



SGH

**OPERATIONAL PROCEDURE**  
**for SGH Warsaw School of Economics**  
**IN THE EVENT OF STATE SECURITY ALERT LEVELS**

(excerpt)

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## 1. GENERAL PROVISIONS

### Legal Grounds

- 1) The Act of 10 June 2016 on counter terrorism actions ( Journal of Laws from 2016 item 904) that defined the counter terrorism policy and co-operation among competent authorities.
- 2) The Regulation of the Cabinet of 25 July 2016 on the extent of actions undertaken in the event of respective state security alert levels and CRP alert levels ( Journal of Laws from 2016 item 1101) that defines the detailed extent of actions undertaken by competent public administration institutions and heads of services and institutions competent for security and crisis management in the event of respective security alert levels.
- 3) The Order of the Rector No 33 of 20 June 2016 on the Operational Procedure for SGH Warsaw School of Economics in the event of the State Security Alert Levels.

Tasks relevant for the state security alert levels or the cyberspace alert levels in the Republic of Poland, hereinafter referred to as 'the CRP alert levels', include actions undertaken in order to counteract incidents and mitigate related effects. These are co-ordinated actions of both the state institutions and authorities as well as states - the Members of the North Atlantic Treaty Organisation (Crisis Response System Manual).

The state security alert levels or the CRP alert levels are announced, modified, and cancelled under a regulation enforced by the Prime Minister, depending on the nature of a terrorism-related incident, after having obtained the opinion from the minister of interior and the Head of the Interior Security Agency, and in the event of emergency situations - the said regulation is enforced by the minister of interior,

after having obtained the opinion from the Head of the Interior Security Agency, who notifies the Prime Minister of the same without any delay:

- 1) in the whole territory of the Republic of Poland;
- 2) in the territory of one or several units of the state administrative division;
- 3) in the territory determined by means other than the state administrative division;
- 4) in respect of specific facilities of organisational units of the public administration, public prosecutor, courts or other pieces of the infrastructure of the public administration or the critical infrastructure.

The Prime Minister notifies the President of the Republic of Poland and the Speaker of the Lower House of the Parliament of the Republic of Poland and the Speaker of the Senate of the Parliament of the Republic of Poland of the state security alert level or the CRP alert level that has been announced, modified or cancelled without any delay.

Competent authorities may publicise the security alert level notification and related recommendations by means of available local mass media..

**NOTIFICATION:**

*security alert level announcement:*

?

**" On this .....day... ..from .....(time) the state security alert level (the CRP alert level)" .....is hereby announced in the territory of....."**

*security alert level cancellation:*

?

**" On this .....day... ..from .....(time) the state security alert level (the CRP alert level)" .....is hereby led in the territory of....."**

?

## 2. SECURITY ALERT LEVELS AND RELATED REGULATIONS.

In the case of the risk of a terrorism incident or in the event of a terrorism incident, one of the following security alert levels may be announced:

- 1) First security alert level (ALFA level);
- 2) Second security alert level (BRAVO level);
- 3) Third security alert level (CHARLIE level);
- 4) Fourth security alert level (DELTA level).

In the case of the risk of a terrorism incident that affects teleinformation systems of the public administration authorities or teleinformation systems that make up the critical infrastructure or in the event of such an incident, one of the following CRP alert levels may be announced:

- 1) First CRP alert level (ALFA level);
- 2) Second CRP alert level (BRAVO level);
- 3) Third CRP alert level (CHARLIE level);
- 4) Fourth CRP alert level (DELTA level).

The security alert levels and the CRP alert levels may be announced separately or concurrently. In case different security alert levels and different CRP alert levels have been announced, the procedure for the higher alert level shall be followed.

