

FIRE ALARM GUIDELINES

In case of fire it is necessary to carry out all the measures required for a quick intervention for localization and liquidation of fire and announcement of fire. A person that is seeing a fire shall himself/herself or with help from others extinguish the fire with the fire extinguishers or other suitable means and to report or arrange reporting to the fire reporting office.

**FIRE REPORTING OFFICE IS AT THE RECEPTION ROOM
(INFORMATION SERVICES), TEL. LINE: 1710**

Method of reporting a fire: by phone or in person at the fire reporting office.

When you call to report a fire, the following shall be notified:

- a) WHO CALLS (name and telephone number, from where the person calls)
- b) WHERE'S THE FIRE (address and name of the facility on fire)
- c) WHAT IS ON FIRE (what materials and to what extent)

Fire reporting office shall report the fire at:

**OPERATION CENTRE OF THE REGIONAL FIRE FIGHTERS/RESCUE RANGERS UNIT,
TEL. NO.: 150**

Fire alarm is announced by calling "FIRE! - "FIRE!" or a siren

Until the arrival of the regional fire fighters/rescue rangers unit the fire dean or his deputy controls evacuation of persons and gives instructions and tasks necessary for termination of fire, switching off the power supply, closing of the mains closures etc. In case neither the dean nor his deputy is present, the evacuation of persons is controlled and instructions and orders are given by the fire patrol commander. Members of the prevention fire patrol shall carry out the fire extinguishing works and help with evacuation of persons. Employees, students and other persons present at the time of fire in the premises shall leave the premises after announcement of evacuation through the nearest emergency exit.

Important telephone numbers:

ANNOUNCEMENT OF FIRE			
TO REGION FIRE-FIGHTERS	150	POWER PLANT	800 225 577
LIFESAVING SERVICE	155	WATER PLANT	543 212 537
POLICE	158		
IRS	112		

Prepared on: 18. 2. 2021

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