

PROCEDURE IN CASE OF FIRE OR OTHER LOCAL RISK

Facilities of the Medical University of Silesia

1. Alert

- a. In case of fire or other local risk, each employee /student/ is obliged to alert immediately staff or users of the fire area, fire department, police and management of the entity using all available means.
- b. Phone list of institutions and persons to be notified in case of fire, depending on your needs:
 - 112 – emergency call**
 - 998 - fire brigade**
 - 999 - ambulance**
 - 997 - police**
 - 2083555 – Rector of the Medical University of Silesia
 - 2083548 - Chancellor of the Medical University of Silesia
 - 2083567 – fire inspectorate of the Medical University of Silesia
- c. During alerting the fire brigade by phone you should specifically provide:
 - address, name of the entity, floor on which the fire was set,
 - what is burning and in which room,
 - whether there is a threat of human life
 - your name and telephone number

You can hang up after the confirmation of acceptance of the notification.

2. Fire action

- a. Employees who are not involved in alert should immediately start to eliminate the fire, using the pop-extinguishing equipment and the fire extinguishing devices located in the immediate vicinity. In facilities of the University there are: fire extinguishers GP-6Z, GP-6X (extinction of the electrical equipment under voltage) and internal hydrants (with water).
- b. Head of the university unit, a designated person or other person capable to manage the action is in charge of the fire-extinguishing action until the fire brigade arrives.
- c. Person in charge of the fire-extinguishing action is obliged to place one employee outside the building to inform the arriving fire brigade about:
 - source of fire,
 - water points (location of outside hydrants),
 - high-risk places and rooms with the most suitable equipment.
- d. Upon the fire brigade arrival person in charge of the action is required to submit to the commander of the brigade and report to him the current situation and recommendations given so far.
- e. All employees and students are required to submit to the person in charge of the action.
- f. Employees of the unit on which the fire was set are required to join the fire-extinguishing action, other employees should follow the instructions of their manager.

- g. Each person joining the action should keep in mind that:
- a human life should be saved first,
 - electrical supply to the fire areas should be turned off,
 - all combustible materials, valuable equipment, machinery, documents should be moved away from the range of fire,
 - the doors and windows in the fire areas should not be opened unless necessary to avoid the air flow which may cause further /sometimes rapid/ spread of fire,
 - correct and immediate use of fire equipment can extinguish fire in the bud, i.e. in its initial phase.
- h. Responsibilities of the person in charge of the action until the arrival of the fire brigade:
- recognition of the fire situation, i.e. a fire location, type of burned material, threat to human, necessity and possibility of evacuation,
 - issuing an order to notify the building technical support to unscrew or shut off the water valves accordingly, getting down the lift and lock it on the ground floor,
 - preventing other people from entering the building,
 - providing the adoption of the fire brigade by informing and assisting the commander upon his request /approximate time of arrival of the fire brigade is 5 min from the notification/,
 - organizing the evacuation action in accordance with means specified for the facility,
 - disconnection of electricity /or indication of disconnecting switch/ only at the request of the fire commander, unless the fire situation requires immediate action in this regard,
 - preventing general public from entering the facility.
 - **upon arrival of the fire brigade it is required to submit to the commander.**

3. Evacuation

During the evacuation of people and property below rules must be followed:

- a. the prime duty of the person in charge of the fire-extinguishing action is to make sure that people whose life or health is in danger are taken care of first, using all available means,
- b. evacuation of the property shall be made if:
 - movable property are threatened directly and can not be defended,
 - movable property impede access to the source of fire or facilitate the spread of fire,
- c. after people evacuation, important documentation/records (scientific), machinery and equipment shall be protected,
- d. equipment and furniture of large size shall not be evacuated,
- e. if necessary, evacuated property shall be protected by employees against theft or damage before further procedure is implemented,
- f. if possible, the evacuation should be conducted in parallel with the fire-extinguishing action.

People should be evacuated from each floor through the stairways with 30 minutes-resistant fire door lockers. Stairways are equipped with smoke-extracted windows to open automatically or manually by pressing the button. Evacuation of people is influenced by the current fire situation and is carried out depending on the of risk extend and permeability of evacuation routes on particular floors. Leaving the room you should close the door and windows if possible, keep calm and follow the instructions of persons in charge of the evacuation action on the floor. People being evacuated should never be directed towards the smoke. If the smoke in the stairway prevents people from evacuation this way, they should stay inside, close the door and call for help through the open window. Assistance will be provided using equipment suitable to carry out rescue operations at heights (ladders, hoists). As leaving the building each manager should make sure that all his employees have been evacuated. The manager should report to the commander about the end of evacuation action and missing people until the arrival of the fire brigade. In case if any staff members or students have not been evacuated the commander should instruct persons responsible for the evacuation of each floor to search the space once more in order to make sure no one was left inside. All evacuees should gather at the place designated by the commander and wait for further instructions.

Facilities for people are suitable for evacuation.