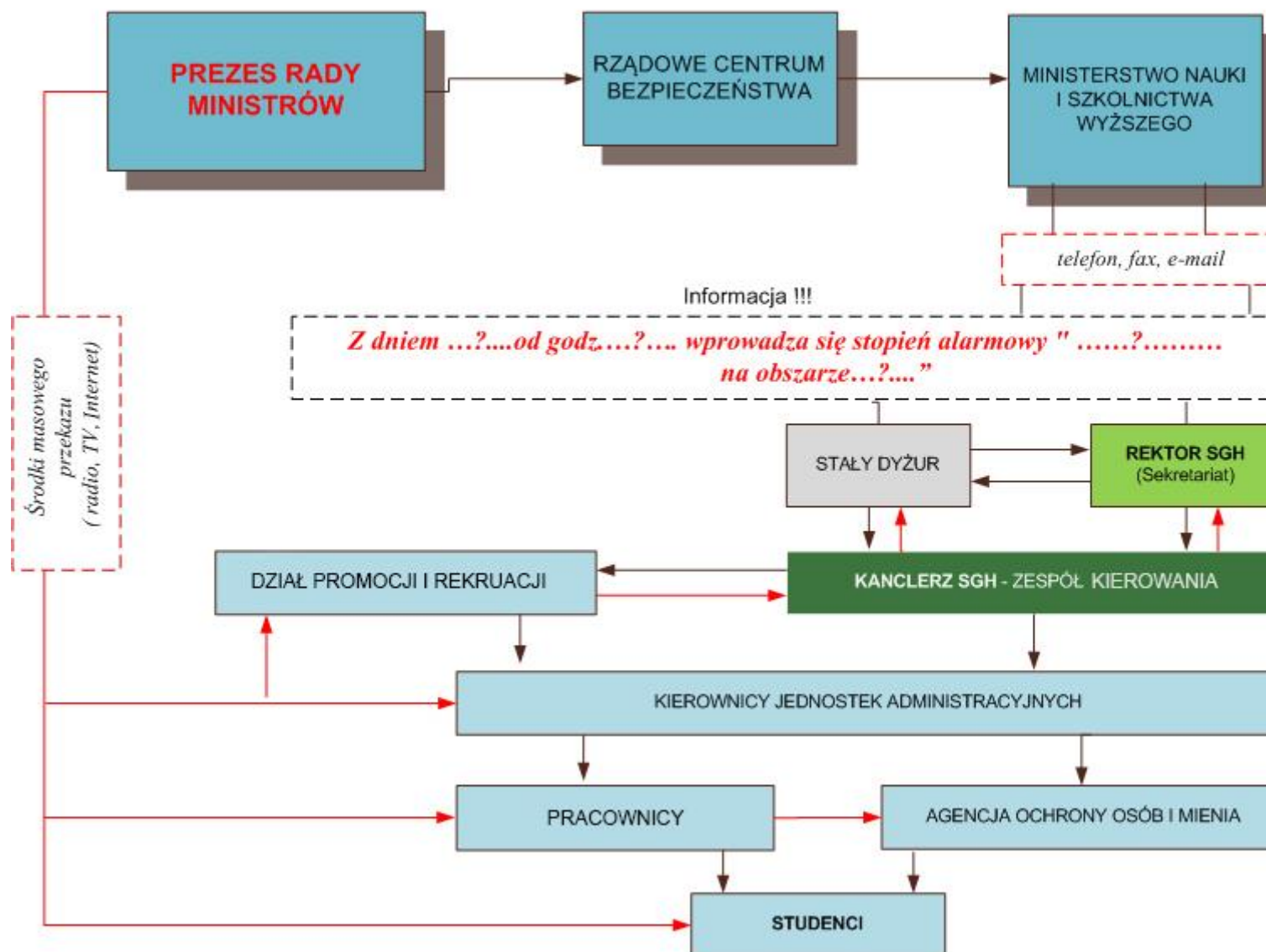
- 1) The **First** security alert level (**ALFA** alert level as referred to by the NATO) is applicable in the case of obtaining the information on the risk of a terrorism incident, the kind and extent of which is hard to be anticipated. ***The services have the scarce information that is indicative of a terrorist attack. The information is so vague that it is hard to determine the target and extent of the attack.***

