

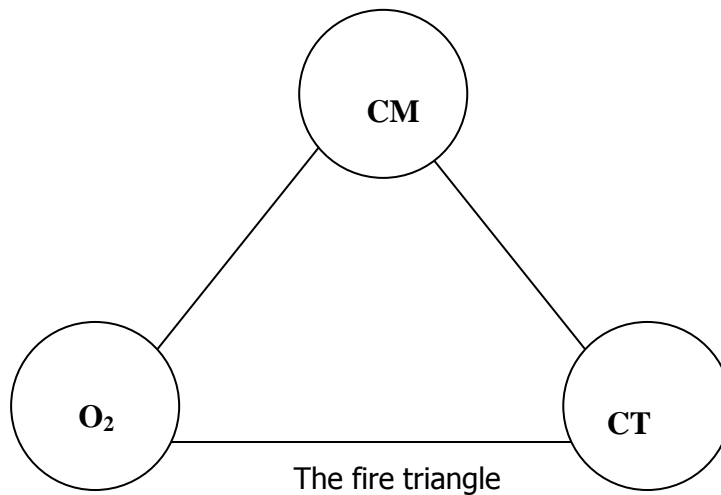
FIRE PROTECTION TRAINING MATERIAL FOR ELTE STUDENTS

(DRAFT)

NECESSARY INGREDIENTS OF FIRE

A fire may only be initiated and maintained if the combustible material, the proper quantity of oxygen in the air (or other oxidising agent) and the temperature required for combustion are available at the same time, in the same place. The so-called "fire triangle" is the simplest symbol representing fire and the elements of fire, where:

CM	=	combustible material,
O ₂	=	oxygen or oxidising agent required for the fire,
CT	=	proper temperature, combustion energy,
Connecting lines	=	the three elements are present at the same time, in the same place.



FIRE PREVENTION

For decreasing the probability of a fire, the following activities shall be avoided:

- It is forbidden to place or dispose of burning cigarettes, matches or other sources of combustion in areas where they can cause fire or explosion. Smoking is forbidden in the facilities of the University, it is only allowed in the designated outdoor areas.
- Put out matches and cigarettes before disposing of them. When smoking, use ashtrays made of non-combustible materials. Smoking is only allowed in the designated areas.
- Operating electric devices generating heat shall not be left unattended.
- Electric machines, equipment and other devices shall be turned off after finishing the activity, and if these are not used, they shall be disconnected from the electricity network. The monitors of permanently used computers shall be turned off after finishing work.
- The switches of electric equipment and the fire protection devices shall always be accessible and ready to use, it is forbidden to block them even temporarily.
- Distance shall be kept or insulation shall be used between electric equipment and combustible materials in order to avoid the risk of combustion.

BASIC FIRE PROTECTION INFORMATION

Pursuant to the provisions of the National Fire Safety Regulation, the facilities and rooms of the University belong to the "**Flammable**" category.

All students are obliged to know and comply with the rules and tasks of fire prevention, fire extinguishing and rescue. Therefore, by participating in trainings and regular advance trainings, they shall be familiar with the provisions of the facility's Fire Protection Regulation, fire practice, as well as with the handling and use of the fire extinguishers and firefighting devices.

Only the flammable materials required for continuous use may be kept in the rooms (paper, stationery, etc.).

After finishing the training, except for the equipment operating continuously, all illumination and other electric devices shall be turned off and disconnected from the electricity network.

In case of fire, the fire alarm shall be activated and we shall commence extinguishing the fire by using the available fire extinguisher or device.

The last person leaving the room shall double-check if there is any circumstance that may cause fire subsequently. The irregularities or defects found shall be eliminated.

If it is doubtful that the fire can be extinguished due to the volume of the fire or the hazardousness of the environment, or if help is needed, **then the professional fire brigade shall be informed immediately** together with the **security officer working at the reception of the facility**, and the latter one shall be told if the professional fire brigade has already been called.

If the student is not staying close to the fire and is informed about the fire event by the fire alarm, then after hearing the fire alarm, he shall leave the given building and warn the other students as well without delay.

SMOKING

Smoking is FORBIDDEN in the University buildings. Smoking is only allowed in the designated outdoor smoking areas.

It is forbidden to place or dispose of burning cigarettes or matches in areas where they can cause fire or explosion. The prohibition of smoking is indicated by signs and pictograms. Where smoking is allowed, please use non-combustible ashtrays and pay attention to extinguishing the cigarette stubs completely.

REPORTING FIRE

Each fire shall be reported immediately to the fire department by calling the numbers

105 or 112.

The person noticing the fire shall inform the others staying close to the fire, asking them to help or leave the hazardous area in time.

When reporting the fire, give details of the following:

- ⊕ the exact location of the fire,
- ⊕ what is burning, what kind of damages have occurred, what is at risk,
- ⊕ whether human life is at risk,
- ⊕ if human injury has occurred,

- ⊕ the name of the person reporting the fire and the number of the phone used for reporting the fire.

