



Item 347

**ORDINANCE NO 82
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 22 November 2017

**on the procedures to be followed at the University of Warsaw in case of the
introduction of individual alert levels and of the introduction of alert levels
in relation to threats in the CRP (cyberspace of the Republic of Poland)
on the territory of the country**

Pursuant to § 36 items 1 and 11 of the Statute of the University of Warsaw (consolidated text: UW Monitor, 2015, item 150, as amended), in conjunction with § 5 of the Regulation of the Prime Minister of 25 July 2016 on the scope of measures implemented in case of individual alert levels and CRP alert levels (Journal of Laws of 25 July 2016, item 1101, as amended), it is hereby ordered as follows:

§ 1

In order to ensure the safety of the employees and the students, and to protect the property and the infrastructure of the University of Warsaw, the “Procedures for the implementation of measures in case of the introduction of individual alert levels and CRP alert levels,” hereinafter referred to as the “Procedures,” attached to the ordinance, are hereby approved and introduced.

§ 2

1. Coordination of the activities and appointment of persons responsible for the implementation of the Procedures shall be the responsibility of persons specified in the appendix to the ordinance.

2. The Manager of the Civil Defence Section shall be co-responsible for the implementation of measures in case of the introduction of individual alert levels and CRP alert levels as provided for in the Procedures, who shall keep and store the implementation documentation.

3. Alert signals shall be received and the implementation of the measures required shall be reported by a Security Officer On-Duty at the University.

§ 3

Ordinance no 31 of the Rector of the University of Warsaw of 18 March 2014 on the procedures to be followed at the University of Warsaw in case of the introduction of individual alert levels on the territory of the country (UW Monitor 2014, item 55) shall be hereby cancelled.

§ 4

The ordinance shall enter into force as of the day of its signing.

Rector of the University of Warsaw:
M. Pałys

to ordinance no 82 of the Rector of the University of Warsaw of 22 November 2017 on the procedures to be followed at the University of Warsaw in case of the introduction of individual alert levels and of the introduction of alert levels in relation to threats in the CRP (cyberspace of the Republic of Poland) on the territory of the country

Procedures for the implementation of measures in case of the introduction of individual alert levels and CRP alert levels drawn up by the University of Warsaw

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I. GENERAL PROVISIONS

1. Legal basis

Procedures for the implementation of tasks in case of the introduction of individual alert levels and CRP alert levels, including Task Modules for each level have been developed based on Article 16 section 5 of the Act of 10 June 2016 on anti-terrorist activities (Journal of Laws of 2016, item 904, as amended), and the Regulation of the Prime Minister of 25 July 2016 on the scope of measures implemented in case of individual alert levels and CRP alert levels (Journal of Laws of 2016, item 1101, as amended).

2. The alert levels or the alert levels in relation to threats in the cyberspace of the Republic of Poland, hereinafter referred to as the CRP alert levels, shall be introduced, changed and revoked by the Prime Minister, in the form of an ordinance, depending on the threat of the event of a terrorist nature, and upon obtaining an opinion from the minister competent for internal affairs and the Head of the Internal Security Agency, and in cases which cannot be delayed – by the minister competent for internal affairs upon obtaining an opinion from the Head of the Internal Security Agency, who immediately notifies the Prime Minister thereof:

- 1) on the entire territory of the Republic of Poland;
- 2) on the area of one or a few units of the territorial division of the country;
- 3) on the area defined in a manner other than by the reference to territorial division of the country;
- 4) at specific facilities of the organizational units of public administration, public prosecutor's office, courts, or other facilities of public administration infrastructure or critical infrastructure.

3. The alert levels or the CRP alert levels shall be changed and revoked by the Prime Minister, in the form of an ordinance, depending on the threat of the event of a terrorist nature, and upon obtaining an opinion from the minister competent for foreign affairs and the Head of the Intelligence Agency, while immediately notifying the Prime Minister thereof.

4. The Prime Minister shall, without delay, inform the President of the Republic of Poland and the Speaker of the Sejm of the Republic of Poland as well as the Speaker of the Senate of the Republic of Poland about the introduction, change, or revocation of the alert level or the CRP alert level.