- 2) The **Second** security alert level (**BRAVO** alert level as referred to by the NATO) may be announced in the case of the higher risk of a terrorist attack that may be foreseen, however the target of the attack has not been identified. All of the public administration authorities and security services should be capable of maintaining that alert level until the threat ceases without any prejudice to their capacity to run daily operations. ***The services have the knowledge that the attack is probable. However, it is hard to find out the target of the attack.***
- 3) The **Third** security alert level (**CHARLIE** alert level as referred to by the NATO) is applicable in the case of a specific incident that confirms the target of the possible terrorist attack posing a threat to the public order or security, the security of the Republic of Poland or the security of other states and thus poses the threats to the security of Poland, or in the case of obtaining credible and confirmed information on the intended terrorism incident in the territory of the Republic of Poland. ***The incident occurred (for instance, one of terrorists was detained) and in result the services have the knowledge that in Poland a terrorist attack has been planned.***
- 4) The **Fourth** security alert level (**DELTA** alert level as referred to by the NATO) is applicable in the case of a terrorism incident posing a threat to the public order or security, the security of the Republic of Poland or the security of other states and thus poses the threats to the security of Poland, or in case when the obtained information is indicative of the advanced preparatory stage for

a terrorism incident in the territory of the Republic of Poland. ***In Poland or in its adjacent area a terrorism incident occurred. The Services have the information that a subsequent terrorist attack is imminent.***

**NOTE:** *The higher or lower security alert level or the CRP alert level may be announced after having disregarded the intermediate alert levels.*

## SCHEMAT DZIAŁANIA





- Schemat działania: Flowchart:
- Prezes Rady Ministrów: Prime Minister
- Środki masowego przekazu: mass-media (radio, TV, Internet)
- Rządowe Centrum Bezpieczeństwa: Government Centre for Security
- Ministerstwo Nauki i Szkolnictwa Wyższego: Ministry of Science and Higher Education
  - Informacja! Z dniem...? od godz....? wprowadza się stopień alarmowy..... na obszarze.....:

Notification! " **On this .....day... ..from .....(time) the state security alert level (the CRP alert level)" .....is hereby announced  
in the territory of....."**

- Stały dyżur: ongoing duty/24/7 duty
- Rektor SGH - Rector of SGH (Rector's Office)
- Dział Promocji i Rekrutacji - Promotion and Admissions Office
- Kanclerz SGH – Zespół Kierowania – Chancellor of SGH – Crisis Management Team
- Kierownicy jednostek administracyjnych: Heads of administrative units
- Pracownicy – employees
- Agencja Ochrony Osób i Mienia: Security Company
- Studenci: students

## TASK MODULE ZMODULE NO 1

Task: Projects implemented under the first alert level (ALFA). Main task contractor: Rector of SGH Warsaw School of Economics

- I. TARGET OBJECTIVE: Ensuring the safety of employees and students of SGH Warsaw School of Economics and protection of the university infrastructure by strengthening the SGH facilities protection system to prevent and minimizing the effects of terrorist attacks.
- II. II. 1. TASKS TO BE CARRIED OUT UNDER THE ALFA ALARM DEGREE:
  - 1) carry out intensified control of places that could potentially become the target of a terrorist event;
  - 2) carry out an information campaign for the academic society regarding the potential threat, its effects and behavior;
  - 3) inform the relevant services in the event of noticing: unknown vehicles at the university or other important facilities, abandoned parcels and luggage, or in the event of any other signs of unusual activity;
  - 4) inform employees of the need to remain vigilant towards persons who behave in a way that causes suspicion;
  - 5) ensure the availability in an emergency of employees necessary to strengthen the security of facilities;
  - 6) carry out intensified inspections of vehicles and people entering the premises;
  - 7) limit vehicle and person traffic within the facilities (complexes) to the minimum necessary;
  - 8) check the inside and outside of buildings on the premises that are in constant use, in terms of suspicious behavior of persons and in search of suspicious objects;
  - 9) close and secure buildings and rooms not used regularly;
  - 10) check the operation of communication means used to ensure security;
  - 11) review existing plans, procedures and tasks related to the introduction of higher alert levels;

