**Annex no. 1**

**Additional information necessary for a student / volunteervisiting the Mammal Research Institute PAS in Białowieża**

# **1.** Civil liability insurance

Before a student/volunteer starts work at MRI PAS, they must conclude a contract for civil liability insurance.Under the contract for civil liability insurance an insurance company is obliged to pay compensation specified in the contract for damages caused to third parties.

**2. Health**

It is recommended that at an appropriate time before your scheduled arrival in Białowieża you are vaccinated (**at least the first dose**) against **viral tick-borne encephalitis.** The first vaccination must be administered in winter, **the second dose** must be given within 1-3 months after the first one, **the third dose** within 9-12 months after the second one. About 90% of vaccinated persons after the second dose, and 100% of vaccinated persons after the third dose, are protected against infection in a few weeks after the last dose. **A booster dose** is given 3 years after the third vaccination.

**Persons starting work in the Institute should have current information about past vaccinations (type of vaccine, date of vaccine administration).** In special cases, such as working with bats or direct contact with dead animals, a vaccine againstrabies and tetanus should be taken.

In the event of any possible health problems please notify your tutor immediately and go to the nearest health care facility.

**Addresses of local health care centres:**

Przychodnia Rejonowa w Białowieży [*RegionalOutpatientClinic In Białowieża*

ul. Puszczańska 2

17-230 Białowieża

Tel. 570 849 000

**Office hours:**

Monday – Friday 8.00-15.35

Szpital Samodzielny Publiczny Zakład Opieki Zdrowotnej w Hajnówce [*Hospital Independent Public Health Care Centre in Hajnówka*

ul. Lipowa 190

17-200 Hajnówka

Tel. 085 682 91 70- information and registration to medical specialists (with most specialities it is required to obtain a referral from a doctor in Białowieża)

**In case of emergency call 999 or 112**

Tel. 085 682 91 11 – night (after 6 pm) and holiday healthcare

Tel. **085 68292 47 – accident and emergency department**

Please pay particular attention to such health hazards during your field work as:

- tick bites,

- bites by dogs or wild animals,

- stings by bees, wasps and hornets,

- car accidents,

- cuts, injuries,

- frostbites,

- head injuries.

**3. Borderland**

Białowieża is located in Białowieża Forest, which the borders of the Republic of Poland and the Republic of Belarus run through. For state security reasons a border belt and a crossborder zone have been marked out. In consideration of the above it is absolutely necessary to observe the rules related to staying within the crossborder zone.

The supervisory body of the crossborder zone in Białowieża Forest is:

**PlacówkaStrażyGranicznej [*Border Guard Station*] in Białowieża**with its seat in: ul. Sportowa 31 in Białowieża (tel. 85 6854620). Border guard patrol monitors crossborder land for 24 hours.

A border belt is an area up to 15 metres in width from the border line which is marked with boards with inscription ” Pas drogigranicznej – wejściezabronione”. Staying in the border belt is prohibited and punishable by a fine.

A border zone is an area of 15 kilometres in width adjacent to the state border, and is marked with special boards.

In the border zone you can be asked by the Border Guard or the Police to showa valid document proving your identity. Therefore you must always have your identity document, as well as a pass authorizing you to move around the Forest, on you, when staying on this territory.

Please note

that the border on the territory of the forest is poorly marked. It is a deforested belt covered in grass of between ten and twenty metres in width. Border posts are sparsely set- usually every several hundred metres. You mustn't approach the border, the border posts and the barriers. Also, you mustn’t mistake the state border with the fence! The fence and the strip of ploughed soil are located on the other side of the border- on the territory of the Republic of Belarus. Crossing the border, or even entering the border belt, is a crime punishable by a fine or imprisonment up to 3 years!

**3. Białowieża National Park and forest districts**

The territory of the Białowieża Forest comprises the Białowieża National Park and 3 forest divisions of the State Forests: Białowieża Forest District, Browsk Forest District and Hajnówka Forest District.

**The Białowieża National Park** is divided into 2 areas:

- “Protected Area the Reserve”,which includes a part that is subject to strict protection and a part that concerns active protection and,

- “Protected Area the Bison Breeding Center”.

For tourism-related purposes entrance into the Strict Protection of Nature Reserve is only possible in the company of a licensed guide. You can only move on tourist trails.

For scientific or educational purposes the entrance into the Strict Protection of Nature Reserve is only allowed when a special pass signed by the Director of the Park has been obtained. The pass specifies a particular purpose for visiting as well as the area within which you can move.

