



## Operation code - Building "A"

(Dean's office, Zátíší 728, 389 25 Vodňany)

Operation code is obligatory for all people who enter building "A", which is a property of the University of South Bohemia in Ceske Budejovice to which it is authorized to manage Faculty of Fisheries and Protection of Waters.

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## Description of the building

The building consists of 4 above-ground floors. There are two entrances into the building. According to project documentation there are two stairways that are considered as protected fire escape stairways. The entrances into the building and connected areas are monitored by recording camera devices to prevent robbery and vandalism. For more information see *Camera system*. The building is equipped with a lift which is not intended for evacuation. The car park is marked by a traffic sign located in front of the building and access into the area is possible with permission only. There are portable fire extinguishers and autonomous detectors of CO<sub>2</sub>, especially in the accommodation area.

Below mentioned employees are responsible for abiding (observing) the Operation code in all rooms of building "A"

### Rooms located on the first above-ground floor:

- LABORATORIES:  
responsible persons – heads of the laboratories  
checking person – director of RIFCH
  
- ARCHIVE OF FACULTY:  
responsible person – heads of the economic department  
checking person – registrar of FFPW USB
  
- ACADEMIC LIBRARY:  
responsible person – director of academic library  
checking person – registrar of FFPW USB
  
- STORE OF PERSONAL PROTECTIVE EQUIPMENT, OFFICE EQUIPMENT AND HYGIENIC SUPPLIES:  
responsible person – head of faculty management department  
checking person – registrar of FFPW USB



### Rooms located on the second above-ground floor:

- **DEAN'S OFFICE:**  
responsible person – Dean's assistant  
checking person – Dean of FFPW
- **OFFICE OF THE DIRECTOR OF RIFCH:**  
responsible person – assistant of the director of RIFCH  
checking person – registrar of FFPW USB
- **ECONOMIC DEPARTMENT OF FAKULTY:**  
responsible person – heads of the economic department  
checking person – registrar of FFPW USB
- **STUDY DEPARTMENT:**  
responsible person – head of study department  
checking person – vice-dean for study affairs
- **ADMINISTRATOR OF INFORMATION TECHNOLOGIES:**  
responsible person – administrator of information technologies  
checking person – registrar of FFPW USB
- **MEETING ROOMS:**  
responsible person – head of faculty management department  
checking person – registrar of FFPW USB
- **LABORATORIES:**  
responsible persons – heads of the laboratories  
checking person – director of RIFCH

### Rooms located on the third above-ground floor:

- **OFFICES OF VICE-DEANS:**  
responsible persons – vice-deans  
checking person – registrar of FFPW USB



- LABORATORIES:

responsible persons – heads of the laboratories  
checking person – director of RIFCH

- OFFICES:

responsible persons – heads of the laboratories  
checking person – director of RIFCH

### Rooms located on the fourth above-ground floor:

- ROOMS 1-11:

responsible persons – accommodated persons  
checking person – head of faculty management  
department

- COMMUNICATION ROOM:

responsible person – head of faculty management  
department  
checking person – registrar of FFPW USB

- OFFICES:

responsible persons – heads of the laboratories  
checking person – director of RIFCH

## Access into the complex of the main building

Access into the complex of Zátíší is through two gates. The gate for pedestrians is located opposite the main entry into the building, the gate for motor vehicles is opposite „Little house“. Parking of private cars in the complex of the dean's office is prohibited with the exception for the dean, vice-deans, directors and registrar of FFPW USB. The visitors are prohibited to enter the complex except for exceptional situations on condition of the approval of the registrar of FFPW USB. The employees can park their private vehicles in the car park located on the other side of the street, opposite the main building.



## Operation of the gates/doors

### Gate for pedestrians (opposite the main entrance of the building)

- The gate is open on working days from 7:00 to 16:00 o'clock. The first employee entering the gate after 7:00 activates its opening by attaching his/her card and subsequently the gate will stay open. After 16:00 the gate will close automatically.
- Entering or leaving the complex in the time period 16:00 - 7:00, at weekends and on state holidays is possible by means of chip cards. The gate will open after holding the card against the reading device. Afterwards the gate will close automatically within 5 seconds. The employee is required to check complete closing of the gate!

