Dean’s Directive No. 8/2013

A written record is available at: http://www.mff.cuni.cz/studium/formulare/

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A written record and training texts on fire protection and safety for students of the Faculty of Mathematics and Physics

(Records will be kept in students’ files at the Study Department.)

Introduction

Training texts are to be studied and signed by students after introductory and subsequent training on Fire Protection (FP) and occupational safety and health (OSH).

Fire Protection

The Fire Protection Act no. 133/85 Coll. was amended to create conditions for the effective protection of life and health of citizens and property from fires and to provide assistance during natural disasters and other emergencies.

Basic Responsibilities of Individuals

- to behave in such a manner so as not cause fire or to endanger the life and health of people, animals and property,
- to provide appropriate personal assistance when fighting fires, natural disasters, and other emergencies provided that the individual or their relatives are not exposed to serious danger or threat,
- in the case of injury to provide first aid and call for emergency help,
- to take necessary measures to limit the spread of fire while ensuring their own safety and that of their relatives,
- to notify the local fire brigade (the number is provided in the fire alarm Directive), the operator will call the fire brigade (FB),
- to provide personal assistance or necessary material aid when asked by the FB commander.

Individuals are Forbidden

- to wilfully and unreasonably call the fire brigade or otherwise misuse the emergency number, i.e. to report a false alarm.
- to damage, misuse or otherwise prevent the use of fire extinguishers or other means of fire protection and fire safety equipment.

**Danger of fire in the university buildings**

The danger of fire in the university buildings is caused by the presence of combustible materials and various sources of ignition (mostly in research laboratory centres). Combustible materials include of solid state materials, flammable liquids, cylinders with flammable or oxidizing gases. If there are increased fire safety requirements in the workplace, additional information is posted in the area.

**Possible ignition sources include:** open flames, burning materials (lit cigarettes!), electrical sparks, arc welding, electrical contact resistance, mechanical sparks, friction, and particularly hot surfaces and radiant heat.

**Students are required to:**

- familiarize themselves with the evacuation plan posted on bulletin boards in buildings at entrances to individual floors,
- respect the ban on smoking in all buildings. At the entrance to the building there are no smoking safety signs marked NO SMOKING and this measure applies to the entire building,
- act in such a way that will not cause a fire, and in the event of a fire, extinguish it; if this is not possible to immediately summon assistance as specified in the fire alarm directives, and to report each fire, including those extinguished, to their department head,
- follow the Dean’s Directive 2/2004 for building guidelines of the Faculty of Mathematics and Physics,
- maintain order at their workplace (auditoriums, classrooms, laboratories, gyms, etc.), remove or report any defective equipment and particularly defects in the electrical system to your teachers or senior employees,
- not to tamper with or use flammable liquids if their use is not required in their work, and never without proper training and under the supervision of a teacher. If a flammable liquids spill, immediately disposal of it in a safe manner in accordance with the instructions of a teacher (beware
of liquids which spontaneously combust!),
- not to engage in, without proper qualifications and teacher’s instructions, activities that could lead to a fire,
- handle cylinders only under the supervision of a teacher,
- maintain free escape routes and exits,
- in case of fire, cooperate in the evacuation,
- in the case of a fire drill, leave the building and assemble at a designated area.

**Teaching is located in the following buildings:**

Praha 2 – Nové Město, Ke Karlovu 3, Ke Karlovu 5
Praha 8 – Karlin, Sokolovská 83
Praha 8 – Troja, V Holešovičkách 2
Praha 1 – Malá Strana, Malostranské nám. 25
Praha 10 – Hostivař, Bruslařská 10, Department of Physical Education, the area is not under the supervision of the Faculty of Mathematics and Physics.

**Evacuation of People**

For each building there are special conditions for the evacuation of people which all students and employees of MFF are obligated to become familiar with:
- fire alarm instructions,
- fire regulations, if they exist for that building,
- escape routes - exit door keys are generally placed in a warning box with breakable glass; keys can be used in an emergency to open the exit door.

