

*Comenius University in Bratislava*  
*MLYNY CU*  
*Staré Grunty 36, 841 04 Bratislava*

**Introductory information for accommodated persons  
about fire protection and health and safety**

Bratislava, 26 June 2024

## **1) Fire Protection**

The content and scope of the training for accommodated persons on fire protection:

### **a) familiarisation with the general requirements for fire protection in the buildings and premises of MLYNY CU**

**A fire is any unwanted burning in which the lives or health of natural persons or animals, property or the environment are immediately threatened, which causes damage to property, the environment, or which results in the injury or death of a natural person or animal.**

In connection with the fire occurrence and fighting, everyone is obliged to:

- a) raise the fire alarm (**by shouting FIRE**)
- b) take the necessary measures to rescue endangered persons,
- c) put out the fire, if possible, or take the necessary measures to prevent its spread (e.g. closing doors or fire shutters)
- d) report the detected fire without undue delay to the relevant **MLYNY CU fire reporting office** (or directly to the Integrated Rescue System operation centre at the number 112 or 150),
- e) provide personal assistance to the firefighting unit at the request of the commander of the intervention of the firefighting unit or the municipality.

The **MLYNY CU fire reporting offices** are marked with the inscription FIRE REPORTING OFFICE and are located at the gatehouses in the Výškové budovy and Manželské internáty buildings.

For the Átriové domky facilities, the fire reporting office is located at the gatehouse in the cabin at the turnstiles entrance near the block "R".

The obligations of employees and accommodated persons in the event of a fire are defined in the "**Fire Alarm Guidelines**". The organisation of the evacuation of persons from objects affected or threatened by fire is regulated by the "**Fire Evacuation Plan**". The directions of escape from the buildings are marked in the "**Fire Evacuation Plan – Graphic Section**". This documentation is placed in the accommodation units and at designated places in the buildings (at the entrance to the building, at the entrance to each floor), so that they are visible and permanently accessible to all persons.

Accommodated persons, as well as persons staying in the MLYNY CU premises and buildings, with the consent of MLYNY CU, are **obliged to**:

- a) respect marked prohibitions, follow orders and instructions regarding fire protection,
- b) report the occurrence of a fire without undue delay,
- c) enable the state fire supervision authorities to perform the necessary actions when determining the causes of fires and when performing fire control.
- d) always familiarise themselves thoroughly with the fire evacuation plan and fire alarm directives, which are placed in a visible place in the entrance areas of the premises, when entering each MLYNY CU building for the first time.

### **Method of raising a fire alarm:**

In the event of a fire in the MLYNY CU buildings, the fire alarm is raised by shouting **FIRE**.

In the "**Výškové budovy**" facility, a fire alarm may be raised by local radio from the gatehouse area (fire reporting office) or by megaphone.

In the “**Manželské internáty**” facilities, a fire alarm may be raised by local radio from the gatehouse area (fire reporting office), automatically through the electric fire alarm through the local radio or megaphone.

In the “**Átriové domy**” facilities, the fire alarm is raised by megaphone.

A fire alarm with the above devices shall be declared by a fire alarm employee.

Accommodated persons and visitors to the premises shall announce the fire alarm by loudly shouting FIRE, and shall always report it promptly to the fire reporting office (GATEHOUSE).

Warning! In case of any unnatural report in the MLYNY CU buildings (report via radio, megaphone, unnatural sound signal, etc.), it is always necessary to react immediately in order to find out immediately what the event is and to act immediately according to the given situation (leave the building quickly, etc.).

