

Comenius University Bratislava
CU Družba Dormitories
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Introductory information for accommodated persons about fire protection, health protection and safety

Bratislava, 26 June 2024

1) Fire protection

The content and scope of the training for accommodated persons on fire protection:

- a) **familiarisation with the general requirements for fire protection in the buildings and premises of CU Družba student house (hereinafter referred to as "the SH")**

A fire is any unwanted burning in which the lives or health of natural persons or animals, property or the environment are immediately threatened, which causes damage to property, the environment, or which results in the injury or death of a natural person or animal.

In connection with the fire occurrence and fighting, everyone is obliged to:

- a) sound the fire alarm **by shouting "HORÍ" (FIRE)** loudly
- b) take the necessary measures to rescue endangered persons,
- c) put out the fire, if possible, or take the necessary measures to prevent its spread (e.g. closing doors or fire shutters),
- d) report the detected fire without undue delay to the relevant **fire reporting office of the SH** (or directly to the operation centre of the Integrated Rescue System at 112 or 150),
- e) provide personal assistance to the firefighting unit at the call of the firefighting unit commander or the municipality.

The **fire reporting offices** in the **SH** are marked with the sign **"OHLASOVŇA POŽIAROV"** (FIRE REPORTING OFFICE) and are located at the porter's lodges of D₁ and D₂ buildings and the Swedish Houses.

The responsibilities of staff and accommodated persons in the event of a fire are defined in **the Fire Alarm Guidelines**. The organisation of evacuation of persons from buildings affected or threatened by fire is regulated by **the Fire Evacuation Plan**. These documents shall be posted in appropriate locations of the buildings so that they are visible and permanently accessible to all persons.

It is **the duty of the accommodated persons**, as well as persons staying on the premises and in the SH buildings with the permission of the SH to:

- a) respect marked prohibitions, follow orders and instructions regarding fire protection,
- b) report the occurrence of a fire without undue delay,
- c) enable the state fire supervision authorities to perform the necessary actions when determining the causes of fires and when performing fire control,
- d) thoroughly familiarize themselves with the fire evacuation plan and fire alarm guidelines, which are posted in a visible location in the entrance areas of the buildings, at all times when first entering each SH building.

Method of sounding the fire alarm:

In the event of a fire in the SH buildings, the fire alarm is sounded by shouting **"HORÍ" (FIRE)** loudly. In the D₁ and D₂ buildings it is possible to sound the fire alarm by a push-button alarm (**red glass boxes** placed on the walls in the buildings on each floor) and then by a local loudspeaker from the area of the porter's lodge (the fire reporting office). A portable megaphone can also be used to sound the fire alarm in all buildings.

Warning! In case of any unnatural announcement in the SH buildings (announcement via radio, megaphone, unnatural sound signal, etc.) it is always necessary to react immediately, to find out immediately what the event is and to act immediately according to the given situation (to leave the building urgently, etc.).

Obligations of employees, accommodated persons or other persons in the event of a fire at the SH workplaces resulting from the Fire Alarm Guidelines and the Fire Evacuation Plan:

In the event of a fire, it is necessary to:

- a) sound the fire alarm to the surrounding area by shouting **"HORÍ" (FIRE)**,

- b) take the necessary measures to rescue endangered persons,
- c) report the occurrence of a fire by telephone or in person to the fire reporting office - the porter's lodge in the building where the fire occurred, larger fires (which cannot be safely extinguished by available fire equipment - e.g. fire extinguisher) should also be reported subsequently by telephone directly to the emergency lines of the integrated rescue system at 112 or 150,
- d) remove flammable materials from the vicinity of the fire to a safe distance, if possible and safe,
- e) proceed to the rapid liquidation of the fire by available means, i.e. using fire extinguishers or fire hydrants (only if the fire is minor and does not directly endanger your life and health; it is forbidden to enter heavily smoky areas for the performance of fire liquidation - there is a great risk of suffocation in smoky areas!), CAUTION - fire hydrants can only be used if the electricity is switched off in the entire section of the building,
- f) provide personal or material assistance at the request of the firefighting unit commander,
- g) when reporting a fire by phone at **150** or **112**, the following information must be provided:
 - first and last name of the person reporting the fire,
 - the phone number from which the fire is reported,
 - the name and exact address of the building where the fire occurred,
 - describe in detail the situation at the scene of the fire (where it is burning, what is burning, the extent of the fire, the smoke, the floor on which it is burning...). After finishing the report, wait for a call back from the control room officer, who will verify the truth of the submitted report.
- h) leave the building immediately if your life or health is in danger.

