

FIRE ALARM GUIDELINES

Organisation: [Masaryk University, Accommodation and Catering Services](#)
Address: [Vinařská 5, 603 00 Brno](#)

1. PURPOSE

These fire alarm guidelines define the obligations of employees and persons provided with accommodation in the case that a fire breaks out, and aim to ensure the performance of rapid and effective intervention in the case of a fire, natural disaster or other emergency.

2. THE OBLIGATION OF RAISING THE ALARM

All persons are obliged to raise the alarm without delay if they detect a fire, or to report it to the fire office.

In the case of a fire, telephone the South Moravian Regional Fire Brigade – telephone **150**

Report: [who is calling, where the fire is, what is on fire](#)

3. ASSISTANCE IN FIGHTING A FIRE

In the case of a fire breaking out, all persons are obliged to take the necessary measures to protect endangered people, to put out the fire if possible, or to take the necessary measures to restrict its spreading. All persons are obliged to provide personal assistance to the fire brigade at the request of its commander.

4. THE METHOD OF RAISING THE ALARM

The fire alarm is raised: [by siren, by radio with instructions for evacuation](#)

5. ACTION TO BE TAKEN AFTER THE ALARM IS RAISED

Action to be taken by the head of the section threatened by fire: [supervise fire-fighting and evacuation work until the fire brigade arrives, turn off the electricity.](#)

Action to be taken by staff on reception: [report the fire, rescue endangered persons, fight the fire.](#)

Action to be taken by other persons: [do not leave premises that are not directly threatened by the fire, obey instructions given by persons supervising evacuation and fire-fighting.](#)

6. IMPORTANT TELEPHONE NUMBERS

Fire brigade	150
Police	158
Ambulance	155
Electrical faults	800 225 577
Gas faults	1239
Water	543 212 537
Head of organisation	549 492 701
Emergency calls	112

Brno, 16 February 2007

Drawn up by: Jiří Kocman

Vladimír Pacek

ing. Zdeněk Čížek, in his own hand

Director of MU Accommodation and Catering Services