



FIRE SAFETY INSTRUCTIONS

Based on Fire Safety Act, 1991 and its implementing rules:

1. Ensuring that the fire safety policy is implemented effectively is an obligation of the owner, administrator, manager or user of every building, property or site. They bring the responsibility for fire safety according to Polish law regulations (Penal Code, Infraction Code).
2. Fire management representatives mentioned in point 1. need to ensure that relevant staff know fire safety policy, including:
 - a. fire safety instructions,
 - b. operation and maintenance manuals for every machine and equipment used,
 - c. means of alerting and types of evacuation signals,
 - d. location and usage instructions of fire extinguishing equipment,
 - e. fire emergency evacuation plan and procedures.
3. Every employee has to observe fire safety guidelines, including prohibited activities:
 - a) using open flames or smoking in explosion hazard areas,
 - b) parking motor vehicles in the area that is not intended for parking (unless the fuel tank is empty and the battery is unplugged),
 - c) burning trash in proximity of combustible materials or where it may result in spreading fire to adjacent buildings,
 - d) storage of combustible materials in a distance shorter than 0.5 meter from:
 - devices and equipment that can warm up to more than 100°C,
 - power cords, lighting protection installation,
 - e) placing electrical heating devices on the combustible surfaces, unless used according to the operating manual,
 - f) using spot light covers made of combustible materials, with exception of covers made of flame resistant materials and offset by at least 5 cm from a light bulb,
 - g) installing electrical devices (switches, power plugs and sockets, lighting points covers etc.) directly on combustible surfaces unless indicated otherwise in operating manual,
 - h) repairing the electrical fuses,
 - i) using electrical or gas installations that are provisional, damaged or overloaded,
 - j) obstructing evacuation routes, emergency exits or stairways,
 - k) locking emergency exit doors unless immediate unlocking is possible,
 - l) limiting an access to:
 - fire protection systems and extinguishing equipment, fire suppression systems, fire detection and notification systems, fire hydrants, fire fighting valves, dry risers and fire dampers,
 - starter motor of fire protection systems,
 - fire exits,
 - electric switches and switchboards and gas supply valves,
 - portable extinguishing equipment,
 - m) storing combustible materials in the amount that exceeds required daily supply for a given work station,
 - n) storage of:
 - flammable gases and liquids with a flash point below 55°C,
 - materials that generate flammable gas upon contact with water,
 - explosives,
 - pyrotechnics,
 - spontaneous combustion materialsin the basements, attics, stairways, corridors and other public spaces, as well as terraces, balconies and loggias located in residential or commercial buildings,
 - o) using portable extinguishing equipment and fire protection system for other purpose than intended.
4. In case of an unsafe situation or fire: inform the supervisor and the emergency services.

EMERGENCY NUMBERS:

COMMON EMERGENCY NUMBER **112**

AMBULANCE **999**