Fire-technical equipment - fire water pipes (hydrants) and portable fire extinguishers - are used for the rapid liquidation of an emerging fire.

The accommodated person is obliged to immediately report any fire and the use of fire-technical equipment to the SH (the fire reporting office for the building).

Evacuation from endangered buildings:

- the evacuation of persons from the building affected or threatened by fire is carried out with the help of summoned employees. In non-working hours - with the help of janitorial attendants and summoned employees living in the SH buildings. Evacuation is carried out in the direction of marked evacuation routes through corridors on the individual floors, staircases and through corridors or entrance vestibules of the buildings with exits to the open space,
- method of evacuation: depending on the circumstances, the simultaneous or gradual evacuation is carried out by independent departure, taking persons out, as necessary using fire high-lift platforms and fire ladders of the unit of the Fire and Rescue Department of the Capital City of Bratislava,
- it is forbidden to return to the rooms and premises of the buildings threatened by fire after the fire alarm has been sounded,
- material and personal belongings can only be evacuated based on the instructions of the evacuation manager or the intervention commander,
- after leaving the premises/buildings during evacuation, it is necessary to stay in the designated place and not to interfere with the firefighting intervention; it is forbidden to stay at the entrances to the buildings,
- the place of assembly of persons during evacuation - it is necessary to gather at a sufficient distance from the building with other persons (away from smoke, flames and away from the entrances to the buildings), for the D1 and D2 buildings there is a designated assembly point for evacuation on the concrete sports ground on the premises of the SH in the direction of the Danube River,
- it is possible to enter the premises of the building where the fire was after the fire has been eliminated only after permission has been granted by the responsible employee of the SH,
- about health problems, injuries resulting from the fire, it is necessary to inform the evacuation manager who will ensure the provision of first aid, or in case of necessity it is necessary to directly call the ambulance at 112 or 155. (a first aid kit can be found at each fire reporting office – the porter's lodge for the building)

CAUTION – it is strictly forbidden to use lifts during evacuation! Always use staircases exclusively!

Important phone numbers:

Integrated Rescue System	112
Fire and Rescue Service	150
Emergency	155
Police	158

b) explanation of the fire hazards specific to the SH

In accordance with the Fire Protection Act, the following is prohibited in the SH workplaces:

- smoking, lighting fires or using open flames in the buildings and premises of the SH,
- burning stands of grass, herbs, shrubs and trees,
- damaging and misusing portable fire extinguishers and fire water pipelines (hydrants), emergency lighting, EFAS (electrical fire alarm system) equipment,
- damaging and removing fire protection documentation placed around the buildings,
- obstructing and preventing access to portable fire extinguishers, fire water mains (hydrants), main shut-offs (electricity, gas, water),
- damaging, disconnecting, wedging or dismantling self-closing devices of fire doors,
- storing bicycles, furniture, pots, rubbish and other objects in escape routes, i.e. in corridors, staircases, mezzanines, lobbies of the buildings (an escape route is a permanently free communication space),
- unreasonably sound the fire alarm, unreasonably call the fire brigade, or misuse the emergency call line.

Violation of the above-mentioned prohibitions is considered a disciplinary offence in the SH, on the basis of which the management of the SH will take consequences against the accommodated person in accordance with the Dormitory Regulations. Violation of the provisions of Act 314/2001 Coll. on fire protection, a natural person commits an offence for which the Fire and Rescue Department of the Capital City of Bratislava may impose a fine in accordance with the law.

c) familiarisation with:

- the location of fire extinguishers and the method of their use
- the location of fire hydrants and the method of their use
- the location of fasteners

Fire extinguishers are located on the floors of the individual buildings, in the areas marked with a pictogram, in the entrances to the buildings and at the porter's lodges. The fire extinguisher is placed in a designated position marked with a fire extinguisher pictogram.

A fire extinguisher is a device containing an extinguishing agent which, when actuated, is expelled by the action of an internal overpressure.

Each fire extinguisher shows the type of extinguisher (the composition of the extinguishing agent), instructions for use and a warning for which class of fire the extinguisher can be used.

Classes of fires



Class A: Fires of solid substances (e.g. wood, paper, straw, textile, coal, rubber,... ..)



Class B: Fires of liquids (e.g. petrol, diesel, paint, oil, benzene, varnish, alcohol, fats, paraffin...)



Class C: Fires of gases (e.g. methane, propane, butyrogen, hydrogen, acetylene,...)



