

APPROVED

Security Director

  
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### **Introductory fire-fighting instruction**

The most common causes of fires in Russia are: careless handling of fire (including smoking), childish pranks, emergency operation of electrical networks and equipment, violation of the rules for the installation and operation of furnace equipment, arson, and others.

Federal Law No. 69-FZ of 21.12.1994" On Fire Safety " defines the rights and obligations of citizens in the field of fire safety (**Article 34 of the Federal Law**).

#### **Citizens have the right to:**

- protection of their life, health and property in the event of a fire;
- compensation for damage caused by fire, in accordance with the procedure established by the current legislation;
- participation in the establishment of the causes of the fire that caused damage to their health and property;
- receiving information on fire safety issues, including in accordance with the established procedure from the management bodies and fire protection units;
- participation in ensuring fire safety, including in accordance with the established procedure in the activities of the voluntary fire protection.

#### **Citizens are obliged to:**

- comply with fire safety requirements;
- if a fire is detected, immediately notify the fire department;
- before the arrival of the fire department, take all possible measures to save people, property and extinguish the fire;
- assist the fire department in extinguishing the fire.

Citizens for violating the requirements of fire safety, as well as for other offenses in the field of fire safety, may be brought to disciplinary, administrative or criminal responsibility in accordance with the current legislation (**Article 38 of the Federal Law**).

The rules of the fire regime in the Russian Federation, approved by the decree of the Government of the Russian Federation of 25.04.2012 No. 390, contain fire safety requirements that establish the rules of human behavior, the procedure for organizing production and (or) maintenance of territories, buildings, structures, premises of organizations and other objects of protection in order to ensure fire safety.

1. All HSE employees are required to know and comply with the requirements of the fire safety regulations and to avoid actions that may lead to a fire.
2. It is prohibited to enter the territory:

2.1. making bonfires, using open fires (barbecues, braziers, etc.) for cooking, as well as burning garbage, grass, foliage and other waste, materials or products;

2.2. the launch of products made of combustible materials, the principle of lifting them to a height, is based on heating the air inside the structure with an open fire, the use of pyrotechnic products;

2.3. smoking, with the exception of places specially designated for this purpose, marked with the signs "Smoking area".

3. The arrangement of furniture, office equipment and household appliances in the premises should not prevent the free evacuation of persons from such premises.

4. It is prohibited in all premises:

4.1. smoke (including hookah, electronic cigarettes, etc.), use an open fire (burn simple or scented candles, etc.);

4.2. operate electrical wires and cables with visible insulation violations and with traces of thermal exposure;

4.3. use sockets, switches, other electrical installation products with damage;

4.4. wrap electric lamps and lamps with paper, cloth and other combustible materials, as well as operate lamps with removed caps (diffusers) provided for by the design of the lamp;

4.5. use electric irons, electric stoves, electric kettles and other electric heating devices that do not have thermal protection devices, as well as in the absence or malfunction of thermoregulators provided for by the design;

4.6. use non-standard (homemade) electric heating devices and extension cords to power electrical appliances;

4.7. leave unattended electric heating devices, as well as other household electrical appliances, including those in standby mode, with the exception of electrical appliances that can and (or) must be in round-the-clock operation in accordance with the manufacturer's technical documentation;

5. On the territory and in the premises it is prohibited:

5.1. use primary fire extinguishing equipment (fire extinguishers, fire hoses) as well as manual fire detectors for other purposes;

5.2. cover the fire detectors of the automatic fire alarm system with cellophane bags, fabrics and other materials.

#### **6. Fire procedure:**

6.1. If a fire is detected, you must perform the following actions:

6.1.1. immediately inform the fire department by mobile phone "101", "112", stating the address, the place of the fire (floor, room number), your last name and contact phone number;

6.1.2. stop training.