5. The introduction of an alert level or a CRP alert level serves as a basis for the public administration authorities and the heads of services and institutions competent in issues of security and crisis management to execute:

- 1) measures specified in the provisions of the Regulation of the Prime Minister of 25 July 2016 on the scope of measures implemented in case of individual alert levels and CRP alert levels (Journal of Laws of 2016, item 1101, as amended), and the Order of the Minister of Foreign Affairs of 28 September 2016 on the detailed scope of measures to be performed by heads of foreign posts of the Republic of Poland in case of the introduction of individual alert levels or CRP alert levels (Journal of Laws of 2016, item 1606);
- 2) crisis management measures and procedures that are envisaged for each of the alert level or CPR alert level in connection with the occurrence of an event of a terrorist nature specified in the Regulation of the Prime Minister or the Minister of Foreign Affairs, issued pursuant to Article 16 sections 5 and 6 of the Act on anti-terrorist activities.

II. ALERT LEVELS

1. In case of a threat of the occurrence of an event of a terrorist nature or in case of the occurrence of such an event, responsible public administration authorities, acting based on the Act of 10 June 2016 on anti-terrorist activities (Journal of Laws of 2016, item 904, as amended), may introduce one of the following alert levels:

- 1) **first alert level (level ALFA in accordance with the NATO terminology)** – it applies in case information is obtained about the possible occurrence of an event of a terrorist nature, whose type and scope is difficult to foresee. Its introduction is intended as a general warning, and circumstances do not justify the implementation of measures envisaged for higher alert levels;
- 2) **second alert level (level BRAVO in accordance with the NATO terminology)** – it applies in case of the occurrence of an increased and predictable threat of an event of a terrorist nature, whose specific aim, however, has not been identified;
- 3) **third alert level (level CHARLIE in accordance with the NATO terminology)** – it applies in case of the occurrence of the specific event confirming the target of the probable terrorist attack, obtaining information about persons (groups) preparing events of a terrorist nature or the occurrence of event of a terrorist nature posing a threat to the security of other countries and potential threat to the Republic of Poland. Implementation of measures on this level for a longer period probably will create hardship and affect the functioning of the services responsible for ensuring security;

- 4) **fourth alert level (level DELTA in accordance with the NATO terminology)** – it applies in case of the occurrence of the event of a terrorist nature, resulting in a threat to the security of the Republic of Poland, to the security of other countries and potential threat to the Republic of Poland, or high probability of the occurrence of such events on the territory of the Republic of Poland.

2. In case of a threat of the occurrence of an event of a terrorist nature regarding the IT and communications system of the public administration authorities, or the IT and communications systems being part of the critical infrastructure, or in the case of the occurrence of such an event, responsible public administration authorities can introduce one of the four levels of CRP alert:

- 1) **first CRP alert level (level ALFA – CRP)** – it applies in case information is obtained about the possible occurrence of an event of a terrorist nature, whose type and scope is difficult to foresee;
- 2) **second CRP alert level (level BRAVO – CRP)** – it applies in case of the occurrence of an increased and predictable threat of an event of a terrorist nature, whose specific aim, however, has not been identified;
- 3) **third CRP alert level (level CHARLIE – CRP)** can be introduced in case of:
 - a) the occurrence of an event confirming the probable target of the terrorist attack, aiming at:
 - public safety or order, or
 - security of the Republic of Poland, or
 - security of another state or an international organisation, and posing a potential threat to the Republic of Poland; or
 - b) obtaining credible and confirmed information about a planned event of a terrorist nature on the territory of the Republic of Poland; or
 - c) obtaining credible and confirmed information about a planned event of a terrorist nature, whose consequences may affect Polish citizens staying abroad, Polish institutions or Polish infrastructure located outside the borders of the Republic of Poland;
- 4) **fourth CRP alert level (level DELTA – CRP)** may be introduced in case of:
 - a) the occurrence of an event of a terrorist nature causing threat to:
 - public safety or order, or
 - security of the Republic of Poland, or
 - security of another state or an international organisation, and posing a threat to the Republic of Poland; or
 - b) when the obtained information indicates an advance phase of preparations to an event of a terrorist nature which is to be aimed at Polish citizens staying abroad, at Polish institutions, or Polish infrastructure located outside the borders of the Republic of Poland, and the collected information at the same time indicates the inevitability of such event.

NOTE: The ordinance can require the performance of certain tasks, such as e.g. increased monitoring of the security status of IT and communications system or work in shifts for 24 hours for administrators of systems of key importance for the functioning of the organisation, as well as other tasks specified in the Act.

A higher or a lower alert level and a CRP alert level may be introduced with the omission of the intermediate levels.

The basic rule shall be that in the case of the introduction of the third alert level (CHARLIE), the services should also implement and perform tasks specified for the first and second alert levels (ALFA and BRAVO).

