

Deputy Vice-Rector

APPROVED BY  
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## INSTRUCTION

### on fire safety measures for students and others living in the student dormitory

#### 1. General provisions

This instruction has been developed in accordance with Federal Law No. 69-FZ dated December 21, 1994 (as amended on December 27, 2019) «On Fire Safety» (adopted by the State Duma on November 18, 1994), Decree of the Government of the Russian Federation No. 1479 dated September 16, 2020 «On Approval of the Rules of the Fire Regime in the Russian Federation» (effective from 01.01.2021 and valid until December 31, 2026) and is mandatory for all residents of the dormitory, hereinafter referred to as «Residents», as well as for the visitors.

#### 2. When being in the dormitory (including basements, attics, roof) and closer than 50 m from the dormitory, DO NOT:

2.1. Make bonfires, burn dry grass on the territory.

2.2. Bring, store, set on fire, activate:

- pyrotechnic products (firecrackers, rockets, sparklers, slapsticks, etc.);
- explosives and explosive devices;
- household candles, dry alcohol;
- kerosene and blowtorches;
- flammable and combustible liquids (gasoline, kerosene, solvents, paints, etc.);
- combustible materials (waste paper, rags, etc.).

2.3. Clutter up with any objects:

- approaches to fire extinguishing equipment, fire crane cabinets, electrical panel, fire escapes;
- staircases, corridors, halls;
- main and alternate escape routes;
- exits to the attic and roof of the building;
- escape routes from the room. The furniture in the living rooms should be arranged in such a way that the escape route be free.

2.4. Use primary fire extinguishing means available in the dormitory not for their intended purpose.

2.5. Damage fire-fighting equipment (fire extinguishers, fire hoses, evacuation plans, fire equipment, etc.).

### **3. In living rooms DO NOT:**

- 3.1. Carry out any works using open fire.
- 3.2. Arrange production and storage facilities for the use and storage of explosive and fire hazardous substances and materials in living rooms, change their functions. Never use open fire on balconies (loggias), dormitory and hotel living rooms.
- 3.3. Carry out paintwork or works (cleaning floors, walls, furniture, appliances, etc.) using flammable and combustible liquids (gasoline, kerosene, solvents, etc.) without the consent of the Head of the dormitory.
- 3.4. Store trash. The garbage should be removed from the rooms every day.
- 3.5. Use electric irons, electric stoves, electric kettles and other electric heating appliances that do not have thermal protection devices and/or whose thermostats provided by the design are absent or malfunctioning.
- 3.6. Wrap light bulbs and lamps with paper, cloth, and other combustible materials, as well as operate lamps with removed caps (diffusers), provided for by the design of the lamp.
- 3.7. Hang up an electric illumination.
- 3.8. Use electric amplifying equipment, as well as electrical appliances, with power consumption exceeding 1100 watts.
- 3.9. Use homemade electrical appliances and portable gas stoves.

### **4. When operating electrical wiring, electrical sockets, and electrical switches, DO NOT:**

- 4.1 Nail exposed electrical wiring directly to the wall.
- 4.2. Tie, twist, pull up exposed wiring, switches, sockets in order to hang any objects.
- 4.3. Use electrical outlets and switches which are damaged (faulty) or poorly fixed in (on) the walls.
- 4.4 Plug faulty electrical appliances into electrical sockets and insert inappropriate objects into them.
- 4.5 Change without a permission the electrical scheme of the room: install, deinstall electrical wiring, outlets, switches. Installation and deinstallation, repair and maintenance of electrical wiring, sockets, switches must be performed by the person responsible for electrical installations in the dormitory.
- 4.6. Whitewash open electric wiring, glue it over or nail to any material.
- 4.7. Drill holes in the walls, hammer nails, dowels, etc. into the walls in places where there is concealed wiring, without the approval of the Head of the dormitory and in the absence of the person responsible for electrical facilities in the dormitory.
- 4.8. Overload the electrical network, i. e. plug appliances with the total power consumption exceeding 1100 W into one electrical outlet (directly or through electrical outlet adapters and extension cords).

