

INSTRUCTIONS FOR STUDENTS ACCOMMODATED AT CHARLES UNIVERSITY DORMITORIES

To comply with the fire safety regulations pursuant to Act No. 133/85 Coll. and Decree No. 246/01 Coll., and the safety and health protection measures during the accommodation at the dormitory, **each student MUST follow the following instructions:**

- Act in a suitable way to avoid fire and don't risk any injury, whether to yourself or other people.
- Read well the Dormitory code, Fire safety code, Alarm procedure instructions, Fire reporting code and Evacuation code (these instructions are displayed in the halls and on the floors of the dormitories).
- Learn about the fire-fighting equipment.
- Don't destroy or repair technical devices and dormitory equipment (elevators, lightning conductors, switchboards, refrigerators, lights on corridors and staircases, water pipelines, drains and fire-fighting equipment).
- Any damages must be reported in the damage logs in the receptions; all urgent cases must be **immediately** reported to the dormitory manager, or receptionist after the working hours.
- **Only** use electrical devices in the good technical conditions (according to the national technical standards ČSN); extension cables may only be used within the approved load range (indicated on power sockets).
- All electrical devices may only be used according to instructions of the manufacturers.
- No technical devices unapproved by national technical standards (ČSN) may be used.
- Do not damage, misuse or disable the use of manual extinguishers and/or any other fire-fighting devices.
- Do not destroy accommodation facilities and equipment – furniture, doors, elevators, walls, handrails etc.
- It is forbidden to handle or adjust technical devices without proper authorization (such as elevators) or insert hands or any objects into the operational areas of technical devices.
- It is forbidden to leave electrical devices (cookers, irons, PCs) plugged, or burning candles or flammable liquids, when leaving the room or kitchen.
- The escape routes (corridors and staircases) must always stay free and uncluttered.
- In case of fire, it is forbidden to use the personal elevator, unless there's an evacuation elevator established!
- In case of fire, warn other residents (**by calling out "FIRE!"**). Then, follow the Fire alarm instructions, i.e. try to extinguish the fire, and if impossible, call help:
Report the fire in the reception.
- It is forbidden to remove / damage safety signs and information tables of occupational safety and health and fire protection.
- It is forbidden to throw anything (such as litter, bottles etc.) from the windows, balconies and terraces.
- For walking, only use the appropriate corridors, staircases and halls.
- The students are advised to have all electronic devices checked by a qualified expert.

I hereby declare I have met, or read and understood, the following:

- Fire safety codes in the dormitory
- Fire alarm instructions
- Fire evacuation plans
- Fire reporting code
- Members of preventive fire-fighting squads
- Manual extinguishers, hydrants and electronic warning signal system
- Evacuation plans (including escape routes and exits, organizational instructions, safety signs, etc.).

I hereby CONFIRM that I have been informed on the aforementioned instructions and measures of occupational safety and health and fire protection.

I DECLARE I will follow these instructions during my accommodation in Charles University dormitory.

Accommodation date:

Signature of the student:

Signature of the accommodation management :

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The non-compliance with the aforementioned instructions will be assessed based on the dormitory code and other regulations.

Approved by: Ing. Jiří Macoun

Attn: Eva Gačová, vedoucí koleje

Updated by: Jaroslav Jindra, ref. BOZP, PO

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