



	<p>OPERATIONAL REGULATIONS</p> <p>OF THE THEORETICAL DEPARTMENTS</p> <p>COMPLEX OF THE SECOND FACULTY OF</p> <p>MEDICINE</p> <p>PLZEŇSKÁ 311, PRAGUE 5 - MOTOL</p>
University	the Second Faculty of Medicine, Charles University
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Checked by	Mgr. Jana Šmejcká Secretary of the Second Faculty of Medicine
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These Operational Regulations define the rules of operation of the Theoretical Departments Complex of the Second Faculty of Medicine, Charles University, in the premises of Plzeňská 311, Prague 5 - Motol (the "Complex") and the principles of behaviour of the employees, students and visitors, including their rights and obligations.

I. Characteristics of the Complex

The address of the location of the Complex: Plzeňská 311, Prague 5 - Motol.

The operator of the complex is the Second Medical Faculty, Charles University ("2nd MF").

The Complex is located on premises shared with the Czech Technical University in Prague. The Complex is intended for teaching, scientific and research activities with administrative facilities. The Complex comprises classrooms, autopsy rooms with preparation room, laboratories with technical facilities, a boiler room with air conditioning and other operating rooms. Each floor of the Complex is equipped with sanitary facilities and rest areas.

Access to the Complex is from Plzeňská Street.

The Complex consists of three parts (A, B, C), which are structurally connected by corridors with fire doors. Each part of the Complex is a separate fire compartment. A detached non-residential building D - a menagerie governed by separate operational regulations is located on the premises.

The Complex is secured by an Electronic Security System and CCTV. Fire indication in the Complex is provided by an Electrical Fire Alarm System in all rooms of the Complex.



The Complex is barrier-free with lifts to all floors.

In the main entrance to the Complex, located in the front of building "A", reception is located, which is also the Local Fire Reporting Centre and in which the Electronic Security System and the Electrical Fire Alarm System control panels and the emergency alarm system from the accessible toilets are located.

The reception provides services related to the supervision of the entry of persons into the Complex, the key regime of the Complex, the provision of basic information to visitors, students and employees and the operation of the Local Fire Reporting Centre.

The side entrances are for 2MF employees only and serve also as emergency exits. All entrances for employees are accessible via an electronic entry system.

II. Opening Hours

Opening hours in the Complex are set from 7:00 a.m. to 7:00 p.m., on weekdays, the building is closed on weekends and public holidays.

For operational, scientific or educational reasons, the Complex may also open outside working hours, on Saturdays, Sundays and public holidays, subject to prior approval.

The request for access approval shall be sent by the Head of Department to the Head of Facilities Management.

The request shall list the names of persons and the services required from the Facility Management that are restricted on these days. The request shall be submitted well in advance in written electronic or paper form. In unforeseen cases, the request is submitted to the Head of Facility Management immediately upon learning of the need to enter the Complex outside of the Complex opening hours.

III. Entering the Complex

Employees, external contractors, students and the public can enter the Complex.

Employees use an employee card or access chip to gain entry.

Employees enter the Complex through the main entrance or employee entrances.

Employees are strictly forbidden to allow students and strangers to enter through the employee entrances.

Persons who are not employees or students must check in at the front desk. The receptionist writes the name of the visitor and the name of the person and the department visited in the visitors' book. The receptionist gives the person a visitor card with a serial number and recommends the shortest appropriate route to the workplace of the person visited. When leaving the building, visitors hand the visitor card back to the receptionist.



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For gatherings, to facilitate the entry of persons to the event held in a building, the event sponsor or the head of the relevant department forwards basic information concerning the event to the head of the Facility Management in written electronic or paper form, together with the requirements for the provision of other services.

IV. Parking and Driving into the Premises

A drive-in gate is used to drive into the premises. Employees use an employee card or access chip for driving in.

Parking of faculty employee vehicles is only possible in designated parking spaces. Employees may park at any parking space until the parking is full.

Parking spaces reserved for supplies and visitors are marked as such.

Other persons collect their drive-in tickets. It is possible to stay for 1 hour without a fee.

For suppliers of goods and services, if the estimated time required to provide the goods or services exceeds 1 hour, the following procedure is followed: the head of the department or an authorized employee sends a request in advance by e-mail to the Complex Manager. The request shall state the name of the supplier and the date of arrival. The Complex Management allows the contractor to stay on the premises for the necessary period of time free of charge.

V. Access to the Complex

Entrance to the Complex and the rooms and premises is only possible with an employee card or chip.

Other persons who are involved in teaching or research and scientific activities and are students or persons employed on contracts are granted access to the Complex upon request to the Complex Manager made by the head of the department or a person authorized by him/her.

Electronic access to employees is provided by the Complex Manager based on a written electronic or paper request from the head of the department or an authorised employee.

Access to classrooms, laboratories and dissection rooms is granted to students by the teacher. Students wait for classes in the common areas of the Complex. Access to the dissection rooms is provided by the employee of the Institute of Anatomy in accordance with the Operational Regulations of Practice Rooms and Dissection Rooms. At the end of the class, the teacher is responsible for turning off the lights, closing the windows, turning off the electrical appliances used, closing the technical gas caps, locking the classroom, dissection room or laboratory.



VI. Holding Events Other Than Instructional Seminars, Workshops and Other Gatherings

The request to hold an event is submitted by the event sponsor or the relevant head of department to the head of Facility Management by e-mail. The Head of Facility Management shall discuss the request with the 2MF Secretary and allow the event with her approval.