A pass for a student/volunteer is applied for by MRI PAS to the Director of the Park. A student may stay on the territory of the Strict Protection of Nature Reserve only with the tutor’s consent and knowledge.

On the territory of the Strict Protection of Nature Reserve you are forbidden to do the following:

1. stay without an individual permit or without a licensed guide and move outside the tourist trails provided,
2. enter by car or use other motor vehicles (except for bicycles),
3. pick plants, mushrooms, blueberries and other fruit,
4. destroy trees and shrubs or undergrowth plants,
5. catch and killanimals,
6. bring dogs and cats with you,
7. drop litter,
8. disturb silence and use sound transmitting devices,
9. kindle and carry fire, and smoke,
10. camp,
11. fish, bathe and swim in rivers,
12. stay on the territory of strict protection at night, during storms and strong winds,
13. collect materials without the tutor's or project leader’s special consent and order.

Park guards are entitled to control persons staying on the territory of the park and check the passess in their possession.

More information on the website [www.bpn.com.pl](http://WWW.bpn.com.pl)

Apart from the Białowieża National Park, the territory of Białowieża Forest comprises 3 forest divisions:

**Białowieża ForestDistrict (tel. 85-6812410)**

ul. Wojciechówka 4

17-230 Białowieża

**Hajnówka ForestDistrict**(tel. 85 683 23 78)

ul. Kolejki Leśne 12

17-200 Hajnówka

**Browsk Forest District (tel. 85-6858344)**

Gruszki 10

17-220 Narewka

Staying on the territory of the forest divisions is regulated with different rules. Above all, you must remember that:

- car entry on the roads of the forest divisions is only permitted for the scientific purposes, with use of cars labelled with MRI PAS identifiers,

- you mustn’t climb trees up to 4 metres in height;

- you mustn't collect any scientific materials without a special permission;

- you mustn't cut down trees without the permit of a forest district;

- you mustn't destroy plants;

- you mustn’t catch animals, fish, hunt;

- you mustn't light fires.

The territory of the forest divisions is monitored by guards and foresters who are entitled to ask persons staying on the territory of a forest division to produce a valid document proving their identity.

**4. Work in forest**

During field works you must be particularly careful and observe the following guidelines:

1. You must always wear, or take with you, field clothes suitable in given weather, e.g.: trousers, field boots, guards, headgear, a jacket, a rain coat, warm clothes.
2. You must always take the following with you: passes and permits, a map, a compass, a list of addresses and telephones, a mobile phone, a penknife, a torch, food and drinking water, a first-aid kit, anti-mosquito and anti-tick agents.
3. When moving around the forest you must watch out for branches and sticks (eye hazard), slippery trunks and branches (risk of slipping and falling down), sharp stakes cut down by beavers or forest employees.
4. You must, with no exceptions whatsoever, observe rules concerning your stay on the territory of the BNP and the forest districts.
5. You must remember about the prohibition of entering the territory where trees are cut down.
6. You must be particularly careful during storms due to trees being blown down and falling branches.Also, during strong winds, you must leave the forest area.During storms you mustn’t use radiotelemetrical receivers (due to the possibility of damage caused by electromagnetic waves and higher risk of being struck by lightning).
7. Persons working in the field must be careful when dealing with wild animals.**You mustn't approach animals which are not very timid and do not run away at the sight of a human (especially foxes and raccoon dogs), nor must you touch them.Also, you mustn't touch any dead animals nor must you take them away from the forest (hazard of animal-borne diseases).**You must be particularly careful when meeting European bisons and you mustn't approach them closely.When meeting a bison on the forest road you mustn't chase it away, but wait calmly for it to move off the road.

**5. Driving cars**

In order to drive a company car of MRI PAS you must have a permit from the Director obtained at the tutor's request.

When driving:

* you must have a driving licence, a vehicle registration card and a proof of car insurance, necessary passes and permits for entry into the territory of forest divisions and the national park,
* you must, with no exceptions whatsoever, obey traffic regulations in force on the territory of the Republic of Poland,
* on forest roads, you should not exceed the limit of 50 km/h, and in particularly difficult conditions, such as: rain, snow, icing, glazed frost, mud, potholes, ruts, the speed must be adjusted according to the conditions on the road,
* you must look out for wild animals which may run across the road,
* you should not risk and use impassable roads in the conditions of deep snow, mud,
* before starting a car, you must check the technical condition of a vehicle (level of fluids, state of tires, good working order of lights),
* before starting a car, you must make sure that in the car there is a first-aid kit with basic dressings,
* any faults and damages of a car must be immediately reported to the tutor.