## 2. ALFA - CRP ALERT LEVEL PROCEDURE:

- 1) check the operational reliability of and monitor the safety of means of communication and teleinformation systems used in the premises of the High School (including the verification whether the security of electronic communication has not been affected and check accessibility of electronic services and in case it is necessary, make changes in the accessibility of the teleinformation infrastructure),
- 2) keep the High School staff members who use electronic communication informed on the need to be on the alert in non-standard situations.

In the case of a terrorism incident posing an imminent threat it is necessary to organise collaboration of saving services, that is the Police, the Interior Security Agency, the Firefighting Services, the Emergency Life Saving Services.

EMERGENCY NUMBER – tel. **112**

INTERIOR SECURITY AGENCY – tel. **(22) 585-82-21**

POLICE – tel. **997**

EMERGENCY LIFE SAVING SERVICES – tel. **999**

FIREFIGHTING SERVICES – tel. **998**

A person, who notifies the relevant services of the emergency, is obligated to provide the following details:

- name and surname,
- name of the Higher Education Institution: **SGH Warsaw School of Economics**, telephone number (**22 564 9600, mobile phone**),
- the type of threat and related characteristics: dubious persons (for instance, an assailant with a handgun), hostage, a package, rucksack, bag left unattended,
- address of the facility exposed to a security threat, for instance **. al. Niepodległości 162 building ?**, possibly a detailed description of the place and dubious persons, objects or phenomena (for instance sudden irritation of eyes and respiration ducts in the case of many people).

**In the case of the higher risk of emergency, everyone should pay attention to persons who may be possible terrorists.**

**Therefore, one must be cautious about:**

- 1) dubious persons or persons behaving in a strange way (for instance, persons being nervous for no clear reason, making impression to be on drugs: dilated pupils, dull gaze, excited or showing other symptoms of nervousness;
- 2) clothing that is inadequate for a season of the year, thick clothing that is concealing – regardless of the weather: longer coats and skirts may serve the purpose of concealing an explosive belt;
- 3) specific – mechanical or rigid – way of moving: may indicate that a person is trying to force or self-motivate to fulfil the 'mission';
- 4) 'tunnel watch': a terrorist – a suicide may be so much focused on the target that he or she will look straight or will avoid the eye contact, surveillance cameras and security guards, gumshoeing and watching the target;
- 5) bags or rucksacks (used for carrying explosives ): a terrorist – a suicide who will a bag or rucksack tight, may refuse to give it away or leave it;
- 6) persons who watch, take photographs of or video record the High School;
- 7) vehicles, especially vans left beyond especially earmarked places, for instance, in the vicinity of mass event venues, sports tournaments or assemblies.

**You must watch the surrounding, pay attention to untypical behaviour of people or objects left unattended in public spaces! In case you notice a security threat, do not take actions on your own.**

## TASK MODULE NO 2

Task Title: **The Second Security Alert Level (BRAVO) PROCEDURE**

Major Task Responsibility: Rector of SGH Warsaw School of Economics

I. TASK OBJECTIVE: assurance of security for the staff members and students of SGH Warsaw School of Economics and protection of the infrastructure of the university by means of improvement of the SGH facility protection system in order to counteract and mitigate the effects of terrorist attacks.

