 SATBAYEV UNIVERSITY	NON-PROFIT JOINT-STOCK COMPANY "K.I. SATBAYEV KAZAKH NATIONAL RESEARCH UNIVERSITY "	
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INSTRUCTIONS

**on fire safety measures in
dormitories**

(FSI 02)


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PREFACE

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1. General Provisions

1.1 This instruction establishes the basic fire safety requirements for living in dormitories joint-stock company "K.I. Satbaev Kazakh National Research Technical University » (hereinafter referred to as "the University") and is mandatory for all employees and students.

1.2 Every employee and student of the University, as well as a person living or visiting the dormitory, is obliged to know and strictly comply with the requirements of these instructions, and to avoid actions that could lead to a fire.

1.3 All persons moving into the dormitory must undergo initial and repeated fire safety briefings against signature in the briefing registration log. Persons who have not completed fire safety training will not be allowed to move into the dormitory.

1.4 Responsibility for violation of fire safety requirements lies with a person approved by order of the Rector.

2 Maintenance of the hostel premises

2.1 The premises must be kept clean and tidy at all times.

2.2 Fire automatic equipment, fire water supply systems, and primary fire extinguishing equipment must be constantly maintained in good working order.

2.3 Access to electrical equipment, primary fire extinguishing equipment, and emergency exits in the dormitory must be free.

2.4 Doors of emergency exits must be locked only with easy-to-open latches.

2.5 In the dormitory building, floor plans for evacuation of people in case of fire must be posted in visible places. The following must be posted in all dormitory rooms: a brief reminder about fire safety rules, a reminder about what people should do in case of a fire.

2.6 Basement and attic doors and hatches must be locked. There should be information on the doors and hatches about where the keys are stored.

2.7 In buildings and premises it is prohibited:

- 1) obstruct the approaches to fire extinguishing means and electrical equipment;
- 2) smoke and use open fire in the dormitory premises;
- 3) leave electric heating devices connected to the network unattended;
- 4) use damaged sockets, branch and junction boxes and other electrical installation products;
- 5) use non-standard (homemade) heating electrical appliances for heating purposes;
- 6) use electric irons, electric stoves, electric kettles and other electric heating devices that do not have thermal protection devices, without special stands (power sockets, heating disks) that eliminate the risk of fire, if their presence is provided for in the manufacturer's instructions;

- 7) operate electrical wires and cables with insulation that is damaged or has lost its protective properties;
- 8) connect several electricity consumers to one power source;
- 9) use temporary electrical wiring not intended for emergency and other temporary work;
- 10) wrap electric lamps and lamps with paper, cloth and other flammable materials, as well as operate lamps with removed caps (diffusers) provided for by the design of the lamp;
- 11) allow electric lamps to come into contact with combustible structures and combustible materials;
- 12) use switches, plug sockets, etc. for hanging clothes, and also cover electrical wires with wallpaper, film and other synthetic and flammable materials;
- 13) make fires and burn waste on the campus;
- 14) carry out unauthorized redevelopment, change the functional purpose of the dormitory premises. Reconstruction, redevelopment, change in the functional purpose of premises must be agreed with the University Infrastructure Management Department;
- 15) place (store) flammable (including flammable) substances and materials in the electrical panel room (at electrical panels), near electric motors and starting equipment;
- 16) use attics, technical floors, ventilation chambers and other technical premises of the hostel to organize production areas, workshops, as well as for storing products, equipment, furniture and other items;
- 17) arrange workshops in the basements and ground floors of the dormitory, as well as place other utility rooms, if there is no independent exit or the exit from them is not isolated by fire barriers from the common staircases;

2.8 To ensure safe evacuation, the following is not allowed:

- 1) rehang doors that prevent exit from buildings and premises;
- 2) remove the doors separating the staircase or lobby, into which the exit from the staircase is located, from the common corridors;
- 3) install "false" doors on evacuation routes, install stained glass windows, mirrors, turnstiles and other devices that impede normal evacuation;
- 4) block exits through doors and hatches into attics and roofs;
- 5) obstruct escape routes and exits (including passages, corridors, vestibules, galleries, elevator halls, landings, flights of stairs, doors, escape hatches) with various materials, products, furniture, equipment, industrial waste, garbage and other items, and also block the doors of emergency exits;
- 6) arrange storage rooms and other utility rooms in the staircases and floor corridors of the dormitory, as well as store things, furniture, household items (prams, sleds, bicycles) and other flammable materials under the flights of stairs and on landings;
- 7) turn off the staircase lights at night and close the staircase doors with locks and hard-to-release locks while people are in the building;

8) use the elevator (if available) during evacuation from the building in the event of a fire.

3 Responsibilities of residents of the dormitory

3.1 Comply with fire safety rules in the premises and on the territory of the University.

3.2 When leaving the room, turn off all electrical appliances and lighting.

3.3 Familiarize yourself with the building evacuation plan, as well as the location of exits.

4 Actions of personnel in case of fire

4.1 In the event of a fire, you must:

1) notify those working in the premises, inform the security service, manager or other officials;

2) immediately report this to the fire department by phone "101" (in this case, you must provide the address of the facility, the location of the fire, and also provide your last name);

3) stop all work, disconnect electrical equipment;

4) if it is not life-threatening, take measures to extinguish the fire using available fire extinguishing means;

5) if it is impossible to organize fire extinguishing, immediately leave the premises, guided by the evacuation plan.

4.2 Use of primary fire extinguishing agents in case of fire.

4.3 A powder fire extinguisher is used to extinguish fires (combustion of flammable liquids, flammable gases, electrical installations under voltage up to 1000 volts, as well as alkali metals and vehicles).

4.4 To use a fire extinguisher, it is necessary to remove the seal, pull out the pin, point the nozzle at the source of the fire at a distance of at least 1-2 meters from the leeward side and press the lever.

Change registration sheet

Serial number	Section, subparagraph of the document	Type of change (replace, cancel, add)	Number and date of notification	Changes made	
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