PROTECTION TRAINING MATERIAL – FOR STUDENTS

General Fire Safety Information

Keeping fire safety regulations is compulsory for all citizens. If you detect fire or the immediate danger of fire, you are required to notify fire rescue and disaster prevention services immediately. Everyone is required to help efforts to put out fires and to rescue casualties without compensation and without further notification with personal involvement and providing information, subject to their age, health and physical capabilities.

Regulations of Use

- A detailed description of the general fire safety rules of use are available in the Fire Safety Regulations of the university buildings. You must adhere to these rules. The Fire Safety Regulations document is available on the web page on the following path: Egyetem / Egyetemi Szervezetek / Kancellária / Szabályozás / Szabályzatok / Egyéb szabályzatok (The University / Organizational Units / Chancellor / Rules / Regulations / Other Regulations).
- University rooms and spaces may only be used for their designated purpose. Any other use requires the written permission of the manager in charge. All rules detailed in the permission must be observed.
- The use of naked flame, candles, sparklers, any type of fireworks or smoke generating tools is strictly forbidden in the area of the halls of residence.
- Halls of residence and other university buildings are strictly non smoking!
- You may only smoke in the outdoor areas designated for smoking. It is forbidden to store or dispose of burning cigarettes, matches and other similar objects where these may cause fire or explosion.
- Both within and outside of buildings the following are strictly forbidden, even for a temporary period:
  To prevent access to...
  - switches of the electricity system;
  - opening and closing devices of works;
  - manual fire alarms;
  - booster pumps;
  - the console and vents of the heat and smoke extraction system;
  - fire safety equipment;
  To narrow...
  - passageways;
  - stairs;
  - doors;
  - emergency exits.
- In the buildings (room in the halls of residence, offices etc.) you may only use heating solutions that do not pose a risk of fire or explosion in normal operation. Heating appliances of permitted types and in perfect working condition may only be used.
- The use of any supplementary heating appliance besides the standard heating system requires the written permission of the manager in charge. All rules detailed in the permission must be observed.
• It is forbidden to pipe into sewers and soakways inflammable gases, steam or liquids, sewage containing such materials and any materials that may react with water and form inflammable gases.
• Lightning appliances and devices have to be positioned, installed and used in a manner that prevents the risk of fire.
• To prevent the risk of combustion it is compulsory to keep sufficient distance between electric appliances and combustible materials or to use sufficient heat insulation.
• Electric machinery, appliances and other devices must be switched off after use. If unused these pieces of equipment must be unplugged.
• Detailed rules of the authorization and safe staging of events are available in the Fire Safety Regulations.

Fire Alarm

• If you detect fire or the immediate risk thereof or you are informed that a fire is detected, you are required to notify all persons in the vicinity and the fire brigade with the methods available (operation of the manual fire alarm, shouting, using a phone, notifying the reception desk). The emergency call number of the fire brigade is 105. You can also call the single emergency call number 112.

The fire notification must include the following:
– exact location of the fire, the address of the building (district, street, number);
– what is on fire, the nature of the damage, what is in danger;
– if human lives are at risk;
– name of the person to alert the fire brigade, originating phone number of the call;

During the call try to be calm and clear, provide all information you are aware of.
• If the fire alarm is activated act in line with the fire alarm plan of the affected building and leave premises. Ensure that all persons in the building are notified of the fire in time and that they leave it safely. A fire evacuation practice must be conducted at least once a year.

Evacuation

• If the fire alarm is activated act in line with the fire alarm plan of the affected building and leave premises. Ensure that all persons in the building are notified of the fire in time and that they leave it safely.
• During evacuation observe the exit signs.
• Use the stairs to evacuate from the floors other than the ground floor and from the basements. In case of fire elevators do not work – all elevators move automatically to the ground floor and park there with doors open.
• Smoke and heat entering the stairways may be ventilated by opening the windows.
• In case of evacuation give priority to children, pregnant women, persons with children, the elderly, the disabled and help them leave premises.
• A piece of damp cloth (for example a towel) placed on the nose and the mouth provides effective protection against smoke for the duration of the evacuation. Hot smoke gas is lighter than air and fill rooms layered from the top to bottom. Therefore crouch to leave a room filled with smoke safely.