- Alert levels and CRP alert levels may be introduced separately or jointly.
- In case when different alert levels and different CRP alert levels are introduced, the tasks assigned to the higher level should be performed.
- The alert levels and the CRP alert levels of CRP shall be revoked immediately after minimising the threats and effects of the events providing the grounds for their introduction.

III. PROCEDURES FOR THE IMPLEMENTATION OF TASKS IN CASE OF THE INTRODUCTION OF INDIVIDUAL ALERT LEVELS

1. Detailed task modules to be implemented in case of the introduction of alert levels, in order to ensure the safety of the employees and the students of the University of Warsaw, protection of the facilities of the University, as well as its infrastructure, minimising effects of terrorist attacks.

1) The following tasks shall be performed after the introduction of the **first alert level (ALFA)**:

No	Measures	Persons in charge
1.	increased monitoring of lecture halls in individual buildings of the faculties, where larger groups of people may gather, as well as dormitories, which may become the target of an event of a terrorist nature (including all facilities of the University of Warsaw as part of functional duties of the administrators)	<ul style="list-style-type: none"> – Deans of the Faculties/Heads of organisational units of the University of Warsaw – Faculty Directors/Managers/building Administrators – Dormitory Managers – Facility Security Section (SZO) – Lecturers
2.	notify the subordinates of the need to be more vigilant with respect to suspicious persons, to notify BG and SZO managers of unknown vehicles at the University facilities, parcels and luggage left unattended or any other signs of non-standard activities	<ul style="list-style-type: none"> – Deans of the Faculties/Heads of organisational units of the University of Warsaw
3.	carry out checks of vehicles and persons entering the facilities of the University	<ul style="list-style-type: none"> – Economic Office (BG) – Services reporting to the Manager of the Facility Security Section (SZO) – Faculty Directors/Managers/building Administrators

No	Measures	Persons in charge
4.	inside and outside checks of the buildings that are in constant use in view of suspicious behaviour of people and suspicious objects	<ul style="list-style-type: none"> – Economic Office (BG) – Services reporting to the Manager of the Facility Security Section (SZO) – Faculty Directors/Managers/ building Administrators
5.	verify the functioning of communication means used in order to ensure safety	<ul style="list-style-type: none"> – Manager of the Computer Networks Department (DSK) – Manager of the Telecommunication Department
6.	check the functioning of alarm systems, evacuation route condition, image recording, server protection	<ul style="list-style-type: none"> – Faculty Directors/Managers/ building Administrators – Manager of the Facility Security Section (SZO) – Manager of the Facility IT Service unit or the Computer Networks Department

2) After the introduction of the **second alert level (BRAVO)**, tasks listed for the first alert level shall be performed and continued or verified if the ALFA level was not introduced previously. Additionally, the following tests shall be performed:

1.	introduce additional checks of vehicles, persons and buildings of the University	<ul style="list-style-type: none"> – Chancellor of the University of Warsaw (oversight) – Faculty Directors/Managers/ building Administrators – Facility Security Section (SZO)
2.	warn the employees and the students of potential forms of the event of a terrorist nature, and check the potential emergency power supply sources	<ul style="list-style-type: none"> – Deans of the Faculties/Heads of organisational units of the University of Warsaw (oversight) – Deputy Chancellor in charge of technical matters – Faculty Directors/Managers/ building Administrators – Manager of the Technical Office
3.	check and strengthen the protection of the facilities of the University	<ul style="list-style-type: none"> – Deputy Chancellor in charge of technical matters – Manager of the Economic Office – Facility Security Section (SZO) – Faculty Directors/Managers/ building Administrators

No	Measures	Persons in charge
4.	introduce a ban on access to the University by unauthorised persons	<ul style="list-style-type: none"> – Manager of the Office for Personnel Affairs – Faculty Directors/Managers/building Administrators – Facility Security Section (SZO)
5.	introduce checks of all parcels and letters sent by post to the University	<ul style="list-style-type: none"> – General Chancellery
6.	review the inventories of materials and equipment, including the availability of medical resources and materials, taking into account their potential use in case of the occurrence of an event of a terrorist nature, and lock and secure the rooms that are not used on a regular basis	<ul style="list-style-type: none"> – Manager of the Economic Office – Manager of the Facility Security Section (SZO) – Faculty Directors/Managers/building Administrators

3) After the introduction of the **third alert level (CHARLIE)**, tasks listed for the first alert level and the second alert level shall be performed and continued or verified if the ALFA or BRAVO level was introduced previously. Additionally, the following tests shall be performed:

