

FIRE SAFETY INSTRUCTION NO UDI-1

**I. Action in Case of Fire**

1. Once the fire alarm goes off:

Whenever a fire alarm sounds, everyone is obliged to evacuate the building immediately.

2. In case of fire:

Whenever a fire (flame or smoke) is spotted, everyone is obliged to evacuate the building immediately, using the nearest and safest escape staircase, following the fire escape signs, by pressing the alarm button on the way ( if the fire alarm does not sound yet) and immediately calling the single emergency call number **112** when getting to a safe place by naming the address or place of origin of the fire and the name of the caller, as well as providing the requested additional information on the fire.

3. Assembling

Go to the assembly point indicated by the sign “Safe Assembly Point” in the event of an evacuation or as far away as possible from the building if such a place is not provided for.

Do not re-enter the building, the room until it has been authorised by fire and rescue services staff (or security guards or administration staff in case of a false alarm).

4. It is prohibited to use the lift in case of an evacuation, to stay near the site of fire without need, to evacuate the material values, to re-enter the premises for private belongings and to move opposite the direction of the evacuation of people until the official of fire-fighters has allowed.

5. It is important to abide by the following:

Close the door when leaving the premises. Inform the State Fire and Rescue Service officials about the people who are or could be on the location of the fire. Help to evacuate people who are not able to do it themselves if it does not pose any danger to you. If the premises are severely affected by smoke, drop down onto the ground and crawl, covering the head and the airways with wet fabric. It is forbidden to enter the premises severely affected by smoke, if the visibility is less than 10 metres. Do not open the door if it is hot or warm. If you have failed to get out of the room because of a fire barrier, smoke or any other circumstances; if opening the doors, they are hot or there is dense smoke or flame, close the door and block the gaps under doors with wet towels, blankets, clothes or sheets and try to contact the rescue service (telephone 112), clearly and accurately reporting your location. Crawl to the window and open it a little, because opening the window completely can create a draught that will encourage smoke to flow into the room. Stay low at the window to breathe air from outside and avoid the smoke that fills the room. Signal the firefighters-rescuers about your location by creating noise or waving a piece of clothing. Only in case of extreme necessity, open the window completely or break the glass. In that case, the smoke can enter the room from the outside of the house. If it is possible, cover the nose and mouth with some damp material that will filter the smoke and make it easier to breathe.

6. The most common errors during the fire, which lead to fatal consequences are: starting to extinguish fire before calling the fire-fighters (which may result in a major fire), extinguishing electrical equipment using water, attempts to walk through the smoke in the hallway or stairway (hot air burns lungs, but the smoke is very toxic), attempts to descend from the top floors down the downspouts and standpipes, jumping out of the windows (according to statistics, every second jump from the 4th floor ends in death), panic.

7. Fire-fighting equipment

Fire extinguishers may only be used if there is small fire without smoke and strong flames and it does not pose danger to your health and life.

8. Telephone numbers

After a call to the single emergency call number 112, notify RSU Fire Safety and Civil Protection Specialist (telephone 67409283, 26119411) and the Rector’s Office Manager (telephone 26161128).

Other telephone numbers: The person responsible for fire alarm - 29206565

The person responsible for electrical installations and fire-fighting water mains - 25634626

Security – 25979426

## **II. Preventive Measures to Reduce the Risk of Fire**

### **Responsibilities of every employee and student shall be the following:**

1. Know what to do in the event of fire (see the Emergency Fire Action Plan).
2. Attend the first-time and annual fire safety briefings.
3. Not to take any action that could lead to the outbreak of fire.
4. Get familiar with evacuation plans, safety signs, Fire Safety Instruction and Emergency Fire Action Plan; know the location of fire extinguishers and alarm buttons.
5. Maintain order in the workplace and tidy it up at the end of work. Use only such heating devices, ventilation equipment, electrical installations and technological equipment that are in good working order, as well as follow instructions of their use.
6. Monitor electrical equipment and electrical appliances (switchgear, light fittings, etc.) so that they are cleaned off the combustible dust and grease.
7. In a laboratory, it is permitted to work with hazardous substances, electrical appliances and heating devices only under the guidance of the lecturer or laboratory technician; dangerous substances shall be stored in lockable cabinets. The keys of these cabinets shall be located at the lecturers or laboratory technicians. The use of damaged ventilated cabinets or equipment shall be prohibited.
8. Chemicals, combustible substances and materials shall be stored in appropriate tanks, cans and containers as specified by the manufacturer with appropriate labelling, taking into account their physical and chemical properties in accordance with the safety data sheets.
9. The waste (empty containers) shall be stored in designated areas until such waste is disposed of.
10. When detecting damage to electrical appliances (sparking, flashing, damage to electrical wires and cables, etc.) and electrical equipment, the electricity supply must be switched off and the detected damage must be reported to the immediate superior.