### Gate for entrance of vehicles (opposite the „Little house“)

- The gate is open on working days from 7:00 to 16:00 o'clock.
- Entering or leaving the complex in the time period 16:00 - 7:00, at weekends and on state holidays is possible by means of chip cards. The gate will open after holding the card against the reading device. Afterwards the gate will close automatically within 20 seconds. The employee is required to check complete closing of the gate!
- The entry for vehicles of the Integrated rescue system is located opposite the main entry. After working hours the access will be arranged by the person who called the integrated rescue system.
- There is a marked car park for personal vehicles and motorcycles of employees and students. All vehicles should be parked on marked places.
- There are bicycle stands located in front of the building. It is prohibited to lean bicycles against the walls, lamp posts, trees and railings.

## Access into the building

- Access into the building is possible with a chip card only or after ringing the bell at the main gate.
- In cases of special events held by the faculty or by other organizations, the access and stay in the building is ruled by an approved program of a particular event.
- The time period for access and stay in the building is typically from 6:00 to 21:00 o'clock. The main gate is strictly intended for entering and leaving the building.
- Service for reporting injuries and fire is located on the second above-ground floor, door number 01032 - assistant of the dean. This service is held on working days from 7:00 to 15:30



o'clock. After this time period the service is provided by calling the telephone number of the head of Faculty Management Office FFPW USB.

- Taking animals and bicycles into the building is prohibited.

## Distribution of electronic access cards of JIS system

Electronic access cards allow access into the complex and building.

In case of card loss, it is required to report it to the head of Faculty Management Office FFPW USB, who will ensure its immediate blocking.

The electronic card is given to an individual person only after signing the certificate of reception. The card is not transferable. Only the person who was given the card can carry it and use it.

Distribution and setting the cards is provided by Mr. Václav Kubák (Center of information technologies USB in ČB), after consultation with the relevant head of department.

All cards allow access into the following:

**Gate for pedestrians, gate for vehicles, access into the building and access to the main water closure on the first above-ground floor.**

Access into ether places will be via Mr. Václav Kubák and possibly by authorized employee FFPW USB after counseling with the head of Faculty Management Office FFPW USB (individual access into the workplace, rooms, laboratories etc.)

## Kinds of electronic access cards of JIS system

1. **Student card** - access through gates for pedestrians and vehicles, access into the building and access to the main water closure
2. **Employee card** - access through gates for pedestrians and vehicles, access into the building and access to the main water closure + workplace according to the agreement with the immediate superior and with the head of Faculty Management Office FFPW
3. **Accommodation card** - access through gates for pedestrians and vehicles, access into the building and access to the main water closure + room and kitchen
4. **Guest card** - access through gates for pedestrians and vehicles, access into the building and access to the main water closure.



## Camera system

There are 6 cameras in the complex which are intended to record entering and exiting at the main gate and entries of the building. Recordings are saved on the recording device and it is subsequently recorded over after one week. The camera system is used to prevent vandalism and keeping unauthorized people off the complex.

## Movement in the building

- In the corridors, in the sanitary facilities and on the stairways it is obligatory to walk safely, especially when the floors and outsoles of shoes are wet.
- Everyone is obligated to keep the building and surroundings clean and tidy.
- It is imperative to keep safety regulations and regulations of fire.
- Posters, leaflets and information for students can be placed at assigned places.

### Prohibited activities in the building:

- touching of wiring and distribution nets;
- stay overnight in other places than the accommodation part;
- damage building and its equipment;
- store objects in the corridors and on stairways, which could narrow or block escape routes and thus increase the risk in case of fire;
- store objects in other than assigned places;
- overload the lift beyond the limit;
- use the lift for evacuation of people in case of emergency - this is not an evacuation lift;
- unauthorized and untrained people must NOT enter operational places (distribution nets, boiler room, engine room of air-handling system, attic) and roof of the building;
- sell, serve and use alcoholic drinks or other addictive substances, or enter the room under their influence;
- in the whole building there is a strict prohibition of smoking which applies to the workplace, rooms and kitchens. The only exception is assigned places located in front of the building, between the technical facility of FFPW USB and the building of dean's office. This place is equipped with ash trays and a sign „smoking permitted“.

### On exiting the rooms everyone is required to:



- Check turning off the electric appliances, especially electric kettles and computers, (there is exception for refrigerators, computers with permanent intake of information and protection equipment, or equipment that cannot be turned off because of operation reasons).
- When the windows in a room are open, the air-conditioning unit must be turned off.
- The last person leaving a room must close all windows, turn off the lights and the air-conditioning unit.

