

**APPROVED by**

Director for Security

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## **FIRE SAFETY GUIDELINES**

of National Research University Higher School of Economics

### **1. General Provisions**

1.1. All employees and staff members of National Research University Higher School of Economics (hereinafter, “HSE University”), regardless of their position, are obliged to know and comply with the requirements of these Guidelines, as well as avoid taking any action, which might result in a fire.

1.2. The heads of facilities (directors of buildings, dormitory managers, etc.), appointed as per the directive of the HSE University Rector to be responsible for fire safety, must ensure that the requirements for fire safety are followed on the premises.

1.3. Persons who have passed the fire safety training shall be permitted to work at facilities at HSE University. Should the specifications of their work change, such employees must receive additional training in accordance with the procedure set by the relevant supervisor.

1.4. Storage, production, administrative and public premises, as well as spaces for open storage of materials and substances, should be marked with signs with the telephone numbers for the fire services.

1.5. With respect to the premises where employees may be present at night, supervisors shall ensure the following:

- access to telephone communication, electrical lights (at least 1 light per staff member on duty), personal protective equipment (at least 1 breathing apparatus/respirator unit per duty staff member);

- informing the local fire station, which covers the relevant fire area, every day with respect to the total number of people present at the relevant premises (especially at night).

1.6. Heads of facilities hosting events with large crowds (ceremonies, shows, dances, etc.) must ensure the following:

- checking the premises prior to the start of events in order to determine whether fire safety provisions are properly followed;

- assigning the responsible staff members to conduct a fire watch during the event, on the stage and in the venue.

1.7. Staff, who are in violation of the requirements of the Rules for Fire Safety in the Russian Federation and these Guidelines, regardless of the type of violation and the consequences thereto, shall bear administrative, disciplinary or criminal liability as per current Russian legislation.

## 2. Criteria for Maintaining Premises

2.1. The territory of premises within firebreak areas between buildings and facilities should be cleaned and cleared of flammable wastes, garbage, packing materials, fallen leaves, dried grass, etc. Such combustible wastes, litter, etc. should be collected at specially designated sites in containers or boxes, and then removed on a regular basis.

2.2. Firebreak areas between buildings, constructions and facilities **must not** be used for storing materials, equipment and containers, as well as for parking or installing temporary structures.

2.3. Roads, driveways, and entry sections to buildings, facilities, open storage spaces, fire escapes and hydrant units must always be kept clear and maintained in working order; such facilities must be cleared of snow and ice during the winter.

2.4. It is **not permitted** at premises to build bonfires, burn garbage, grass, leaves or other waste materials and items, nor is it permissible to conduct activities with fire or flame without the prior proper approval procedures.

2.5. The use of Chinese-style lanterns and pyrotechnics is **not permitted** on the premises.

## 3. Criteria for Maintaining Buildings, Constructions and Rooms

3.1. All service, residential, storage and auxiliary spaces must be kept clean and in working order at all times. Garbage and wastes should be collected on a regular basis.

3.2. The placement of furniture and equipment should not hinder the evacuation of people or prevent access to firefighting equipment.

3.3. The following is **not permitted** in protected premises:

- a) smoking (including hookah), using open flames (burning regular or aromatic candles, etc.);
- b) storing and using flammable liquids, explosive materials, pyrotechnics, tanks with flammable gases, aerosol products, celluloid and other flammable/explosive substances and materials in attics, basements and semi-basements;
- c) using attics, technical floors, ventilation shafts and other technical premises for organizing production spaces, workshops, as well as for the storing equipment, furniture and other items;
- d) storing flammable materials in lift lobbies;
- e) removing the doors of emergency exits from floor corridors, halls, foyers, anterooms and staircases, as well as other doors, which prevent the spread of fire exposure hazards along evacuation routes;
- f) placing furniture, equipment and other items along the routes to internal fire hose systems and extinguishers, in the way of evacuation exits, hatchways on protruding and recessed balconies, in crossings between sections and exits to evacuation stairways;
- g) conducting janitorial activities and laundry activities in premises with the use of gasoline, kerosene or other flammable liquids;
- h) storing items, furniture and other combustible materials under flights of stairs or landings;
- i) operating electrical cables and wires with compromised insulation;
- j) using sockets, switches, and other faulty wiring;
- k) wrapping electrical lamps and light fixtures with paper, fabrics and other flammable materials, as well as using light fixtures with dismantled caps (diffusers), as foreseen by the light