**Obligations of employees, accommodated persons or other persons in the event of a fire at MLYNY CU workplaces resulting from the Fire Alarm Guidelines and the Fire Evacuation Plan:**

**In the event of a fire, it is necessary to:**

- a) raise the fire alarm (**by shouting FIRE**),
- b) take the necessary measures to rescue endangered persons,
- c) report the fire by phone or in person to the fire reporting office – the gatehouse in the building where the fire occurred; larger fires (which cannot be safely extinguished with available fire equipment - e.g. a fire extinguisher) should be reported directly by phone to the emergency lines of the integrated rescue system at the number 112 or 150,
- d) remove flammable materials from the vicinity of the fire to a safe distance, if possible and safe,
- e) proceed with the rapid elimination of the fire by available means, i.e. using fire extinguishers or fire hydrants (only if the fire is of a smaller scale and does not directly threaten your life and health; it is forbidden to enter heavily smoky areas for the purpose of extinguishing fires – there is a high risk of suffocation in smoky areas!), WARNING - Fire hydrants can only be used if the power is turned off in the entire section of the building,
- f) provide personal or material assistance at the request of the commander of the intervention of the fire brigade,
- g) when reporting a fire to the number **150** or **112**, the following information must be reported:
  - first and last name of the person reporting the fire,
  - the phone number from which the fire is reported,
  - the name and exact address of the building where the fire occurred,
  - describe in detail the situation at the scene of the fire (where the fire is, what is on fire, the extent of the fire, smoke, the floor where the fire is burning...). After finishing the report, wait for a call back from the dispatcher, who will verify the truth of the reported report.
- h) leave the building immediately if your life or health is in danger.

**Fire engineering equipment** – fire water mains (hydrants) and portable fire extinguishers are used to quickly eliminate an emerging fire.

**Every fire that occurs and the use of fire engineering equipment must be immediately reported to MLYNY CU (the fire reporting office for the facility).**

**Evacuation from affected buildings:**

- the evacuation of persons from the building affected or threatened by fire is carried out with the help of called employees. In non-working hours – with the help of doormen, walkers and called employees living in MLYNY CU buildings. Evacuation is carried out in the direction of the marked evacuation routes through the corridors on individual floors, by using stairs and through the corridors or entrance lobbies of buildings with exits to open space,

- method of evacuation: depending on the circumstances, the simultaneous or gradual evacuation by separate departure, leading out, if necessary using fire high-lift platforms and fire ladders of the unit of the Fire and Rescue Department of the Capital City of Bratislava,
- after a fire alarm is declared, it is forbidden to return to the rooms and premises of buildings threatened by fire,
- material and personal belongings can only be evacuated based on the instructions of the evacuation manager or the intervention commander,
- after leaving the premises/buildings during evacuation, it is necessary to stay in the designated place and not interfere with the firefighting intervention, it is forbidden to stay at the entrances to the buildings,
- gathering place for people during evacuation – it is necessary to stay with other people at a sufficient distance from the object (out of the reach of smoke, flames and outside the entrances to the buildings), preferably on a grassy area, away from roads, so as not to hinder the smooth arrival of the various equipment of the fire brigade units called,
- it is possible to enter the premises of the building where the fire occurred only after the fire has been extinguished and only after the permission of the responsible employee of MLYNY CU has been issued,
- it is necessary to inform the evacuation manager who will ensure the provision of first aid about health problems, injuries that occurred as a result of the fire, or if necessary, to call an ambulance directly at the number 112 or 155  
(a first aid kit can be found at each fire reporting office – gatehouse for the building)

**WARNING - it is strictly forbidden to use lifts during evacuation! Take the stairs exclusively at all times!**

**Important phone numbers:**

Integrated Rescue System	<b>112</b>
Fire and Rescue Service	<b>150</b>
Emergency	<b>155</b>
Police	<b>158</b>

**b) explanation about the fire hazard characteristic of MLYNY CU**

**In accordance with the Fire Protection Act, the following are prohibited at MLYNY CU workplaces:**

- a) to smoke, start a fire or use an open fire in MLYNY CU buildings and premises,
- b) to burn grass, herbs, bushes and trees,
- c) to damage and misuse portable fire extinguishers and fire water pipes (hydrants), emergency lighting, EPS (electrical fire alarm) devices,
- d) to damage and remove fire protection documentation distributed around the buildings,
- e) to make it difficult and to prevent access to portable fire extinguishers, fire water pipes (hydrants), main shut-off (electricity, gas, water),
- f) to damage, disconnect, wedge and dismantle self-closing devices of fire doors,
- g) to store bicycles, furniture, flowerpots, garbage and other objects in escape routes, i.e. in corridors, staircases, middle floors, in building lobbies (the escape route is a permanently free communication space),
- h) to raise a fire alarm without reason, call the fire department without reason or misuse the emergency call line.