Fire alarm instructions and a graphic representation of escape routes are placed on notice boards at each floor of the above mentioned buildings.

Escape routes are marked with luminescent tables that indicate the direction of escape.

If you know of someone who has remained in a buildings threatened by fire, immediately notify those who are managing the evacuation, or the FB unit.
In case of fire, elevators must not be used in an evacuation. Cabins are not safe during a fire.

Method of Fire Alarm

- V Holešovičkách 2 (area Troja): local radio, facility is secured by the electronic fire signalization (EFS),
- Ke Karlovu 3 and Ke Karlovu 5: signal (internal siren) of 30s from the fire registration - concierge office,
- Sokolovská 83: signal (internal siren) of 30s from the fire registration - concierge office,
- Malostranské nám. 25: local radio, facility is secured by the electronic fire signalization (EFS).

Calling for Help

For each building methods for notifying authorities may vary. Directions are in the Fire Alarm Instructions posted on bulletin boards in the individual buildings. As to any additional requirements and measurements, see the Fire Control Order and the Fire Evacuation Plan. It is necessary to be familiar with the documents posted in a particular area. Electronic fire signals usually report the fire to the local fire reporting office (usually the gatehouse, reception desk or control room facility) automatically via sensors located usually near the ceiling or the fire can be reported by pressing the call button by the person who noticed the fire.

Pressing the call button generally results in an immediate fire alarm in the building / area and possibly triggering other devices (e.g. fire dampers in the air conditioning system, forced ventilation of escape routes, etc.).

If these procedures fail to immediately extinguish the fire, the Fire and Rescue Service has to be called.

An extinguished fire must immediately be reported to the Fire Brigade.

Important Telephone Numbers

Fire Brigade ......................... 150

Rescue Services ....................... 155      Emergency Call ............... 112

Police of the Czech Republic ...................................................... 158
Use and types of fire extinguishers:

All portable fire extinguishers have a simple trigger mechanism. However, it is always necessary to remove the transport lock of the triggering mechanism. This lock is clearly visible and the initial procedure is indicated by pictograms on the instrument. Everyone should have training before using them.

**Powder extinguisher**

Powder extinguisher is the most widely used fire extinguisher. It can be used immediately, without turning off the electricity. The required distance from electrical devices, when the electricity is on, is 1 m. It extinguishes most types of combustible material (solid, liquid). **ATTENTION, burning gas must never be extinguished until the gas leak has been sealed!** Can be used on an area up to 6 meters and operates for about 30 seconds. Operates by first targeting on fire directly and then the surface of the burning solid fuels.

**CO2 fire extinguisher - extinguisher with carbon dioxide (formerly known as snow)**

CO2 extinguisher is usually located in the technical area, close to the electric utility devices, servers, etc. It can be used immediately, without turning off the electricity. It is designed especially for extinguishing liquid and gaseous chemicals. Solid combustible materials may be extinguished if the fire is limited- i.e. the cable insulation, combustible parts of the electrical equipment and etc., but not furniture etc. **ATTENTION, burning gas must never be extinguished until the gas leak has been sealed!** Can be used on an area of 2.5-3 meters, and operates for about 30 seconds. Operates by directly targeting the flame.

**Fire hydrants**

Fire hydrants are not recommended to be used at the beginning of the extinguishing process. Before use, the FB commander must order the electricity to be switched off centrally.

**Occupational safety and health (OSH)**

Fundamental rights are a part of the social rights and are specified in detail in laws, particularly the
Labour Code and the law on public health care. Fundamental rights and freedoms are protected by the judiciary. In connection with these laws, everyone is obliged to take care of their own safety and health, respectively, lives and health of other people.

