

# SAFETY GUIDELINES WITH THE PLAN OF BŘEVNOV MONASTERY

## CONTACTS:

Benedictine Archabbey of St Adalbert and St Margaret  
Markétská 1/28  
169 00 Praha 6-Břevnov

Information desk  
tel. +420 220 406 111  
e-mail: klaster@brevnov.cz  
www.brevnov.cz

### **Parish**

tel. +420 220 406 111, +420 220 406 232  
e-mail: farnost@brevnov.cz  
www.farnost-brevnov.cz

### **Books**

e-mail: pietas.benedictina@seznam.cz  
pietas.brevnov.cz

### **Guided tours**

klaster@brevnov.cz  
www.brevnov.cz

### **Adalbert Hotel**

tel. +420 220 406 170  
e-mail: recepce@hoteladalbert.cz  
www.hoteladalbert.cz

### **Klášterní šenk (Monastery Tavern restaurant)**

tel. +420 220 406 294  
e-mail: info@klasternisenk.cz  
www.klasternisenk.cz

### **Klášterní sýpka (Granary)**

Beer shop  
tel. +420 220 406 112

## **EMERGENCY NUMBERS**

112: European Emergency Number

150: Fire and Rescue Service

155: Emergency Medical Service

156: Municipal Police

158: Police

## **CODE OF CONDUCT FOR THE MONASTERY AND THE GROUNDS**

### **DO NOT BRING DANGEROUS ITEMS INTO THE MONASTERY**

It is strictly prohibited to bring dangerous objects onto the monastery grounds. This includes not only firearms, cutting, or stabbing weapons, but also explosives, fireworks, all types of flammable liquids, and chemicals.

### **KEEP AN EYE ON YOUR PERSONAL ITEMS AT ALL TIMES**

Please do not leave any personal items (luggage, backpacks, etc.) unattended—it could be perceived as dangerous and may need to be examined by the police.

### **NARCOTICS ARE NOT TOLERATED IN THE MONASTERY**

All narcotics and addictive substances are strictly prohibited on the monastery grounds. In the event that a visitor shows signs of being under the influence of a narcotic or other substance, the police will be called. Please respect this religious space as a place of spiritual contemplation.

### **OBSERVE THE VISITORS' RULES AND RULES FOR MOVING AROUND THE MONASTERY**

Please observe the visitors' rules and code of conduct. Please only enter the areas designated for visitors, and bear in mind that the monastery and the monastery grounds are monitored by a camera system. Should you attempt to enter a restricted area, the police will be called.

### **RESPECT THE INSTRUCTIONS OF THE MONKS AND MONASTERY EMPLOYEES**

When visiting the monastery, please observe the instructions of the monks and monastery employees. In case of an emergency, they know the correct procedures to ensure your safety.

### **DO NOT SMOKE IN THE MONASTERY OR ON THE MONASTERY GROUNDS**

Please observe the ban on smoking in the monastery. Smoke only in designated areas and dispose of cigarette butts only in trash containers.

## PHOTOGRAPHY IS PROHIBITED

Photography and filming are prohibited in the monastery building. Should you have a reason to take photographs or videos, please contact a monastery employee and request permission from the responsible person.

## IF YOU ARE NOT SURE ABOUT SOMETHING, PLEASE ASK

We are very happy to advise and help. If you do not know something, want to tell us something, or need assistance, please contact a member of the monastery staff or a monk—we are always happy to help you.

## RECOMMENDED SAFETY PROCEDURES FOR ATTACK, FIRE, AND INJURIES

### Active Shooter

- Remain calm and don't spread panic
- Choose your response: RUN AWAY! (and inform)—HIDE! (and inform)—FIGHT!
- If you RUN AWAY:
  - do not waste time taking your personal belongings or valuables—YOUR LIFE IS THE MOST IMPORTANT THING YOU HAVE!
  - help others only in case it will not endanger your own life
  - keep your hands free while running and hold them over your head—this is a signal to police that you are not an armed attacker
  - do not gather close to the building under attack—you could be an easy target
- If you HIDE:
  - lock or block all entrances to the room you are in
  - turn off the radio and television, disconnect the telephone lines, turn down the ringer on your mobile phones
  - lie on the floor as far away from the door as possible— but NOT across from the door— or hide behind furniture or other equipment in the room
  - DO NOT MAKE ANY TELEPHONE CALLS—inform a trusted person outside the building by text message (SMS)
  - briefly say where you are; what is happening; the number of people who are with you and their names, if known; the number of injured; description and number of attackers, if known; what you hear (gunshots, explosions, language, etc.).
  - do not open the door for anyone—it could be a ruse by the attacker
- If you FIGHT:
  - use any objects as improvised weapons
  - your DEFENSE MUST BE STRONGER THAN THE ATTACK
  - DO NOT FIGHT FAIRLY—you're fighting for your life, not a medal!

