

APPROVED
 Director for Security
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Fire Safety Guidelines of the National Research University Higher School of Economics

1. General Provisions

1.1. All employees of the National Research University Higher School of Economics (hereafter, HSE), regardless of their position, must know and observe these Guidelines and prevent any actions that could cause fire.

1.2. Supervisors of the premises (directors of buildings, dormitory managers, etc.) are appointed by the HSE Rector's directive to be responsible for fire safety on the respective premises.

1.3. Employees can start work once they've received fire safety briefing. If an employee's specific job duties change, he/she must undergo additional training, as determined by the supervisor.

1.4. Warehouses, operational, administrative, public facilities must have signs indicating the phone number of fire services and the last name of the person responsible for fire safety of the premises.

1.5. On the premises where people are present at night time, the supervisors shall ensure

- telephone communication, electric lights, personal protective equipment for eyes and respiratory protection from toxic combustion products;
- daily updates on the number of people staying on the premises (including at night) to the local fire brigade responsible for the given area.

1.6. During public events (dances, ceremonies, performances, etc.), the supervisors shall ensure

- inspection of the premises before the event to check for compliance with all the fire safety requirements;
- presence of on-duty employees on stage and in audience zones.

Employees who violate Fire Safety Regulations of the Russian Federation and these Guidelines shall face administrative, disciplinary or criminal action, depending on the nature and consequences of the violation, pursuant to the current legislation.

2. Upkeep of the Territory

2.1. Fire separation areas between buildings and structures must be duly cleared from combustible waste, garbage, containers, leaf litter, dry grass, etc. Combustible waste, garbage, etc. must be put into boxes or containers in specially designated zones and regularly removed from the premises.

2.2. Fire separation areas between buildings and structures **must not** be used for storing equipment, materials and containers, for parking vehicles or for construction (installation) of buildings and structures.

2.3. Roads, driveways, passages, and entrances to buildings, structures and water supplies used for fire extinguishing, and access to fire-fighting equipment must always be kept clear, in working order and (in winter) free from ice and snow.

2.4. Starting fires, refuse burning and hot work anywhere on the premises without due permission is **prohibited**.

2.5. Using Chinese lanterns or pyrotechnic articles anywhere on the premises is **prohibited**.



3. Upkeep of the Buildings, Structures and Enclosed Areas

3.1. All service, residential, storage and utility areas must be kept clean and tidy, and garbage and waste must be removed in a timely manner.

3.2. Furniture and equipment placement on the premises must not hinder evacuation or access to fire-fighting equipment.

3.3. On the premises it is **prohibited** to

- a) Smoke (including hookahs), use open fire (burn candles and incense, etc.);
- b) Store and use in attics, basements and semi-basements highly inflammable and combustible liquids, explosives, pyrotechnic articles, combustible gas cylinders, aerosols, celluloid and other substances and materials that are fire and explosion hazards;
- c) Use attics, mechanical floors, ventilation chambers and other technical areas to house production facilities and workshops or store equipment, furniture and other items;
- d) Remove doors from fire escape exits in floor corridors, halls, lobbies and stairways, or other doors that would hinder fire from spreading to escape routes;
- e) Clutter hatches on balconies, passages to neighboring sections and exits to external fire escape ladders with furniture, equipment and other items;
- f) Clean the premises and wash clothes using petrol, kerosene and other highly flammable and combustible substances;
- g) Store items, furniture and flammable materials on the flights of stairs and stairways;
- h) Use electric wires and cables with poor isolation;
- i) Use damaged electric sockets, switches and other electric fixtures;
- j) Cover light bulbs and lamps with paper, fabric and other flammable materials; use lamps with covers (shades) removed;
- k) User electric irons, stoves, kettles and other electric heating appliances that have no overheat protection, or whose heat regulators required by design are damaged or missing;
- l) Use non-standard (improvised) electric heating appliances;
- m) Leave plugged-in electric heating appliances and other household appliances unattended, including those on standby, except for appliances that can and/or must be operating all the time in accordance with the manufacturer's manual;
- n) Use makeshift wiring or extension cords for electric appliances not intended for emergency or other temporary works;
- o) Leave electrical installations and household appliances plugged in on the premises with no on-duty staff, except for after-hours lighting, fire protection systems and other electrical installations and appliances whose intended purpose and/or operating instructions permit such use.

3.4. To ensure operation of escape routes and fire and emergency exits, it is **prohibited** to

- a) Clutter escape routes and exits (including passages, corridors, hallways, stairways, stairs, doors) with any materials, goods, equipment, process waste, garbage and other items; block emergency exit doors;
- b) Use hallways to dry, keep or hang clothes, or store equipment and materials (including temporarily);
- c) Hold open or remove self-closing doors of stairways, corridors, hallways, lobbies (if they are not fitted with restraints that trigger automatically in case of fire).

3.5. When holding public events with a lot of people on the premises, it is **prohibited** to

- a) Use pyrotechnic articles, arc lights and candles;
- b) Decorate the [New Year] tree with gauze and cotton wool not treated with a flame retardant;
- c) Carry out works that are a fire or explosion hazard (such as hot work or paint work) during or before public events;
- d) Narrow the space between rows and add seats, chairs, etc.;
- e) Turn all the lights off during performances or plays;
- f) Breach room capacity limits;



- g) Use electric string lights and illumination without the required compliance certificate. If any faults are discovered in string lights or illumination (wires heating up, lights blinking, sparks, etc.), they must be disconnected immediately.
- 3.6. Using fire-fighting equipment for purposes other than those intended is strictly **prohibited**.