1.	introduce work in shifts for 24 hours for on-duty employees at the University based on the order of the Minister of Science and Higher Education	<ul style="list-style-type: none"> – Rector of the University of Warsaw (oversight) – Chancellor of the University of Warsaw
2.	introduce shift work for functional persons responsible for the implementation of procedures in case of events of a terrorist nature	<ul style="list-style-type: none"> – Chancellor of the University of Warsaw – Manager of the Office for Personnel Affairs (BSP) – Manager of the Civil Defence Section (SOC)
3.	designate potential alternative places of temporary stay in case of evacuation of people from individual rooms or buildings	<ul style="list-style-type: none"> – Deans of the Faculties/Heads of organisational units of the University of Warsaw – Deputy Chancellor in charge of technical matters – Manager of the Economic Office – Manager of the Facility Security Section (SZO) – Faculty Directors/Managers/building Administrators

No	Measures	Persons in charge
4.	limit to the minimum the number of generally available locations and facilities at the University	<ul style="list-style-type: none"> – Faculty Directors/Managers/ building Administrators – Facility Security Section (SZO)
5.	in justified instances, introduce detailed checks of vehicles and persons entering and existing the facilities of the University	<ul style="list-style-type: none"> – Deans of the Faculties/Heads of organisational units of the University of Warsaw – Facility Security Section (SZO)
6.	ensure the protection of university transport vehicles outside the facilities of the University; introduce checks of the vehicle before entering the vehicle and its activation	<ul style="list-style-type: none"> – Manager of the Office for Personnel Affairs – Persons responsible for the vehicles, drivers

- 4) After the introduction of the **fourth alert level (DELTA)**, tasks listed for the first alert level, second alert level, and the third alert level shall be performed and continued or verified if the ALFA, BRAVO or CHARLIE level was introduced previously. Additionally, the following tests shall be performed:

1.	carry out the identification of all vehicles located near the facilities of the University, and in justified instances, move them outside the facilities of the University	<ul style="list-style-type: none"> – Deans of the Faculties/Heads of organisational units of the University of Warsaw (oversight) – Manager of the Economic Office – Manager of the Facility Security Section (SZO) – Faculty Directors/Managers/ building Administrators
2.	check all vehicles entering the facilities of the University of Warsaw, and their loading, as well as all items, suitcases, bags, parcels, etc. brought into the facilities	<ul style="list-style-type: none"> – Faculty Directors/Managers/ building Administrators – Deans of the Faculties/Heads of organisational units of the University of Warsaw – Manager of the Facility Security Section (SZO)
3.	carry out frequent checks outside the facilities and at car parks	<ul style="list-style-type: none"> – Faculty Directors/Managers/ building Administrators – Deans of the Faculties/Heads of organisational units of the University of Warsaw – Manager of the Facility Security Section (SZO)

4.	limit the number of business trips of persons employed at the University and visits of persons, who are not the employees of the University	<ul style="list-style-type: none"> – Chancellor of the University of Warsaw (oversight) – Deans of the Faculties/Heads of organisational units of the University of Warsaw
No	Measures	Persons in charge
5.	prepare to ensure continuity of functioning of the University or its temporary closure when it is impossible to perform teaching and scientific tasks at the place of work	<ul style="list-style-type: none"> – Rector of the University of Warsaw – Deans of the Faculties/Heads of organisational units of the University of Warsaw

2. Detailed task modules to be implemented in case of the introduction of CRP alert levels, in order to ensure the safety of the employees and the students of the University of Warsaw, protection of the facilities of the University, as well as its infrastructure, minimising effects of terrorist attacks.

1) The following tasks shall be performed after the introduction of the **first CRP alert level (ALFA – CRP)**:

1.	introduce increased monitoring of the security status of the IT and communication system of the University, as well as monitor and verify security breaches of electronic communication systems, verify availability of electronic services, and modify access to the systems, when necessary	<ul style="list-style-type: none"> – Deputy Chancellor in charge of IT matters – Manager of the Computer Networks Department (DSK) – Manager of the IT Support Department (DWI)
2.	notify, on a current basis, the employees of the University using electronic communication systems of the need to be more vigilant with respect to non-standard situations (via the University Internet)	<p>Employees of:</p> <ul style="list-style-type: none"> – Computer Networks Department (DSK) – IT Support Department (DWI)
3.	check the channels used for the purposes of communication with other entities, as required depending on the CRP alert level, participating in crisis response activities in case of IT and communications security incidents (IT and communications security organisation unit at the Ministry of Science and Higher Education)	<ul style="list-style-type: none"> – Deputy Chancellor in charge of IT matters – IT and Communication Security Administrator