### **5. When operating electrical appliances, DO NOT:**

- 5.1. Violate the requirements of the instructions on operating electrical devices developed by the manufacturers.
- 5.2. Operate electrical appliances (including electrical extension cords and electrical tees) in a technically faulty condition (the body of the electrical appliance is damaged, the insulation of the electrical cord is damaged or has lost its protective properties, the electrical plug is broken or faulty, there is a smell of burning, the electrical appliance shocks).
- 5.3. Plug in electrical appliances to electrical mains with a voltage greater than the electrical appliance is designed for.
- 5.4. Plug in the appliance directly to the electricity mains without a plug.
- 5.5. Remove plugged-in electrical appliances.
- 5.6. Install any objects on electrical appliances, including flammable objects, dishes with liquid (vases with flowers, glasses of water, etc.).
- 5.7. Tie, twist, pinch power cords of electrical appliances.
- 5.8. Pull on the power cord to disconnect the appliance from the mains.
- 5.9. Use electrical fuses with current higher than rated to protect electrical appliances, as well as non-factory electrical fuses (twisted wire «bugs»).
- 5.10. Repair electrical appliances by yourself. Repair of electrical appliances must be implemented in a specialized repair shop.
- 5.11. Leave in the room any electrical appliances connected with the mains during of thunderstorm. Their external antennas, if any, must be disconnected from electrical appliances.
- 5.12. Leave electric heating devices connected to the electrical network unattended, as well as other household electrical appliances, including those in standby mode, with the exception of electrical appliances that can and/or must be in round-the-clock operating in accordance with the manufacturer's instructions.

**6. The following electrical appliances may be operated in the dormitory, provided that they are technically sound and operated in accordance with the requirements of the manufacturer's operating instructions:**

- 6.1. Table lamps;
- 6.2. Lamps (such as «sconce» or «floor lamp»);
- 6.3. TV-sets;
- 6.4. Radio receivers;
- 6.5. Video recorders;
- 6.6. Audio recorders;
- 6.7. Refrigerators;
- 6.8. Vacuum cleaners;
- 6.9. Fans;
- 6.10. Hair dryers and electric curlers.

**7. Electrical appliances** operated in the dormitory (PCs, TV-sets, etc.) **must undergo timely maintenance** within the time limits specified in the documentation for their operation, including for the purpose of removing combustible deposits from them (dust, pieces of paper, etc.).

**8. When using electric lights (such as «floor lamp», «sconce», table lamps), DO NOT:**

- 8.1. Paste in the electric electro-light bulb power greater than provided in the passport for the operation of the electric light (usually no more than 60 W).
- 8.2. Operate the lamps which have reflectors and diffusers made of combustible materials (fabric, flammable plastic, etc.) in their construction.
- 8.3. Place combustible materials closer than 0.5 m from them.
- 8.4. Cover and wrap them with paper, cloth, plastic and other combustible materials.
- 8.5. Operate electric lights with faulty electric wires, damaged insulation of the power cord.
- 8.6. Remove glass lampshades, caps from close-type electric lights.
- 8.7. Attach any combustible objects (decorative ornaments made of paper, fabric, straw, plastic, bird feathers, etc.) to the lamps or place such objects over the lamps.

**9. When you leave the room, de-energize electric lighting and electrical appliances, including electrical equipment that is in standby mode, with the exception of electrical appliances that can and/or must be in round-the-clock operation according to the regulatory documents for their operation.**

**10. When operating electric stoves in the dormitory kitchen, DO NOT:**

- 10.1. Leave electric stoves unattended with their heating elements on;
- 10.2. Dry any objects (including clothes, shoes, etc.) over the electric stoves or within 2 m from them;
- 10.3. Pour electric stove burners with grease and sugary substances.

**11. The student living in a dormitory must inform the Head of the dormitory about each case of smoke or ignition that occurred but was locally extinguished, or that could occur in the rooms of the dormitory.**

**12. In case of smoke or ignition in your room, YOU MUST:**

- 12.1. Immediately inform the fire brigade (unit) by **number 01**, the dormitory's officer on duty at the security post (LLC «Medved-E»), and the administration of the dormitory.
- 12.2. Not use the elevator.
- 12.3. Take all possible measures to extinguish the fire with primary fire extinguishing means.
- 12.4. Not extinguish a fire if it is impossible, leave the room, close the door behind you without locking it.

12.5. Leave the dormitory and arrive at the evacuation site for the roll call.

**13. In case of fire outside your room, YOU MUST:**

13.1. Immediately inform the fire brigade (unit) by **number 01**, the dormitory's officer on duty at the security post (LLC «Medved-E»), and the administration of the dormitory.

13.2. Not use the elevator.

13.3. Take feasible measures to extinguish the fire with primary fire extinguishing means.

13.4. If the corridors and stairwells are full of smoke, and you cannot leave the building, stay in your room. A closed and well-sealed door can protect you from dangerous temperatures and smoke poisoning for a long time. Try to inform the administration by any means about your location, in order to take measures to help you (through the window).

13.5. The emergency rescue service coming, go on giving signs to help you, with the window allowed to be opened only in case of emergency or for descending the fire escape.

**14. The residents of the dormitory are obliged to prevent violations of fire safety requirements in the dormitory by other residents and visitors of the dormitory.**

**15. For violating the requirements of this instruction, the residents are liable in accordance with the current legislation of the Russian Federation.**