**Persons responsible for abiding the rules:** individual employees at their workplaces  
**Checking person:** head of Faculty Management Office FFPW USB

- laboratory premises with compulsory long term run of air-conditioning units are marked by a sign „Do not turn off“ („nevypínat“) located on the control inside the room (individual heads of laboratories are responsible for this mode).

## Reservation system

- meeting room booking is carried out through the reservation system:  
<http://rezervace.frov.jcu.cz/>

**Responsible person:** Dean's assistant

## Protection of property

- All employees and students must protect the property of the faculty and prevent its damage, loss, destruction or abuse.
- It is possible to leave things (articles) only at assigned places.

## Cleaning

Cleaning is provided by company OLMAN v.o.s. in scope of a signed Contract of providing cleaning work no. 0113000568 dated 30<sup>th</sup> December 2013. Cleaning takes place every day (Monday - Friday) in all rooms of the building. Concurrently the employees of the cleaning service check closing the windows, turning off the lights and air-conditioning units. The employees of the cleaning service are allowed to access the building by means of electronic chip cards . They can enter all rooms except for stock of chemical substances.

**Person responsible for checking of cleaning:** head of Faculty Management Office FFPW USB





## Waste management/treatment

All wastes from the building are put into baskets marked by signs of the waste kind. To support ecology, we sort out waste. There is an Operation code on wastes. Transport of waste from laboratories follows the Operation code on waste management.

### Basic data

The storing room for dangerous waste is located in the building of the dean's office, Zátíší 728, 389 25 Vodňany. Space for demarcation is a marked locked wardrobe in the corridor on the first above-ground floor.

### Rules for handling and storing dangerous waste at RIFCH

The heads of laboratories are responsible for correct sorting out of waste at the place of its creation and for storing and transport of waste to the Stock of Dangerous Waste (SDW). When the containers are full (or sooner, when there is sufficient amount of waste for economical transport), the responsible person (technician for storing and keeping record of dangerous waste) will arrange transport and disposal of waste by company RUMPOLD 01 - Vodňany s.r.o., in accordance with specification. In the Stock of Dangerous Waste it is prohibited to store other substances than specified in the Operation code.

**Person responsible for storing and keeping record of dangerous waste:** technician for storing and keeping record of dangerous waste

**Person responsible for checking of sorting out waste and abiding rules of handling and collecting waste:** director of RIFCH

## Extraordinary situations- malfunctions- accidents (emergency)

- In case of faults in the distribution systems of energies and in case of other extraordinary situations, it is imperative to shut down the main closure of energies and immediately report to the head of Faculty Management Office FFPW USB, or the assistant of the dean.
- In cases of emergency (intrusion of unauthorized persons, fire, breakdown of appliances/equipment and natural disaster) only authorized people in charge of elimination of impact may enter the complex.
- Discovered technical faults must be reported to the head of Faculty Management Office FFPW USB or the assistant of the dean immediately.
- In case of fire it is obligatory to try to put the fire out by all possible means and then report it to the head of Faculty Management Office FFPW USB or the assistant of the dean. Fire which has been put down must be reported too.



## Power failure, spare source

**Person responsible for operation, maintenance and keeping record of spare source:** technician of the Faculty Management Office FFPW USB

**Person responsible for abiding rules related to usage of spare source:** head of Faculty Management Office FFPW USB

- In case of power failure in building A, the power generator will be automatically turned on within several minutes and it will power everything in the laboratories – (meaning in the rooms provided with an inner distributor and a button marked central STOP) and also in the offices with the sockets marked PC. Therefore: freezers, refrigerators and air distribution to fish must be connected to the circuits powered by the power generator.
- Appliances which require permanent power without any power failure (servers, sequencers, important computers etc.) must be powered by power generator sockets via UPS units of sufficient capacity, which will provide power in the period of starting up the power generator and in the period of its putting out of operation. When buying such appliances, consider buying the UPS units as well.

**Responsible persons:** individual heads of laboratories

**Checking person:** director of RIFCH

- In the time period of power failure, electric door locks are out of order until the power generator is activated. Once the door locks are powered, it will take them a few minutes to log into the control unit. In this interval, a red light on the readers is blinking and the readers do not respond to attachment of chip cards. After putting the power generator out of operation, the access system will not work but it will start functioning within a few minutes.
- Restoration of power is preceded by shut down.