### II. 1. BRAVO ALERT LEVEL PROCEDURE:

Having announced the second security alert level, the first security alert level procedure must be completed and the tasks must be continued or verified in terms of completion, if the ALFA alert level had been announced before. Furthermore, the following tasks ***must be particularly completed:***

- 1) perform additional checks of vehicles, people and buildings in the area exposed to the threat;
- 2) extend the information and instruction measures in order to notify the academic community of the possible threat and related effects;
- 3) warn the academic community about possible forms of an attack;
- 4) assure the emergency alert of the persons appointed to implement the terrorism incident emergency procedures;
- 5) check and improve the protection of the buildings and check the systems of protection of the facilities safeguarded by the safeguard services;
- 6) check all and any postal matter and courier consignment sent to the High School;
- 7) lock the buildings and premises that are not regularly used and ensure their safety.

## **2. BRAVO - CRP ALERT LEVEL PROCEDURE:**

- 1) check the operational reliability of and monitor the safety of means of communication and teleinformation systems used in the premises of the High School (including the verification whether the security of electronic communication has not been affected and check accessibility of electronic services and in case it is necessary, make changes in the accessibility of the teleinformation infrastructure),
- 2) keep the High School staff members who use electronic communication informed on the need to be on the alert in non-standard situations,
- 3) ensure around-the-clock watch and alert duties to be performed by administrators of key systems and staff members entitled to make decisions on security of teleinformation systems.

In the case of a terrorism incident posing an imminent threat it is necessary to organise collaboration of saving services, that is the Police, the Interior Security Agency, the Firefighting Services, the Emergency Life Saving Services.

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FIREFIGHTING SERVICES – tel. **998**

A person, who notifies the relevant services of the emergency, is obligated to provide the following details:

- name and surname,
- name of the Higher Education Institution: **SGH Warsaw School of Economics**, telephone number (**22 564 9600, mobile phone**),
- the type of threat and related characteristics: dubious persons (for instance, an assailant with a handgun), hostage, a package, rucksack, bag left unattended,
- address of the facility exposed to a security threat, for instance **. al. Niepodległości 162 building ?**, possibly a detailed description of the place and dubious persons, objects or phenomena (for instance sudden irritation of eyes and respiration ducts in the case of many people).



**In the case of the higher risk of emergency, everyone should pay attention to persons who may be possible terrorists.**

**Therefore, one must be cautious about:**

- 1) dubious persons or persons behaving in a strange way (for instance, persons being nervous for no clear reason, making impression to be on drugs: dilated pupils, dull gaze, excited or showing other symptoms of nervousness;
- 2) clothing that is inadequate for a season of the year, thick clothing that is concealing – regardless of the weather: longer coats and skirts may serve the purpose of concealing an explosive belt;
- 3) specific – mechanical or rigid – way of moving: may indicate that a person is trying to force or self-motivate to fulfil the 'mission';
- 4) 'tunnel watch': a terrorist – a suicide may be so much focused on the target that he or she will look straight or will avoid the eye contact, surveillance cameras and security guards, gumshoeing and watching the target;
- 5) bags or rucksacks (used for carrying explosives ): a terrorist – a suicide who will a bag or rucksack tight, may refuse to give it away or leave it;
- 6) persons who watch, take photographs of or video record the High School;
- 7) vehicles, especially vans left beyond especially earmarked places, for instance, in the vicinity of mass event venues, sports tournaments or assemblies.

**You must watch the surrounding, pay attention to untypical behaviour of people or objects left unattended in public spaces! In case you notice a security threat, do not take actions on your own.**

## TASK MODULE NO 3

Task Title: **The third security alert level (CHARLIE) PROCEDURE**

Major Task Responsibility: Rector of SGH Warsaw School of Economics

I. TASK OBJECTIVE: assurance of security for the staff members and students of SGH Warsaw School of Economics and protection of the infrastructure of the High School by means of improvement of the SGH facility protection system in order to counteract and mitigate the effects of terrorist attacks.

