



## FIRE PROTECTION INSTRUCTIONS

**Pursuant to the National Fire Regulations 54/2014. (XII. 5.) Decree of the Ministry of Interior and the Fire Protection Policy of the University of Miskolc**

### **Preventive fire protection**

1. The buildings and premises of the hostels can only be used in accordance with the established usage permits and in full compliance with the rules for preventing fires.
2. It is prohibited to perform any activities in the hostels that could cause fire or explosions.
3. In the rooms it is strictly prohibited to use heat producing appliances such as irons, hotplates, deep fryers, immersion heaters, toasters or sandwich presses. Cooking and baking appliances can only be used in the kitchen.
4. It is prohibited to store flammable and explosive liquid in the hostels.
5. It is prohibited to smoke in the hostels and in all buildings of the university.
6. Smoking is only allowed outdoors, no closer than 5 metres from the buildings in designated areas.
7. When moving in or once a year, all tenants (students) must participate in a fire safety training, which means reading and receiving the present Fire Protection Instructions. Receipt and acknowledgment of the Fire Protection Instructions must be certified by the student's signature. In addition, they have to attend a fire evacuation drill once a year. Refusing to attend the fire safety training or fire drills is considered a fire violation.

### **For violating the provisions of the national fire regulation or the university fire protection policy, a fine of HUF 20,000-60,000 may be imposed on anyone who:**

1. violates the fire precautions stipulated in the statutory provisions and the present instructions by refusing to attend or missing the compulsory fire safety training and fire drills;
2. misuses, damages external fire protection equipment (fire extinguishers, fire hydrants, fire alarms, manual signalling devices, etc.) or gives a false alarm of a fire;
3. damages the door coordinator devices which ensure the correct sequence of closing of fire doors in smoke-proof stairways, or wedges, ties or otherwise props fire doors open;
4. refuses to practice fire drills or fails to leave the hostel during a compulsory fire evacuation drill.
5. For deliberately narrowing emergency exits and escape routes (corridors, passageways, staircases) and using them for unauthorized storage, a fine of HUF 20,000-50,000 may be imposed.
6. For violating the fire protection regulations, if it leads to a fire, a fine of HUF 10,000-1,000,000 may be imposed.
7. For violating the fire protection rules, if it leads to a fire and the intervention of the fire brigade is required in the extinguishing activity, a fine of HUF 20,000-3,000,000 may be imposed.
8. For obstructing the intervention of the fire brigade, a fine of HUF 20,000-2,000,000 may be imposed.
9. The management of the hostel shall initiate disciplinary proceedings for violations of fire protection rules and regulations and, in more serious cases, initiate infringement proceedings.

## **Behaviour in case of fire**

1. Any student, resident, tenant, guest or employee who detects or becomes aware of a fire must immediately call the **emergency phone number 105 or 112** as well as report it to the **receptionist**.
2. If the receptionist is alerted, it is his or her job to report the fire.
3. **When reporting a fire, you must tell:**
  - **the exact location of the fire,**
  - **what is on fire, what the fire endangers, what damage there is,**
  - **whether human lives are in danger,**
  - **the reporting person's name and the phone number used for the alarm call.**
4. After alerting the fire brigade you have to wait for them to arrive and inform the fire chief about the situation.
5. After the fire brigade has been notified, persons in the danger zone must be alerted as soon as possible and the evacuation of the building shall commence. Daytime and nighttime alarms for tenants are the responsibility of the reception staff and the caretakers.
6. The alarm may be raised by the automatic activation of the fire alarm equipment installed in the hostels, by manual activation of the "Emergency Alarm System" located at the receptions on the wall or on the counter (different alarm sounds - fire alarm: intermittent siren sound; bomb threat: continuous siren sound), by the operation of hand-held signalling devices, or by shouting.
7. Anyone who notices an alarm is required to continue alerting those around them. It is necessary to make sure that the alarm has been noticed or heard in the adjacent rooms.
8. The hostel building must be vacated as soon as possible after the alarm has been raised. If it is not possible, you must escape from the fire and smoke to the most protected place and in some way, for example by shouting or by phone, ask for help.

### **Using lifts in the buildings for the purpose of evacuation is strictly prohibited due to safety reasons.**

9. Possible escape routes are indicated by pictograms of a running figure and exit lights.
10. Avoid panic while leaving the building. Escape calmly and in a disciplined manner. Make haste, but running, rushing is dangerous because it can cause panic.
11. Persons with reduced mobility (those in wheelchairs, disabled persons, those in a state of shock, the elderly or children) must be assisted in the escape.
12. After leaving the building, proceed to the designated emergency assembly point and wait there until the fire chief (professional fire fighter) or the person designated by him allows or permits you to leave. These assembly points are the grassy areas in front of or next to the hostels - as described in the Fire Safety Plan and practiced during the fire evacuation drill. Everyone must follow the instructions given by the firefighters.

## **Extinguishing a fire**

1. Before extinguishing the fire, the first thing to do is to disconnect electrical power in the building. It can be done by the receptionist and/or the caretaker or, if necessary, by the University's technicians on duty.