• Persons exiting the building inform safety personnel and those involved in the rescue operation of the details of the emergency and the position and age of any persons (child, ill, elderly, disabled) who may still be in the building.

Fire Extinguishers

Fire extinguishers are designed to help extinguish fires quickly and effectively in the initial phase. A fire extinguisher is a stored-pressure or cartridge-operated device that enables the user to discharge the agent contained in the vessel onto the fire in a controlled manner.

**Powder based type:** applicable to put out fires of different fire classes.
- Fire Class A: organic solids such as paper and wood that burn with flames or glow.
- Fire Class B: flammable or combustible liquids, including petrol, grease, and oil.
- Fire Class C: involve flammable gases such as Acetylene, Hydrogen, LPG.

The most common fire extinguishers at the university are Class A-B-C powder based device that are safe to use for extinguishing the fires of electric devices under current for up to 1000 V. User instructions are clearly visible and readable on the labels placed on the fire extinguisher devices. However, do not use powder based devices on IT equipment as the agent may permanently damage the parts of the equipment not affected by the fire.

**Carbon dioxide type:**
- safe to use on electric devices under current,
- ideal for use on IT equipment,
- cannot be used to extinguish glowing materials.

The gas is propelled at -79°C. Due to health hazard avoid contact with the skin. Take caution when using in confined spaces as the device pushes oxygen out of the room.

**How to use a fire extinguisher:**
- Pull the pin;
- Aim the nozzle at the fire;
- Squeeze the lever to start the device;
- Periodic operation is allowed;
- Aim at the base of the fire, not at the flames or at the smoke!
- Do not stand close to the fire!
Putting out a Fire

- In case of not extensive fires that are still in the early stages you need to try to put it out with the applicable tools available provided that personal safety is not at risk.
- If multiple fire extinguishers are available use those at once for effectiveness.
- You have to ensure that the arriving fire brigade finds the location of the fire. In order to do this one person must meet the arriving fire brigade units in front of the building.
- Once the fire brigade units have arrived, fire fighting efforts are coordinated by the commander of the unit.
- All fire related events must be reported to safety personnel as fires put out without the intervention of the fire brigade and fires that stopped without human intervention must also be reported to the fire brigade and the location must not be changed until investigation measures are in place.
- Do not use water to put out electric fires!

Action against Persons Responsible for the Breach of Fire Safety Regulations

- Fire safety regulations and policies must be observed by everyone without further notice.
- If fire safety requirements are not adhered to and this action is categorized as an offence the person responsible may be liable to fines as a result of offence proceedings.
- If Fire Safety Regulations are breached and the breach is categorized as insubordination the person responsible may be penalized as a result of disciplinary proceedings.

Civil Protection Information

Citizen's Duties

Hungarian citizens (men from the age of 16 to 60 and women from the age of 18 to 55) are obliged to perform their Civil Protection duties even in PEACETIME or in a STATE OF EMERGENCY. This obligation includes the following: data reporting, reporting (qualification acquired, change of workplace, change of address), obligation to show, obligation to perform Civil Protection duties.

Civil Protection Duties

- Protection of life:
  - Preparation of the population and civil services to defend against the effects of hostile offensive weapons;
  - Alert and inform;
  - Deportation and admission;
  - Creation of shelters;
  - Provide personal protective equipment;
  - Blackout.
- Protection of property:
- Preparation and implementation of the pre-emptive technical, radiological, biological and chemical protection of goods of subsistence, drugs and bandages and other material goods (for example tools of production and services),
- Protection of assets having special value (cultural artefacts, precious metals, currency etc.).

- Following the use of offensive weapons:
  - Reconnaissance to reduce losses, rescue, mitigation,
  - Temporary care for the population (provision of food and water, provision of temporary shelter for the homeless).

