

# FIRE

## 1. If you discover a fire keep calm, do not panic:

- Immediately notify everybody in the vicinity of fire.
- Inform security guards – **22 4572 397, 513 135 168**, who will activate the acoustic alarm.
- If it is a very small and controllable fire, attempt to put it out only if it can be done without risk to your safety and health of others.
- If the fire is uncontrollable, leave the building immediately, through the closest exit.
- Do not use elevators.
- Call the fire brigade – **998 (or 112)**, providing information about location of the fire (address, the name of the building), its current status (size, type of materials burning, threat to people being there). Provide your name and phone number.
- Notify Rector's Proxy for Security Affairs – **501 556 557**.

## 2. If the fire alarm sounds and you are in a common area at the campus:

- Proceed to the nearest exit.
- Assist disabled people and those with special needs in exiting the university, but do not use elevators. If mobility impairment prevents you from evacuating, take refuge in a safe place, as far away as possible from the fire and call **998**, describing your exact location. The same applies if you suspect that someone is trapped inside the building.
- After evacuating, go to the designated assembly point – car park in front of the university.

## 3. If the alarm sounds and you are in a lecture room conducting classes:

- In a decisive way inform your students about the necessity to evacuate.
- Open the door and proceed to the nearest exit or staircase.
- Close all doors and windows behind you.
- Do not use elevators.
- After evacuating, go to the designated assembly point for the university and check whether all your students are there.

## 4. If trapped in a room/building:

- Stay calm. Do not panic.
- If all exits or staircases are blocked or on fire, go to a room as far away as possible from fire, close the door and windows.
- Stuff objects, such as wet cloth towels, into openings to prevent smoke from entering the area.
- Try to inform emergency personnel of your location using your cell phone, calling **998 (or 112)**, shouting at regular intervals or hanging a cloth or other object out of the window, however keeping it closed.

## 5. If caught in smoke:

- Stay low, close to the floor, as smoke will rise to ceiling level.
- Move along the walls, touching them, not to lose orientation in which direction you are heading.
- Hold your breath as much as possible. Breathe shallowly through your nose and use a filter such as a shirt or towel.

If you see a fire or smoke in your immediate area, use the RACE acronym as a guide:

**R** = remove anyone in immediate danger.

**A** = activate the fire alarm and call the emergency numbers **998 (or 112)**

**C** = close all doors as you leave the building, but without locking them.

**E** = exit the building, extinguish, only if you know the location of a nearby extinguisher and know how to operate it.