2. Each student and employee, depending on age, state of health and physical condition, must make reasonable efforts to contribute to firefighting and rescue operations and to communicate the information required.
3. Prior to the arrival of a professional fire brigade, you can only attempt to extinguish the fire if you are sure that it will do no physical harm to you or others, and if there is a dry powder or CO2 extinguisher at hand which you know how to use.
4. All firefighting equipment on campus must be made available for those extinguishing the fire.
5. Applying water to any fire involving electrical equipment is **strictly prohibited due to safety reasons**. Dry powder or CO2 extinguishers can be used. (The extinguishers are labelled with usage instructions in English as well.)
6. Never use water to extinguish fire involving oil or fat left on a cooker switched on. Dry powder extinguishers can be used (located in each corridor indicated by pictograms) or cover the pan on fire with a lid of appropriate size.

### **Smoke-proof stairways**

1. A smoke-proof stairway is an escape route, a temporary sheltered space in which a high-performance fan creates overpressure by blowing fresh air in the event of a fire.
2. Due to pressurization, the smoke-proof stairway is not saturated with smoke, so escape to the open air in the protected route as well as safe access for professional firefighters performing intervention and rescue can be ensured.
3. It is prohibited to narrow stairways by placing or storing furnishings and other objects (chairs, tables, clothes dryers, refrigerators, bicycles, other devices, furniture, etc.) even temporarily.
4. It is also prohibited to block and narrow exits and escape routes from outside including the terrace in front of the main entrance, the vestibule and the rear smoke-proof stairway by storing motorbikes, bicycles, cooking appliances, clothes dryers, etc.
5. It is strictly prohibited to hold the door of a smoke-proof stairway open, propped, or moored. The automatic closing of fire doors must be ensured.
6. It is prohibited to turn off the fan of the smoke-proof stairway and disconnect it from the power source.

**Remember that the rear stairway of Hostel E/1 is not smoke-proof.**

### **In the event of fire in the hostels, the fan of the smoke-proof stairway can be activated:**

1. automatically by the operation of the fire control panel, which is activated by the signals of the built-in smoke detectors;
2. by pressing one of the manual signalling devices on the corridors of the hostels; (On each floor, there are 2-3 units mounted on the wall towards the middle of the corridors as well as at the rear stairways.)
3. by the switch labelled "**Fan Switch**" ("**Ventillátor Kapcsoló**") in the smoke-proof stairway (next to the door) on each floor.
4. The fire control panel activates in any start mode and signals a FIRE ALARM.
5. It alerts the operator - the receptionist - and those in the building.
6. It turns on the sirens and the fan of the smoke-proof stairway.

7. It controls - opens - the automatic door (only in Hostel E/2) and automatically directs the elevator to the ground floor, opens its door and disconnects it from the mains.
8. After the alarm, the receptionist reads off the display of the fire alarm control panel where the fire alarm comes from. Immediately thereafter, he or she verifies that the alarm is genuine and begins to operate the equipment.
9. If the cause of the alarm ceases to exist, there is no smoke around the sensor (it has aired out), or the manual signalling device has been reset, the alarm can be cleared from the control panel. Subsequently, the fan of the smoke-proof stairway can be switched off using the button at the reception.
10. All events must be recorded in the event log and the dispatcher must be notified by telephone at extension 29-89.
11. The fire brigade must be alerted in case of fire and informed if the fire has been extinguished.

### **Lighting fires outdoors**

1. Written permission must be sought from the Departure of Operational and Wealth Development (Üzemeltetési és Vagyonfejlesztési Osztály) for lighting a fire on campus for any purposes, work involving any type of open flame, or activities involving glowing or smoldering.
2. It is allowed to have campfires and operate standard cooking appliances (a cauldron on a cooking appliance with an ash pan) in fixed fire pits, but only in windless weather, in a place where it does not pose a risk of fire or explosion to the environment.
3. Outdoor fires and cooking appliances must not be left unattended; in the event of danger or if it is no longer needed, the fire must be extinguished immediately. Wait until the fire extinguishes completely and make sure no embers have rekindled the fire. Any waste generated during use must be collected and disposed of at an appropriate waste collection point.
4. Tools and equipment (shovels, sand, fire extinguishers, water, etc.) which can be used for extinguishing or preventing the spread of a fire must be kept readily available by the fire pit or cooking appliance.
5. For lighting a fire outdoors (barbecue, cooking, grilling), written permission must be sought from the Departure of Operational and Wealth Development (Üzemeltetési és Vagyonfejlesztési Osztály).
6. It is prohibited to burn dead leaves and other waste throughout the University.
7. Permits for the use of fire pits set up by the the hostels must be signed in advance by the president of the relevant Hostel Council as well as the caretaker of the hostel.
8. It is prohibited to light a fire right on the paving tiles at the fountain in the park. Here you can only light a fire in a cooking appliance or grill. If the fire is no longer needed, it must be extinguished immediately making sure that it cannot reignite. Any waste generated during use must be collected and disposed of at an appropriate waste collection point.
9. Where there are no fixed fire pits and lighting a fire is permitted, **lighting a fire is only allowed with permission** by using a cooking appliance and/or barbecue grill.

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