**The obligations of students**

- to comply with regulations pertaining to those activities performed particularly on devices (computer equipment), laboratory equipment both physical and chemical, and to become familiar with any existing **Local Operating Safety Regulations** in the course of these activities, or to follow the instructions of the teachers or senior students helping e.g. with computer technology in laboratories;
- to observe principles of safe and decent behaviour in the classroom and in physical education facilities;
- when studying, to use personal protective equipment and protective devices prescribed by the teacher;
- not to drink alcohol and misuse addictive substances, not to come to school, work, and sporting activities under their influence, and not to enter under their influence buildings and areas of Charles University – Faculty of Mathematics and Physics while under their influence;
- undergo medical testing for alcohol or other addictive substances when a teacher has a reasonable suspicion that a student is under the influence of these drugs. The use of alcohol or other addictive substances when studying at the faculty may be considered by the faculty administration as a breach of duties of study, which can lead to expulsion;
- to respect the prohibition of smoking in all areas of the faculty;
- to undergo medical examinations that may be required by the faculty administration;
- to notify their teachers of deficiencies and defects that could threaten work safety;
- the student is entitled to refuse an activity which could threaten his life or health, or the lives and health of other individuals; such a refusal cannot be regarded as an infringement by the student;
- to notify the school management of failures and deficiencies in the school building, which
endanger or which directly and seriously threaten the safety or health of other people, and, in particular, can result in the imminent outbreak of an emergency or lack of organizational safeguards;

- to notify the school administration of failure or malfunction of technical equipment and of those protective systems originally intended to avoid these failures;
- not to change and not to exclude from the operation protective equipment;
- to immediately notify teachers of their injury, the injury of other students or injury of other people.

**The rights of students**

- to have the right to participate in solving issues related to safety and health studies through student organizations or representatives responsible for safety;
- to have the right and obligation to participate in creating a safe and healthy environment, applying a set of measures adopted by the school and participating in issues of health and safety.

**The principles of first aid in electric shock**

*Remove* the victim from the source of the electrical current without endangering yourself!

However, because of muscle spasm affected individuals cannot release the object through which current is flowing. It is therefore absolutely necessary to first:

a) turn off electricity by pulling the cable from the power outlet,

b) move away the wire using a nonconductive material - wood, rope, cloth,

c) do not touch the victim with your bare hands, use only one hand,

d) if victim is not breathing – immediately begin indirect heart massage.

**Immediately call Rescue Services tel. ...................... 155**
Traumatology Plan

Emergency procedures in cardiopulmonary resuscitation and trauma

In case of a serious accident, it is necessary to determine health status and life functions (breathing, heart function) and then call an ambulance; if possible, send someone for help while providing first aid.

1) **check breathing** for 10 seconds - put your hand on the chest of the injured person and, listening, determine whether they are breathing. In case of cardiac arrest, begin to perform cardiac massage,

2) stop severe venous or arterial bleeding,

3) if the victim is unconscious, let them lie on their back and monitor their vital signs. When more people injured, put those who are unconscious into the recovery position and check their vital signs continuously.

Cardiopulmonary resuscitation (indirect heart massage)

1) Check the state of the victim’s consciousness and their vital functions (respiration, heart activity on the carotid artery - **if you cannot feel the pulse, do not seek further, it could lead to deterioration in health of the victim**).

2) If the victim is not breathing and there is no heart function, call the emergency number or ambulance, and try to get help.

3) Lay the victim on the hard floor, relax the airways by leaning the head back and clean the oral cavity (vomit, blood, foreign bodies). In the elderly, bend the head only slightly back to avoid damage to health.
4) If the victim does not begin to breathe, **IMMEDIATELY** begin indirect heart massage. The rescuer puts the palm of their hand into the middle of the sternum of the victim and then puts the other hand on the first one. Fingers pointing horizontally to the sternum, not close to the chest. During the massage the rescuer should not move the hands away from the chest. The rescuer’s upper limbs are stretched at the elbows and perpendicular to the axis of the body.

**The rescuer compresses the victim’s ribcage by the weight of their body, the adult’s chest is compressed in about 4-5 cm.**

**The frequency of regular compressing should be 100 compressions per minute.**
When more rescuers are at the scene, they should take turns, each working for 2 minutes until emergency medical help arrives.

