



In Pilsen 15. 1. 2024  
Č. j.: UKLFP/550657/2023

## DEAN'S MEASURE NO. 3/2024

# OPERATING RULES OF THE FACULTY OF MEDICINE IN PILSEN CAMPUS

### Art. 1

#### Introductory provisions

- 11 These operating rules determine the rules of operation of the campus of the Faculty of Medicine of Charles University in Pilsen (hereinafter referred to as the "Faculty") at alej Svobody1655/76, 323 00 Pilsen (herein after referred to as the "facility") and the principles of behaviour of users and visitors, including their rights and obligations. This measure does not affect other operating rules of individual departments of the building.
- 12 The Operating Regulations are binding for students, employees and other persons. By violating the obligations set out in this measure, a student may commit a disciplinary offence, an employee may violate his/her employment obligations under Act No. 262/2006 Coll., Labour Code.

### Art. 2

#### Facility characteristics

- 2.1 The facility is intended for teaching, scientific and research activities with administrative facilities and catering.
- 2.2 The facility consists of buildings U1, U2 and the Biomedical Centre. It also includes the Academic Plaza, which is located outside the main entrance to buildings U1 and U2. There is an internal car park on the 2nd and 3rd underground floors of building U1 and an external car park.
- 2.3 Building U1 has six floors above ground and three underground. The building includes a freight lift and four passenger lifts which are controlled by a controller at the boarding points in the form of a central push button tablet for all lifts with an external dialing system for the required floor. Only technical and safety controls are in the cabs. The reception is located to the left of the main entrance on the 1st floor. This building includes three lecture halls, seminar rooms, examination rooms with ambulances, laboratories and study rooms.
- 2.4 Building U2 has six floors above ground and one underground floor. All floors are connected by two lifts with standard controls. This building includes a lecture hall.
- 2.5 The Biomedical Centre has four floors above ground. All floors are connected by two standard-

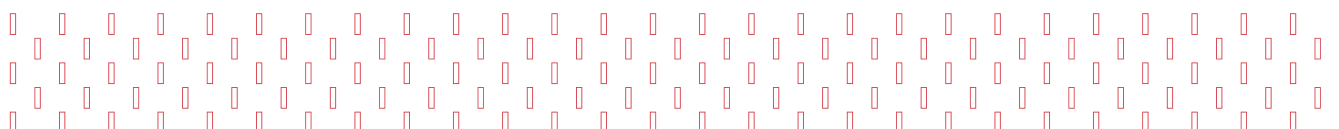


controlled lifts.

- 2.6 The facility is wheelchair accessible with lifts to all floors.
- 2.7 The individual buildings are connected by a connecting hall.
- 2.8 The following table shows the workplaces in each building.

Building	Floor	Workplace
U1	1PP	Center of Scientific Information (Library)
	1PP-1NP	Canteen and Café
	1PP-2NP	Department of Anatomy
	1NP	Department of Histology and Embryology
	2NP	Department of Microbiology
	2NP-3NP	Dean's Office
	3NP	Department of Medical Chemistry and Biochemistry
	4NP	Department of Public Health and Preventive Medicine
		Department of Sports Medicine and Active Health Sciences
		Department of Social and Assessment Medicine
	5NP	Department of Languages
Maintenance Department		
Center of Information Technologies		
5NP-6NP	Simulation Center	
U2	1NP	Department of Pharmacology and Toxicology
	2NP	Department of Pathological Physiology
	3NP	Department of Physiology
	4NP	Department of Biology
	5NP	Department of Biophysics
BC	1NP-4NP	Biomedical center
		Animal Research and Care Facility

- 2.9 The facility is secured using technology to restrict the entry of unauthorized persons into the facility, together with electromechanical locks, software and other infrastructure. Electronic Security Alarm System (hereinafter referred to as "ESS") and mechanical locks as well as time loop camera system are also installed to secure the building.
- 2.10 Personal data and data ("Data") are retained only for as long as necessary. The data are secured against misuse by locking it, and is also guarded by an ESS. Only selected authorized persons have access to the data. The contact details of the Data Protection Officer are published on the Faculty's website.
- 2.11 The technological management of the camera system is entrusted to the Center of Information Technology (hereinafter referred to as "CIT"). The camera records cannot be passed on to users, only in justified cases may they be passed on to law enforcement authorities, administrative authorities for conducting offence proceedings, or other interested parties to fulfil the purpose of processing (e.g. insurance company). This agenda is handled by the Legal Department.



