

Procedures in the case of fire or other emergencies in the buildings of the Medical University in Białystok

I. Raising the alarm

1. In the case of a fire keep calm, do not evoke panic and immediately inform about the hazard the people in the vicinity by shouting "FIRE!" ("PALI SIĘ – POŻAR!").
2. A fire or another hazard, such as a spill or release of a hazardous substance, gas leak, etc. should be reported to the **FIRE SERVICE, tel. 998 or 112**, with the information about:
 - what is burning and where, the type of another hazard (address, name of building, which floor),
 - whether it is a potential hazard to people, if anyone is injured;
 - A type of another hazard – a gas leak, release of a hazardous substance;
 - Name and telephone number used to call the fire service;

NOTE! Hang up only after the report of the incident has been accepted and wait a moment by the phone for a potential check and call back.

3. You can report a fire to the Fire Service by activating the Manual Fire Alarm  (if there is one)
4. In emergency (unfortunate accident, another incident) alarm:
 - THE EMERGENCY MEDICAL SERVICE ... tel. 999
 - THE POLICE tel. 997
 - The Electrical Rescue Service – 991, The Gas Rescue Service – 992, The Heating Rescue Service – 993, The Water Supply Rescue Service – 994.

II. PROCEDURE IN THE CASE OF A FIRE OR ANOTHER HAZARD.

1. Alarming and extinguishing the fire should take place at the same time with the use of fire extinguishers, fire hydrants, as well as providing assistance to the injured.
2. Until the arrival of fire brigade, the action shall be managed respectively by a person responsible for safety in the building, heads of organizational departments and units, and in their absence – secretaries – a list of people can be found at the reception and on the notice board, persons conducting classes with students, a DS executive, a doorkeeper or a person living on the floor where the fire started who took charge of the action of their own accord.
3. The injured should be given first aid, and people living on the floor or in the building at risk evacuated according the Evacuation procedure.
4. In the case of smoke in the stairwell smoke flaps should be activated by pressing the button  (if there is one).
5. From the moment the fire service arrives the instructions from the head of the unit should be obeyed. They should be informed of the situation, type and range of other hazards as well as the activities undertaken so far.
6. Each person joining the action, should remember that:
 - People should be rescued first,
 - Electric current and gas in the rooms on fire should be cut off,
 - Windows and doors in the rooms on fire should not be opened without a cause,
 - Live electric installations and appliances as well as inflammable liquids should not be extinguished with water,
 - Inflammable materials, gas bottles, valuable possessions and documents should be removed from close contact with the fire,
 - If there is a hazard of explosion people should be evacuated from the endangered zone and sources that could cause the explosion removed.
7. In the event of other hazards, procedures should be adequate for a situation with regard to the principles and instructions in force in the Medical University premises.
8. Those who first spot a fire are obliged to report it to the person in charge in order to give information about the undertaken activities, helpful in establishing the cause of event.
9. The Chancellor, fire protection specialist, building administrator should be informed of a fire or another hazard.
10. The person in charge of the action designates a person to secure and oversee the place after the fire.

The basis for preparing and equipping the buildings in the instructions on alarming the fire services in the case of fire are Art. 4 and 9 of the Law on Fire Protection from 24 August, 1991 (J. of Laws no. 81, item 351), and § 4, section 2.3 of the Regulation by the Minister of the Interior and Administration from 7 June, 2010 on the fire protection of buildings as well as other structures and areas (J. of Laws. 2010.109.719)

EMERGENCY EVACUATION PROCEDURES

FOR THE PEOPLE STAYING AT STUDENTS' HOUSES No. 1 and 2

I. General and organizational provisions.

1. The person entitled to make a decision about evacuation before the arrival of rescue services is the Manager, and in their absence a person designated by them, or a doorkeeper.
2. The entitled person has a function of Evacuation Coordinator for the time of evacuation –an orange vest marked with “UMB Evacuation Coordinator”, which can be found at the reception.
3. The Evacuation Coordinator shall designate people to be responsible for checking the number of people evacuated from different floors.
4. The heads of organizational units located in the building and renting the rooms are obliged to designate from among their employees a person who will make sure that all the people in the occupied rooms have left the building - the list of people should be placed at the reception.
5. The place for the Coordinator during the evacuation will be the main exit from the building. At that time there is a peremptory ban on entering the Student's House.
6. If there are more entrances to the building, the Coordinator shall designate persons to secure these entrances.
7. The Coordinator shall manage the process of evacuation and collect information from the persons in charge about the process of evacuation. Based on their reports they make sure that everyone has left the floor and the whole building.
8. The Chancellor, fire protection specialist and the Student's House manager shall be promptly informed of any event leading to evacuation in the Student's House.

II. Detailed principles concerning evacuation of persons from the room/ building.

1. In the case of direct life or health hazard, i.e. a fire, smoke, spill or release of toxic substances and other dangerous events, the following steps should be undertaken:
 - a) RAISE AN ALARM and inform the Fire Service, **tel. 998/112** and the reception of the Student's House.
 - b) The fire services can be informed by pressing the Manual Alarm Call –  MAC.
2. When leaving the rooms, close the door, make sure that all the people in the neighbouring rooms know about the evacuation and leave the building using the marked evacuation route and proceed to the area in front of the Student's House or another shown by the Evacuation Coordinator in the case of unfavourable atmospheric conditions.
3. When leaving the room, leave the keys in the door for the fire services to check the rooms.
4. During the evacuation act in accordance with the communications sent by the Sound Alarm System.
5. Use the closest exits and not those in the hazardous area.
6. **DO NOT USE ELEVATORS FOR THE EVACUATION PURPOSES – a stairwell is a safe evacuation route.**
7. After leaving the building check the presence of evacuated people (using the list of Student's House dwellers) and stay at the designated evacuation place.
8. If there is a suspicion that anybody remains in the hazardous zone, report it to the rescue services and check the rooms again.
9. In the case of heavy smoke in the evacuation passages, move in a leaning position along the walls, keeping your head as low as possible (most oxygen can be found near the floor), if possible cover your mouth and nose with a handkerchief soaked in water.
10. At the time of hazard and evacuation keep calm and obey the instructions from the person in charge of the evacuation.
11. Bring to heel the persons who feel panicky or take them outside the hazardous area and give them help.
12. Gather the people cut off from the exit and located in the hazardous area in the room furthest from the source of hazard (fire) and inform the Fire Brigade, **tel. 998/112** about their whereabouts.
13. Until the hazard is removed, do not leave the place of evacuation and do not enter the floors in the building. The person in charge of the action will make a decision in that respect.

III. To ensure fire protection in the area of the Student's House it is prohibited to:

- a) Store inflammable materials in the evacuation passages or place objects in these passages in the manner which reduces their width or height,
- b) Close and block the evacuation doors in the manner preventing their immediate opening,
- c) Bar and block access to the building – fire escape routes;
- d) Prevent or hinder access to the extinguishing equipment and fire suppression appliances, including fire extinguishers, hydrants, electric current switches, distribution boards, smoke flaps buttons and the MAC.

IV. The names of employees designated to give first aid can be found at the reception and at the first-aid kits.

Based on Art. 209.1-209.3 of the Labour Code and Art. 4, section 2.3 of the Law from 24 August, 1991 on fire protection (J. of Laws no. 81, item 351 with later amendments).