Violation of the above prohibitions is considered a disciplinary offence at MLYNY CU, on the basis of which the management of MLYNY CU will draw consequences against the resident in accordance with the disciplinary regulations. In violation of the provisions of Act No. 314/2001 Coll. on Fire Protection, a natural person commits an offence for which the Fire and Rescue Department of the Capital City of Bratislava may impose a fine in accordance with the act.

### c) familiarisation with:

- the location of fire extinguishers and the method of their use
- the location of fire hydrants and the method of their use
- the distribution of connecting means

**Fire extinguishers** are located on each floor of individual buildings, in areas marked with pictograms, at the entrances to buildings and at gatehouses. A fire extinguisher is located at a designated place marked with a fire extinguisher pictogram.

**A fire extinguisher** is a device containing a fire-extinguishing agent, which is pushed out by the action of internal excess pressure after being activated.

**Each fire extinguisher shows the type of extinguisher (the composition of the extinguishing agent), instructions for use and a warning for which class of fire the extinguisher can be used.**

#### Fire classes



**Class A: Fire of solid substances** (e.g. wood, paper, straw, textile, coal, rubber,....)



**Class B: Fire of liquids** (e.g. petrol, diesel, paint, oil, benzol, varnish, alcohol, fats, paraffin...)



**Class C: Fire of gases** (e.g. methane, propane, coal gas, hydrogen, acetylene,....)



**Class D: Fire of metals** (e.g. magnesium and its alloys with aluminium)

#### The following types of fire extinguishers are located in the MLYNY CU premises:

**Powder** – used for extinguishing class A, B, C fires. Do not use for extinguishing class D fire, and it is not recommended for extinguishing dust-sensitive machines and devices. Powder fire extinguishers are suitable for extinguishing all fireclasses – solid, liquid, gaseous substances and for extinguishing electrical devices under electrical voltage (caution! only low voltage). However, it cannot be used for extinguishing alkali metals and their alloys, flammable metals and fine mechanics or electronics. It is activated after pulling the fuse using the lever trigger. Do not turn the device upside down when extinguishing, otherwise the discharge gas will leak out.

**Water** – it is used to extinguish Class A fires. It is suitable for extinguishing solid substances on fire or smouldering substances (except metals), for example: wood, paper, straw, coal, textiles, rubber, plastics and flammable liquids soluble in water (for example, alcohols, aldehydes, ketones). Unsuitable for extinguishing: paints, varnishes, fats, waxes, tars, flammable gases. It is activated after pulling the fuse using the lever trigger. Do not turn the device upside down when extinguishing, otherwise the discharge gas will leak out. Do not use a water extinguisher to extinguish live electrical equipment!

**CO<sub>2</sub> (snowy)**– it is suitable for extinguishing class B and C fires and live electrical equipment (caution! only low voltage). Effective for extinguishing fires of flammable gases, liquids, but also

solid substances. It must not be used to extinguish alkali metals! The area of use is wide: laboratories, server rooms, fine electronics, storage of flammable liquids... It is activated after pulling the fuse and then pressing the lever trigger.

**CAUTION!** There is the possibility of frostbite by touching supercooled metal parts after using the fire extinguisher.

Fire extinguishers in MLYNY CU buildings are located mainly in red boxes which are glazed on the front side. All fire extinguisher boxes are unlocked and, if needed, it is necessary to carefully place your hands on the glazed front of the box and push the glass upwards by gently pushing it out through the top opening in the box. Once the front glass is out, the extinguisher can be removed from the cabinet and used for extinguishing operations.

If the glass cannot be removed, it can be carefully broken with a suitable tool in your reach (chair, broom, dustbin, rucksack, etc., beware of the risk of injury from glass pieces and flying shards).