fixture's construction;

l) operating electric irons, heating plates, water boilers and other electric heating devices without/with faulty thermal protection and thermal regulators, as foreseen by their construction;

m) utilizing non-standard (DIY) electric heating equipment;

o) leaving electrical heaters on without supervision, as well as other electrical appliances, including on wait mode, with the exception of electric devices, which may or should work 24/7 as per their manufacturers' instructions;

n) using field wiring, including extension cords, power supply filters, deemed unsuitable for powering electrical devices during emergency and other operations;

p) after working hours, leaving electrical equipment and appliances running with power in spaces without duty personnel, with the exception of emergency lighting, fire prevention systems, and other electronic equipment and devices as per their designated purposes and functional design.

3.4. The following is **not permitted** in the operation of evacuation routes and emergency/evacuation exits:

a) placing (setting up) along evacuation routes and emergency exits (including those located in hallways, corridors, anterooms, lift lobbies, passages, landings, flights of stairs, doorways, and evacuation hatches) different types of materials, articles, equipment, production wastes, garbage and other items, as well as block the doors of evacuation exits;

b) setting up hangers and dryers for clothing, cloakrooms at exits, as well as storing (including temporarily) inventory items and materials;

c) setting self-closing doors at staircases, corridors, halls and antechambers in an open position (unless automatically operated equipment in case of fire is not used for these very purposes), as well as removing them.

3.5. The following is **not permitted** during events with dense crowds:

a) using pyrotechnics, arc lamp projects and candles;

b) prior to the start of or during presentations, conducting hot or paint works, or other activities that may be hazardous in terms of potential fire or explosion;

c) reducing the space width of throughways between rows and placing additional chairs, couches, etc.;

d) entirely turning off lights during presentations or performances;

e) permitting the room/premises occupancy standards to be exceeded;

f) using electrical garlands and illuminations without appropriate compliance certificates; if any defects are found in illuminations or electrical garlands (overheating or damaged insulation, sparking, etc.), they must be immediately unplugged.

3.6. Fire extinguishers and firefighting equipment **must not** be used for purposes other than intended.

#### **4. Fire Safety Measures During Hot Works**

4.1. The following is **not permitted** when conducting hot works:

- allowing staff without proper qualifications to work unsupervised;
- working with faulty equipment;
- conducting hot works on surfaces and items freshly painted with flammable paints and varnish;

- using clothing and gloves laced with oils, lubricants, gasoline, kerosene and other combustible liquids;

- allowing electrical cords to intersect or touch with containers with compressed, bottled, or dissolved gas.

4.2. The location for hot works must be cleaned of flammable substances and materials within at least 5 (five) meters.

4.3. The location for hot works should be equipped with firefighting equipment (extinguishers, water buckets, etc.)

4.4. Activities must be immediately halted should fire regulations be violated.

4.5. After completion of hot works, the area used for these activities should be carefully inspected and washed with water.

4.6. The location of hot works should be checked within 3 (three) hours after their completion.

4.7. Persons responsible for fire safety shall process and issue special permits for hot works at specially designated spaces (flame-based bitumen melting, gas- and electric-welding works, soldering works, gas-based and electro-cutting works, metal-cutting works with machinery, etc.)

## **5. Actions in Case of Fire**

5.1. Should a fire start on the premises, each staff member **must**:

a) immediately call the fire services by dialing “101”, or “112” by mobile phone, then provide the address of the building and specify what is on fire, as well as the full name and contact telephone;

b) inform the building administration about the location of the fire;

c) assist (if possible) in the evacuation of people;

d) use fire extinguishers to liquidate fires (unless one’s own life is at risk);

e) call medical services, if necessary.

5.2. Administrators of the premises, at the location of a fire, **must**:

a) confirm whether the fire services have been called (make another call);

b) organize the evacuation of people;

c) facilitate in evacuating all persons who are not involved in putting out the fire to a safe area.

These Guidelines have been drawn up as per the Rules for Fire Safety in the Russian Federation, approved by Russian Government Order N. 390, dated April 25, 2012.

Head of Fire Safety Office

  
S.G. Bocharov