

**Charles University, Faculty of Medicine in Hradec Králové,
Faculty of Pharmacy in Hradec Králové**

Dean's Directive No. 6/2024

Ref. No. UKLFHK/131640/2024

Name: **Rules of Operation of the Education and Research Centre of Charles University in Hradec Králové – a Common Building of Charles University, Faculty of Medicine and Faculty of Pharmacy in Hradec Králové**

Force and effect: on the day of the signature by the Deans of both Faculties

**Article 1
Introductory Provisions**

1. The Rules of Operation set out the rules of operation, maintenance of order, occupational health and safety, and property and fire protection in the building and on the premises of the Education and Research Centre of Charles University in Hradec Králové (hereinafter referred to as “EaRC”) at Zborovská č. p. 2089, 500 03 Hradec Králové.
2. The Rules of Operation are binding on all persons and entities passing through, staying in, or assigned to the EaRC building.
3. The Rules of Operation were discussed and approved by the management of both Faculties.

**Article 2
Operation during Opening Hours**

1. The opening hours of the EaRC building are from 6:00am to 12:00am on working days and from 7:30am to 12:00am on other days. During these hours, the building is open and may be accessed.
2. There is a 24-hour porter's lodge in the EaRC building. The porters follow special operating instructions issued by the Head of the Facility Management Office (hereinafter referred to also as the “FMO”).
3. Employees and students of the Faculty of Medicine in Hradec Králové, Charles University (hereinafter referred to as “FM HK”), and employees and students of the Faculty of Pharmacy in Hradec Králové, Charles University (hereinafter referred to as FP HK), as well as persons who are performing contractual activities or other activities related to FM HK or FP HK (hereinafter referred to as the “Faculty” or “Faculties”) or who are using the services provided by the Faculties to the public, and other members of the public conducting their business on the publicly accessible premises and on the premises of EaRC, which are appropriate to the purpose of their presence, are permitted to stay in and pass through the EaRC building during the opening hours.
4. After 7:00pm during opening hours, employees and students of FM HK and FP HK and persons who are performing contractual activities or other activities related to FM HK or FP

HK are permitted to stay in and pass through the EaRC building. These persons are obliged to inform the staff in the porter's lodge of their presence in the building after 7:00pm and to notify the staff in the porter's lodge of their departure. Other members of the public are prohibited from staying in the EaRC building after 7:00pm.

5. All persons (except for the porters on duty) are obliged to leave the EaRC building no later than by 12:00am unless stated otherwise below.
6. The EaRC building may be accessed through the main entrance on the 1st floor. The entrance on the 1st underground floor in the rear part of the building together with the entrance to the garages are intended only for the employees of the Faculties. This entrance is unlocked only from 5:00am to 4:00pm on working days.
7. The employees' access to workplaces is secured and recorded electronically (via a card or chip).
8. The EaRC Building Manager is responsible for allowing students to enter the lecture halls and other teaching rooms; the heads of the respective workplaces are responsible for allowing students to enter the classrooms within closed workplaces.
9. All visitors who are not employees or students of the Faculties are obliged to notify the staff in the porter's lodge of the reason for their visit and wait for a member of staff who will escort them to the respective workplace. The porter will notify the workplace of the visit and request a member of staff to pick up the visitor in the area outside the porter's lodge.
10. Visitors are obliged to present their student ID cards, employee ID cards, or other proof of identity when requested to do so by the porters.

Article 3 **Staying on the Premises Outside Opening Hours**

1. No persons are allowed to stay in the EaRC building outside opening hours – except for the persons specified in paragraphs 2 to 5.
2. Only authorized persons of both Faculties, i.e., the Deans and the Secretaries to the Faculties, the EaRC Building Manager, the heads of the institutes and other workplaces of the Faculties located in the EaRC building, members of the Emergency Commissions of the Faculties, the Head of the FMO, the Head of the Investment and Facility Management Office of FP HK, the Head of the Computer Technology Centre (hereinafter referred to as the “CTC”) of FM HK, the Head of the Information Technology Centre (hereinafter referred to as the “ITC”) of FP HK, the technicians responsible for fire protection and occupational health and safety at both Faculties, the power engineers at the Faculties, and the porter on duty may enter the EaRC building outside opening hours.
3. Employees of both Faculties, as well as other persons, may also be present in the EaRC building outside opening hours on the basis of a permanent or temporary written permission issued by the Dean or the Secretary to one of the Faculties upon the request from one of the heads of the workplaces located in the EaRC building. These permissions are presented in the porter's lodge where they are recorded.

