

AGREED BY
HEAD OF THE PRIMARY TRADE
UNION ORGANIZATION



Popova I.A.
« 03 » 10 2024 г.
Protocol No * 34
« 03 » 10 2024 г.

APPROVED BY
ACTING RECTOR OF SURGU



I.N. Danilenko
« 17 » 10 2024 г.

INSTRUCTIONS
on labor protection
and evacuation of people in case of fire at facilities, production sites,
administrative buildings of the Surgut State University
EBT-305-2024

Surgut city

Instruction manual
for the evacuation of people in case of fire at facilities, industrial sites, administrative
buildings of the Surgut State University EBT-305-2024.

1. General requirements.

1.1. This Instruction provides for the main actions of the staff of Surgut State University (employees of third-party organizations) to evacuate people in case of fire at facilities, administrative buildings.

1.2. The instruction is an addition to the schematic evacuation plans for the staff of Surgut State University (employees of third-party organizations) in case of a fire in Surgut State University.

1.3. The instruction is intended for the organization of safe and rapid evacuation of the staff of Surgut State University (employees of third-party organizations) from the buildings of Surgut State University in case of fire.

1.4. Introductory and primary fire-fighting briefings are conducted on time agreed in advance and are recorded in the logbook of introductory fire-fighting instruction in the fire prevention and labor protection service.

1.5. Responsibility for the general provision of fire safety rests with the rector. Personal responsibility for compliance with fire safety measures in each office and household premises is assigned to employees working in these premises. Those responsible for ensuring fire safety are obliged to:

- to ensure compliance with the established fire protection regime in the work areas entrusted to them;
- monitor the serviceability of heating, ventilation, and technical equipment and take immediate measures to eliminate detected malfunctions that could lead to a fire;
- make sure that after the end of work, cleaning of workplaces and premises is carried out, electricity is turned off, with the exception of on-duty lighting;
- to ensure proper maintenance and constant readiness for action of available fire extinguishing, communication, alarm systems.

1.6. Every employee of Surgut State University (an employee of a third-party organization), regardless of his position, is obliged to clearly know and strictly follow the established fire safety rules, to prevent actions that can lead to a fire or ignition.

1.7. Persons guilty of violating the instructions on fire safety measures are subject to disciplinary, administrative, criminal and other liability in accordance with the current legislation of the Russian Federation.

1.8. Practical training on evacuation of Surgut State University personnel (employees of third-party organizations) in the event of a fire according to this instruction is conducted at least once every six months.

2. Evacuation procedure in case of fire.

- 2.1. If a fire occurs, immediately report the fire to the nearest fire station, by phone 112 of the administration of Surgut State University.
- 2.2. Open all evacuation exits from the building.
- 2.3. Quickly, without panic and fuss, evacuate the building according to the evacuation plan, avoiding oncoming and crossing streams of people.
- 2.4. When leaving the room, turn off all electrical appliances, turn off the lights, tightly close the doors, windows and vents behind you to avoid the spread of fire and smoke into adjacent rooms.
- 2.5. The administration must arrange a meeting of firefighters and escort them to the scene of the fire.
- 2.6. Before the arrival of the firefighters, the administration must organize fire extinguishing with primary fire extinguishing means.

3. Responsibilities of the staff of Surgut State University (employees of third-party organizations) in case of fire.

- 3.1. Every employee of the Surgut State University (an employee of a third-party organization) who finds a fire or its signs (smoke, the smell of burning, temperature rise, etc.) is obliged to:
 - immediately inform about it by phone "112" (name the address of the object, the place of the fire, provide your last name);
 - activate the fire alarm system, proceed with the evacuation of the building to a safe place according to the evacuation plan;
 - if necessary, turn off the power supply to the building;
 - if it is advisable to start extinguishing the fire with primary fire extinguishing means;
 - if possible, remove the most valuable property and documents from the building.
- 3.2. During the evacuation, the staff of Surgut State University (employees of third-party organizations) responsible for fire safety are obliged to:
 - to determine the safest evacuation routes and exits, providing the possibility of evacuation of workers to a safe area in the shortest possible time;
 - eliminate conditions that contribute to the occurrence of panic.
- 3.3. It is forbidden to open windows and doors, as well as to break glass in order to avoid the spread of fire and smoke into adjacent rooms. When leaving a room or building, you should close all doors and windows behind you.

4. Order of actions in case of fire.

- 4.1. In the event of a fire, the actions of the staff of the Surgut State University (employees of third-party organizations) and persons involved in extinguishing the fire should primarily be aimed at ensuring the safety of children, their evacuation and rescue.
- 4.2. All employees of Surgut State University (employees of third-party organizations) should be familiar with the action plan of the administration and staff in case of a fire, know and clearly perform their duties.

4.3. In case of a fire, the head of the Surgut State University is obliged to:

- to duplicate the message about the occurrence of a fire to the fire department by phone 112 and inform the higher management about the incident;
- in case of a threat to people's lives, immediately organize their rescue;
- remove all workers who are not involved in extinguishing the fire from the danger zone;
- to provide general guidance on fire extinguishing before the arrival of the fire department;
- to ensure compliance with safety requirements by employees involved in fire extinguishing;
- organize evacuation and protection of material assets;
- organize a meeting of fire departments, inform the first arriving fire chief about the measures taken, about the structural features of the building, act on his instructions, depending on the situation.

DEVELOPED BY:



Fire Safety Engineer
Kupriyanov A.S.

AGREED BY:



The Head of Fire Prevention
and Labor Protection Service
Chernopyatov A.V.