

Emergency Response Protocol for HSE Staff

GENERAL PROVISIONS

Upon discovering an emergency situation, find out the following:

- time of occurrence or discovery of an emergency situation;
- exact address (HSE premises or a neighbouring building);
- nature of the emergency, hazard level, potential progression and consequences;
- if there are any people affected;
- what services have been notified, what actions taken, what means and resources employed;
- contact phone numbers to call for updates;
- full name, position and phone number of the person who's notified of the emergency, and data about the primary source of information.

REPORT TO

- ✓ Rector
 - ✓ Vice Rector
 - ✓ Director for Security
 - ✓ Head of Civil Defence and Emergency Situations Unit
- (495)628-95-23**
8-916-308-20-90

ORDER TO

- Start evacuation of employees and students if an immediate response is necessary (danger to life and health, significant material damage, etc.)
- Notify services and subdivisions, as per standard situations list
- Collect data on the situation

INFORMATION SOURCES

Offices for operation and maintenance, dormitory administrations, on-call service of the Fire Safety Office, security stations



FIRE**NOTIFY**

- | | |
|--|--|
| ✓ Fire Service | Landline, Skylink – 01 |
| | Beeline, Megafon – 112, MTS - 010 |
| | (495)995-9999 |
| ✓ Crisis Management Centre of the main office of the Russian Ministry of Emergency Situations in Moscow | |
| ✓ Police | 02 |
| ✓ Ambulance Service | 03 |
| ✓ On-call office No.1, 20 Myasnitskaya ulitsa | (495) 628-99-66 |

EVACUATE THE AFFECTED AREA**REPORT TO**

- | | |
|---|------------------------|
| ✓ Rector | |
| ✓ Head of Civil Defence and Emergency Situations Unit | 8-916-790-78-64 |
| ✓ Director for Security | 8-916-308-20-90 |
| ✓ Administrative Director, Dormitory Manager | |

COLLECT INFORMATION ON

- fireground
- persons affected and injured
- fire containment and extinguishment time
- means and resources employed

INFORMATION SOURCES

Offices for operation and maintenance, dormitory administrations, on-call service of the Fire Safety Office, security stations



POWER GRID BREAKDOWN

NOTIFY

- ✓ Electricians, plumbers
- ✓ Office of the Chief Engineer
- ✓ Upon agreement with supervisors:
 - Public safety answering point of the administrative district (to which the given HSE premises belong)
 - Central control station of Mosenergo **(495) 953-59-05**
(495) 953-32-59

REPORT TO

- ✓ Administrative Director, Dormitory Manager **(495) 917-34-28**
- ✓ Vice Rector
- ✓ Head of the Administrative Buildings Office
- ✓ Dormitory Managing Director

ORDER

- the electrician to disconnect high-power devices
- staff and students to turn off computers

COLLECT INFORMATION ON

- nature of damage and power grid parameters
- persons affected
- what has been disconnected
- who is mitigating the breakdown (name of the organization, last names and contact phone numbers of its managers)
- HSE officials present at the site
- projected recovery time

INFORMATION SOURCES

Offices for operation and maintenance, dormitory administrations, on-call services, security stations



FLOOD

(caused by waterlogging, heavy rain, freshet)

NOTIFY

- ✓ Plumbers, electricians
- ✓ Office of the Chief Engineer
- ✓ Upon agreement with supervisors:
 - Public safety answering point of the administrative district (to which the given HSE premises belong)
 - Central control station of Mosvodostok **(499) 132-70-11**

REPORT TO

- ✓ Administrative Director, Dormitory Manager **(495) 917-34-28**
- ✓ Vice Rector
- ✓ Head of the Administrative Buildings Office
- ✓ Dormitory Managing Director

ORDER

- the electrician to disconnect flooded facilities
- staff and students to leave the affected area

COLLECT INFORMATION ON

- nature of the flood (sewage system damage, heavy rain, freshet, etc.), inflow rate
- projected and actual impact (flooding, damage to valuables, danger to life and health)
- who is involved in flood control and impact mitigation (name of the organization, last names and contact phone numbers of its managers)
- HSE officials present at the site
- projected recovery time
- damages and persons affected

INFORMATION SOURCES

Offices for operation and maintenance, dormitory administrations, on-call services, security stations



HEATING SYSTEMS BREAKDOWN

NOTIFY

- ✓ Plumbers, electricians
- ✓ Office of the Chief Engineer
- ✓ Upon agreement with supervisors:
 - Public safety answering point of the administrative district (to which the given HSE premises belong)
 - Central control station of Mosenergo (495) 951-82-01
heating systems (495) 951-83-04

REPORT TO

- ✓ Administrative Director, Dormitory Manager (495) 917-34-28
- ✓ Vice Rector
- ✓ Head of the Administrative Buildings Office
- ✓ Dormitory Managing Director

ORDER

- the plumber (or other authorised tradesman) to shut down water supply of the building (parts of the building, floor)
- staff and students to leave the affected area

COLLECT INFORMATION ON

- nature of the damage, pipeline diameter, inflow rate
- projected and actual impact (flooding, damage to valuables, danger to life and health)
- who is involved in emergency response and impact mitigation (name of the organization, last names and contact phone numbers of its managers)
- HSE officials present at the site
- projected recovery time
- damages and persons affected

INFORMATION SOURCES

Offices for operation and maintenance, dormitory administrations, on-call services, security stations



WATER PIPE BREAKAGE

NOTIFY

- ✓ Electricians, plumbers
- ✓ Office of the Chief Engineer
- ✓ Upon agreement with supervisors:
 - Public safety answering point of the administrative district (to which the given HSE premises belong)
 - Central control station of Mosvodokanal **(499) 261-33-43**
 - Central control station of Moskollektor **(499) 261-35-42**
 - Central control station of Moskollektor **(499) 975-33-51**

