**Memo on fire safety in residential premises of SAMARA POLYTECH dormitories**

Memo establishes fire safety requirements in the Dorm rooms of the University and is mandatory for all students, employees, tenants and visitors.

Officials and citizens who have violated the requirements of fire safety are liable in accordance with the Laws of the Russian Federation.

All people arriving at the hostel must be familiar with the rules of fire safety by signing it.

**Obligations of students and staff to prevent fires in the premises**

PROHIBITS:

1. Smoking on the territory and in premises of Samara Polytech is prohibited by the rector’s order.

Smoking is allowed only in special areas outside and the premises marked with a special sign.

2. Make an open fire.

3. Use available fire-fighting equipment not for its intended purpose.

4. Use any electric heating devices without special permission of the dormitory supervisor.

5. To extend and gain the electrical wiring (except for the use of household extension cords equipped with fuses and electric tees of industrial production).

6. Use heating appliances for heating rooms, cooking and heating food outside designated areas and premises.

7. Use electrical appliances if their power consumption exceeds the permissible power consumption of the electric network (microwave ovens, electric heaters, etc.), as well as switch on several electrical appliances in the electric network at the same time if their total power consumption exceeds the permissible power.

8. Leave electrical appliances and electrical equipment (electric cookers, computers, table lamps, radios) unattended plugged in.

9. Connect electrical appliances without standard plug-in devices.

10. Use the faulty switches, electrical outlets and plugs (broken bodies, charred and blackened contacts, sparking and heating wires, lamps without protective caps).

11. Plug in faulty electrical appliances.

12. Bring, store and use flammable liquids, flammable items and materials, cylinders inflammable gas in the premises of the University dormitories.

13. Clutter with pieces of furniture the escape routes (corridors, stairwells, evacuation exits), the access to fire-protection equipment, electrical panels and switching off devices.

When leaving the room a resident SHOULD:

* unplug all electrical appliances;
* close windows tightly
* clear passageway and space in front of the exits from the premises;
* switch off the lighting.

 **Actions in case of fire**

Upon detection of fire or its signs (smoke, smell of burning) every resident is obliged to press the button of the manual fire detector immediately, inform the watchman on duty or the dormitory supervisor about the fire and its signs (take measures to eliminate, if possible).

Notify people in the vicinity of fire or signs of fire and take necessary measures to evacuate all people from the building.

In case of fire hazards (smoke, loss of visibility, high temperature, toxic fumes) evacuate immediately in a safe area.