**Fire hydrants** – are located on each floor of individual buildings or in the stairwells of buildings. A fire hydrant is marked with a pictogram. If a fire-fighting intervention is necessary after opening the box, we extend the hose near the fire (if the hose is not connected to the valve and the flow, we connect them). When the hose is not long enough, we connect it with a hose from the second closest hydrant. After letting the water into the hose and opening the flow, we will carry out the fire-fighting intervention. With a fire hydrant type C 52, the intervention must be carried out by at least 2 persons. Before using the fire hydrant, it is necessary to turn off the electricity in the entire section where the firefighting will be carried out. Accommodated persons are strictly prohibited from tampering with electrical substations; therefore, it is recommended to always use a suitable fire extinguisher for firefighting!

**WARNING! Do not extinguish live electrical equipment with water**

**Connecting means** – are located at fire reporting offices, i.e. gatehouses of buildings.

**Main switches** – of electrical devices and water shut-offs are marked with a safety inscription: MAIN SWITCH, ATTENTION ELECTRICAL EQUIPMENT, MAIN WATER SHUT-OFF, GAS.

Documentation of the location of main power switches and water and gas shut-offs is kept at the fire reporting offices. Only authorised persons may switch off and operate the main shut-offs!

## 2) Safety and health protection

### **Basic measures to ensure safety and health protection in the premises MLYNY CU**

#### **a) An accommodated person is obliged to comply with:**

- Obligations, orders and prohibitions resulting from generally binding legal regulations, internal regulations and other regulations in the area of safety and health protection. The Act on Occupational Health and Safety (Act 124/2006 Coll.), comply with the principles of safe behaviour, health protection, safe work and observe the prescribed work procedures.
- The strict ban on smoking and handling open fire in all indoor and outdoor areas of the buildings (**no smoking in rooms and balconies-terraces**, ban on candles, burners, incense sticks, etc.).
- The prohibition of possession and use of narcotic substances and psychotropic substances.
- Respect and follow the safety and health signs that apply to a specific subject, activity or situation and provide instructions or information necessary to ensure occupational health and safety, as necessary, by means of a sign, pictogram, symbol and colour. Signs are used to indicate a prohibition, warning or command, for marking emergency exits, evacuation routes and to locate and mark first aid equipment, as well as to locate fire extinguishing equipment.

- Comply with the ban on entering into premises, staying in premises and performing activities established by special regulations, which could immediately endanger life or health.
- Observe the ban on entering the roofs and terraces of buildings. It is forbidden to lean out of windows, balconies, etc.
- After use, turn off the electrical or gas stoves in kitchens and all electrical appliances that should be turned off in your absence. It is necessary to immediately disconnect kettles (do not leave them plugged into the electrical network on their base), or switch them off from the electrical network after each use.
- Observe the principles of safe work on electrical equipment (electrical equipment is considered equipment for converting any energy into electrical energy, the transmission of electrical energy, the conversion of electrical energy into other energy, i.e. portable, non-portable, attached and hand-held devices).
- Violation of the obligations and prohibitions is considered a disciplinary offence, on the basis of which the management of MLYNY CU will draw consequences against the resident in accordance with the disciplinary regulations.

**b) Accommodated persons are prohibited to:**

- Use unallowed thermal electrical appliances, especially cookers, electric coils, heaters and others... (Annex to the Dormitory Rules).
- Interfere with any electrical equipment and carry out any repairs or modifications on it.
- Work with exposed live parts of electrical equipment and to touch these parts directly or with any object.
- Decommission safety, protection and insurance devices.
- Control and operate electrical equipment in a dangerous manner.
- Use and repair faulty and damaged electrical equipment.
- Use chemical substances and chemical preparations with a chemical hazard factor (marked with the symbols indicating toxic, corrosive, irritating, harmful, flammable), i.e. chemical substances and chemical preparations that can harm health, for cleaning and maintaining hygiene in accommodation units or in the rooms.
- Bring in or store flammable liquids in the premises of MLYNY CU.
- Bring in or store any type of weapons in the premises of MLYNY CU.
- Violation of the obligations and prohibitions is considered a disciplinary offence, on the basis of which the management of MLYNY CU will draw consequences against the resident in accordance with the disciplinary regulations.