REPORT TO

- ✓ Administrative Director, Dormitory Manager **(495) 917-34-28**
- ✓ Vice Rector
- ✓ Head of the Administrative Buildings Office
- ✓ Dormitory Managing Director

ORDER

- the plumber (or other authorised tradesman) to shut down water supply of the building (parts of the building, floor)
- staff and students to leave the affected area

COLLECT INFORMATION ON

- nature of the damage, pipeline diameter, inflow rate
- projected and actual impact (flooding, damage to valuables, danger to life and health)
- who is involved in emergency response and impact mitigation (name of the organization, last names and contact phone numbers of its managers)
- HSE officials present at the site
- projected recovery time
- damages and persons affected

INFORMATION SOURCES

Offices for operation and maintenance, dormitory administrations, on-call services, security stations



CHEMICAL ACCIDENT

If a chemical accident has occurred at a nearby facility that produces, stores or transports hazardous chemicals

REPORT TO

- ✓ Rector
- ✓ Director for Security 8-916-308-20-90
- ✓ Head of Civil Defence and Emergency Situations Unit 8-916-606-61-33
- ✓ Administrative Director, Dormitory Manager

NOTIFY

- ✓ Crisis Management Centre of the main office of the Russian Ministry of Emergency Situations in Moscow (495)995-9999
112 (mobile)
- ✓ Duty officer for _____ administrative district, Main office of the Russian Ministry of Emergency Situations in Moscow
- ✓ Duty officer of the Agency for Provision of Civil Defence Measures, _____ administrative district (to which the given HSE premises belong)
- ✓ Chief official responsible for the educational process (dean of the faculty, department head)

ORDER

- to evacuate staff and students
- If emergency evacuation is impossible, provide shelter-in-place on top floors of the building (in case of chlorine release) or basements (ammonia release)**

COLLECT INFORMATION ON

- nature of the damage, volume of chemicals released into the atmosphere, toxic cloud density
- number of employees and students in the affected area
- projected recovery time
- damages and persons affected

INFORMATION SOURCES

- Warning signal transmitted through electric sirens
- Duty officer for _____ administrative district, main office of the Russian Ministry of Emergency Situations in Moscow
- Duty officer of the Agency for Provision of Civil Defence Measures, _____ administrative district (to which the given HSE premises belong)
- Digital media (television, radio, Internet)
- Facility where release of hazardous chemicals has occurred



RADIOACTIVE CONTAMINATION

OUTDOOR RADIATION LEVELS OVER 30 mcR/h

REPORT TO

- ✓ Rector
- ✓ Director for Security **8-916-308-20-90**
- ✓ Head of Civil Defence and Emergency Situations Unit **8-916-606-61-33**
- ✓ Administrative Director, Dormitory Manager

NOTIFY

- ✓ Crisis Management Centre of the main office of the Russian Ministry of Emergency Situations in Moscow **(495)995-9999**
112 (mobile)
- ✓ Duty officer for _____ administrative district, Main office of the Russian Ministry of Emergency Situations in Moscow
- ✓ Duty officer of the Agency for Provision of Civil Defence Measures, _____ administrative district (to which the given HSE premises belong)
- ✓ Chief official responsible for the educational process (dean of the faculty, department head)

ORDER

- to evacuate staff and students

COLLECT INFORMATION ON

- the source of abnormal radiation levels
- projected area of radioactive contamination
- number of employees and students in the contaminated area
- means and resources employed to mitigate the impact of radioactive contamination, supervisor of the emergency response efforts
- projected recovery time
- damages and persons affected

INFORMATION SOURCES

- Duty officer for _____ administrative district, main office of the Russian Ministry of Emergency Situations in Moscow
- Duty officer of the Agency for Provision of Civil Defence Measures, _____ administrative district (to which the given HSE premises belong)
- Digital media (television, radio, Internet)
- Facility where emergency has occurred, Moscow research and production facility “Radon”



TERRORISM

VIOLENCE OR THREAT OF VIOLENCE AGAINST INDIVIDUALS OR ORGANIZATIONS,
DESTRUCTION (DAMAGE) OR THREAT OF DESTRUCTION (DAMAGE) OF PROPERTY AND
OTHER PHYSICAL RESOURCES

IF AN EXPLOSION THREAT IS RECEIVED

NOTIFY

- | | |
|---|--|
| ✓ Rescue Service | Landline, Skylink – 01 |
| | Beeline, Megafon – 112, MTS - 010 |
| ✓ Police | 02 |
| ✓ Duty officer of the Federal Security Service in Moscow and Moscow oblast | (495) 914-4369 |
| ✓ Crisis Management Centre of the Main office of the Russian Ministry of Emergency Situations in Moscow | (495) 995-9999 |
| ✓ Ambulance Service | 03 |

EVACUATE THE PREMISES

REPORT TO

- | | |
|---|------------------------|
| ✓ Rector | |
| ✓ Vice Rector | (495)628-95-23 |
| ✓ Director for Security | 8-916-308-20-90 |
| ✓ Head of Civil Defence and Emergency Situations Unit | 8-916-606-61-33 |
| ✓ Administrative Director, Dormitory Manager | |

ORDER

- to shut down power supply
- to shut down gas and water supply
- to refrain from using mobile phones, radio facilities, Bluetooth, Wi-Fi, as they could trigger a radio fuse

ATTENTION

Explosive items can be handled only by officers of the Federal Security Service, Ministry of the Internal Affairs or Ministry of Emergency Situations

IN A HOSTAGE SITUATION

- if possible, immediately alert law-enforcement agencies or anyone not affected by the emergency situation
- do not attempt to negotiate with terrorists

Avoid actions that could incite terrorists to use weapons and cause injury or death.