Class D: Fires of metals (e.g. magnesium and its alloys with aluminium)

The following types of fire extinguishers are placed on the premises of the SH:

Powder – used to extinguish fires of Classes A, B, C. Not to be used to extinguish Class D fires and not recommended for dust sensitive machinery and apparatus. Powder extinguishers are suitable for extinguishing all classes of fires – solid, liquid, gaseous substances and for extinguishing electrically live electrical equipment (caution! only low voltage). However, it may not be used for extinguishing light alkali metals and their alloys, flammable metals and fine mechanics or electronics. It is activated after pulling the fuse using the lever trigger. Do not turn the extinguisher upside down when extinguishing, this would result in a discharge gas leak.

Water – used to extinguish Class A fires. It is suitable for extinguishing flame burning solid substances or mouldering substances (excluding metals), for example: wood, paper, straw, coal, textiles, rubber, plastics and flammable water soluble liquids (e.g. alcohols, aldehydes, ketones). Not suitable for extinguishing paints, varnishes, fats, waxes, tars, flammable gases. It is activated after pulling the fuse using the lever trigger. Do not turn the extinguisher upside down when extinguishing, this would result in a discharge gas leak. Do not use a water extinguisher to extinguish live electrical equipment!

CO₂ (snow) – it is suitable for extinguishing Classes B and C fires and live electrical equipment (caution! only low voltage). Effective for extinguishing fires of flammable gases, liquids, but also solid substances. Must not be used to extinguish alkali metal fires! The area of use is wide: laboratories, server rooms, fine electronics, storage of flammable liquids... It is activated after pulling the fuse and then pressing the lever trigger.

CAUTION! There is the possibility of frostbite by touching supercooled metal parts after using the fire extinguisher.

Fire hydrants - are placed on the floors of the individual buildings or in the stair parts of the buildings. The fire hydrant is marked with a pictogram. If a fire-fighting intervention is necessary, after opening the cabinet we extend the hose near the fire (if the hose is not connected to the valve and the flow, we connect them). When the hose is not long enough, we connect it with a hose from the second closest hydrant. After letting the water into the hose and opening the flow, we will carry out the fire-fighting intervention. For fire hydrant type C 52, a minimum of 2 persons must intervene. Before using the fire hydrant, it is necessary to turn off the electric current in the entire section where the firefighting action will be carried out. The accommodated persons are strictly forbidden to tamper with electrical substations, so it is always recommended to use a suitable fire extinguisher to extinguish the fire!

WARNING! Do not extinguish live electrical equipment with water

Connecting means – they are located at the fire reporting offices, i.e. at the porter's lodges of the buildings.

Main switches – of electrical equipment and water shutoffs are marked with safety signage: MAIN SWITCH, CAUTION: ELECTRICAL EQUIPMENT, MAIN WATER/GAS SHUT-OFF.

Documentation of the location of main power switches and water and gas shut-offs is kept at the fire reporting offices. Only authorised persons are allowed to switch off and operate the main shut-off valves!

2) Safety and Health Protection

Basic measures to ensure safety and health protection on the premises of the SH

a) The accommodated person is obliged to observe:

- Obligations, orders and prohibitions resulting from generally binding legal regulations, internal regulations and other regulations in the area of safety and health protection. Based on the Occupational Health and Safety

Act (Act 124/2006 Coll., as amended), they are obliged to observe the principles of safe behaviour, the principles of health protection, the principles of safe work and to observe the prescribed working procedures.

- Strict prohibition of smoking and handling of open flames in all indoor and outdoor areas of the buildings (no smoking in rooms and balconies-terraces, no candles, open burners, scented sticks, etc.).
- Prohibition of possession and use of narcotic drugs and psychotropic substances.
- Respect and follow the safety and health signs that apply to a specific object, activity or situation and provide instructions or information necessary to ensure occupational health and safety, as necessary, by means of a sign, pictogram, symbol and colour. The signs shall be used to indicate a prohibition, warning, order, to indicate escape exits, escape routes and to locate and mark first aid equipment as well as to locate fire-fighting equipment.
- Observe the prohibition to enter the premises, to stay on the premises and to carry out activities provided for by special regulations that could immediately endanger life or health.
- Observe the ban on entering the roofs and terraces of the buildings. It is forbidden to lean out of windows, balconies, etc.
- After use, immediately turn off the electrical or gas stoves in kitchens and all electrical appliances that should be turned off in your absence. Electric kettles must be disassembled immediately after each use (do not leave them plugged in on their stand) or unplugged from the mains after each use.
- Observe the principles of safe work on electrical equipment (electrical equipment is defined as equipment for the conversion of any energy into electrical energy, the transmission of electrical energy, the conversion of electrical energy into other energy, i.e. portable, non-portable, fixed and hand-held devices).
- Violation of obligations and prohibitions is considered a disciplinary offence, on the basis of which the management of the SH will take consequences against the accommodated person in accordance with the Dormitory Regulations.

