

Fire Prevention Rules for the Accommodation Spaces of the Halls of Residence of the University of Hradec Králové

The purpose of fire prevention is to prevent any outbreak of fire and its spreading in the accommodation spaces of the Halls of Residence. All residents are required to act in such a way so as not to cause a fire, especially when using heat producing, electrical and other appliances. All residents must follow these Rules when handling hazardous and flammable substances or an open fire or any other source of ignition:

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- 1) In rooms it is forbidden to:
 - a) Use convector heaters and cooking appliances (except for electric kettles). You may use electric shavers, hairdryers and consumer electronics, provided that you comply with the conditions set forth in Article II;
 - b) Interfere with electric devices in buildings;
 - c) Store flammable liquids and to handle them;
 - d) Use and store technical gases, such as butane-propane cylinders, etc.;
 - e) Smoke (including electronic cigarettes) in rooms and other Halls of Residence premises, throw out cigarette ends in front of the Halls of Residence premises;
 - f) Use open fires (candles, etc.).
- 2) Everyone must familiarize themselves with how to use portable fire extinguishers. Instructions for use are attached to every fire extinguisher.
- 3) No-one may damage the fire prevention equipment. The fire prevention equipment includes wall hydrants (red boxes) located in stairways (behind lifts), smoke detectors in accommodation units and physical means of fire prevention – portable fire extinguishers.
- 4) It is forbidden to damage or misuse security and emergency alarm system buttons (red boxes on staircases) without a valid reason.
- 5) It is forbidden to place any items (obstacles) in the corridors. The stairway must always be kept free – it serves as a fire escape route.
- 6) It is forbidden to:
 - a) Open any hydrant door without a valid reason (they have been sealed since the last inspection);
 - b) Take out or remove, without a valid reason, any physical means of fire prevention;
 - c) Obstruct access to water shut-off valves, electricity and physical means of fire prevention and/or prevent access to the same;
 - d) Damage, abuse or otherwise prevent the use of portable fire extinguishers and fire safety means - it is an offense against fire protection under Section 78 (1)(e) of Act No. 133/85 Sb., on Fire Prevention, as amended, which will result in a fine being imposed of up to CZK 20,000.

II. Rules for the use of electrical appliances in the Halls of Residence of the University of Hradec Králové

All electrical appliances must comply with the technical terms and conditions laid down by ČSN 33 1600 ed. 2 amendment Z2 and they must be approved for use in the Czech Republic (Declaration of Conformity and CE marking).

Users bear full liability for using commonly used electrical appliances, such as styling tongs, hairdryers, electric shavers, PCs, notebooks, including connection cables, mobile phone chargers, etc.

Residents may bring their own electrical appliances to the Halls of Residence. They must use them in accordance with the purpose stated by the manufacturer and following the technical instructions attached to each appliance. This primarily concerns the following appliances, which may pose a fire threat: Electric kettle, microwave oven, toaster, multipurpose mini-ovens, or coffee machine.

If requested, applicants must supply evidence that these electrical appliances are safe, without any obvious defects and not damaged, that they are equipped with protective items (cases) and that they have been approved for use in the Czech Republic (Declaration of Conformity and CE marking) and that they comply with the technical requirements laid down by ČSN 33 1600 ed.2. Each electrical appliance must be marked with the user's name.

Unlabelled electrical appliances will be put out of service by the Halls of Residence employees and they will be disposed of.

Users must immediately stop using any electrical appliance that has been damaged by an impact, liquid or anything of the like (cable, socket, or plug).

Before leaving the room, users must switch off all electrical appliances. Apart from refrigerators, all electrical appliances must be disconnected from the mains. This especially applies to electric kettles, irons and mobile phone charges. **The use of extension cables is strictly prohibited!** The user is responsible for the safe technical condition, repairs and required checks of his/her electrical appliance(s). Following Section 2910 of Act No. 89/2012 Sb., the Civil Code, as amended, users are liable for the damage caused in connection with brought in and used electrical appliances and they are obliged to compensate for any such damage.

Boiling water and preparing and heating up meals may only be done in the kitchenette.

Be very careful when using permitted or installed heat producing appliances, especially near flammable objects (applies to irons and similar appliances). Users must place their own, permitted, electric kettle on a ceramic tile or fireproof mat, which they are obliged to arrange for by themselves.

When using any electrical appliance, users must strictly follow the fire prevention principles:

Electric cookers are installed only in kitchenettes on a non-flammable, thermally insulated board at a safe distance from flammable objects. Hobs must always be switched off after use and no flammable things (dish towels etc.) may but put on them. It is prohibited to move an electric cooker to a different place. Electric cookers may not be used to dry things, as heaters, or for any other purpose than that for which they have been designed. Each and every user is responsible for the safe operation of electrical appliances. Electric cookers and electric kettles, especially, may not be left without direct supervision and they must be reliably switched off after being used to cook food or boil water.

Should an electrical appliance be found to be defective, it must immediately be put out of service and may not be used anymore until it is repaired or replaced by a new, trouble-free appliance.

III. Fires and how to put them out

- 1) Should a fire break out somewhere, everyone must try to put it out immediately and stop it from spreading. To put out a fire, use portable fire extinguishers (located on the landings of the main staircase).
- 2) Do not use water or foam based fire extinguishers or the water from the inside hydrant to put out a plugged-in electrical appliance on fire.
- 3) In case of a fire, you must immediately sound the fire alarm and call for help.
- 4) To sound the fire alarm call out loudly "HOŘÍ" ("FIRE") and push the security and emergency alarm system buttons located on the staircase, and then immediately report the fire by telephone to the **Jan Palach Halls of Residence Reception Desk – extension number: 6000**.
- 5) How to report a fire directly to the Fire Rescue Service: First dial 150 or 112:
 - a) Say who's calling and what your telephone number is.
 - b) Report what is burning and where.
 - c) Stay on the line/wait near the telephone, as the case may be, and wait for the Fire Rescue Service to get back to you and to connect you as need be.
- 6) Should the fire start to spread, the person who reported it to Reception must alarm the other residents in the area (the entire floor) and everyone must leave the floor as fast as possible using the main staircase – which is at the same time the emergency exit. It is marked with safety signs in the direction of the exit. Stay calm and reasonable during evacuation. **Do not use the lift when evacuating the building!** It is vital you leave the building in time, especially as toxic fumes may endanger your life.
- 7) Should a fire alarm sound, you must leave the building immediately and assemble at the right place (the area in front of the Jan Palach Halls of Residence).

Approved by: David Kittel, Š-OZO-3/2016
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