- Once the situation has been resolved:
  - cooperate with police
  - don't hold your emotions in
  - seek medical or psychological help
  - inform your loved ones that you are safe

### **Explosive Devices**

- If you find a suspicious object:
  - remain calm and don't spread panic
  - do not tamper with the suspicious object
  - do not use any type of electronic device in the vicinity of the suspicious object (NO mobile phones, walkietalkies, cameras, etc.)
  - inform the police
  - evacuate the premises
  - if possible, turn off the main gas supply and electricity
  - if possible, close the blinds on the windows
  - be aware and watch for information for the public that the rescue services will provide
- If an explosion occurs near you:
  - do not go out into open areas—remain indoors
  - warn people around you and try to keep them from entering the danger zone
  - do not unnecessarily overload phone lines
  - do not linger near glass surfaces, windows, shop windows etc.
  - limit your movement in public areas to a minimum—this makes it easier for the emergency units to do their work
  - obey the instructions of emergency services
  - be aware and watch for information for the public that the rescue services will provide

### **Building Fire**

- Remain calm and don't spread panic
- Activate the fire alarm
- Protect your airways—some modern materials release toxic substances when they burn
- IF POSSIBLE, EXTINGUISH THE FIRE!
  - DO NOT EXTINGUISH electrical fires with water!
  - DO NOT EXTINGUISH unknown chemical fires or natural gas or gasoline fires with water!
  - To extinguish fires, use fire extinguishers, water, sand, wet blankets

- DON'T FORGET that it takes about 3 minutes for smoke to fill a space—it will disorient you and significantly reduce your ability to breathe
- If it is NOT POSSIBLE to extinguish the fire, RUN AWAY!
- While running away, provide help to other persons only if it is within your power—do not risk your life needlessly
- Sometimes the best help you can offer is if you escape from the burning building and inform rescue services quickly and accurately
- Unless it is necessary to escape, DO NOT OPEN doors and windows—you will give the fire more oxygen and cause it to spread
- If you must open a door to escape:
  - first check the door's temperature with your hand
  - look for signs of smoke (under the door, around the lock and hinges)
  - open the door while hiding against the wall—prepare for a possible blast of flame resulting from the gust of oxygen to the fire
  - keep close to the floor when opening the door
- If you are cut off by the fire and a rescue operation is underway, try to seal the gap at the bottom of the door, around the edges of the door, and around the lock and hinges so toxic smoke cannot enter—most doors can withstand fire for 10–20 minutes
- NEVER try to escape the fire by running to the upper floors—fire and toxic smoke spread upwards!
- Smoke and contamination by poisonous substances move downwards from the ceiling—if necessary, move through the room on your hands and knees
- When escaping, do not use elevators/lifts
- Beware of falling beams, lintels, chandeliers, decorations, and other building elements and furnishings
- If you must escape by jumping from a window, try to wait for the arrival of firefighters and wait for their instructions (preparation of a jump sheet or inflatable cushion, how to jump, etc.)
- If you must escape by jumping out of the window before firefighters arrive:
  - before jumping, throw everything out of the window that could cushion your fall
  - select the softest point of impact (YES: lawns, flowerbeds; if possible, NOT concrete surfaces)
  - reduce the distance between you and the ground by hanging out the window by your hands, or even using ropes or rolled up sheets, curtains, etc.
  - BE CAREFUL when jumping into trees—there is a risk of impalement on a branch
  - before jumping, wrap your head and neck tightly with a towel, sweater, trouser legs, etc.

- If your clothing catches fire, try to undress—if this is not possible, lie down immediately on the ground and roll over and over to cut off the oxygen supply to the flames against the ground
- Extinguish burning clothing on someone else in the same way, or throw a thick cloth over them (a duvet, blanket, towel, etc.) or an item of clothing (a coat, etc.) to choke the flames
- BE CAREFUL when extinguishing burning people with water in the area where the fire is burning—the heat will quickly evaporate the water and can cause scalding
- DO NOT WASTE TIME collecting valuables or packing up your belongings—your life is the most important thing!
- After the incident
  - IMMEDIATELY inform firefighters of the known number and location of any people in the building
  - Let yourself be treated, or treat yourself or injured people around you
  - Seek out state authorities and emergency services on the scene and inform them that you are safe
  - Obey the instructions of rescue services

