

RĪGA STRADIŅŠ UNIVERSITY
FIRE SAFETY INSTRUCTION
NO UDI-1

I. Purpose of Fire Safety Instruction

Fire Safety Instruction (hereinafter - the Instruction) is a set of fire safety requirements that corresponds to the use of Rīga Stradiņš University (hereinafter - RSU).

The Instruction sets down the fire safety requirements that RSU staff and students shall follow in order to prevent and successfully extinguish fire and reduce the consequences of fire. The Instruction has been developed in accordance with the requirements of the Fire Safety and Firefighting Law and the Cabinet of Ministers Regulations No 238 of 19 April 2016 "Fire Safety Regulations" (hereinafter - Fire Safety Regulations).

The Instruction explains the person's compliance with the fire safety requirements at the workplace or site, the premises used by RSU, to reduce potential hazard. The Instruction requirements shall be valid for all the time a person is in RSU premises.

From the moment of the entry into force of this Instruction, the Fire Safety Instruction No UDI-2 of 15 January 2016 and RSU staff and students' action plan in the event of fire No UDI-1 shall be void.

II. Users of Fire Safety Instruction

All RSU employees, students and other persons located at RSU premises shall be the users of the Instruction.

RSU Official in Charge shall provide fire safety instruction to all RSU employees and the fire safety briefings shall be recorded in the Fire Safety Instruction Log Book.

The employee and the student shall be obliged to acquire and know the Instruction, and to fulfil the requirements laid down in the Instruction in case of fire.

Fire safety instruction shall be carried out on the information specified in the Fire Safety Instruction which is directly related to the employee.

[...]

Appendix 2
to Rīga Stradiņš University
Fire Safety Instruction

Action in case of fire

1. Procedure for notifying the Fire Service

In case of fire, RSU employee and student shall be obliged to press the automatic fire detection and alarm alert button labelled with an explanatory notice "Press in case of fire", if the fire detection and alarm system has not yet been heard, and to notify the State Fire and Rescue Service by dialling the single emergency number 112, providing the address of the fire outbreak or the place, the name and the surname of the reporter, as well as providing additional fire information requested. Promptly report the fire to your immediate manager.

2. Procedure for evacuation of people:

On hearing the fire alarm or on detecting the fire RSU staff and students who are in the building shall evacuate immediately.

When evacuating from the workplace (room, auditorium), it is necessary to check the adjacent work premises in case there is an employee, a student or a visitor and to inform the present there about the evacuation.

Do everything possible to prevent panic by calming people and effectively communicating the planned action.

The use of lifts in case of evacuation is prohibited.

On using the stairs for evacuation, try to hold onto the banister.

If you need to move through a smoke-filled or burning room, crawl keeping your head close to the floor. When moving forward in a smoke-filled room, crawl close to the wall in order not to lose orientation.

If it is impossible to evacuate, stay where you are, try to make noise in order to draw attention to yourself and wait for help.

Do not re-enter the building or room until permitted by the staff of the State Fire and Rescue Service.

Upon arrival of the State Fire and Rescue Service you shall abide the official of the State Fire and Rescue Service and act according to his instructions.

Help people indicating the nearest emergency exit.

Follow the established evacuation plans.

Follow instructions given by the site security guards and the staff.

Do not stay near the place of accident without need.

If you fail to get out of the building due to a fire barrier or any other reason, try to contact the Fire Rescue Service (telephone number 112), clearly and accurately reporting your location.

Assembly point in case of evacuation is indicated by the sign "Safe assembly point".



Abide the manager of the firefighting work, the State Fire and Rescue Service official, and act in accordance with his instructions.

Inform the State Fire and Rescue Service official about the people who are or could be on the location of the fire, describe the fire hazard of the site.

3. Procedure for evacuation of disabled people and measures to ensure evacuation:

To ensure evacuation of disabled people, the site security guard or the duty officer shall record the number of people in the building and their location. A staff member who had a client, an administrator, as well as other RSU employees and service staff or, if necessary, a person on duty shall help to evacuate disabled people. The staff on duty is aware that visitors with visual and mobility impairment can have guide dogs.

4. Procedure for disconnecting electrical installation, electrical equipment and electrical devices:

Shut off the power or switch it to such mode which is not affected by the fire.

If your safety (health and life) is at risk from the fire, do not shut off the power.

The responsibility of the person on duty is to show or notify the employees of the State Fire and Rescue Service of the place where it is possible to stop the power supply to the entire building.

5. Procedure for starting critical fire safety engineering systems (including fire protection systems):

In case of fire, if the fire detection and alarm system has not yet been released, any employee shall be obliged to press the automatic fire detection and alarm button labelled with an explanatory notice "Press in case of fire".

In case of fire the responsible persons shall be obliged to verify the reasons for the activation of the alarm. Designated persons shall act in accordance with the operating instructions for fire protection systems and in accordance with the instruction for action in cases when the automatic fire alarm system starts signalling about the outbreak of fire or system damage.

6. Procedure for use of firefighting equipment:

It is allowed to extinguish fire or ignition using a fire extinguisher only at an initial stage, if it does not endanger your safety (health and life).

