

**Instruction on Safety and Fire Protection**  
**Faculty of Arts, Charles University in Prague**  
*(updated on 01/08/2014)*

**Safety and health protection**

*An essential responsibility of every university and its facilities includes the duty to ensure the safety and health protection of all persons present in its premises or carrying out activities under the supervision of the university.*

**Responsibilities**

Every person is responsible for taking care of their health and for the health of other persons that may be affected by their behaviour. Every person must behave in a way that prevents, if possible, damage to their health or to the health of other persons. They are required to observe the rules of safe behaviour in buildings used by the school or during events organised by the school.

In particular, this means:

1. Be careful while walking, refrain from running along corridors and on stairs.
2. Be careful while handling and transferring objects to prevent injuries, and refrain from transferring loads with excessive weight limits (max. 20 kg for women; max. 50 kg for men).
3. It is forbidden to consume alcoholic beverages and other habit-forming substances during classes or events organised by the school.
4. It is forbidden to participate in classes or events organised by the school when under the influence of alcoholic beverages and other habit-forming substances.
5. Every person is required to observe all of the oral and written orders and prohibitions of the authorized employees of the school, especially instructions given in safety and fire tables, and those provided in safety and fire guidelines and rules. Fire protection documentation is posted in corridors and in the respective faculty department areas.
6. Every person is required to report any damage to health (including minor injuries) suffered during classes or events organised by the school to their teacher.
7. Every person must not enter the technical departments of the school (for example, electric substations, engine rooms, boiler rooms, etc.) when not accompanied by authorised staff of the Faculty.
8. Machines, technical and transport equipment may be used and handled only in compliance with the manufacturer's instructions (instructions for use) or with the instructions of the school.
9. Chemicals and hazardous chemicals may be used during classes only in accordance with the manufacturer's instructions, with the instructions on the product label, and the instructions of the school.
10. Every person must not handle machines and equipment unless such handling forms part of the classes or other ordered or allowed activities.
11. Every person is required to observe instructions for use and local guidelines, with which they must be acquainted. Every person is required to use personal protective equipment if included in the activity performed (for example, during practical seminars).
12. Every person is forbidden to engage in any inappropriate behaviour (for example, inappropriate practical jokes) that might cause health damage.
13. No weapons, ammunition nor any pyrotechnical objects (explosives) may be brought into buildings used by the school or to events organised by the school.
14. Every person is required to keep the buildings used by the school in a clean and proper order, especially roads/pathways and corridors, to prevent falls by persons, restricted passage, restricted access to fire extinguishers, fire hydrants, electric distribution boards, etc.
15. Every person must not use unapproved electric and heat appliances in buildings used by the school except cell phones, laptops, and e-book readers.
16. Every person may switch electric equipment, lighting and electric appliances up to 240 V on and off, and/or to connect and disconnect power supply cables from the socket. Before using an electric appliance (including extension cords) or powered hand tools, everyone is responsible for visually inspecting their condition. Damaged appliances and tools must not be used! Electric appliances operated with higher voltage may be switched on and off only upon direct order of the person in-charge. It is strictly forbidden to make any other interventions in electric or other technical equipment.
17. Every person is also forbidden to handle gas appliances unless directly instructed by the person in-charge.
18. While handling hazardous chemical substances and products, every person is required to proceed with caution and to observe the instructions on the label of the hazardous chemical substance or product on hazardous properties and on safe handling of the substance. In addition, it is forbidden to eat, drink and smoke while handling hazardous chemical substances and products, to use an open flame in case of flammable or combustion supporting substances, and to store such substances near sources of heat.
19. Detergents should be kept at the designated locations.

## **Fire protection**

Everyone is responsible for behaving in a manner to prevent fire, to prevent risk to the life and health of persons, and animals, and property or environment damages. Everyone is required to proceed with caution while using heat, electric, gas and other appliances, during storage and handling of flammable and combustion supporting substances, and open flames. This includes observing fire protection regulations, including manuals and instructions for operation and use.

1. In the process of responding to fires or other accidents, everyone is required to provide personal assistance to the fire protection unit, if not prevented by an important circumstance.
2. In addition, everyone is required to fulfil orders and respect prohibitions at identified places, especially the prohibitions of smoking and handling open flames.
3. **Smoking is prohibited in all Charles University Prague buildings and other buildings used for classes.**
4. Everyone is required to refrain from activities that might cause fire. She/he must not abuse and damage fire protection devices (fire extinguishers, fire hydrants, call fire protection units without a reason) – risk of a penalty.
5. Everyone is required to hide lighters from children and take care to make sure that children do not cause fire.
6. It is prohibited to dry clothes and other materials on heaters.
7. Everyone is required to observe the provisions of fire alarm guidelines, evacuation plans, fire rules and other fire protection documents, including the rules of dormitories, training centres, etc.
8. Fire alarm guidelines, evacuation plans and fire rules are posted in the building corridors.

## **Activities upon origination of fire**

1. Upon the onset of fire, everyone is required to inform all persons who may be endangered by the fire, by calling “**H O Ŕ Í**” (i.e. “fire”), as a rule. In addition, if possible, everyone is required to try to extinguish the onset of fire, and remove any flammable and other hazardous substances from its vicinity. Also if possible, prevent the access of fresh air.
2. When a fire alarm is announced, all persons shall **immediately** leave the endangered area, except those performing fire extinguishing or rescue activities, and go to a designated emergency assembly area.
3. Call the fire brigade as soon as possible using the common **112** emergency telephone number or using the number **150**. When reporting a fire, the following should be relayed: **what you are reporting** (I am reporting a fire), the **place** (address) of the **fire** or another event, your name and the telephone number you are calling from.
4. Everybody is required to report the onset of a fire immediately to the reception (fire report office), even if they extinguish it themselves!

## **Using portable fire extinguishers:**

Before using a fire extinguisher, it should be considered whether there is a risk of electric shock. It is strictly forbidden to extinguish electrical equipment fires using water or a water-based fire extinguisher. **Powder fire extinguishers** are intended for virtually all types of fires including on electrical equipment.

Carbon-dioxide fire extinguishers are intended for extinguishing electrical equipment, food, library fires, etc. The fire extinguisher should only be activated before its immediate use, and after its activation by unblocking the safety lock under the starting button, or by pulling out the securing wire using the yellow eyelet. In any case, it should be preceded in accordance with the instructions provided on each fire extinguisher.