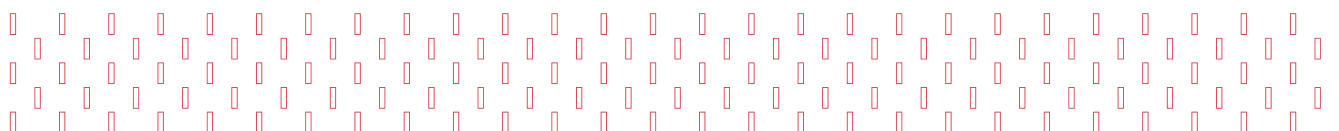
---

### **Art. 3 Operating hours**

- 3.1 The operating hours of the premises are set on working days from 6:00 a.m. to 8:00 p.m. (hereinafter referred to as “operating hours”).
- 3.2 If an employee enters or remains on the premises outside of operating hours, such employee must inform reception.
- 3.3 Students are prohibited from entering or remaining on the premises of the building, including study rooms, outside the operating hours.

### **Art. 4 Access and entry to the facility**

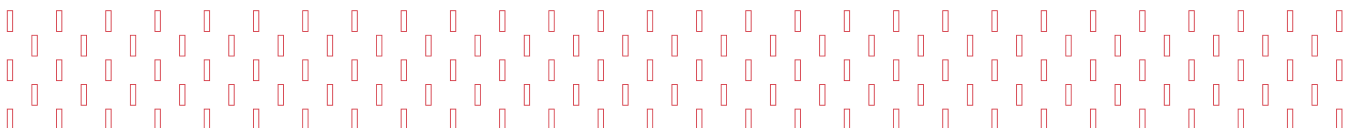
- 4.1 The facility may be entered by staff, students, visitors and external contractors.
- 4.2 Staff and students use their allocated cards for entry and are responsible for any misuse of these cards. The records, administration and issue of staff and student cards and personalized cards for external contractors are handled by the Card Issue Centre. The issuance of chip cards and non-personalized cards for external persons is managed by CIT. The cards and chips (hereinafter referred to as “cards”) are used for identification, access to buildings, faculty offices and selected services.
- 4.3 Entry and access to the building is granted by attaching the card to a reader. The cardholder is obliged to respect the building security system and not to disturb it, in particular by allowing free passage of unauthorized persons.
- 4.4 Vehicles over 3,500 kg are permitted to enter the asphalt roads to provide supplies and technical services to the building.
- 4.5 Outside of operating hours, the electronic locks will only allow access to the outside car park and entry is only through the main entrance of Building U1. The Biomedical Centre has a separate access regime.
- 4.6 Everyone must ensure that they carry their card at all times when entering and moving within the facility and only enter areas where they are permitted access.
- 4.7 Access to patios and resident roofs is available without restriction, use of the card is required to return from these areas back into the building.
- 4.8 Access to the facility is via electronically locked gates, except for the north-eastern access and access road, access by vehicle is via installed gates. The entrances and gates are equipped with communicators linked to the reception.
- 4.9 The south entrance to Building U1 serves only as an emergency exit.
- 4.10 The ESS is used to detect unauthorized access to facility. Data transmission and intervention by a contracted security agency is ensured in the event of persons entering a secured area. The management of the EZS is the responsibility of the Maintenance department (hereinafter referred to as “PTO”).



---

## **Art. 5 Parking**

- 5.1 The faculty is the operator of the parking lots and the PTO manages them.
- 5.2 The outdoor car park is in continuous operation, the indoor car park is closed outside of operating hours by means of an external entrance gate and roller shutter.
- 5.3 Parking lots are designated for the entry, exit, and parking of motor vehicles (“vehicles”) of faculty, staff, students, and visitors to the facility.
- 5.4 Only persons with a valid handicapped parking permit may park in parking spaces reserved for persons with disabilities. Only authorized persons may park in parking spaces reserved for specific faculty employees.
- 5.5 Vehicles may be parked only in designated parking spaces until the parking lots are full. Parking outside of designated parking areas is prohibited. This also applies to the access road to the outdoor car park, where a minimum road width of 3.5 m must be maintained with regard to the applicable traffic regulations. There is a risk of vehicle towing.
- 5.6 Faculty is entitled to limit the parking capacity or operating hours of the car parks at any time, or to close the car parks completely to users.
- 5.7 Bicycles, scooters, electric bikes and similar means of transport may only be parked in racks set up for this purpose in the bike room and in outdoor racks. The user shall secure the parked means of transport against theft in a suitable manner.
- 5.8 The Academic Plaza is intended as a boarding area for fire fighting equipment and shall be permanently accessible and unobstructed.
- 5.9 The internal car park is for staff parking only. Students are not allowed to enter, any entrance to internal parking lot or passage from the internal parking lot into the building is prohibited.
- 5.10 Vehicles exceeding 1.9 m in height are prohibited from entering the internal car park.
- 5.11 Electric vehicles and motor vehicles with LPG and CNG flammable hydrocarbon gas tanks are prohibited from entering the internal car park.
- 5.12 Visitors are allowed to enter the underground car park only after announcing to the Dean's and Secretary's office of the Faculty.
- 5.13 The outdoor car park is primarily for student parking. Staff is prohibited from entering the outdoor car park during the operating hours; this prohibition does not apply on entry and parking of electric vehicles and motor vehicles with LPG and CNG tanks with the prior consent of the Dean.
- 5.14 Short-term access to the outdoor parking lot for delivery services is authorized by the front desk via communicator. The northeast driveway is designated for delivery service entry.
- 5.15 Users are required to maintain the safety and flow of traffic on the premises, obey traffic signs and adjust their driving to the current conditions.
- 5.16 Users are responsible for the roadworthiness of the vehicles on the premises. The vehicle must have a valid registration plate and the technical condition of the vehicle must meet the conditions of the relevant legislation.
- 5.17 Users may enter the parking lot with trailer trucks only with the approval of the PTO.