b) The accommodated persons are prohibited:

- Prohibition of the use of unauthorised thermal electrical appliances, in particular cookers, electric coils, heaters, etc. (see the Dormitory Regulations).
- Interfere with any electrical equipment and carry out any repairs or modifications on it.
- Work on exposed live parts of electrical equipment and touch these parts directly or with any object.
- Decommission safety, protection and safety devices.
- Operate and service electrical equipment in an unsafe manner.
- Use and repair faulty and damaged electrical equipment.
- It is forbidden to use chemical substances and chemical preparations with a chemical danger factor (marked with the symbols toxic, corrosive, irritant, harmful, flammable), i.e. chemical substances and chemical preparations that can harm health, for cleaning and maintaining hygiene in the accommodation units or rooms.
- It is forbidden to bring or store flammable liquids on the premises of the SH.
- It is forbidden to bring or store weapons of any kind on the premises of the SH.
- Violation of obligations and prohibitions is considered a disciplinary offence, on the basis of which the management of the SH will take consequences against the accommodated person in accordance with the Dormitory Regulations.

c) The accommodated persons are obliged:

- When operating electrical equipment, follow the instructions and directions issued by the manufacturer and according to the specified guidelines.
- Ensure that electrical equipment is not overloaded or damaged, that electrical equipment and wiring are always freely accessible and unobstructed, and that easily and severely flammable combustible substances and objects endangering electrical equipment and wiring by mechanical, thermal, chemical and other damage are removed from their vicinity.
- Immediately disconnect faulty electrical equipment and report the fault to the SH maintenance control room (faulty equipment is e.g. equipment with damaged insulation, smelling of burning, smoking, unusually noisy, with jerky running, strong humming, jerky starting, sparking, etc.).
- The accommodated students may use only non-hazardous chemical substances and chemical products when cleaning and maintaining hygiene and are required to read and follow the manufacturer's instructions on the product packaging:

- prescribed work procedure and instructions for use,
- instructions for ensuring occupational health and safety,
- principles of safe work,
- principles of occupational health protection,
- principles of safe behaviour.

The accommodated students are required to use appropriate personal protective equipment according to the nature of the activity being carried out, as indicated on the product packaging. It is forbidden to use damaged personal protective equipment or those that have lost its protective effect.

d) The accommodated person undertakes:

- I will follow the rules of the SH Dormitory Regulations.
- I will comply with occupational health and safety and fire protection regulations and measures.
- I will act in such a way that my actions do not endanger the life and health of myself or others.
- I will always follow the basic rules of safe work, safe behaviour and health protection and thus prevent accidents.
- I will only use authorised and faultless electrical appliances and equipment.
- If I discover a deficiency that could endanger safety or health, I will immediately report it to the maintenance control room or the porter's lodge.
- I will always report to the maintenance control room or the porter's lodge any deficiency that needs to be corrected on the premises of the accommodation facility, any maintenance, repairs, etc. on the electrical equipment as well as on the accommodation facility; I will never attempt to correct such deficiencies on my own (uploading electrical circuit breakers, repairing electrical equipment, repairing furniture, etc.).
- I will not start fires, smoke or handle open flames on the premises of the SH buildings.
- I will not leave gas or electrical appliances on in the kitchen without direct supervision and I will respect the prohibition on the use of unauthorised electrical appliances (cookers, heaters...) in rooms etc.
- I will familiarize myself with the fire alarm guidelines, fire evacuation plan, which are posted in accessible locations around the SH buildings and will follow their instructions in the event of a fire.
- I will not damage material means of fire protection placed around the buildings, i.e. portable fire extinguishers, fire water pipes, emergency lighting, EFAS (electrical fire alarm system), self-closing fire door devices, fire protection documentation, etc.
- I will not use chemical substances and chemical preparations marked with the symbols toxic, corrosive, irritant, harmful, flammable, i.e. chemical substances and chemical preparations that can harm health, for cleaning and maintaining hygiene in the accommodation units or rooms.
- If I observe a fire in the building, I will try to extinguish the fire (if it does not endanger my life or health). If this is not possible, I will sound the fire alarm by shouting FIRE and immediately report the fire to the fire reporting office (the designated porter's lodges in the SH buildings).
- The accommodated person is obliged to thoroughly familiarize himself/herself with this document, follow it and comply with the rules and obligations set out therein.
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Updated on 26 June 2024 by Miroslav Kubisa, OHS and FP Engineer

Approved on: 26 June 2024

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