### **It is forbidden to:**

1. Obstruct access to fire protection engineering systems and equipment.
2. Obstruct evacuation routes and exits with furniture, equipment and items.
3. Leave unattended electrical household appliances connected to the electrical network, except for the devices for which operating instructions permit it.
4. Burn candles, sparklers, Advent wreaths, pyrotechnic articles and other items and liquids with naked flame. Naked flame may only be used in laboratories in accordance with the safety instructions.
5. Place combustible materials closer than 0.5 m from electric light fittings.
6. Place materials and shelves closer than 0.5 m from fire alarm detectors.
7. Use damaged electrical equipment, wires, home-made electrical heaters, damaged sockets, knife switches and other damaged electrical equipment and its products.
8. Use an extension cord or temporary wiring that is wholly or partially rolled on a coil or loops, if not provided by the manufacturer.
9. Use substances and materials with unknown fire hazard and explosive properties, and store these substances and materials in the premises of the Site.
10. Smoke in the premises and the territory.
11. Place objects, furniture, equipment and other materials in staircases, as well as directly under floating stairs, stair flights and landings.
12. Store articles in technical spaces (ventilation chambers, electrical power distribution rooms, etc.).
13. Damage safety signs.
14. Lock the escape door from inside with a key.
15. Keep fire doors in a fire-resistant structure in a permanently closed position, if their closing is not provided by the automatic fire detection and alarm system.
16. Damage or disconnect a device designed to close the door in a fire-resistant structure.

17. Place substances and objects closer than 1 m from the fire-fighting tap of the internal fire mains.

# FIRE ACTION

## IF YOU DISCOVER A FIRE, OR FIRE IS SUSPECTED



- 1** Sound the fire alarm immediately, by breaking the glass of the nearest fire alarm call point



- 2** Move persons in immediate danger to safety.



- 3** Dial **112** and inform operator of location and nature of incident.

- 4** Close doors and windows in the immediate vicinity. (Note some doors may close automatically when alarm sounds).



- 5** Tackle the fire with the fire appliances provided without taking risks.

## ON HEARING THE FIRE ALARM

- 6** Nominated staff will report to the fire alarm panel and follow the premises action plan.

- 7** Staff will supervise evacuation if necessary as directed by the senior staff member present or the fire service officer in charge.



- 8** In the event of full evacuation use the nearest available fire exit and proceed to assembly point.



**Do not use lifts.**

**Do not leave assembly point.**

**Do not re-enter the building until told to do so by the senior fire officer.**

**Do not stop to collect personal belongings.**



# HOW TO USE A FIRE EXTINGUISHER

It's one thing to have all of the necessary emergency supplies on hand in the event of a fire. However, the right tools mean nothing without the proper education on how to use them. It's your responsibility to educate and train your employees on how to operate safety equipment. Use our guide on how to use a fire extinguisher.



## CALL THE FIRE DEPARTMENT

Make sure everyone is evacuated from the building. Even if the fire itself appears manageable, you should always have the fire department on the way. Once they arrive, they can double check that the fire was properly extinguished and assess the damage.



## POSITION YOURSELF ACCORDINGLY

Position yourself with your back to an exit and maintain this stance. That way, there is an evacuation route that is safe of flames, excessive heat and smoke.

## MAKE SURE YOU'RE STANDING 6 TO 8 FEET AWAY

from the flames before discharging the extinguisher. You can move closer as you start dousing the fire.



## FOLLOW THE P.A.S.S. TECHNIQUE

**P** **PULL** the pin on the top. This will break the seal that prevents accidental discharges. Make sure the nozzle is pointed away from you.



**A** **AIM** low, pointing the nozzle at the base of the fire (not the flames). Note: Keep your hands away from the plastic discharge horn on CO2 extinguishers, as it gets extremely cold.



**S** **SQUEEZE** the handle or levers to release the extinguishing agent while maintaining your aim at the base of the fire. Apply slow and even pressure.










**S** **SWEEP** from side-to-side to extinguish all the fuel onto the fire. Move closer as the flames die down. Continue with a steady sweeping motion until the fire is completely out.





Ensure that everyone at your place of business is prepared in the event of an emergency. Use this PDF as for training your employees on how to use a fire extinguisher.

## VI. Fire Safety Signs


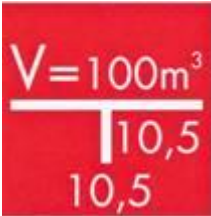


### 1. Warning signs

1.1. Explosive object	1.2. Oxidizing substance	1.3. Danger, electricity	1.4. Gas cylinders
			
1.5. Earthing	1.6. Explosive environment	1.7. Electrical equipment and electrical utilities in explosion-proof operation	
			

### 2. Prohibition signs





2.1. Smoking and naked flame prohibited	2.2. No smoking	2.3. Making fire is prohibited	2.4. Do not extinguish with water
			

### 3. Water supply outlet signs for firefighting purposes











3.1. Closing latch for connecting pipes	3.2. Location of firefighting water tanks and water supply outlets	3.3. Fire Hydrant	3.4. Firefighting water tank and water supply outlet
			



#### 4. Fire equipment signs

4.1. A manual call point for activating the alarm system	4.2. Direction to location of fire equipment (used together with the signs 4.1., 4.3., 4.4. and 4.7.)	4.3. Fire extinguisher	4.4. Fire hose reel
			

#### 5. Emergency exit signs

5.1. Direction to emergency exit	5.2. Direction to emergency exit	5.3. Direction to emergency exit	5.4. Direction to emergency exit
			
5.5. Direction to emergency exit	5.6. Direction to emergency exit	5.7. Direction to emergency exit	5.8. Emergency exit
			
5.9. Direction to emergency exit for disabled people		5.10. Open by pushing	
			

#### 6. Safe assembly point



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