4. Participants in classes or permitted events taking place at the Faculties outside opening hours may be present in those parts of the EaRC building and premises which have been opened to them outside opening hours only under the supervision of an authorized employee of one of the Faculties and only after they have identified themselves and provided a proof of being eligible to participate in the class or event – students and employees must present student or employee ID cards – and they may remain on the premises only for the duration of the class or event and for the appropriate time necessary to leave the EaRC premises and building.
5. Employees of service companies who are providing servicing, maintenance, or repairs of technical equipment which may not be carried out during opening hours are allowed to enter the EaRC building and premises outside opening hours only in the presence of the EaRC Building Manager or an authorized employee of the FMO.
6. All persons staying in the EaRC building outside opening hours are recorded by the staff in the porter's lodge. If an employee, student, or other authorized person wishes to stay in the EaRC building after opening hours, they are obliged to notify the staff in the porter's lodge of this intention either in person or on the phone upon their entry in the main building or no later than before the end of the opening hours.

Article 4

Entry and Parking of Vehicles in the Car Park on the 1st Underground Floor

1. Employees of both Faculties are allowed to enter the car park upon presentation of their employee ID card or electronic chip activated for this purpose by the CTC or ITC.
2. The short-term entry of the vehicles of external entities for the purpose of performing services for the Faculties during opening hours (delivery and removal of material and equipment) is allowed by the staff on duty in the porter's lodge as required and for the necessary period in accordance with the list of entities authorized to enter.
3. Vehicles running on gaseous fuels are prohibited from entering the garages.

Article 5

Protection of Property and Persons

1. All users of the EaRC building are obliged to comply with these Rules of Operation, to prevent and avoid any damage, loss, destruction, and misuse of property, and to immediately notify the management of the Faculties of any damage or loss of property.
2. All users of the EaRC building are obliged to keep the building and premises clean and in good order, i.e., they must keep the premises tidy and must not disturb or bother other persons with excessive noise, smell, or in any other way.
3. All persons are obliged to follow the generally accepted principles of polite behaviour and to conduct themselves in accordance with good morals and ethics. All forms of discrimination, racism, xenophobia, and sexism are prohibited.
4. It is prohibited to provoke any conflicts with other persons, to attack other persons verbally, physically, or in any other way, and to cause problems to other persons. All persons are obliged to immediately report any injury, damage or event putting another person's life or

health in danger or the occurrence of any conflict to the management of the Faculties.

5. Every employee of the Faculties is responsible for properly locking all entrances into the non-public premises of the EaRC building and for locking the entrance to their workplace, closing windows, and switching off the lights and all appliances and devices before leaving their workplace, except for devices which are operated permanently (e.g., fridges, coolers, freezers, desktops, etc.).
6. It is not allowed to move the inventory and equipment located on the premises of the EaRC building from one place to another or to remove it from the building without the written approval of the respective Secretary or the head of an independent workplace; this does not apply to items which have been entrusted to an employee or another person by the respective Faculty for the performance of their activities on the basis of a written confirmation (e.g., a mobile phone, a laptop, etc.).
7. Smoking, including the use of electronic cigarettes, is prohibited on all premises of the EaRC building, except in specially designated and marked areas.
8. The consumption of alcohol and the use of other narcotic and psychotropic substances is prohibited in all publicly accessible areas of the EaRC building.
9. The use of bicycles, scooters, roller skates, skateboards, etc. is prohibited in the EaRC building and bicycles, scooters, and other means of transport may not be left in public areas inside the building. Bicycles are to be left in bicycle racks in front of the main entrance. Employees may also leave their bicycles in racks which are located in the underground garage. Placing bicycles and other means of transport against the walls of the building is prohibited. The entry of persons with prams is restricted to the entrance hall and the underground garage.
10. The charging of all electric means of transport is prohibited in the EaRC building.
11. It is prohibited to bring animals into the EaRC building; this restriction does not apply to laboratory animals, guide dogs or assistance dogs, dogs of the integrated rescue system, and police dogs.
12. Posters, notices, advertisements, and other materials of a similar nature may be put up only in designated places (notice boards) within the EaRC building and only with the consent of the person responsible for the board.
13. The consumption of food is prohibited in teaching areas unless specified otherwise if these areas are also used for another purpose.
14. It is prohibited to use the EaRC premises and building for purposes other than those for which they were approved and intended.
15. The use of private electrical appliances without an approval of the FMO is prohibited.
16. All persons are obliged to store their personal and professional belongings only in places and areas which are intended for this purpose and they are obliged to secure them properly. Lockers are provided in the buildings to store and protect students' personal belongings; they

are secured by battery-powered electronic chip locks.

17. All employees and students are obliged to immediately notify the respective Faculty management of a loss of an employee or student chip or an employee or student ID card.
18. All employees and students are obliged not to allow the entry of strangers onto the premises of the EaRC building which are not accessible to the public or are protected.
19. All employees and students are obliged to immediately notify the staff in the porter's lodge of the EaRC building, the EaRC Building Manager, or the FMO of the presence and movement of any suspicious persons on the premises of the EaRC building.
20. A CCTV system is installed on the EaRC building for the purpose of increasing the security of persons and protection of property. The CCTV cameras are used for the monitoring of access roads and entrance areas to the EaRC building.

