



	<p style="text-align: center;">OPERATIONAL REGULATIONS OF THE THEORETICAL DEPARTMENTS COMPLEX OF THE SECOND FACULTY OF MEDICINE</p> <p style="text-align: center;">PLZEŇSKÁ 311, PRAGUE 5 - MOTOL</p>
Public university	Second Faculty of Medicine, Charles University
Effectiveness	As of the day of approval by the Dean Supersedes the text effective from 1. 10. 2024
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Checked by	Mgr. Jana Šmejcká Secretary of the Second Faculty of Medicine Signature: by her own hand
Approved by	prof. MUDr. Marek Babjuk, CSc. Dean of the Second Faculty of Medicine, Charles University Date: 10. 1. 2024 Signature: by his own hand



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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, Plzeňská 311, Prague 5 - Motol (hereinafter referred to as the "Complex") and the principles of behaviour of the employees, students and visitors, including their rights and obligations.

1. Characteristics of the Complex

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

The owner of the Complex is Charles University, the operator of the Complex is the Second Medical Faculty, Charles University (hereinafter referred to as the "2nd MF, CU").

The Complex is located on premises shared with the Czech Technical University in Prague.

Access to the Complex is from Plzeňská Street.

The Complex consists of four parts – Buildings A, B, C, D. Buildings A, B, C are structurally connected by corridors with fire doors. Each part of the Complex is a separate fire compartment. Part D is a detached building – the vivarium.

In the northern wall of the Complex (the frontage of building A), the main entrance to the Complex with the reception is located.

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



2. LÉKAŘSKÁ FAKULTA UNIVERZITA KARLOVA

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

The Complex is structurally adapted for university teaching and laboratory research with administrative facilities. The Complex comprises classrooms, lecture halls, an auditorium, an autopsy room with a preparation room, laboratories with technical facilities, a boiler room with air conditioning and other operational rooms.

Each floor of the Complex is equipped with toilets and kitchens.

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. The lifts are not designed for the evacuation of persons.

2. Opening Hours

Opening hours in the Complex are set from 7:00 a.m. to 7:00 p.m. on weekdays, the Complex is closed at weekends and on public holidays. Changes in the opening hours may be regulated by a memo of the 2nd MF, CU.

For operational, scientific or educational reasons, upon the teachers' request, Saturday, Sunday or holiday operation is allowed.

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 shall be submitted to the Head of Facility Management immediately upon learning of the need to enter the Complex outside of the Complex opening hours.

The use of the premises in the Complex by employees, students, external workers outside the stipulated opening hours is possible only with the consent of the Building Management. In such a case, students and external staff may only move around the building in the presence of a member of the 2nd MF, CU staff.

3. Entering the Complex

Students and the public may only enter the Complex through the main entrance, located at the front of Building A.

Visitors must report to the reception and the receptionist will check them in as a visitor (write the name of the visitor, the name and workplace of the person visited, give the visitor a card for visitors) and recommend the shortest route to the visited person's office. On leaving, the visitor shall hand the visitor card back to the receptionist.

Employees enter the Complex through employee entrances with an electronic entry system.



2. LÉKAŘSKÁ FAKULTA UNIVERZITA KARLOVA

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

Car parks for motor vehicles are intended for employees of the 2nd MF, CU and visitors.

4. Access to the Complex

Access to the Complex as well as to individual rooms is possible via an electronic access system (with a chip). In the event of a malfunction of the electronic access system or in the event of an emergency, mechanical keys owned by the Facility Management can be used.

Electronic access to employees is provided by the Facility Management based. The access is given to employees on the basis of a written request from the head of the department.

Access to classrooms, laboratories and the autopsy room is granted to students by the teacher. Students wait for classes in the common areas of the Complex. At the end of the class, the teacher is responsible for turning off the presentation technology and the lights, closing the windows, turning off the electrical appliances used, closing the technical gas shut-off valves, locking the classroom, the autopsy room or the laboratory.

5. Holding Mass Events

Conferences, professional seminars, lectures for the public are mass events outside the teaching regime.

A written request to hold an event is submitted to the Head of Facility Management. The Facility Management shall discuss the request with the Secretary of the 2nd MF, UK and allow the event with her approval.

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

Placement of orientation or information instructions for a mass event is possible in designated places and only after prior agreement with the Head of Facility Management.

6. Safety of Operation and Guarding the Complex

All 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.

It is forbidden to smoke in the Complex or to use open flames. Smoking is allowed in a designated place outside the Complex. Open flames may be used only with a written consent of the Dean or the Secretary of the 2nd MF, CU.



2. LÉKAŘSKÁ FAKULTA UNIVERZITA KARLOVA

All persons are 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 such areas.

