

APPROVED
 Director for Security
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Guidelines for Fire Evacuation from the Premises of the National Research University Higher School of Economics

1. General Provisions

1.1. These Guidelines have been developed in accordance with Clause 12 of the Fire Safety Regulations of the Russian Federation; they describe general procedures for fastest and safest evacuation of staff, students and residents from the premises of the National Research University Higher School of Economics (hereafter, HSE) in case of fire or emergency situation caused by a natural or technological disaster.

1.2. Evacuation procedures depend on the scale and point of origin of the fire or emergency situation, but **they shall always rely on common sense, be organized in a structured and conscious manner without generating panic.**

1.3. General management and control over evacuation procedures is executed by the chief official present when the fire or emergency situation starts, and by heads of subdivisions (units and offices).

1.4. During evacuation, the following points should be borne in mind:

- Employees, students and residents are located in a high-occupancy building;
- Nearest escape routes must be used during evacuation, facilitated by city fire services arriving at the scene;
- Power systems will not be operational during the fire or emergency situation, lifts and lighting (except for emergency lights and lighted evacuation signs) will be disabled;
- Evacuation time is limited;
- Combustion products pose the biggest threat during fires, apart from direct fire damage.

1.5. Staff, students and residents present on the premises may be made aware of the fire by any of the following means:

- Personally witnessing fire in the building or any separate areas;
- Fire notification made through emergency notification system by security staff or person who's discovered the fire.

1.6. Security staff or a person who's discovered the fire first shall make a fire notification and contact fire services by landline (**01**) or mobile phone (**112** for Beeline, Megafon or MTS, or **01** for Skylink).

2. Evacuation Procedures

2.1. In the event of a fire or emergency situation, evacuation of the staff, students and residents is supervised by a chief official and heads of subdivisions.

2.2. Staff, students and residents are evacuated via nearest emergency stairs. **Using lifts during a fire is strictly prohibited, as at any time the power supply can stop or the lift can get jammed due to high temperatures.**

2.3. Upon receiving the fire notification, employees, students, residents (when there is no threat to life) must

- Repeat the notification to people in adjacent rooms or on the whole floor;
- Close all windows;
- Turn off electric appliances;
- Collect their personal belongings and valuables;
- The last employee, student or resident leaving the area must shut the door without locking it.



3. Recommended Course of Action during Fire

- 3.1. In case of smoke, soak some gauze or any piece of fabric in water and put it over your mouth and nose.
- 3.2. Before opening the door, make sure that the door handle is not heated. To avoid getting burnt, open the door slowly, shielding yourself with the door leaf.
- 3.3. If you need to escape through smoke, get low to the floor and crawl; if the area is heavily smoke-logged, use personal protective equipment for eye and respiratory protection (if available).
- 3.4. More physically fit persons should exit the building last, so that they could help the injured, if needed.
- 3.5. Before going by the stairs, remove high-heeled shoes, coat belts and bag straps to avoid catching them on the railings.

4. Evacuation Finished

- 4.1. Upon exiting the building, all employees, students and residents must assemble by subdivision.
- 4.2. Heads of subdivisions must check if all their employees, students and residents are present and duly report the results. They must immediately notify management of the HSE building and fire services of any employees, students and residents who failed to leave the building and of their possible whereabouts.

5. Actions in a Critical Situation

- 5.1. A critical situation refers to any employee, student or resident who got trapped by fire (some barrier) and cannot escape.

First, move to an area free from fire and smoke, if possible, and notify of your whereabouts by any means available (scream and wave from the window, drop a note or call your friends or supervisor on the phone).

Second, if there is a smoke in the room and no access to other areas, use personal protective equipment for eye and respiratory protection (if available), lie down on the floor and cover your nose and mouth with a wet cloth (towel, handkerchief, any other piece of fabric).

Third, do not panic and remember that someone will come looking for you and save you. It will keep your spirits up and buy you time, which raises your chances for rescue.

Life and health of the staff, students and residents is the top priority in any situation and must be protected at all costs by all persons involved.

Head of the Fire Safety Office

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E.A. Shalaev