### II. CHARLIE ALERT LEVEL PROCEDURE:

Having announced the third security alert level, the first and the second security alert level procedure must be completed and the tasks must be continued or verified in terms of completion, if the ALFA or BRAVO alert level had been announced before. Furthermore, the following tasks **must be particularly completed**:

- 1) ensure around-the-clock watch and alert duties to be performed by the persons appointed to implement the terrorism incident emergency procedures;
- 2) limit the number of parking spaces available within the facilities and adjacent areas to the necessary minimum;
- 3) limit the possibility to park vehicles nearby the High School facilities;
- 4) perform person and vehicle checks at the entrance and exit of the facilities when necessary;
- 5) ensure safeguard services for business cars beyond the principal office of the High School, perform vehicle checks before getting in and starting the car.

## 2. THE CRP - CHARLIE ALERT LEVEL PROCEDURE:

- 1) check the operational reliability of and monitor the safety of means of communication and teleinformation systems used in the premises of the High School (including the verification whether the security of electronic communication has not been affected and check accessibility of electronic services and in case it is necessary, make changes in the accessibility of the teleinformation infrastructure),
- 2) keep the High School staff members who use electronic communication informed on the need to be on the alert in non-standard situations,
- 3) ensure around-the-clock watch and alert duties to be performed by administrators of key systems and staff members entitled to make decisions on security of teleinformation systems,
- 4) ensure readiness to launch the operational continuity plans after the attack, including:
  - ensure readiness to limit operations based on servers in order to provide for a quick and failure-free shutdown,
  - revise and conduct possible audits of emergency plans and systems.

In the case of a terrorism incident posing an imminent threat it is necessary to organise collaboration of saving services, that is the Police, the Interior Security Agency, the Firefighting Services, the Emergency Life Saving Services.

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FIREFIGHTING SERVICES – tel. **998**

A person, who notifies the relevant services of the emergency, is obligated to provide the following details:

- name and surname,
- name of Higher Institution Education Institution: SGH Warsaw School of Economics, telephone number (**22 564 9600, the mobile phone**),
- the type of threat and related characteristics: dubious persons (for instance, an assailant with a handgun), hostage, a package, rucksack, bag left unattended,
- address of the facility exposed to a security threat, for instance . **al. Niepodległości 162 building ?**, possibly a detailed description of the place and dubious persons, objects or phenomena (for instance sudden irritation of eyes and respiration ducts in the case of many people).

**In the case of the higher risk of emergency, everyone should pay attention to persons who may be possible terrorists.**

Therefore, one must be cautious about:

- 1) dubious persons or persons behaving in a strange way (for instance, persons being nervous for no clear reason, making impression to be on drugs: dilated pupils, dull gaze, excited or showing other symptoms of nervousness;
- 2) clothing that is inadequate for a season of the year, thick clothing that is concealing – regardless of the weather: longer coats and skirts may serve the purpose of concealing an explosive belt;
- 3) specific – mechanical or rigid – way of moving: may indicate that a person is trying to force or self-motivate to fulfil the 'mission';
- 4) 'tunnel watch': a terrorist – a suicide may be so much focused on the target that he or she will look straight or will avoid the eye contact, surveillance cameras and security guards, gumshoeing and watching the target;
- 5) bags or rucksacks (used for carrying explosives ): a terrorist – a suicide who will a bag or rucksack tight, may refuse to give it away or leave it;
- 6) persons who watch, take photographs of or video record the High School;
- 7) vehicles, especially vans left beyond especially earmarked places, for instance, in the vicinity of mass event venues, sports tournaments or assemblies.

**You must watch the surrounding, pay attention to untypical behaviour of people or objects left unattended in public spaces! In case you notice a security threat, do not take actions on your own.**

## TASK MODULE NO 4

Task Title: **The fourth security alert level (DELTA) PROCEDURE**

Główny wykonawca zadania: Rector of SGH Warsaw School of Economics

I. TASK OBJECTIVE: assurance of security for the staff members and students of SGH Warsaw School of Economics and protection of the infrastructure of the High School by means of improvement of the SGH facility protection system in order to counteract and mitigate the effects of terrorist attacks.