- 
- 5.18 In particular, the following are prohibited on the facility premises:
- a) parking outside of designated spaces and blocking driveways and entrances,
  - b) parking vehicles for long periods of time (more than 48 hours) without written permission from the PTO,
  - c) carrying out any maintenance and repairs to vehicles, including cleaning,
  - d) handling fuel, operating fluids and oils,
  - e) deposit any objects outside the vehicle, litter parking areas and other roads, including spillage of operating fluids,
  - f) damaging the car park and its facilities, including parked vehicles,
  - g) leaving persons, animals and valuables in parked vehicles.
- 5.19 The Faculty shall not be liable for theft of or damage to the vehicle, its accessories or other property while the vehicle is on the premises.

### **Art. 6 Visits, organized events**

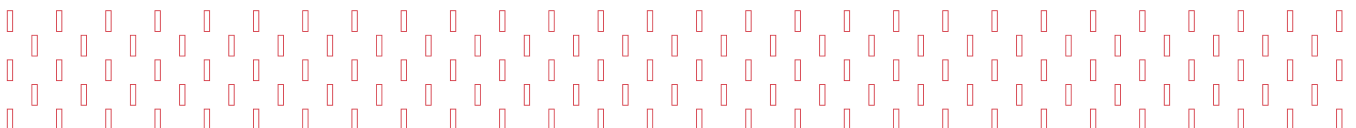
- 6.1 Visitors are required to report to the reception immediately upon arrival at the facility.
- 6.2 Visitors shall be documented in the visitors' book kept at the reception.
- 6.3 Visitors are provided with a card which they return to reception before leaving. The visitor wears the card visibly pinned to their clothing.
- 6.4 The organization of mass events in the building (hereafter referred to as "events") shall be governed by the arrangements of the Dean and shall be the responsibility of the PR and External Communications Department.
- 6.5 The event organizer of the event is fully responsible for any damage caused to the facilities and equipment of the premises, including the activities of those attending the event.

### **Art. 7 Waste management**

- 7.1 Waste is sorted according to type into containers and appropriate receptacles.
- 7.2 There is a bin for small electrical waste in building U1 near the reception.
- 7.3 It is forbidden to deposit or collect waste freely in corridors and areas not designated for such waste.
- 7.4 Waste management in the building is organised by the Security Department (hereinafter referred to as "BO").

### **Art. 8 Storage lockers**

- 8.1 The storage locker (hereinafter referred to as "locker") is used to store personal belongings for one working day, in particular clothing and reasonable personal luggage. The locker may not be used for long periods of time or closed empty.



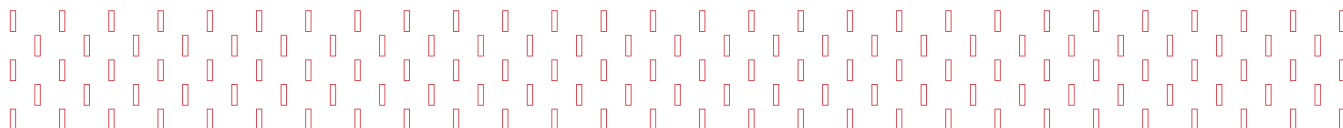
- 
- 8.2 The locker is not intended for the storage of money, jewellery, laptops, mobile phones, cameras or other valuables.
  - 8.3 Items that may contaminate or damage the locker and items that may be a nuisance or hazard to the surrounding area are prohibited.
  - 8.4 Each person may occupy no more than one locker and use it only in accordance with the purpose for which it is intended.
  - 8.5 Lockers must be cleared and made available every day at the end of operating hours.
  - 8.6 Lockers are opened every day after the operating hours. The security staff will then check the individual lockers. Any items found in the locker areas will be logged and treated as found property.
  - 8.7 If there is reasonable suspicion, the security staff is entitled to open the locker without the user's knowledge and to check its contents; the BO must be informed of the opening within 24 hours and a report must be written, which must include a full list of the items found and the justification for opening the locker.
  - 8.8 Users report locker defects to the reception desk, which is also equipped with a terminal for locker identification. The management of lockers is the responsibility of the CIT.