The person who

- ⊕ breaches the fire protection regulations or causes fire,
 - ⊕ notices fire and fails to report it to the fire department,
 - ⊕ misleadingly activates the fire alarm wilfully,
 - ⊕ refuses to provide information for successful firefighting,
- breaches the law and penalty may be imposed! The penalty may reach the maximum of HUF 3,000,000.

The fire department shall be informed about extinguished fire as well!

BASIC METHODS OF EXTINGUISHING FIRE

Removing the combustible material: Preventing the combustible material from getting close to the fire (e.g. closing the gas pipeline). Removing the combustible material from the area of the fire. Removing the combustible material from the area at risk.

Removing the oxygen feeding the fire: Displace the oxygen (e.g. flood with carbon-dioxide fire suppression gas, etc.). Decrease oxygen concentration (diluting) (e.g. injecting fire suppression gas (CO₂, halon) or powder into the fire). Covering the burning surface (e.g. with blankets, sand, soil, etc.).

Cooling the combustible material: by using materials of high evaporation temperature (e.g. water). This may only be performed after disconnecting the devices from the electricity network.

Firefighting and rescue:

The person noticing the fire shall immediately start extinguishing the fire, simultaneously with informing other persons nearby.

How to use the fire extinguishers:

Operating the powder fire extinguishers:

- ⊕ Devices with gases (MSZ EN 3):
 - ✓ check the status of the device on the instrument (the indicator shall be in the "green" zone),



- ✓ remove the pin and start fighting the fire.

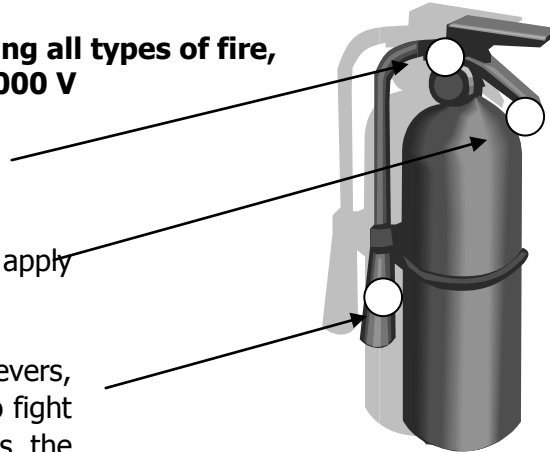


The extinguisher may be operated continuously or gradually.

Operating powder fire extinguishers:

The device is suitable for extinguishing all types of fire, including the fire of devices under 1000 V voltage!

1. Pull the pin from the handle
2. Squeeze the two levers together, apply even pressure.
3. Simultaneously with squeezing the levers, aim the hose at the fire. Take care not to fight the fire from a very short distance, as the pressure may blow the ashes away to new places that are not burning yet.



While using the device, do not tilt it by more than 30° as in this way, the device does not extinguish fire but removes the propellant.

When extinguishing the fire of flammable liquids, start fighting the fire from a safe distance (approx. 3-4 metres) because of the risk of splashing.

FIRE SAFETY OBLIGATIONS OF THE STUDENTS

To behave in accordance with the requirements of the fire safety regulations, standards and the Fire Protection Regulation of ELTE. All equipment and devices shall be used and operated in line with the instructions of use.

To keep the traffic routes leading to the exits free, avoiding blocks and narrowing. To learn how to use and operate the fire extinguishers, devices and equipment located in the university area. These may not be blocked even temporarily. In case of fire, to participate in the rescue of all persons present in the risk area, paying special attention to students with disabilities.

They shall commence fighting the fire with the available fire extinguishers, prevent the spread of the fire, and help saving the material goods.

In case of a fire alarm, leave the building by using the designated escape routes!



SUMMARY

WHAT TO DO	DON'T DO
Observe the fire safety regulations	Read the fire protection training material
Always keep your environment clean and orderly	Don't leave flammable waste or garbage along the way
Don't use defective, damaged electric devices or cables	Don't overload the electric network or unit
Smoke in the designated areas only and use ashtrays	Don't smoke in forbidden areas
Disconnect all unused devices from the electric network	Don't leave the light turned on when you leave
Learn how to use the fire extinguishers	Don't block or cover the fire extinguishers
Learn about the escape routes or possibilities of the area	Don't block the escape routes or emergency exits
Take care of your disabled fellow students	Don't leave anybody alone after a fire alarm, help to rescue others
Activate the fire alarm immediately when noticing fire, and call the fire department	Don't stop to collect your belongings
Leave the building immediately upon a fire alarm	Don't return to the building until you are instructed to do so
Don't let in unauthorised persons upon a fire alarm	Don't cause panic

THE FOLLOWING STUDENTS MAY NOT PARTICIPATE IN EDUCATION:

Who do not know the fire safety regulations, do not observe them, or do not learn how to use or operate the fire extinguishers or equipment!