**School Accidents**

If a student’s health is damaged during schooling or school events (*school injury*), the school is responsible for the damage. The school may be exempt from this liability (fully or partially) according to the degree of culpability of the student. Reasons for exemption from liability on the part of schools are violations of laws and other regulations by the student, the student's drunkenness, using drugs or hazardous behaviour. If the school is partially exempt from its responsibility, the degree of damage caused by the student must be specified. Injury is considered to be a *school injury* in case that a student’s health was damaged during activities associated with studying in school buildings or school activities organized by and under the supervision of a teacher. In principle there can be no *school injury* if the buildings and areas where students eat, are accommodated (e.g. on campus), are on the way to or from school, do not belong to the Faculty of Mathematics and Physics, or during activities that are being done despite the expressed prohibition of the school. Deciding when a school accident is a *school injury* is in the competence of the school, in case of any disagreement, the court will decide the dispute.

**Documentation of the school injury and compensation of the injured student of Charles University – the Faculty of Mathematics and Physics**

**Documents necessary for one-off compensation of the student injured at school:**

1) "Record of a school injury of a university student", completed together with a teacher.

2) "Medical opinion" and scoring an injury (smart money) - done by a doctor.

3) The receipts for medical office – filled in and signed by a doctor.
4) Fees - confirmation of payment of the fees at the doctor’s office, hospital, and pharmacy.

5) Confirmation of an additional payment for drugs from the pharmacy and the attached copy of the prescription from the doctor.

6) Fare for transportation to doctor - a ticket or other transport documents for the transportation of the victim to the doctor specifying the number of kilometres, addresses, and a copy of the car’s registration, if a private car was used, attached. The purpose of the transportation must be confirmed by the treating physician.

7) Damaged items.

Forms sub (1) and (2) are available at the secretariats of the departments where the accident occurred.

Information: Submit the completed forms to the appropriate department or registry at Charles University, Prague – the Faculty of Mathematics and Physics, Ke Karlovu 3. They can be also sent by registered post to: Section BOZP [= OSH], Charles University - Faculty of Mathematics and Physics, Ke Karlovu 3, 121 16 Prague 2. Or to be taken to OSH personally (after making an appointment). It is not possible to compensate the injury without getting properly completed forms.

Compensation of the school injury

The school will transmit completed forms to the worker of OSH who will analyze and evaluate the injury. Compensation is disposable and should not be confused with health insurance or private accident insurance. The total amount of the compensatory money will be picked up by the student at the box office (Dean's office, Ke Karlovu 3, Prague 2).

Heavy, massive and fatal accidents

Subject to immediate reporting (e.g. telephone, fax). These injuries must be reported to: Czech Police, Inspectorate of OSH, Rectorate of Charles University, the Ministry of Education, and Faculty of Mathematics and Physics.

Liability for damages (choice of law no. 262/2006 Coll., The Labour Code, § 391)
The faculty is responsible for the damages occurring during the process of teaching in the school or in direct connection with this process; if the damage occurred during practical training at a legal entity and individuals were responsible for that, the responsibility for compensation is on the side of the legal entity and individuals which provided a place for the course.

University students are responsible for damages they have caused to the school during theoretical or practical training or in direct connection with it. If the damage occurred during courses taking place outside the classroom in a different school or in direct connection with it, the student is responsible for the damage to the school facility.

The university corresponds to the university student for the damage that he suffered from during theoretical and practical teaching in the school or in direct connection with it.

Students will be required to re-read this record when advancing to the next grade. During studies which include activities in other workplaces this training is inadequate and must be accompanied by training carried out by the competent leader of the workplace.

A written record of fire protection (FP) and occupational safety and health (OSH) must be made on the enclosed form, which is a part of the organization regulation as one of the annexes. Each student must sign the documents by their own hands and dates must be accurately stated on the record.

If you do not understand the text or its part, you should ask the Study Department for providing you training by a professionally competent person.

A written record is published on: http://www.mff.cuni.cz/studium/formulare/

I declare that I read and understood the text.

First Name and Surname (legibly): …………………………………………………………………

Year: _______ Field of study: _________ Study Group: ________________

Signature: ………………………………………

Day: …………………………………………. 