### **Art. 9 Lost and found items**

- 9.1 Lost and found items are collected at reception for a period of 30 days (the "time period").
- 9.2 The reception will release lost and found items to their rightful owner upon claim and proof of ownership.
- 9.3 If the time period expires without anyone claiming and proving ownership of the lost and found items, the lost and found items will be handed over to the Pilsen 3 Municipal District Office.
- 9.4 The area of lost and found is entrusted to the BO.

### **Art. 10 Security and protection of the facility**

- 10.1 Everyone in the facility is obliged to comply with the regulations of occupational health and safety, fire protection regulations and to behave in such a way as to prevent damage to the property and equipment of the facility, as well as to the property and health of himself or other persons.
- 10.2 Everyone is also obliged to familiarize themselves with the fire safety instructions posted in the corridors of the building and to follow them.
- 10.3 All facilities are equipped with an electric fire alarm system with transmission to the Fire Department's central protection console. Individual rooms are equipped with optical-current fire detectors. Push-button detectors are located in corridors and public areas for direct fire reporting.
- 10.4 Buildings shall be equipped with fire extinguishers that can be used for initial fire fighting, including live electrical equipment, from a distance of 1 m.
- 10.5 The evacuation of persons is announced in buildings U1 and U2 by means of an evacuation loudspeaker. Persons are required to respond to the instructions of the evacuation radio. In



---

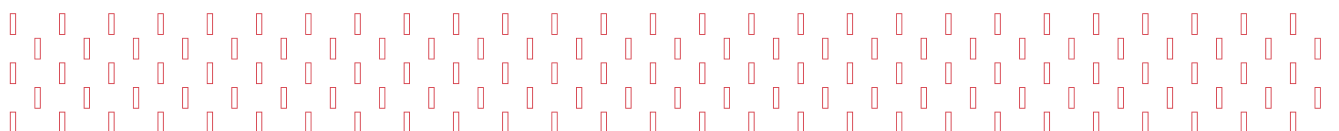
Building BC, the evacuation shall be announced by siren. Everyone shall use the designated escape routes and use the nearest exit to leave the building. Then move to the assembly area, which is the outdoor parking lot.

- 10.6 Corridors, staircases, exits and other areas used as escape routes must remain permanently clear and it is forbidden to deposit or store anything there; objects placed in these areas will automatically be considered found objects.
- 10.7 Every user of lifts in the facility is obliged to follow the instructions for operation and use of lifts.
- 10.8 The cargo lift of building U1 is used for evacuation of persons in case of fire, other lifts of building U1, U2 and BC are not used for evacuation of persons; in case of fire alarm persons are obliged to use staircases and protected escape routes.
- 10.9 There are toilets for the disabled in the facility, which are equipped with safety alarms to call for help, the signal is transmitted to the reception.
- 10.10 Buildings U1 and U2 are equipped with a transport platform for the disabled, keys to the platform are available at the reception. A member of staff at reception will arrange for the platform to be operated.
- 10.11 Employees, students and staff of external service providers are obliged to immediately notify the PTO of defects found in the facility and technical equipment.
- 10.12 Revision and inspection reports of technical equipment are recorded by the PTO, which is responsible for the timely elimination of any defects found.
- 10.13 First aid kits are located in the reception area and individual departments.
- 10.14 The area of safety and security of the facility is entrusted to the BO.

## **Art. 11**

### **Chemicals, mixtures and pressure vessels**

- 11.1 Hazardous chemicals and mixtures (hereinafter referred to as “chemicals”) are used in laboratories and other workplaces on the facility. There are also cylinders of technical gases in the laboratories and other work-places.
- 11.2 All handling of chemicals and cylinders by unauthorized persons, including interference with the gas technical equipment to which the cylinders are connected, is prohibited.
- 11.3 All those who use or otherwise handle chemicals on the facility are required to use them in accordance with their safety data sheets, the Faculty’s operational safety regulations and applicable legislation.
- 11.4 Procedures for chemical spills in laboratories are set out in laboratory operating procedures.
- 11.5 Transportation and exchange of cylinders shall be handled by the PTO. Only a specified limited quantity of cylinders shall be allowed on the fire compartment.
- 11.6 The management of chemicals and cylinders on the facility is the responsibility of individual departments.



