

Fire safety rules - extract

- When accepting people into premises, capacity of individual areas may not be exceeded;
- It is forbidden to handle open fire in the premises as well as to perform any other activities dangerous from the fire safety point of view without previous written order issued;
- There is a ban on smoking in the premises applied;
- Fire extinguishers must be located in a visible and easily accessible places; if anybody finds out that a fire extinguisher or any other fire extinguishing equipment shows defects or malfunction, he/she is obliged to report it to the person in charge of fire protection or to the reception;
- Any defects in wiring or electric sets and equipment must be reported the person responsible for it or to the reception;
- All the equipment must be handled in compliance with the usage manuals, instructions and the purpose of use, lamp housings may not be dismantled;
- Entry doors to the areas which are not locked but where entrance of strangers is not allowed must be marked with NO ENTRY / NO ADMITTANCE TO UNAUTHORIZED PERSONS sign;
- Any damaged equipment may not be used further on;
- It is forbidden to use private electric devices or gas appliances in the premises – especially electric kettles, cookers or heaters which have not passed an electric audit;
- Accommodated persons may use their own devices – hair driers, electric razors, mobile phone chargers, notebooks etc.;
- Escape routes must be always free, storing luggage or any other things may not hinder evacuation;
- Access to all energy supply locks must be free and visibly marked;
- Escape routes must be visibly marked;
- Lifts must be marked to show clearly whether the particular lift may be or may not be used for evacuation, labels must be placed at each lift entrance as well as in the lift cabin;
- Fire doors which are not equipped with a closing mechanism connected to electric fire alarm signalization system keeping them open must be closed, and untight in the open position;
- Graphic scheme of the applicable fire evacuation plan must be displayed both at the area of corridor at the floor entrance, as well as in each room;
- Nobody is allowed to make any layout changed without knowledge of the owner;
- Nobody is allowed to change the use of premises without knowledge of the owner; ;
- Managers bear the responsibility for adherence to fire prevention rules in their working place; in case of fire or any other urgent situation they perform respective activities to salvage persons and property;
- Managers must acquaint their employees with fire safety rules and other documentation of fire prevention, and the documentation related to their particular work place must be displayed in the required scope visibly;
- Each employee is obliged to follow the fire safety rules;
- Each accommodated person is responsible for his/her behaviour;
- The employees of the reception are for fire alert activities;
- Employees listed as fire prevention ward members are obliged to perform their duties as stated in the annex to these fire safety rules and the guidance to perform the activities of the fire prevention ward, and to obey to the instructions given by the reception;
- In case of fire, everybody is obliged to try to cease it. If it is not possible, everybody must take all possible measures to avert its spreading, and must report the fire (or any other urgent event) to the reception;
- Each person leasing his/her work place or room must make sure that there was no possible cause of fire left neglected in the room;
- Everybody is responsible for keeping the escape routes free and unrestricted in any other way, especially keeping them free from luggage and other things which could block the escape, blocking the fire door in an open position, blocking lifts etc.;
- Everybody must obey to all requests and instructions given by respective employees, receptionists or members of the fire prevention wards, and members of the fire brigade and police;
- Fire alarm and evacuation shall be raised by the reception and members of the fire prevention ward.

Vysoká škola ekonomická v Praze
SPRÁVA ÚČELOVÝCH ZAŘÍZENÍ
Jeseniova 208, 130 00 Praha 3
DIČ: CZ61384399

Approved by: Ing. Ota ZIMA, CSc, MBA
Director