### II. DELTA SECURITY LEVEL PROCEDURE:

Having announced the fourth security alert level, the first and the second and the third security alert level procedure must be completed and the tasks must be continued or verified in terms of completion, if the ALFA, BRAVO, and CZARLIE alert level had been announced before. Furthermore, the following tasks ***must be particularly completed***:

- 1) limit means of transport and movement of means of transport in the areas exposed to the threat when necessary;
- 2) impose the mass event and assembly ban when necessary;
- 3) identify all the vehicles located in the vicinity of the facilities;
- 4) control all the vehicles entering the area of the facilities and check the load they carry;
- 5) control all the objects carried into the facilities, including luggage, bags, packages;
- 6) conduct frequent checks outside the buildings and in parking spaces;
- 7) limit the number of business travels of employees and visits paid by people not employed by the High School;
- 8) ensure readiness to assure continuity of the operations of the High School to the extent of the security alert level procedure.

## **2. THE CRP - :DELTA ALERT LEVEL PROCEDURE:**

- 1) check the operational reliability of and monitor the safety of means of communication and tele-information systems used in the premises of the High School (including the verification whether the security of electronic communication has not been affected and check accessibility of electronic services and in case it is necessary, make changes in the accessibility of the tele-information infrastructure),
- 2) keep the High School staff members who use electronic communication informed on the need to be on the alert in non-standard situations,
- 3) ensure around-the-clock watch and alert duties to be performed by administrators of key systems and staff members entitled to make decisions on security of tele-information systems,
- 4) ensure readiness to launch the operational continuity plans after the attack, including:
  - ensure readiness to limit operations based on servers in order to provide for a quick and failure-free shutdown,
  - revise and conduct possible audits of emergency plans and systems,
- 5) revise and conduct possible audits of emergency plans and systems.

In the case of a terrorism incident posing an imminent threat it is necessary to organise collaboration of saving services, that is the Police, the Interior Security Agency, the Firefighting Services, the Emergency Life Saving Services.

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A person, who notifies the relevant services of the emergency, is obligated to provide the following details:

- name and surname,
- name of Higher Education Institution: **SGH Warsaw School of Economics** , telephone number (**22 564 9600, mobile phone**),
- the type of threat and related characteristics: dubious persons (for instance, an assailant with a handgun), hostage, a package, rucksack, bag left unattended,
- address of the facility exposed to a security threat, for instance **. al. Niepodległości 162 building ?**, possibly a detailed description of the place and dubious persons, objects or phenomena (for instance sudden irritation of eyes and respiration ducts in the case of many people).



**In the case of the higher risk of emergency, everyone should pay attention to persons who may be possible terrorists.**

Therefore, one must be cautious about:

- 1) dubious persons or persons behaving in a strange way (for instance, persons being nervous for no clear reason, making impression to be on drugs: dilated pupils, dull gaze, excited or showing other symptoms of nervousness;
- 2) clothing that is inadequate for a season of the year, thick clothing that is concealing – regardless of the weather: longer coats and skirts may serve the purpose of concealing an explosive belt;
- 3) specific – mechanical or rigid – way of moving: may indicate that a person is trying to force or self-motivate to fulfil the 'mission';
- 4) 'tunnel watch': a terrorist – a suicide may be so much focused on the target that he or she will look straight or will avoid the eye contact, surveillance cameras and security guards, gumshoeing and watching the target;
- 5) bags or rucksacks (used for carrying explosives ): a terrorist – a suicide who will a bag or rucksack tight, may refuse to give it away or leave it;
- 6) persons who watch, take photographs of or video record the High School;
- 7) vehicles, especially vans left beyond especially earmarked places, for instance, in the vicinity of mass event venues, sports tournaments or assemblies.

**You must watch the surrounding, pay attention to untypical behaviour of people or objects left unattended in public spaces! In case you notice a security threat, do not take actions on your own.**



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