All technical equipment must be regularly audited or inspected in compliance with 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.

Inspections and checks of technical equipment in the Complex are organized by the Head of Facility Management.

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

Lift users are obliged to follow the instructions for the operation of the lift. Rescue of trapped persons is provided by a contracted external company, which the lift user calls from the lift using the emergency communication button in the lift car.

First aid kits are available on site to treat any injuries.

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

The first aid kits may be used by any person.

The procedure for dealing with and recording accidents is carried out by senior employees in accordance with the internal directive "S1 - Occupational Safety and Health Organisation Directive".

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

A "Fire Evacuation Plan" is posted in the corridors, showing evacuation routes and emergency exits from the building.

It is necessary to take extra care when moving in the wet cleaning area - danger of slipping.

7. Chemical Substances and Mixtures

Dangerous chemicals and mixtures are used in the laboratories and autopsy rooms (hereinafter referred to as "DCHSaM").



2. LÉKAŘSKÁ FAKULTA UNIVERZITA KARLOVA

All the employees and students using DCHSaM are obliged to handle them in accordance with the chemical substance Safety Data Sheets and in accordance with the applicable legislation and the operational safety regulations of the 2nd MF, CU.

Flammable liquids for the autopsy room are stored outside the Complex in an eco-container. The operation of the flammable liquids store is governed by the Flammable Liquids Store Operating Regulations.

Other operational stocks of DCHSaM are stored at individual workplaces.

Cylinders with technical gases are placed in the laboratories. Only employees of the 2nd MF, CU are allowed to work with and handle the cylinders.

Unauthorised persons are prohibited from handling the cylinders and they are also prohibited from interfering in technical equipment to which the cylinders are connected.

Transportation and exchange of cylinders is provided by the Facility Management. Only a specified limited number of cylinders is allowed in the Complex.

Safety Data Sheets of dangerous chemical substances and mixtures are available in individual workplaces.

8. Autopsy Room

The autopsy room, corps preparation room and the autopsy room facilities (hereinafter the "autopsy room") are located in the basement of Building C.

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

Facility Management employees may enter the autopsy room only with the permission of the Head of the Department of Anatomy of the 2nd MF, CU or in the event of an emergency.

It is forbidden to pass through the autopsy rooms without the permission of the Head of the Department of Anatomy of the 2nd MF, CU.

The operation of the autopsy room is governed by the internal directive "Operational Regulations of the Autopsy Room".

9. Waste Management

Waste management in the buildings is organised by the Facility Management, which provides the cleaning of the buildings, waste disposal and its recording and check. Handling hazardous waste and biohazardous waste is provided for all workplaces of the Complex by the Department of Anatomy of the 2nd MF, CU.

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.



2. LÉKAŘSKÁ FAKULTA UNIVERZITA KARLOVA

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

The disposal of hazardous waste and biohazardous waste is provided by an authorised waste management company under strict hygiene and safety conditions.

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

10. It is forbidden to:

- Allow strangers and students into the Complex through the employee entrance;
- Enter the Complex with animals, with the exception of assistance dogs and experimental animals;
- Smoke in the Complex, including the use of electronic cigarettes;
- Handle open flames in the Complex, except for the laboratories and maintenance jobs;
- Pour dangerous chemical substances or mixtures down the sinks or drains;
- Pour dangerous chemical substances or mixtures into drinks bottles;
- Except for compensation aids, bring bicycles, scooters, tricycles, monocycles, Segway boards, hoverboards or similar conveyances into indoor areas of the Complex;
- Stow or lean bicycles, scooters, tricycles, monocycles, Segway boards and hoverboards or similar conveyances on the Complex premises or lean them against exterior facades;
- Bring in and use your own electric or gas heat appliances;
- Bring in and consume alcohol or narcotics;
- Bring in and use pyrotechnics, dangerous chemical substances or mixtures;
- Bring in and use firearms, cutting or stabbing weapons;
- Park motor vehicles outside designated parking areas;
- Park in front of the exits from the Complex, in narrowed areas, in front of outdoor hydrants and in front of the autopsy handling area; display information posters or leaflets in the corridors except for designated areas or with the permission of the Head of Facility Management;
- Carry out activities unlawfully interfering with the rights to the Complex, namely under Section 208 of Act no. 40/2009, Coll., Criminal Code, as amended.

11. Contact Persons and Important Contact Data

Head of Facility Management: petr.starek@lfmotol.cuni.cz, telephone: 257296100

Secretary of the 2nd MF, CU: tajemnik@lfmotol.cuni.cz, telephone: 224435802, 5803

Complex Reception: telephone: 257296111