequences of the attack.

### **How to prepare your company or institution to a threat:**

- designate a person responsible for supervising activities in the area of security (it is recommended to entrust that task to executives or board members);
- create a special emergency procedure of notification about the threat, with a clear definition of who should be informed in the first place and who is responsible for notifying the appropriate authorities;
- develop a plan for the safe evacuation of employees and customers;
- train all staff in security, both by lecture and practical activities;
- prepare and regularly update lists of telephone numbers of employees and persons designated by them who should be notified in case of an accident. It is also recommended to implement the custom, with the consent of employees, of depositing envelopes with basic information about them which would facilitate the identification of people injured or killed (eg. ID number and passport number, mother's maiden name, special features) or would allow for the fast and effective medical assistance (eg. blood type, chronic diseases, permanently taken medicine);
- identify critical places of the company or institution (eg. a computer centre, production line), assess the risk and implement adequate protection;
- create a procedure for securing important documents in case of emergency;



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- regularly make backup copies of IT systems;
- if there is no information about the specific location of a 'bomb', the facility users should check their workplace and its immediate surroundings to find objects of unknown origin. Suspicious objects must not be touched;
- public areas (corridors, staircases, lifts, toilets, basements, attics) and the immediate external environment will be checked and searched by designated persons or services responsible for security of the institution.

### **In case of companies and institutions with uncontrolled access of third persons the additional recommendations are as follows:**

- routinely inspect places where different objects may be dropped off without attracting attention (reception, changing rooms, toilets, rooms accessible for visitors);
- provide additional anti-terrorist training to security personnel.

#### **NOTE**

**Never ignore any information about threat from the Police, special services or the personnel!**



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### **In case of a suspicious package pay attention to the following:**

- untypical size and weight;
- too much weight for its size;
- deformed surface;
- the fact of sending it directly to the office manager (supervisor, head, rector, etc.) with the annotation 'for the attention of';
- a note to be opened by the addressee;
- a too high price of postage stamps;
- unknown sender;
- strong packaging;
- a metallic sound heard when moving the letter; greasy spots on the envelope or packaging; smell of almonds, marzipan, mice, chemicals; small openings /holes/ in the envelopes or packaging; protruding cables or clips; a damaged package.

### **NOTE**

**Place a suspicious package on a even surface and distance from it by minimum 10 metres, and if indoors simply leave the room. Packages may not be opened, pressed or deformed.**

**Inform the police immediately**



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### BOMB AT HOME

**If you were informed e.g. by telephone that there is a bomb at your home, immediately inform the police and until their arrival:**

- do not step on the entrance door threshold or the doormat;
- do not touch the doorbell;
- do not turn on the light;
- do not start or check alarm systems;
- do not step on carpets, flooring which are so-called passage in the apartment;
- do not use the radio, TV, or landline telephone;
- do not turn on any electric or gas equipment;
- leave the apartment as soon as possible;
- try to inform possibly the largest number of neighbours.



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### **In case of suspicion of a bomb planted in a car, the following should be done:**

- examine the car from outside and look underneath;
- notice any protruding cables, suspended packages, containers, sheets of paper;
- check if any pieces of packaging, string, insulation or self-adhesive tape are left on the ground;
- examine whether there is any self-adhesive tape on the tyres;
- before opening the door, check if the so-called locking pins are in the closed position and if the windshields are tightly closed;
- check the hood, the engine or the luggage compartment for signs of opening.

### **NOTE**

**If you concluded that there may be a bomb planted in the car, inform the police immediately, warn people of the danger and do not come close to the car.**



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It is always recommended to be prepared to evacuate the house or other places as prevention even if there is no imminent threat. The time and place of attack are unpredictable. Pay attention to heavy, easily broken objects which may be damaged or thrown down at the explosion.

### BASIC INSTRUCTION FOR EVACUATION

| Evacuation from home   | Evacuation from institution/company  | Evacuation from public places   |
|--|--|---|
| Take only the most necessary things (documents, supply of water and food, necessary medications, change of clothing, basic toiletries, a flashlight, possibly a light blanket, a sleeping bag and a foam sleep pad); | Take only the most necessary personal things;  | Pay attention to location of staircases and emergency exits;  |
| Cut off water, gas and electricity before evacuating;  | Cut off electricity and gas and safely remove all flammable materials;   | Think how to evacuate the building, train station or other crowded places in a hurry;                         |
| Do not use lifts;  | Do not use lifts;  | Do not use lifts;   |
| Move as instructed by the evacuating party.  | Move as instructed by the evacuating party;  | Move as instructed by the evacuating party;   |
|  | Find out whether returning home is possible or whether the evacuated persons will be directed to other places: | Find out whether returning home is possible or whether the evacuated persons will be directed to other places |



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|  |                                  |                                  |
|--|----------------------------------|----------------------------------|
|  | If possible contact your family. | If possible contact your family. |
|--|----------------------------------|----------------------------------|

### Activities after explosion of a bomb:

- remember about your own safety, the nearest and co-workers;
- start action, i.e. evacuation and provide assistance to the injured and in shock;
- do not touch or move objects which cause your anxiety;
- follow the instructions of the rescue services after their arrival.

