

SHORT FIRE SAFETY INSTRUCTION

Procedures in case of FIRE or other hazard

In case of fire or other local danger to life, **all workers shall:**

ALARM

- I. Alert and evacuate persons in the immediate vicinity.
- II. Press the nearest ROP Manual Fire Warning - located in the corridors throughout the office
- III. Start fire extinguishing with hand-held extinguishing equipment.
- IV. Prevent the spread of the threat.
- V. First aid to victims.
- VI. Alert **Building Protection 885 562 240 (24 hours on call); State Fire Service - tel. 998, 112.**
- VII. When an evacuation signal is announced, perform the tasks specified in the emergency duties.
- VIII. Adjust to the instructions of the operator of the evacuation and execute all the instructions of the operator of the rescue and extinguishing operations.



FIRE-FIGHTING OPERATION

 At the same time as the alarm of the fire service, the fire-fighting operation shall be commenced with the use of extinguishers and fire-fighting devices, located on the building's equipment. Any person taking rescue and fire-fighting operations should remember that: **first, rescue life at risk! and then:**

- a) disable the electrical current supply to the fire rooms,
- b) remove all flammable materials from the fire range,
- c) do not open doors and windows without need to the rooms in which the fire has occurred, as the inflow of air promotes the spread of fire.

On arrival of the State Fire Brigade units, the person who has hitherto managed the share shall: present the situation of the Commander of the State Fire Brigade and remain at the disposal of the assuming management of the rescue and fire-fighting operation.

EVACUATION FROM THE BUILDING - PROCEDURES

In situations of real risk, the following indications should be observed:

- A. **Corridors, stairways and exits for evacuation should be used to evacuate the building.**
Exits from stairways outside the building by means of communication corridors serving as evacuation. No evacuation through the entrance hall.
- B. **The alarm indicating the start of the evacuation** in the building is the sound signal issued by the alarm sirens. The Communication will be repeated "round" in Polish and English.
"Attention, attention. A threat was detected in the building. Please leave the Building peacefully immediately and with the nearest escape route. Please do not use lifts or cars left in the garage."
- C. Even though the sirens' signaling may stop working, **you should evacuate to the designated collection point. In front of the building Generation Z - the corner of the Towarowa street and Łucka street.**
- D. Take small personal belongings, **provided that this does not delay the time of departure**, do not return to the premises after the personal belongings left there!
- E. **Close the door behind you** (snap - do not lock it!), but only if there is no person left in the room, except in special cases (e.g. in the case of placing an explosive charge) - leaving doors and windows open allows to reduce the possible effects of the explosion).
- F. Evacuate in a **energetic, calm, quiet and disciplined** manner. Running is forbidden!
- G. Searching toilets or other premises is the responsibility of the emergency personnel, not the personnel!
- H. The return to the staff building shall take place only if announced by the evacuation coordinator.

FIRE GROUPS AND FIRE FIREFIGHTING MEASURES

Group	Type of burning material	Extinguishing medium type
A	Organic solids, the normal burning of which results in the formation of incandescent coal (wood, paper, etc. materials)	Water, fire extinguishing foam, extinguishing powder, carbon dioxide
B	Flammable liquids and melting solids (solvents, floor pastes, melting plastics)	Extinguishing foam, extinguishing powder, carbon dioxide
C	Gases (urban gas, methane, propane-butane)	Extinguishing powder, carbon dioxide
D	Metals (magnesium, sodium, potassium)	Extinguishing powder
F	Fats and oils in kitchenware	Extinguishing powder

Solid bodies - they burn with surface fire. The fire of the charcoal gradually becomes solid parts that fall off, revealing further parts of the material.

Flammable liquids - they burn with surface fire. The outer layer of the liquid warms up, steams and burns intensively.

Flammable gases burn intensively throughout the whole volume and are particularly dangerous when they mix in a suitable proportion with air before burning (explosion may occur).

Types of extinguishing agents used in the premises of the Generation Z Building:

Water - is the most commonly used extinguishing agent. Do not extinguish with water:

- a. solids reacting with water (flammable gas production), e.g.: carbid, sodium, potassium, lithium;
- b. flammable liquids with specific weight lighter than water, e.g.: Petrol, oil, kerosene;
- c. electrical systems, devices that are live - water conducts current and can cause an electric shock!
- d. of metals heated to high temperature, with rapid evaporation, form hydrogen (explosive properties).



Carbon dioxide - it has cooling properties, does not conduct electric current, chemically it is an inert compound, does not moisten extinguished materials, does not create explosive mixtures, does not cause damage. Suitable for **fire extinguishing flammable liquids, gases, electrical installations under voltage**.

Fire-extinguishing powder - is a versatile, effectively extinguishing **fire of solids, liquids, flammable gases, metals and fat**.

Types of fire-fighting equipment and fire-extinguishers located in the Generation Z:

HYDRANTS



Fire hydrants are used wherever water may be the extinguishing agent. The hydrant should be operated by two persons.

Attention!! It is prohibited to use internal hydrants to extinguish fires in the area of consumer electronics and live electrical systems and devices (possibility of electric shock!!!).



FIRE GAS

It is used to extinguish fire in the embryo when it is small. Attention!! The fire can quickly develop to a size that exceeds the extinguisher's capabilities, as it has a limited amount of extinguishing agent and a limited operating time (from a few to a dozen seconds). In order for the fire to be extinguished, the person operating the fire extinguisher must have **immediate access** to it, must be **able to start the fire extinguisher** and **use it properly**. The person conducting the extinguishing activity should always ensure the way of retreat (escape)! The distance to fire extinguishers in the office area should not exceed 30 m.