Firefighting with the help of a fire extinguisher:

- pull the pin;
- aim the nozzle, horn or hose towards the fire;
- squeeze the handle;
- the end of the horn or hose must not be closer than 1 m from the burning object under voltage of up to 1000 V.

It is prohibited to use the fire extinguisher for electrical equipment under voltage above 1000 V

7. Procedure for evacuation of material values:

Evacuation of material values shall only be organised if it is permitted by the manager of firefighting works, the official of the State Fire and Rescue Service and if the evacuation of material values does not hinder the evacuation of people.

Material values shall be placed in the area opposite the main entrance, and a person, who is not involved in the evacuation of people and material values and extinguishing of the fire, is designated for guarding it.

Appendix 3
to Rīga Stradiņš University
Fire Safety Instruction

Potential fire risks and preventive measures to reduce them

A potential source of danger to RSU is a fire. The reasons could be: Depending on the outbreak and spread of the fire, various numbers of staff and students may be at risk.

Causes of fire could be:

Infringement of fire safety norms by employees or students (smoking, unauthorised action with fire);

Fault in electrical system, engineering network emergency situations;

Use of damaged electrical equipment or leaving it powered and unattended;

Storage or use of flammable liquids;

Arson;

Gas leak in the gas supply or heating systems and its outbreak.

There are conditions in RSU premises that facilitate rapid fire spread:

Strong vertical airflow in elevator shafts;

Stairways;

Waste pipes;

Ventilation openings.

Responsibilities of every employee and student shall be:

1. To prevent the outbreak of fire.
2. To maintain order in the workplace and to tidy it up at the end of work. To know the location of power cut-out switches and be able to cut the power off. To use only such heating devices, ventilation equipment, electrical appliances and technological equipment that is in good working order, as well as to follow instructions of their use.
3. To monitor electrical equipment and electrical appliances (switchgear, light fittings, etc.) so that they are cleaned off the combustible dust and grease.
4. To follow the fire safety requirements while carrying out job responsibilities.
5. To become acquainted with the Site premises, escape routes, security signs located on the Site and their limitations, the Fire Safety Instruction and action in case of fire, the firefighting equipment on the Site and to know its location and be able to use it.
6. To evacuate immediately on discovering fire while being in the building.

It is forbidden:

7. To obstruct access to fire protection engineering systems and equipment.

8. To obstruct escape routes and exits.

9. To leave electrical household appliances connected to the electrical network unattended except for the devices allowed to use by operating instructions.

10. To burn candles, sparklers, pyrotechnic articles and other items and liquids with an open flame.

11. To place combustible materials closer than 0.5 m from electric light fittings.

12. To place materials and shelves closer than 0.5 m from fire alarm detectors.

13. To use damaged electrical equipment, wires, home-made electrical heaters, damaged sockets, knife switches and other damaged electrical equipment and its products.
14. To use substances and materials whose fire and explosion properties are unknown, and to store these substances and materials in the premises of the Site.
15. To perform any actions that may cause fire.
16. To smoke in the premises and the territory.

Observance of fire safety requirements in the premises of the Site and daily monitoring of the following:

17. Escape routes so that they are not blocked and free access is provided.
18. Preventing the use of stairways and areas under stairways for storage of materials and equipment.
19. Cleaning of the workplaces and avoiding creating additional fire hazard.
20. Not using flammable and combustible liquids for cleaning premises.
21. Preventing blocking access to firefighting engineering systems and equipment.
22. Preventing the use of technical facilities (ventilation chambers, electricity distribution space, etc.) for production purposes or for storage of raw materials, materials and objects.
23. Preventing from burning candles and sparklers and other objects and fluids with an open flame.
24. Storing combustible substances and materials in suitable containers, cans and tanks, as intended by the manufacturer with an appropriate label.
25. Storing waste (empty containers) at its intended locations until such waste is disposed of.
26. Putting into operation of a building or a room after practical completion of construction works in accordance with the procedure specified in legislation.
27. Placing safety signs on the Site and preventing them from damaging.
28. If combustible articles or substances are kept in storage rooms on the basement, these facilities shall be provided with smoke discharge system.

The following shall be monitored on a daily basis:

29. Avoid placing combustible materials closer than 0.5 m from the electric light fixtures.
30. Cleaning of electrical equipment and electrical appliances (switchgear, light fittings, wires, etc.) off the combustible dust and grease.
31. Ensuring that all the power distribution cabinets are permanently locked, marked and equipped with a knife switch (fuses) for turning off power.
32. Providing that damaged electrical equipment, wires, home-made electrical heaters, damaged sockets, damaged electrical boxes and junction boxes, knife switches and other damaged electrical equipment and its products are not used.
33. Providing that electric facilities connected to the network are not left unattended when it is prohibited by the operating rules.
34. Providing immediate remedy for power network and electrical appliances defects that may cause sparking, short circuit, excessive overheating of combustible insulation of cables and wires, or if it is not possible, providing that the damaged power network is disconnected until it is in fire-proof condition.

In case of fire:

35. Shut off the power or switch it to such mode which is not affected by the fire.
36. If your safety (health and life) is at risk from the fire, do not shut off the power.
37. **Report the detected violations of fire safety regulations or deficiencies to RSU Fire Safety and Civil Protection Specialist and to your immediate Manager.**

Extract correct:

Rīga Stradiņš University
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Manager

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