### IT HAPPENS THAT ORDINARY PEOPLE, DESPITE FOLLOWING SAFETY RULES, BECOME HOSTAGES OF TERRORISTS.

#### THE FOLLOWING RULES SHOULD BE FOLLOWED:

- if you heard shots in the place where you are, do not run away, if possible, lay down behind the nearest cover;
- try to avoid a prolonged eye contact with the terrorist which arouses aggression; do not turn your back to the terrorist;
- follow the instructions of terrorists, do not argue with them, respond after a longer thought; do not resist;
- do not perform instructions of terrorists suddenly;
- try to turn the attackers' attention to the fact that they deal with specific people – a man /personification/;
- try to stay calm, find a medium attitude between aggression, passivity and submission;



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- do not attract terrorists' attention to yourself /discussion, many questions, rapid movements, insults, verbal abuse/;
- always ask for permission e.g. to go to the toilet, to stand up, or to open your bag;
- give them your personal belongings at terrorists' command;
- if possible remove /discard/ unnoticeably any signs of your professional position which may cause terrorists' aggression;
- set small goals /e.g. to get water or a meal, wound dressing, possibility to use the toilet, give help to someone else from terrorists/, achieve them and set new ones;
- set future goals to be achieved after the release to justify your will to survive;
- try to stay physically and mentally fit – think positive;
- try to take care of your personal hygiene;
- remember that among hostages there may be a person cooperating with terrorists; do not show your fears and other weak points, control your reactions; do not block the escape for terrorists;
- try to remember possibly the highest number of details about abductors and the environment which may help law enforcement authorities in further activities.



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### PROCEDURE DURING ANTI-TERRORIST OPERATION

- do not escape from the site, do not perform sudden movements as you may be regarded as a terrorist;
- lay on the floor, try to find the nearest cover, hold your arms with open hands preferably at your head level;
- do not try to help, do not attack terrorists;
- follow instructions and commands of the anti-terrorist group, submit to their activities even if they are violent, and do not waste time by asking questions or discussions;
- do not rub your eyes in case of tear gas grenades;
- leave the room as soon as possible after the command to leave, do not stop to collect personal belongings, for example;
- answer questions of an officer /introduce yourself and describe how you were found at the place of attack/, but be prepared to be treated as a potential terrorist until your identity is confirmed.



## PROCEDURE IN CASE OF RISK OF TERRORIST ATTACK

### BIOLOGICAL, CHEMICAL AND RADIOLOGICAL HAZARDS

#### If you are inside of a building, and the danger is outside:

- remain inside;
- let pedestrians in danger inside;
- close and seal doors and windows by e.g. wet cloth;
- inform other persons in the building about the danger;
- turn off air-conditioning, ventilation, air vents;
- turn on the radio or TV /preferably local stations/.

#### If you inside of a building and the danger is inside:

##### **You received a parcel.**

If the parcel seems suspicious — **DO NOT OPEN**

- place it in a thick plastic bag and close it tightly — tape or tie;
- place the bag in a second thick plastic bag, and also close it tightly;
- do not move the parcel, leave it as it is;
- wash your hands thoroughly;
- inform the police and follow their instructions.



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### **If you opened a parcel and its contents seem suspicious, e.g. contains powder:**

- do not move its contents: no spilling, no touching, no smelling, try to avoid any increased air movement in the room;
- act as above.

### **NOTE**

**IONISING RADIATION IS NOT FELT, SEEN OR HEARD!**

### **If the room was contaminated with e.g. aerosols:**

- turn off the air-conditioning and ventilators, air vents in the room;
- leave the room and close the door;
- cause air-conditioning in the building be turned off;
- do not eat, do not drink, do not smoke



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### **If you are outdoors**

- find the nearest inhabited building;
- protect respiratory tract /cover your mouth and nose with a handkerchief/;
- in case of contact with dangerous substances, leave outer clothing and shoes in front of the building;
- when inside, wash your face, hair and hands, and preferably wash yourself thoroughly in a shower

### **If you drive**

- turn off ventilation, close windshields, turn on closed air circuit, preferably listen to the local radio and follow instructions of officers;
- find the nearest inhabited building, hide inside.



## PROCEDURE IN CASE OF RISK OF TERRORIST ATTACK

### POLICE REPORT

Report

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.....

Date and time of report

.....

Sex, age, voice, language of the reporting person, characteristic qualities

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.....

Sounds in the background

.....  
.....

Other observations

.....  
.....

Rank, full name of police officer taking the report

.....  
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## PROCEDURE IN CASE OF RISK OF TERRORIST ATTACK

### TELEPHONES FOR WROCLAW MEDICAL UNIVERSITY

#### 1. PROVINCE POLICE HEADQUARTERS IN WROCLAW 50-036 WROCLAW, UL. MUZEALNA 2/4

- Police Station on duty           997  
  Tel. 71 340-32-10  
  Tel. 71 340-32-95  
  Tel. 71 340-35-60

#### 2. Wrocław Śródmieście Police Station 50-355 Wrocław, ul. Grunwaldzka 6   Tel. 71 340-43-58

#### 3. Water Police Station for Wrocław 53-123 Wrocław, ul. Wybrzeże Stanisława Wyspiańskiego   Tel. 71 328-41-04

#### 4. Wrocław Rakowiec Police Station 50-420 Wrocław, ul. Traugutta 94    Tel. 71 340-43-44



## PROCEDURE IN CASE OF RISK OF TERRORIST ATTACK

**IMPORTANT**

**Your task is to survive!!!**