6.1.3. warn people in neighboring rooms about a fire;

6.1.4. take your documents and valuables with you and immediately leave the premises, while tightly closing the windows and doors;

6.1.5. evacuate the building by stairs. When evacuating, you should remain calm, do not panic.

6.1.6. **It is strictly forbidden to use elevators in case of fire and/or its signs.**

**6.2. If it is impossible to leave the room (room) due to smoke and flames, you must perform the following actions:**

6.2.1. turn off electrical appliances;

6.2.2. close the front door tightly;

6.2.3. wet with water any fabric, scraps of clothing or curtains and tightly close (plug) them all the cracks of the door from the inside of the room (room);

6.2.4. close the windows, vents, plug the ventilation holes to avoid draught from the corridor and the penetration of smoke from the street, approach the window, attracting the attention of people or arrived employees of fire departments on the street, giving signals with a bright cloth (do not open the windows).

### **Primary fire extinguishing agents**

Primary means of fire extinguishing are devices, tools and materials intended for localization and (or) elimination of fire at the initial stage (fire extinguishers, internal fire crane, water, sand, koshma, asbestos cloth, bucket, shovel, etc.). These funds should always be ready and, as they say, at hand.

**Carbon dioxide fire extinguishers are designed** to extinguish liquid and gaseous substances, the combustion of which cannot occur without air access, fires in transport, including electrified transport, fires of electrical equipment under voltage up to 1000 V, fires in museums, art galleries, computing centers and computer labs. Carbon dioxide (CO<sub>2</sub>) cannot cope with extinguishing substances that can burn without oxygen (aluminum, magnesium and their alloys, sodium potassium), and materials whose combustion is accompanied by decay (wood, paper, rags). The carbon dioxide fire extinguisher consists of a handle for carrying the fire extinguisher, a shut-off and starting device, a bell, a siphon tube and a steel cylinder.

Operating principle: tear off the seal, pull out the pin, direct the bell to the base of the flame, press the lever of the locking and starting device until it stops.

When the fire extinguisher is activated, the charge (carbon dioxide-CO<sub>2</sub>) passes through the siphon tube to the bell. Expanding, the liquefied carbon dioxide passes into a snow-like (solid) state with a sharp drop in temperature to minus 70°C. The gorenje gorenje action of carbon dioxide is based on the cooling of the combustion zone and filling the ignition zone with an inert (non-flammable) substance to concentrations at which the combustion reaction is stopped.

The duration of the fire extinguishing agent supply to the OU-3 is at least 8 seconds. The length of the fire extinguishing agent jet is at least 3 meters.

**Powder fire extinguishers** are used as the primary means of extinguishing fires of class A (solid substances), B (liquid substances), C (gaseous substances) and electrical installations under voltage up to 1000 V.

**The powder fire extinguisher consists of** a handle for carrying the fire extinguisher, a shut-off and starting device, a hose or nozzle, a pressure gauge, a siphon tube, a working gas and a steel cylinder.

Operating principle: tear off the seal, pull out the pin, direct the hose to the base of the flame, press the lever of the locking and starting device until it stops.

When the fire extinguisher is activated, the powder is forced out by the gas through the siphon tube into the hose and to the barrel nozzle or nozzle. The fire extinguishing powder in the charge of the OP fire extinguisher is a finely dispersed mixture of carbonates, phosphates, inorganic salts, highly dispersed silicon dioxide and additives for the fluidity of water-insoluble minerals and their mixtures.

The duration of the fire extinguishing agent supply to the OP-4,5 is at least 10 seconds. The length of the fire extinguishing agent jet is at least 3 meters.

It should be noted that when extinguishing with a powder fire extinguisher in a closed room, a cloud of powder is created, which makes it difficult to breathe, and reduces visibility.

When extinguishing electrical installations with gas or powder fire extinguishers, it is necessary to observe a safe distance (at least 1 m) from the nozzle and the body of the fire extinguisher to the live parts.

Head of the Fire Safety Department



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