#### **Contamination of the Abbey (Outdoors) with an Unknown Chemical Substance**

- Remain calm and don't spread panic
- Immediately seek shelter in closed buildings
- Close all windows, doors, and vents, turn off ventilation and air conditioning units
- Protect your airways, face, and any exposed skin with any type of material
- Even if you don't feel well, do not sit or lie down—many chemicals and gases are heavier than air and will collect close to the ground
- Provide first aid; if necessary, call an ambulance
- Warn people around you and try to keep them from entering the danger zone
- Do not unnecessarily overload phone lines
- Obey the instructions of emergency services units
- Be aware and watch for information to the public that local authorities will provide

#### **Contamination of the Abbey (Indoors) with an Unknown Chemical Substance**

- Remain calm and don't spread panic
- Immediately leave the building and remain in an open area and in the fresh air
- Protect your airways, face, and any exposed skin with any type of material
- Avoid fire and sparks—do not smoke, extinguish the fire in any fireplace, if possible, switch off any wood-burning stove, etc.
- Inform the emergency services
- Obey the instructions of emergency services units
- Provide first aid; if necessary, call an ambulance

- Warn people around you and try to keep them from entering the danger zone
- Do not unnecessarily overload phone lines
- Be aware and watch for information to the public that local authorities will provide

## **BASIC PROCEDURES FOR GENERAL FIRST AID (INJURIES RELATING TO A POSSIBLE ATTACK ON A SOFT TARGET)**

### **Unconscious Person (the person is BREATHING)**

- immediately call the emergency line 155, ensure professional care
- lay the person on their back
- tilt their head
- after consultation with the emergency operator, arrange transport to the doctor on your own or wait for the arrival of rescue services
- continuously monitor the condition of the victim

### **Unconscious Person (the person is NOT BREATHING, gasping for breath, no blood circulation)**

- call the emergency line 155, ensure professional care
- perform CPR—100 compressions/minute
- perform CPR continuously until the doctor arrives
- continuously monitor the condition of the victim

### **Injury Involving Bleeding (massive bleeding, loss of limb or other body part)**

- immediately call the emergency line 155, ensure professional care
- lay the wounded person on the ground
- apply pressure to the wound
- apply a pressure bandage / suitable tourniquet above the wound (between the wound and the heart)
- prevent shock
- provide: warmth, liquids, calm, pain reduction, transport
- continuously monitor the condition of the victim until the doctor arrives

### **Injury Involving Bleeding (penetrating injury—gunshot, stabbing)**

- immediately call the emergency line 155, ensure professional care
- do not remove the object from the wound
- cover the wound with bandages
- apply a suitable tourniquet above the wound (between the wound and the heart)
- immobilize the injured person, avoid unnecessary movement
- prevent shock

- provide: warmth, liquids, calm, pain reduction, transport
- continuously monitor the condition of the victim until the doctor arrives

### **Fractures, limited mobility of a limb**

- immediately call the emergency line 155, ensure professional care
- always immobilize the joints above and below the affected area
- broken collarbone and dislocated shoulder—suspend the arm on the affected side in a scarf or other improvised sling
- after consultation with the emergency operator, arrange transport to the doctor on your own or wait for the arrival of rescue services
- continuously monitor the condition of the victim until you reach the doctor

### **Spinal Injury (and suspected injury)**

- immediately call the emergency line 155, ensure professional care
- do not move the injured person
- immobilize the head between two hands
- transport only in exceptional cases after consultation with the emergency operator
- during transportation, use a neck brace, improvised splint around their neck, or something similar
- transport only on a hard surface (tabletop, door, etc.)
- transport uniformly using as many people as possible
- continuously monitor the condition of the victim until the doctor arrives

### **Burns and Scalds**

- immediately call the emergency line 155, ensure professional care
- remove loose clothing
- cool the area with cold water (not ice)
- cover charred places with any available (clean) material
- keep the victim calm and quiet
- after consultation with the emergency operator, arrange transport to the doctor on your own or wait for the arrival of rescue services
- continuously monitor the condition of the victim until you reach the doctor

## **GENERAL RULES OF CONDUCT IN EMERGENCIES**

### **DOS**

- KEEP CALM—ADAPT YOUR BEHAVIOR TO THE SITUATION
- USE AVAILABLE SAFETY SYSTEMS
- OBTAIN CORRECT INFORMATION AND FACTS ABOUT THE SITUATION AS QUICKLY AS POSSIBLE

