FIRE

1. If you see or smell fire/smoke and there is no audible alarm:
   - Immediately alert everybody in the vicinity of fire.
   - Activate the Manual Fire Alarm (red buttons on the corridor walls)



   - Notify Rector's Proxy for Security Affairs – **501 556 557**.
   - Begin evacuating using corridors and stairwells, following the green evacuation signs and proceed to the designated assembly point in the university parking lot.
   - Do not use the elevators. Do not stop along the way or at the exits, avoiding blocking the path.
   - Listen to the announcements.
2. If the fire alarm sounds and you are in a common area at the campus, in the office or lecture room:
   - Immediately proceed to the nearest emergency exit and go to the assembly point.
   - Before leaving your office turn off the computer (if possible), close the windows and doors behind you, taking only the basic personal belongings.
3. If trapped in a room/building:
   - Stay calm and do not panic.
   - If all exits or stairwells are blocked or on fire, go to a room as far away as possible from fire and close the door and windows.
   - Stuff objects, such as wet cloth towels, into openings to prevent smoke from entering the area.
   - Try to inform emergency services about your location by calling **112**, shouting at regular intervals or hanging a cloth or other object out of the window, however keeping it closed.
4. If you must move through a smoke-filled environment:
   - Stay low, close to the floor, below the level of smoke.

- Move along the walls, touching them, not to lose orientation in which direction you are heading.
- Hold your breath as much as possible. Breathe shallowly through your nose, using a piece of available fabric as a filter.

If you see a fire or smoke in your immediate area, use the RACE acronym as a guide:

R = remove anyone in immediate danger.

A = activate the fire alarm and call the emergency number **112**

C = close all doors as you leave the building, but without locking them.

E = exit the building, extinguish, only if you know the location of a nearby extinguisher and know how to operate it.