**FIRST AID HANDBOOK**

**Tick bites**

Each time when you return from the forest thoroughly examine your body for ticks.

* Gently remove the tick immediately after spotting it. Try to remove the tick without damaging its abdomenIn case of small ticks, it is the easiest to seize them with a pair of tweezers as closest to skin as possible and then gently turn it. The place of bite must be disinfected.
* It is not recommended to put alcohol, oil or different fat or nail polish on a tick as when irritated it may secrete more saliva.

**You must see a doctor:**

* If during the removal of a tick its head remained in skin.
* If in a place of the bite there is a round growing erythema, brighter in its centre.
* If after the bite you develop one of the following symptoms:

- high fever, nausea, nuchal rigidity, disturbances in balance and consciousness;

- paralysis, paresis;

- enlarged lymph nodes;

- joint pains.

**Prevention**

* Before leaving for the forest you must spray your clothes with a tick repellent.
* When working or walking in the Białowieża Forest, or in a different hazardous area, you must wear trousers, long-sleeved shirts/ blouses and full shoes.
* Protective vaccinations against viral tick-borne encephalitis and meningomyelitis (see above). Such protection is recommended for all persons who often stay in the forest of the Białowieża Forest and on other territories where ticks carry this disease.

**Bite by a dog**

Hazard caused by a dog bite depends on the place of injury, extent of tissue injury, amount of blood lost and, sometimes, a risk of infection e.g. tetanus or rabies. Rabies is a fatal viral disease, wich may be transmitted to humans as a result of a bite by an infected animal. Tetanus is a fatal bacterial disease. The bacteria of *Clostridium tetani* may enter an organism through dirty wounds.

In case of the bite:

* Wash your hands thoroughly with water and soap in order to prevent infection.
* Apply a disinfecting fluid and put a clean and dry dressing on the wound.
* If the wound bleeds heavily try to stop the bleeding.
* **Consult a doctor,** if the bleeding is heavy, the wound is infected, you have not been vaccinated against tetanus (or you cannot recall the last date of your vaccination) or if you suspect that a dog may have had rabies.
* Act in accordance with the instructions given by a doctor and a representative of SANEPID [*Polish Sanitary and Epidemiological Station*].The Poviat Veterinary Inspectorate in Hajnówka is to decide on the handling of the dog.

**Prevention**

* Avoid contacts with stray dogs and wild animals which do not run away at the sight of a human and exhibit atypical behaviour (especially foxes and raccoon dogs).

**Stings by hornets, bees and wasps**

**Hornet stings are the most dangerous for people** (with the exception of persons allergic to bee venom), therefore special care should be taken when working in the field. E.g. in case of necessity of taking animals’positions telemetrically from a hunter’s tower, one need to make sure that there is no hornet nest there (at the foot of the ladder you can hear a characteristic buzz of hornets and see the insects flying out of the nest).In case of bites by several hornets you must see a doctor or go to an admission room at the accident and emergency department as soon as possible.

**Whatyoucan do**

* Gently cleanse the wound with water and soap in order to prevent bacterial infection.
* Apply a cold compress (ice wrapped in a towel) to stop pain and swelling.
* In case of shock or multiple stings or stings in the mouth **call an ambulance or take the sting victim to an accident and emergency department in the nearest hospital.**
* In case of sting in the mouth suck an ice cube when on the way to hospital in order to reduce swelling. If you feel good after a single sting, you can be treated at home.
* Apply an antihistaminic medicine in the form of cream.

In case of bee stings:

* Remove the sting with a fingernail, a knife or a sterilized needle. **Do not attempt to remove the sting with fingers or tweezers** as it will result in squeezing a bigger amount of venom into skin (the sting stuck into skin still secretes venom for some time).
* Apply a slightly alkaline solution (e.g. baking soda) to neutralize the acid bee venom.

In case of wasp stings:

* Apply a slightly acidic solution (e.g. vinegar or lemon juice) in order to neutralize the alkaline wasp venom.

**Prevention**

* Garish colours, perfume and culinary smells attract bees and wasps. Avoid clothes in garish colours and strong smells if you go to an area where there are a lot of these insects. Persons who are hypersensitive to venom of bees and wasps must be particularly careful as an allergic reaction intensifies with each consecutive sting.
* Avoid eating sweet food and drinking sweet drinks in the open air.
* When a wasp, bee or hornet appears in your proximity, do not make sudden movements with your hands. It will be treated by an insect as a threat and will make the risk of becoming stung higher.
* Wear shoes while working in the field. Avoid stopping on a meadow or close to flower beds where there are a lot of bees.
* Never disturb bees in their nest or in a swarm. If you find a hornet or wasp nest close to your house, call for a specialist fighting insects.
* Persons who have undergone anaphylactic shock (a strong allergic reaction) following the sting by insects, or in whom a hypersensitivity to insect venom has been recognized, in summer should carry adrenaline in a disposable syringe on them (or an ampoule of adrenaline and a syringe) in order to be given an immediate injection following any subsequent sting.

