

**I APPROVE**

Director

(position)

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(signature)

(date)

S.Y.Petrov

(transcript of signature)

**INSTRUCTIONS**

on fire safety measures for employees of the hotel  
"School of Health"

This Instruction has been developed in accordance with the requirements of paragraph 2, Section XVIII of the RF RPR and establishes uniform requirements for fire safety in the building of the hotel "School of Health" and is mandatory for all employees working in the building of the specified facility.

For violation of this Instruction, each employee of the Company bears personal, disciplinary or administrative responsibility.

Control over compliance with the requirements of this Instruction is carried out by the Head of the structural division of the Company.

#### **DUTIES AND ACTIONS OF PERSONNEL IN CASE OF FIRE IN THE DAYTIME.**

**The procedure of the head of the hotel "School of Health" (or the person replacing him) in case of fire:**

- 1. Report the occurrence of a fire to the fire department, by phone 01, 81-01, and mobile 88464371319 notify the duty services of the facility;**
- 2. Organize the involvement of the forces and means of the facility in the implementation of necessary measures related to the elimination of fire and prevention of its development;**
- 3. Stop all work in the building, except for work related to the elimination of fire;**
- 4. In case of a threat to people's lives, immediately organize their rescue, using the available forces and means for this;**
- 5. Check the activation of automatic fire protection systems (fire alerts, fire extinguishing);**
- 6. Remove from the danger zone all workers who are not involved in extinguishing the fire;**
- 7. If possible, take measures to cut off electricity, organize measures to prevent the spread of fire and smoke in the premises;**
- 8. Implement general fire extinguishing guidelines before the arrival of the fire protection unit;**
- 9. Inform the fire protection units involved in extinguishing the fire and conducting priority rescue operations related to it, information about the design and technological features of the facility, adjacent buildings, etc., necessary for the successful elimination of the fire and ensuring the safety of personnel;**
- 10. To further assist the fire protection officers.**

**The procedure for the employees of the hotel "School of Health" in case of fire:**

- 1. In the event of a fire, the primary responsibility of each employee of the enterprise is to save people's lives.**
- 2. Everyone who detects the smell of burning, smoke and other signs of burning is obliged to:**
  - immediately notify all employees of the fire detection and, first of all, the management of the hotel "School of Health", as well as security personnel (you can use a manual fire detector or an alarm button);**
  - immediately report this to the fire department by phone 01 or from mobile - 88464371319, indicating the exact address and location of the fire, as well as inform your name, the order of access to the object and answer possible questions from the fire dispatcher;**
- To warn people in the hotel, use the warning system using a manual fire detector;**
- 2. Taking into account the current situation, it is necessary to determine the safest evacuation routes and exits that ensure the possibility of evacuating people to a safe zone in the shortest possible time;**
- 3. In case of a threat to people's lives, take immediate measures to prevent panic and rapid evacuation, using the doors of emergency evacuation exits for this purpose;**
- 4. Organize a check of the presence of workers evacuated from the building, according to the available lists;**

5. To allocate a person who knows the location of access roads well for the meeting of fire departments, and to assist in choosing the shortest road to the source of the fire;

6. If necessary, call medical and other services;

7. Take, if necessary, measures to turn off the supply and exhaust ventilation, power supply, as well as perform other measures to prevent the development of fire and smoke in the premises of the building, involving the technical staff of the hotel;

8. From among the employees or security guards not involved in extinguishing the fire, organize and set up security posts at the exits of the building to exclude the possibility of other persons entering the building where the fire occurred;

9. Before the arrival of the fire department, take feasible measures to extinguish the fire with the help of primary fire extinguishing means (fire extinguishers, koshma), and other improvised means (buckets, water bottles, earth from a flower pot), strictly adhering to the following rules:

- protection and evacuation of people taking part in fire extinguishing from areas of possible structural collapse, electric shock, poisoning, burns must be provided;

- do not bring the fire extinguisher closer than 1 meter to the electrical installation under voltage;

- do not extinguish flammable liquids with water, electric networks that are under voltage;

- if the oil ignites (in a saucepan or in a frying pan), it is necessary to immediately turn off the electricity, cover the pan or pan with a lid, a wet cloth to extinguish the flame, and so leave until the oil cools - otherwise the fire will flare up again;

- in case of a person's clothes catching fire, immediately knock him to the floor, pouring water on the inflamed clothes (in winter, throw snow). If there is no water, it is necessary to roll up the victim in a thick cloth, coat, felt, leaving the head open so that he does not get burned by the respiratory tract and is not poisoned by toxic combustion products. Gorenje In any case, do not let him run, because this will increase gorenje. If there was nothing at hand, it is necessary to roll the burning on the ground to knock down the flame;

- if circumstances force you to pass through the flame, then in order to protect yourself, you need to cover your head with some cloths or outerwear and, if possible, pour water over it;

- through a smoky corridor, stairs, etc., it is necessary to move, crouching or crawling (there is less smoke at the bottom). If you get lost, you need to go out in the direction of the smoke draft;

- gorenje products contain 50-100 types of toxic chemical compounds (prussic acid, phosgene, carbon monoxide, etc.), and the oxygen content in the air decreases. Therefore, not only and not even so much fire is dangerous, but smoke and fumes from it. To prevent smoke from entering the respiratory tract, it is necessary to wet any fabric, a sleeve of clothing and attach it to the face;

- in case of an outbreak of spilled gasoline, oil, etc., the flame must be extinguished with sand, earth, a fire extinguisher or other improvised means (washing powder, salt), filling the fire.

10. Simultaneously with extinguishing the fire and, if possible, organize the evacuation of material assets. The evacuation of valuables is carried out after ensuring the complete evacuation of people. First of all, valuables that are really threatened by fire are evacuated, as well as if they complicate the work of extinguishing the fire and are flammable, creating an additional threat of fire spread;

11. Upon arrival at the fire of the fire protection units, it is necessary to inform the head of the fire protection all the necessary information about the presence of people in the building, about the source of the fire, the ways of its spread, the measures taken to eliminate it;

12. In the future, it is necessary to strictly follow the instructions of the head of the fire department.

#### **ACTIONS OF THE STAFF ON DUTY AT NIGHT:**

1. At night, in the event of a fire, the actions of the administration before their arrival at the emergency site must be performed by the administrator:

**1.1. Immediately call the fire department, informing the name of the hotel, its exact address and ensure a meeting of fire departments;**

**1.2. Report an emergency situation to the managers of the hotel "School of Health";**

**1.3. At the same time, notify all people in the building about the incident and take all measures to prepare, and in case of a direct threat to life, proceed directly to evacuate people from the threatening zone, mobilizing all available personnel for this;**

**1.4. If possible, organize fire extinguishing before the arrival of fire departments with the available forces and means.**

**1.5. It is forbidden for the staff on duty during night duty:**

**1.6. To leave the premises or the territory of the hotel;**

**1.7. Use an open fire, smoke;**

**1.8. To be distracted from their official duties and sleep.**

**2. The staff on duty is obliged to:**

**2.1. It is good to know the means and methods of calling the fire department;**

**2.2. Know the location and be able to use all available fire extinguishing means;**

**2.3. It is good to know the layout of the premises, the location of the main and emergency exits;**

**2.4. Before going on night duty, check the availability and serviceability of lanterns, emergency lighting, the serviceability of the phone, communication equipment.**

**Responsible**

**Occupational Health and Safety Engineer**

(position)

(signature)

**A.V. Alekseev**

(initials)

**AGREED:**

**Director**

(position)

(signature)

**S.Y.Petrov**

(initials)