---

## **Art. 12**

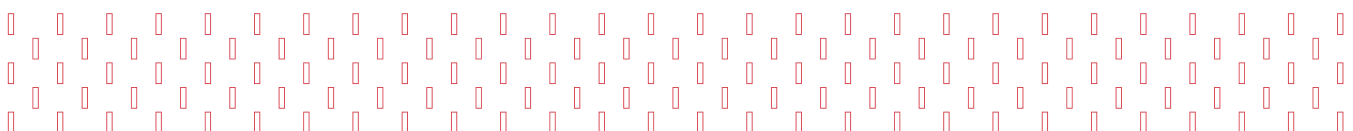
### **Handling of crisis and operational emergencies**

- 12.1 The technical support of the reception (tel. +420 377 593 110) and security (tel. +420 797 868 471) (hereinafter referred to as the "Help Desk") is used to deal with crisis and operational emergencies.
- 12.2 For the purposes of this measure, crisis events are defined as the failure of a critical system, emergencies and situations described in crisis management documents.
- 12.3 Everyone has a duty to report a crisis to the Help Desk as soon as they become aware of it.
- 12.4 Faculty employees are also obliged to properly close all windows and doors when leaving the workplace, especially at the end of working hours, turn off the lights, check the water shut-off, turn off the indoor thermostat in the room, and disconnect electrical appliances, except for faculty technical equipment in the workplace that requires permanent connection.
- 12.5 Failure to comply with the above paragraph is considered an operational emergency and must be reported to the Help Desk.
- 12.6 Rescue of persons trapped in the lift is provided by a contracted external company, which the user calls using the emergency communication button. The call will be made automatically.
- 12.7 The staff at the reception shall ensure emergency opening of doors, opening of access to changing rooms and lockers.
- 12.8 The handling of crisis and operational emergencies in the facility is the responsibility of the PTO.

## **Art. 13**

### **Prohibitions**

- 13.1 It is forbidden in the facility:
  - a) arbitrarily move faculty furniture and equipment, which also applies to changing the layout of furniture in corridors and other public areas,
  - b) smoke or use e-cigarettes or other devices designed for the use of smokeless tobacco products or other products with or without nicotine content in the interior of buildings or within 20 metres of buildings on the facility, excluding the area reserved for smoking,
  - c) keeping animals except for laboratory purposes and with the written permission of the Dean of the Faculty; this prohibition does not apply to assistance dogs,
  - d) the free movement of children without adult supervision,
  - e) post information posters or leaflets in the premises of the facility, except in places designated for this purpose in agreement with the PTO,
  - f) offer services or goods and engage in any political, assembly or demonstration activities without the prior written approval of the Dean of the Faculty,
  - g) handle open flames; this prohibition does not apply to canteen staff and authorised persons in laboratories,
  - h) carry out any activity that could cause activation of the fire sensors (smoke, steam, welding, use





- 
- of sprays near the sensors, ...),
- i) bringing and using bicycles, scooters, roller skates and all similar means of transport inside the facility; this prohibition does not apply to medical devices intended for the transport of persons with reduced mobility and devices used to check medical capability,
  - j) bringing in and using other people's unreviewed appliances, except for the short-term use of small charging devices for mobile phones, laptops, etc., connected in the presence of the user. The responsibility for any damage caused by the use of the aforementioned equipment lies with the user,
  - k) bring in and use pyrotechnics, dangerous chemical substances and mixtures, with the exception of substances used for educational or scientific purposes,
  - l) pour hazardous chemicals or mixtures down sinks and drains,
  - m) to bring in and use weapons except for registered holders of a firearms license, the aforementioned person is obliged to report this fact to the BO, which keeps a register of such persons,
  - n) to in any way allow persons to enter buildings U1 and U2 other than through the main entrance of U1.

#### **Art. 14** **Final provisions**

- 14.1 This Dean's Measure shall come into force and effect on the date of the Dean's signature.<sup>1</sup>
- 14.2 This measure cancels Dean's Circular No. 7/2014 – Operating Regulations of the UniMec Car Park and Dean's Measure No. 9/2019 – Security of the Buildings of the Faculty of Medicine in Pilsen.

Prof. Jindřich Fínek, M.D., Ph.D., m.p.  
Dean of the Faculty

---

<sup>1</sup> The only legally binding regulations are those in the Czech language and the translations above are for informative purpose only.