During the contractual event, including the preparation of and cleaning up after the event, the organizers are fully responsible for all activities that take place on the premises.

Placement of orientation or information boards is possible in designated places and only after prior agreement with the building manager.

VII. Safety of Work, Operation and Guarding the Complex

Persons in the Complex are obliged to observe the regulations of Health and Safety at Work (H&S) fire protection (FP) regulations and to behave in such a way as to avoid damage to the property and to the equipment of the Complex.

The persons are also obliged to follow the instructions of the fire protection documentation posted in the corridors of the Complex: Fire Alarm Directive, Fire Regulations, Evacuation Plan.

Corridors, stairways, exits and other areas serving as escape routes must remain clear at all times. It is not permitted to store or shelf anything in this area.

All dedicated technical equipment related to the operation of the Complex must be regularly audited or inspected according to the relevant regulations.

The employees, students and employees of external service providers report defects found in the Complex and technical equipment to the Facility Management employees whose contact details are listed at the end of these Operational Regulations.

Inspection and checking reports of technical equipment are recorded by the relevant employee of the Facility Management, who is also responsible for the timely elimination of the defects found.

Elevator users are obliged to follow the instructions for the operation and use of the elevator located at the elevator controls inside the elevator car. Rescue of trapped persons is provided by a contracted external company, which the user calls from the lift using the emergency communication button. The call is answered automatically.

First aid kits are located at the reception, in the corridors and in the kitchens of each floor.



The evacuation of persons is announced by the siren of the electric fire alarm system. The evacuees leave the building through the nearest emergency exit and then move to the assembly area in front of the main entrance.

VIII. Chemical Substances and Mixtures

Hazardous chemicals and mixtures are used in the laboratories and autopsy rooms.

All the employees and students who use these chemicals are obliged to use them in accordance with the Safety Data Sheets and in accordance with the applicable legislation and the operational safety regulations of 2MF UK (e.g. the Operational Regulations of the Autopsy Room).

Spills of hazardous chemicals in the autopsy room are handled in accordance with the Emergency Plan.

Cylinders with technical gases are placed in the laboratories. Unauthorised persons are prohibited from handling and interfering with the gas technical equipment to which the cylinders are connected.

Transportation and exchange of cylinders is provided by the supplier company. Only a specified limited number of cylinders is allowed in one fire compartment.

IX. Autopsy Room

The autopsy room, corps preparation room and the autopsy room facilities ("the autopsy room") are located on the first floor of the Complex in section C.

Access to the autopsy rooms is restricted and is possible only with the consent of the Head of the Department of Anatomy of 2MF.

Facility Management employees may enter the autopsy room only with the permission of the Head of the Department of Anatomy 2LF or in case of an emergency. It is forbidden to pass through the autopsy rooms without the permission of the head of the Department of Anatomy.

X. Waste Management

Waste management in the buildings is organised by the Complex Management, which provides the cleaning and waste disposal.

Waste may be disposed of according to its type in waste containers and appropriate waste receptacles located in the building. Waste is sorted in the Complex.

It is forbidden to store and collect biohazardous waste freely in corridors and areas not designated for such waste.



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The collection of biohazardous waste is organised by the Department of Anatomy for all departments located on the premises and its disposal is provided by an external authorised waste management company under strict hygiene and safety conditions.

Other hazardous wastes are collected in the waste bins of individual workplaces and their disposal is provided by an external authorised waste management company at the request of the workplace to the Facility Management.

Hazardous flammable chemicals and mixtures packaging must not be stored near sources of heat and ignition.

XI. It is forbidden to:

- Allow outsiders and students into the building through the employee entrance;
- Enter the Complex with animals, with the exception of assistance dogs and experimental animals;
- Smoke on the premises, including the use of electronic cigarettes;
- Handle open flames in the Complex, except in laboratories where they are used for experiments;
- Bring bicycles, scooters, tricycles, monocycles, Segway boards, hoverboards and similar conveyances indoors;
- Store bicycles, scooters, tricycles, monocycles, Segway boards and hoverboards and similar conveyances on the Complex premises or lean them against exterior facades;
- Bring in and use electric or gas heat appliances;
- Bring in and consume alcohol and narcotic substances, except for substances used for educational and scientific purposes;
- Bring in and use pyrotechnics, dangerous chemical substances and mixtures, with the exception of substances used for educational and scientific purposes;
- Bring in and use firearms, cutlasses and stabbing weapons;
- Park motor vehicles outside designated parking areas and in fire zones;
- Park in front of the exits from the Complex, in the narrowed areas, in front of the outdoor hydrants and in front of the autopsy area;
- Display information posters or leaflets in the corridors except in designated areas or with permission of the Complex Manager;
- Pour hazardous chemicals or mixtures down the sinks and drains;
- Pour hazardous chemicals and mixtures into beverage bottles;
- Block the entrance door and the door in special mode;
- Place objects on escape stairways and in escape corridors;
- Leave air conditioning units running after working hours outside areas that require special temperatures to be maintained.



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XII. Contact Persons and Important Links

Complex Manager: petr.starek@lfmotol.cuni.cz, tel. 257296115

Head of Facility Management: milos.titzenthaler@lfmotol.cuni.cz, tel. 257296100

Secretary of the 2MF: tajemnik@lfmotol.cuni.cz, tel. 224435802, 5803

Reception of the Complex: tel. 257296111