Article 6 Management and Maintenance of Rooms and Premises

1. The operation, maintenance, repair, and cleaning of the EaRC building are carried out by the FMO. Requests for routine repairs and reports of faults are submitted via the Helpdesk information system or at the porter's lodge.
2. In emergency situations, such as accidents affecting the operation of the building and failures of energy, water, and gas distribution, etc., it is the duty of everyone to immediately inform the EaRC Building Manager or the porter on duty who will ensure that the necessary measures are taken to resolve these issues.
3. The EaRC Building Manager, the FMO and CTC ensure the operating conditions and management of the lecture halls, seminar rooms, and computer rooms; they are also responsible for the full functionality of the rooms and the equipment, computer and audio visual technology located there (they act as the managers of the audio visual technology).
4. The locking and opening of the lecture halls and seminar rooms with audio visual equipment is carried out by the EaRC Building Manager depending on the classes and events taking place.

Article 7 Fire Protection

1. The EaRC building is equipped with an electronic fire alarm system connected to the alarm receiving centre of the Hradec Králové Region Fire Rescue Service. Any person who activates the fire alarm system without a proper reason commits an infraction punishable by a penalty of up to CZK 30,000.
2. An evacuation plan and fire safety guidelines have been prepared for the EaRC building. All users of the building are obliged to familiarize themselves with and follow them. The fire safety guidelines and the evacuation plan are visibly displayed on the premises of the EaRC building.

3. Escape routes are designated and marked corridors, stairways, and other public areas in the building. The entire profile of the routes must be kept permanently free of any obstructions. It is prohibited to use these areas for storage or to keep combustible materials there. If the fire alarm is sounded, the escape routes are automatically opened by the electric fire alarm system.
4. If a fire is detected, all users of the EaRC building must follow the fire safety guidelines and use all appropriate means to extinguish it, unless it puts their lives or health or those of other people in danger. Every user of the building is obliged to report the occurrence of a fire which the user cannot extinguish by his/her own means to the staff on duty in the porter's lodge in the EaRC building, which also serves as a fire alarm receiving centre. The staff in the porter's lodge will sound the fire alarm and take other necessary steps to ensure the protection of persons and property.
5. The heads of the respective workplaces and the Building Manager are responsible for ensuring fire protection and compliance with fire safety regulations.
6. The Head of the FMO is responsible for the provision of mandatory technical equipment for fire protection in the EaRC building and for ensuring regular inspections and repairs of such equipment.

Article 8 Occupational Health and Safety

1. All users of the EaRC building are obliged to observe regulations relating to occupational health and safety and fire protection with which they have been familiarized. They are obliged to immediately notify the Head of the FMO of any deficiencies and faults which may compromise occupational health and safety or fire protection (employees notify their superior in these cases).
2. First aid kits containing the prescribed first aid equipment are located in the porter's lodge and in the individual workplaces in the EaRC building. An automated external defibrillator is located in the porter's lodge.
3. The Head of the FMO is responsible for carrying out inspections of specified technical equipment (elevators, expansion and pressure vessels, etc.), fixed installations of common distribution systems (electricity and gas distribution, lightning conductors), and fire protection equipment (fire alarm system, hydrants, portable fire extinguishers), as well as for eliminating any possible defects. The heads of the individual workplaces are responsible for carrying out inspections of mobile and portable equipment and special laboratory equipment. The EaRC Building Manager carries out inspections of other appliances in cooperation with the heads of the individual workplaces.
4. Users of the elevator and platform for wheelchair users are obliged to follow the operating instructions and instructions of the Faculty management. The EaRC Building Manager or the porter on duty will provide assistance to any person who has been trapped in the elevators.

Article 9 Waste Management

1. The FMO is responsible for waste management in the EaRC building and organizes the waste

disposal, recording, and control.

2. All waste is placed in designated containers according to its type, nature, and secondary raw materials (municipal waste, paper, plastics, metal, glass, food waste); the containers are provided in designated sites in the EaRC building and on the adjacent grounds.
3. The disposal of hazardous waste is carried out in accordance with valid regulations

Article 10
Final Provisions

1. This Dean's Directive comes into force and effect on the day of its signature by the Deans of both the Faculties.
2. As soon as this Dean's Directive comes into effect, the Rules of Operation of the Education and Research Centre of Charles University in Hradec Králové – a Common Building of the Faculty of Medicine and Faculty of Pharmacy of Charles University in Hradec Králové of 18 September 2015 are repealed.

In Hradec Králové on 19 April 2024

Prof. MUDr. Jiří Mand'ák, Ph.D.
Dean of FM HK

Assoc. Prof. PharmDr. Jaroslav Roh, Ph.D.
Dean of FP HK