**Cuts, injuries**

It apply to external cuts whereby the continuity of skin and subcutaneous structures is broken. Cutting blood vessels results in bleeding. Minor wounds and bleedings happen quite often, but most of them heal with no problems.

**What you can do**

* First of all the bleeding must be stopped. You must press a gauze or a clean handkerchief to the wound. A wounded limb must be held up in order to reduce bleeding.
* In case of a strong pulsating bleeding you must press the wound until it is dressed by a doctor. Apply a pressure dressing pressing the place of bleeding firmly with a folded handkerchief or gauze, or even a dry towel, attempting to stop the bleeding.
* In case of extensive wounds which must be dressed by a doctor, only make sure they are clean and do not apply any ointments, powders or disinfectants.
* In order to prevent infection, the wound must be cleansed under running water. Greater particles of dirt must be removed from the wound with clean tweezers.
* Disinfection of the wound should take place after the cleansing as disinfectants lose their properties when in contact with dirt. A first-aid kit in a car and in the institute should always contain basic disinfectants and dressings.
* Cover the wound and dress it only in order to minimize the risk of making it dirty. Wounds without dressings heal better. Therefore it is good to uncover the wound and provide access to fresh air.
* A dressing must be clean and ensure a flow of air. It is necessary to change a dressing regularly on a day-to-day basis.
* You can buy a wide range of dressings, e.g. compresses, plasters or gauze dressings.

**You must see a doctor:**

* When pulsing blood comes out of the wound, as there is a risk of damage to one of the arteries.

**Please note that the following is a life-threatening condition:**

* When the bleeding does not stop in a few minutes or you cannot stop it.
* If the wound is very deep and its margins pull aside.
* If it is difficult to move a limb.
* If a major wound is on the face or on the torso (abdomen, chest).
* If the wound is contaminated.
* In the event of all stab wounds and bites, especially by animals.
* If you have not been vaccinated against tetanus over the last 10 years.
* If, after the injury, the following appeared in the subsequent days: fever, shivers or ill-being.
* If the wound or its surrounding area have gone red, swell, are painful and have become filled with pus.
* If the sensation in a wounded area is fading.
* If the person injured suffers from diabetes, a cardiovascular system disease or immunological system disorders.

**Prevention**

* You must handle dangerous objects such as a knife, sharp scissors or a saw with special care.
* Adjust your behaviour to your capacities and skills. It applies both to performing dangerous works and spending your free time.

**Frostbites**

* Warm up the frostbitten places with warm (not hot!) water or warm them up with warm, dry hands. Do not rubsnow on them.
* Drink hot drinks (not alcohol which dilates vessels in skin and causes loss of heat).
* If you are in great pains, also when warming up the frostbites, take a painkiller available without a prescription.
* Apply ointments stimulating blood circulation.

**Prevention**

* In winter wear appropriate warm clothes.
* During a winter period it is extremely important to wear headgear as an organism gives off a large amount of its heat through the skin of the head.
* Avoid wearing too narrow shoes and gloves.
* If you get wet, change clothes immediately.
* Do not wear any metal objects during frost (e.g. earrings).

**Head injuries**

* Dress all superficial cuts and bruises.
* In case of head injury, **immediately consult a doctor or go to an accident and emergency department in the nearest hospital.** Monitor yourself for delayed symptoms of a head injury. **Tell your colleagues and/or the tutor about the head injury you have sustained so that they can help you monitor for the appearance of symptoms.**

**Injury witness**

* If a person who has suffered from a firm hit on the head has lost consciousness or their behaviour has changed considerably, **call an ambulance or take them to an accident and emergency department in the nearest hospital.**

**Haematoma, bruise**

* Most haematomas in skin (bruises) disappear spontaneously after a few days.
* At the initial stage cold compresses or cooling off with cold tap water may be helpful.
* At a chemist's you can buy ointments stimulating haematoma absorption.

**You must see a doctor:**

* In the event of very big haematomas.
* When intense pains or large swellings occur.
* In the event of head, torso and abdomen injuries.
* If haematomas have not been caused by external factors.