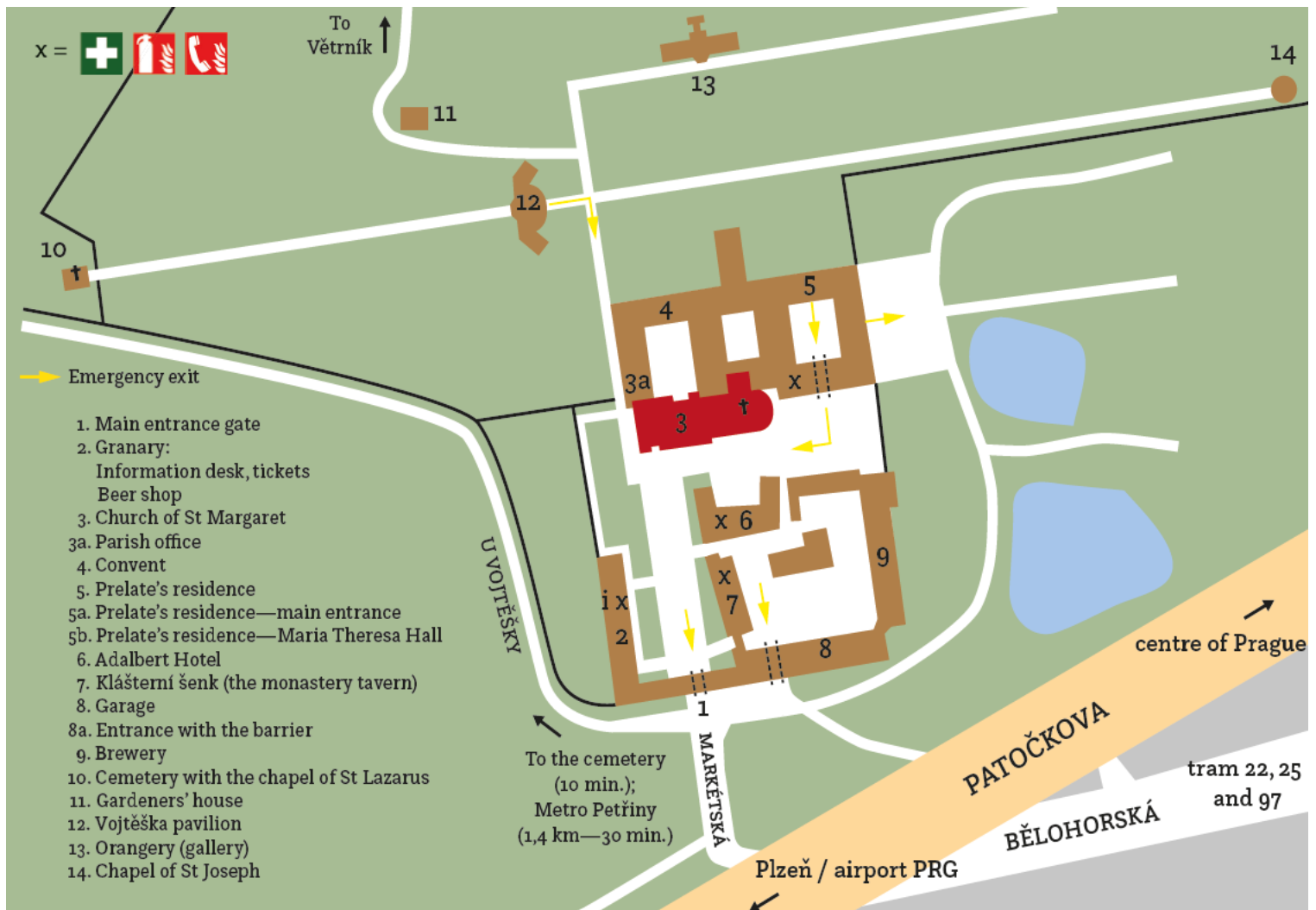


- ORGANIZE AND ASSIST
- CONTACT THE RESPONSIBLE PEOPLE OR RESCUE UNITS
- DO NOT DISTORT OR INVENT INFORMATION!
- COLLECT FURTHER AVAILABLE INFORMATION AND IMMEDIATELY REPORT IT TO THE RESPONSIBLE PERSON OR RESCUE UNITS
- FOLLOW THE INSTRUCTIONS OF THE PERSON IN CHARGE OR THE RESCUE SERVICES

### DON'TS

- DO NOT SPREAD PANIC AND DO NOT LOSE YOUR CALM
- DO NOT ATTEMPT TO RESOLVE EMERGENCIES YOURSELF
- DO NOT WASTE TIME PHOTOGRAPHING OR FILMING THE INCIDENT—IT COULD COST YOU YOUR LIFE
- DO NOT ALLOW UNAUTHORIZED PERSONS TO ENTER THE AREA WHERE THE INCIDENT HAS OCCURRED
- DO NOT PROVIDE INFORMATION TO THE MEDIA OR OTHER UNAUTHORIZED PERSONS

### THE PLAN OF BŘEVNOV MONASTERY WITH EMERGENCY EXIT



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