- In force majeure situations, and in case of industrial and other catastrophes (flood, waterlogging, earthquakes, industrial, nuclear, traffic etc. accidents, catastrophes)
  - Provide help for the services active in the prevention and mitigation of damages (flood protection service, fire protection service, epidemiological and public health services and so on),
  - Participation in mitigation of damages and in the temporary restoration and provisioning essential for rescue.

- To ensure the proper management of Civil Protection for wartime
  - Civil Protection preparation of national and regional management bodies,
  - Creation and maintenance of management points (facilities to provide protected workplaces for the management bodies) and the related technical conditions (news communication links and so on).

Disaster Prevention Information

Disaster

Force majeure events, industrial disasters or any other extraordinary event with catastrophic effect of natural or human origin that significantly harm or pose a direct risk to life, living conditions, material wealth or the natural environment.

Categorization of Disasters by Origin

- Natural disasters that are caused by the forces of nature without human intervention (force majeure), for example:
  - Meteorological disasters (rainstorm, windstorm, snowstorm, avalanche, lightning strike, wildfire, tsunami etc.)
  - Geographical disasters (earthquake, meteorite impact, volcanic eruption)
  - Meteorological disasters (epidemics, pest insects etc.)

- Civilization related disasters that are caused by faulty human intervention, human error, human negligence or technical errors. These may include disasters that cause immense damages and may affect entire continents, for example:
  - Technical or industrial disasters (failure of power grids, collapse of facilities, mass traffic accidents, release of hazardous substances and so on)
  - Social disasters (terrorist attack, sabotage, armed conflicts, wars, strikes, migration and so on)

Rules of Conduct for Extraordinary Events

- General rules of conduct:
- Follow the instructions of Disaster Prevention personnel;
- Switch on the radio, the TV and pay attention to instructions announced by loudspeakers. Inform your neighbours;
- Do not listen to false rumours and do not spread such rumours;
- Use your phone only to call help;
- Switch off gas and water supply when you leave your home. Close the doors and windows;
- Trust those who are prepared to help in disaster situations and take the related risk for you.

- Rules of conduct for certain extraordinary events:
  - Keep calm, stay where you are and gather information;
  - Stand in a doorway or take cover under a table until the earthquake stops;
  - If isolation is ordered enter the nearest concrete or brick building and keep doors and windows closed (for example in the case of a nuclear or chemical disaster);
  - Seek cover from falling objects. Park your car so that it is protected from falling objects (in the case of earthquakes, floods and fires);
  - In the case of a flood find elevated ground. If you are unable to leave the building go to higher floors with roof access;
  - In the case of an earthquake, fire or chemical disaster put out fires;
  - In the case of a fire try to localize it and put it out;
  - In the case of earthquakes, floods and fires do not use elevators and stop your car;
  - Make a list and collect all object you need for the time when rescue arrives, for example valuables, drugs, clothes. Pack in a backpack or a shoulder bag that leaves your hands free. Wear layered, comfortable clothes;
  - Move in groups so that you can help each other. Avoid the pavement, walk in the middle of the road (in the case of an earthquake, fire, chemical or nuclear disaster);
  - Protect your head, face, eyes and any exposed surfaces of your body. Use a damp cloth to protect against gases, smoke and dust.

- Deportation is a shorter or longer period for leaving your place of residence. It may be voluntary or forced, depending on the type of emergency. Deported persons are accommodated in safer areas, primarily at families.

- Evacuation is a form of leaving your place of residence when there is no time for notification. Following a disaster population must be evacuated from the area in the shortest time possible due to direct danger of life.

- Rules of conduct and things to do in the case of deportation:
  - Switch of electricity, water and gas supply lines;
  - Move gas cylinders out of your home;
  - Animals must be confined with food and water provided if possible;
  - Follow the events in the media, listen to local loudspeakers and notifications;
  - Fires must be put out everywhere;
  - People in need must be helped if possible;
  - Help to prevent panic;
  - Obey the instruction of law enforcement services;
  - Bring the following: identification documents, money, water, cold food, necessary pieces of clothing, personal protective equipment, blanket, backpack, radio, drugs, healthcare kit.