Fire extinguishers and hydrants shall be:

1. At the Reception next to the entrance to the Bielany Hall and the transition to open space
2. In the hallway next to the HR room and the Administration Factory
3. In the hallway at the evacuation exit at the open space Partner Management & Consulting & Business Development
4. In the hallway next to the Server Room

Powder extinguisher (GP-6x-ABC)

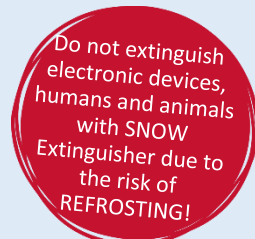
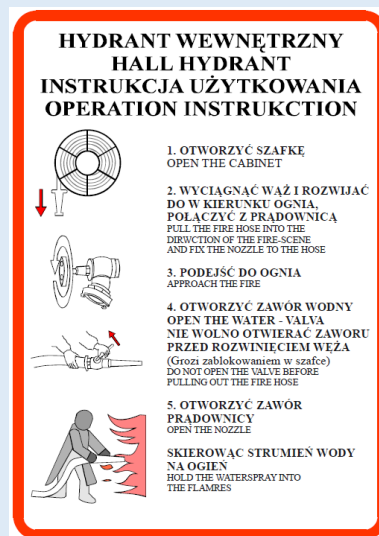
Designed for extinguishing: solids (wood, paper, etc. materials), flammable liquids and melting solids (solvents, floor pastes, melting plastics); gas (urban gas, methane, propane-butane).

Snow extinguisher (GS-5X)

Designed for extinguishing: flammable liquids and melting solids (solvents, floor pastes, melting plastics); gas (urban gas, methane, propane-butane).

Fire extinguisher handling:

1. Pull out the cover.
2. Remove the hose from the handle; direct to the source of fire; press the lever.



SAFETY PHONE LIST

Fire Service **tel. 998 or 112**
 Building Manager **tel. 722-250-069**
 Building Security **tel. 885-562-240**

Ambulance **tel. 999 or 112**
 Security Coordinator Cezary Lonca **tel. 605-998-062**
 Security Coordinator Michał Gos **tel. 601-321-291**

Police **tel. 997 or 112**

EVACUATION OF PERSONS WITH DISABILITIES

In the event of an alarm, the fire crane shall be provided by the administrator or a designated person and shall proceed to the evacuated floor. The leader of evacuation with the persons appointed for evacuation shall transport persons with reduced mobility to the fire hall, fire elevator. The evacuation is done by using a crane.

TASKS AND OBLIGATIONS OF ALL WORKERS IN THE BUILDING GENERATION WITH

All employees at their workstations, each within the scope of their tasks and duties, are directly responsible for the fire safety status of the Generation Z building. All employees are therefore obliged to:

1. Knowledge of fire risks and other local hazards in-service spaces and ways of preventing and combating fires.
2. Perform work in a manner consistent with fire regulations and Fire Safety Instruction.
3. Participate in fire training and in practical checking of the organization and conditions of evacuation in buildings.
4. Knowledge of the rules of conduct in case of fire and other local danger and methods of alerting co-workers, superiors, object protection workers and the State Fire Brigade.
5. Knowledge of the conditions and principles for the efficient evacuation of persons and property from buildings and the location of emergency exits near the workplace and the possibility of opening them.
6. Knowledge of the location and ability to use fire extinguishers and fire extinguishers in the vicinity of their own workstation.
7. Take measures to avoid any danger to health or life on the basis of their knowledge and capabilities and the technical means available.
8. Ensure proper condition of equipment and devices, as well as order and order in the workplace.
9. immediately inform their superior of any irregularities which may result in the occurrence or spread of a fire or other local danger.
10. Adherence not to obstruct access to extinguishers, internal hydrants and fire extinguishing points and not to block escape routes and exits.
11. Compliance with the smoking ban and the use of open fire in places where it is in force.
12. Ensure that outsiders in buildings comply with applicable fire regulations and fire safety instructions.
13. Check your post when you are done.

ADDITIONAL INFORMATION

1. The evacuation from the building is carried out by means of vertical and horizontal roads of general communication. The vertical routes of communication are two stairways enclosed and separated from the horizontal routes of general communication on each story by fire-fighting vestibules closed by a pair of fire doors of fire resistance class EI 30. Internal walls and ceilings constituting the stairway enclosure and fire-fighting vestibules have fire resistance REI 60. Stairways and fire-fighting vestibules are equipped a mechanical overpressure fire ventilation system.
2. Exits from stairways outside the building by means of communication corridors serving as evacuation. No evacuation through the entrance hall. The doors on escape routes shall be opened in the direction of escape. From rooms with an area exceeding 300 m² (so-called open-space) or more than 50 persons are provided with a minimum of two emergency exits at least 5 m between exits, open outwards.
3. The building is equipped with evacuation lighting, which is automatically switched on in the case of loss of the basic voltage, not later than 2 seconds. with 1 hour maintenance. Emergency power of lighting fittings autonomous from its own battery.
4. From the fire zone of the underground garage there are at least two emergency exits leading directly to stairways. Connection of the garage with the building by means of fire atrics closed by a pair of doors in the EI 30 resistance class.
5. In the building there is one crane adapted to the needs of rescue teams. The crane connects all stories in the building, the stop door for cranes was used in fire resistance class EI 30 (half of the required fire resistance class of the ceiling from the vestibule side). The fire crane shall only be available from the fire-fighting hall.