No	Measures	Persons in charge
4.	review the relevant procedures and tasks related to the introduction of CRP alert levels, verify the back-up copy of systems for IT and communications systems making up the critical infrastructure and systems of key importance for the functioning of the organisation, and verify time required to restore the correct functioning of the system	<ul style="list-style-type: none"> – Deputy Chancellor in charge of IT matters – IT and Communication Security Administrator – IT and Communication Security Inspector
5.	check the current status of the system security and assess the impact of the threat on IT and telecommunication security of the University, based on current information and event forecasts	<ul style="list-style-type: none"> – Deputy Chancellor in charge of IT matters – IT and Communication Security Administrator
6.	notify, on a current basis, the team (unit) in charge of responding to IT and communications security incidents at the Ministry of Science and Higher Education	<ul style="list-style-type: none"> – Chancellor of the University of Warsaw (oversight) – Manager of the Office for Personnel Affairs – Manager of the Civil Defence Section (SOC) – Managers of the Administrative Department of the facilities of the University of Warsaw subject to the oversight (based on opinions of DSK and DWI)

2) After the introduction of the **second CRP alert level (BRAVO – CRP)**, tasks listed for the first CRP alert level shall be performed and continued or verified if the ALFA level was introduced previously. Additionally, it is necessary to:

1.	ensure availability (notification), on an emergency basis, of the employees in charge of the system security	<ul style="list-style-type: none"> – Deputy Chancellor in charge of IT matters – IT and Communication Security Administrator – IT and Communication Security Inspector
2.	work in shifts for 24 hours for administrators of systems of key importance for the functioning of the IT and communications systems at the University, as well as the employees authorised to make decisions with respect to IT and communications security	<ul style="list-style-type: none"> – Chancellor of the University of Warsaw (oversight) – Deputy Chancellor in charge of IT matters – IT and Communication Security Administrator

- 3) After the introduction of the **third CRP alert level (CHARLIE – CRP)**, tasks listed for the first CRP alert level and the second CRP level shall be performed and continued or verified if the ALFA – CRP or BRAVO – CRP level was introduced previously. Additionally, the following tasks shall be performed:

No	Measures	Persons in charge
1.	continue work in shifts for 24 hours for administrators of systems of key importance for the functioning of the IT and communications systems at the University, as well as the employees authorised to make decisions with respect to IT and communications security	<ul style="list-style-type: none"> – Chancellor of the University of Warsaw (oversight) – Deputy Chancellor in charge of IT matters – Manager of the Computer Networks Department (DSK)
2.	carry out the review of available back-up resources in view of their potential use in case of the occurrence of the attack	<ul style="list-style-type: none"> – Deputy Chancellor in charge of IT matters (oversight) – Manager of the Computer Networks Department (DSK) – Manager of the IT Support Department (DWI) – IT and Communication Security Administrator
3.	prepare to launch the business continuity plans after the potential attack, including: <ul style="list-style-type: none"> – carry out the review and potential audit of contingency plans and systems; – prepare for the limitation of operations on servers in order to ensure their fast and undisturbed shutdown 	<ul style="list-style-type: none"> – Deputy Chancellor in charge of IT matters (oversight) – Manager of the Computer Networks Department (DSK) – Manager of the Department of Computer Applications (DAK)

- 4) After the introduction of the **fourth CRP alert level (DELTA – CRP)**, tasks listed for the first CRP alert level, second CRP level and the third CRP level shall be performed and continued or verified if the ALFA – CRP, BRAVO – CRP or CHARLIE – CRP level was introduced previously. Additionally, the following tasks shall be performed:

No	Measures	Persons in charge
1.	launch contingency plans or business continuity plans of the University in case of a breakdown or loss of continuity of the functioning of the IT and communications systems	<ul style="list-style-type: none"> – Deputy Chancellor in charge of IT matters (oversight) – Manager of the Computer Networks Department (DSK) – Manager of the IT Support Department (DWI)

2.	as required, start the implementation of the procedures aimed at restoring the business continuity	<ul style="list-style-type: none">- Deputy Chancellor in charge of IT matters (oversight)- Manager of the Computer Networks Department (DSK)- Manager of the IT Support Department (DWI)- IT and Communication Security Administrator
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