**c) Accommodated persons are obliged to:**

- Follow the manual and instructions of the manufacturer and the established procedure when operating electrical equipment.
- Ensure that electrical equipment is not overloaded or damaged, that electrical equipment and wiring are always freely accessible and uncovered, that lightly and highly flammable substances and objects threatening electrical equipment with mechanical, thermal, chemical and other damage and wiring are removed from their vicinity.
- Immediately disconnect faulty electrical equipment and report the fault to the MLYNY CU maintenance office (e.g. equipment with damaged insulation, a burning smell, smoking, unusually noisy, with bumpy operation, strong humming, jerky start, sparking, etc. is considered to be faulty).
- When cleaning and maintaining hygiene, accommodated students may only use chemical substances and chemical preparations without a dangerous chemical factor and are obliged to familiarise themselves with the manufacturer's instructions on the product packaging and comply with:

- prescribed work procedure and instructions for use,
- instructions for ensuring safety and health protection at work,
- principles of safe work,
- principles of occupational health protection,
- principles of safe behaviour.

Accommodated students are obliged to use appropriate personal protective equipment according to the nature of the activity performed, as indicated on the product packaging. It is forbidden to use damaged personal protective equipment or those that have lost their protective effect.

**d) An accommodated person undertakes the following:**

- I will follow the MLYNY CU Dormitory Rules.
- I will comply with occupational health and safety and fire protection regulations and measures.
- I will act in such a way that my actions do not endanger the life and health of myself or others.
- I will always follow the basic rules of safe work, safe behaviour and health protection and thus prevent accidents.
- I will only use authorised and fault-free electrical appliances and equipment.
- If I discover a deficiency that could endanger safety or health, I will immediately report it to the maintenance office or the gatehouse.
- I will always report to the maintenance office or gatehouse any deficiency that I need to have corrected in the accommodation facility, any maintenance, repairs, etc. on the electrical equipment as well as on the accommodation facility; I will never attempt to correct such deficiencies on my own. (switching on electrical circuit breakers, repairing electrical equipment, repairing furniture, etc.).
- I will not start a fire, smoke or handle an open fire in the premises of MLYNY CU.
- I will not leave gas or electric appliances switched on in the kitchen without direct supervision, and I will respect the ban on the use of unauthorised electrical appliances (cookers, heaters...) in the rooms, etc.
- I will familiarise myself with the fire alarm guidelines, the fire evacuation plan, which are located in accessible places around the MLYNY CU buildings, and in the event of a fire, I will follow their instructions.
- I shall tolerate MLYNY UK conducting practice fire alarms at all of its premises and facilities a minimum of 1 or more times during each 12 month period.
- I will not damage material means of fire protection distributed around the buildings, i.e. – portable fire extinguishers, fire water pipes, emergency lighting, fire alarm equipment, self-closing fire door devices, fire protection documentation, etc.
- I will not use chemical substances and chemical preparations marked with the symbols indicating toxic, corrosive, irritating, harmful, flammable, i.e. chemical substances and chemical preparations that can harm health, for cleaning and maintaining hygiene in accommodation units or in the rooms.
- If I notice a fire in the building, I will try to extinguish the fire (if it does not threaten my life or health); if this is not possible, I will raise the fire alarm by shouting "FIRE" and immediately report the fire to the fire reporting office (designated gatehouses in MLYNY CU buildings).
- An accommodated person is obliged to thoroughly familiarise himself/herself with this document, to follow it and to comply with the rules and obligations specified in it.

Updated on 26 June 2024 by OHS and FP Engineer, Miroslav Kubisa



Approved on June 26, 2024 by:

Mgr. Roman Rybjanský  
Director of the Section for Student Dormitories