## Accommodation facilities

**Basic construction – technical data of the facility:**

- The accommodation facility contains 11 rooms. 5 twin-bedded rooms, 5 single rooms and 1 barrier-free twin-bedded room (17 beds altogether).
- Basic furnishing of accommodation units: (*See inventory of residential unit*).
- Distribution of drinking water: Provided by municipal water mains.
- Drainage of waste water: Connected to public sewage system.



- Ventilation: Natural – by windows, in-built kitchen extractor hood and extraction fan.
- Lighting: Daylight and artificial light.
- Heating: independent air-conditioning unit.

**Responsible person:** authorized employee for accommodation FFPW USB Ing. Václav Nebeský, DiS.

**Checking person:** registrar of FFPW USB

**Operation/run:** year-round

**Capacity:** 17 beds

Accommodated people are informed about the Operation code for the accommodation facility on reception of electronic card and are bound to follow the Operation code of the building and Operation code of accommodation.

## Fire protection

There are evacuation plans in the whole building, namely at the main entry and on each above-ground floor. The evacuation plan is also located in the rooms of the accommodation facility.

Evacuation of people from the building affected or threatened by fire is announced according to fire/safety regulations. Evacuation is conducted by the heads of individual workplaces. As soon as the fire department arrives, evacuation is conducted by the commander of fire intervention.

Evacuation is performed on the marked escape routes in the shortest way possible and it ends up in the open space. Lifts are not intended for evacuation. Evacuated people must gather outside the building and further at the place designed for such situations. There they wait for the next instructions.

Evacuation is announced by:

- Autonomous fire alarms connected to Fire and Civil Protection (FCP) and audio signaling/warning inside the building.
- Pressing the fire button in the Protected Escape Route (PER), on the stairway.

Non-protected Escape Routes (NER – offices, laboratories, rooms)



**In general:** it is possible to place furnishings in the escape routes (desks, chairs, tables, wardrobes, cases, notice boards and flowers) on condition that such items do not limit required width of the escape route and do not obstruct movement/escape of people from the buildings.

*(width of the escape route is set by width of the door on this way, in the direction of escape)*

#### Protected escape routes (PER – stairway areas)

**In general:** it is NOT possible to place any furnishings made of flammable materials in these escape routes. Such items are desks, chairs, tables, wardrobes, cases and notice boards, which can increase the risk of fire. Items made of non-flammable materials must NOT limit the required width of the escape route and must NOT obstruct movement/escape of people from the buildings.

*(width of the escape route is set by fire safety regulations of the building)*

1. Individual heads of workplaces are responsible for abiding rules and regulations of fire protection in all buildings.
2. Head of Faculty Management Office FFPW USB is responsible for the following: providing basic required technical means of fire protection, regular checks/inspections of their working order and regular checks/inspections, reviews and reparation of fire safety devices in the buildings

**Checking person:** registrar of FFPW USB

## **Danger of floods, flooding**

See Actual Dean's Decision:

Flood security plan and evacuation of facilities of FFPW USB in Vodňany



## Safety and protection of health at work

- Employees and students of the faculty are obligated to abide rules of security and protection of health at work.
- On each floor (in the corridors) there are first-aid kits containing all required equipment.
- All technical facilities relating to operation of the buildings are revised regularly in accordance with relevant regulations. The head of Faculty Management Office FFPW USB keeps record of audit/inspection reports and is also responsible for early fixing of discovered defects.

### Important phone numbers:

Director of RIFCH:	prof. Ing. Pavel Kozák, Ph.D.	724 504 921
Head of faculty management department:	Ing. Vladimír Nedopil	725 150 109
Authorized employee for accommodation:	Ing. Václav Nebeský, DiS.	602 263 544
Registrar of FFPW USB:	Ing. Michal Hojdekr, MBA	725 391 382

If it is not specified in Operation Rules of building A otherwise, for adhering the above mentioned responsible is head of faculty management department, and for control – registrar of FFPW USB.

Operation code is valid on the date of issue.

This operation code is cancelled operation code of „Building A“ at Zátíší 728, 389 25 Vodňany from the 15. 6. 2016.

**Operation code prepared by:**

Ing. Vladimír Nedopil

**Operation code is approved by:**

prof. Ing. Otomar Linhart, DrSc., dean of  
FFPW USB

Date: 7. 9. 2016