

## **FIRE AND OCCUPATIONAL SAFETY INFORMATION**

Act XXXI of 1996 on Fire Safety and Decree 54/2014 (XII.5.) of the Minister of Internal Affairs requires students to be taught and to learn the necessary fire safety information.

In line with this obligation, we request that you read this information carefully and adhere to and enforce its contents.

Please certify acknowledgement of the contents of this information by signing the attached statement.

The fire safety regulations, available in the UNIVERSITY'S OFFICES, contain more detailed rules on fire safety.

Fire safety requirements:

- a) All students are required to ensure that the contents of the fire safety rules and regulations are followed.
- b) If students notice any violation of fire safety rules, they are obligated to take steps to terminate the violation and inform a teacher.
- c) Students are obligated to study the fire safety training materials and learn and adhere to its contents.
- d) After finishing any fire hazard activities, students are required to ensure that no fire hazards remain.
- e) Students are obligated to check the condition of the equipment and tools they use from the aspect of fire safety and shall report any errors or damages.
- f) Students shall actively participate in the annual fire drill.
- g) In case of fire, students shall proceed in line with the "Fire Emergency Plan." The escape routes are marked along hallways and corridors.
- h) The above plans also contain the locations of fire extinguishers and the shut-off valves for public utilities.
- i) Smoking at the University is permitted only at the designated locations outside the buildings.
- j) Signs indicate the locations of smoking areas outside the buildings.
- k) In case of a fire within the building, immediately start extinguishing the fire to prevent it from spreading. Notify the security service immediately of the fire.
- l) The methods for raising the fire alarm:
  - loudly shouting "FIRE" to call the attention of nearby persons to the fire. The shouting has to be loud and should catch people's attention without causing panic,
  - with the use of the manual fire alarms installed in the building and marked with pictograms
- m) If the fire results in any personal injury or any conditions give rise to the suspicion of a crime, the security service must first be notified. At the same time, notify the ambulance at 104 and the police at 107 or 112.  
The fire brigade's call numbers are 105 and 112.
- n) The report of fire shall include the following:
  - the exact location and address of the fire,
  - what is on fire and what is in danger,
  - whether any lives are at risk,
  - the name of the person raising the alarm and the phone number from which the call is made.
- o) Depending on the given circumstances, any University student may call the fire department about the fire, but the security service should always be notified first.

Use of fire extinguishing equipment:

- Remove the extinguisher from the wall
- Remove the pin or tab from the handle
- Aim the hose at the flames

- Keep a safe distance of 1.5-2 m from the fire and direct the extinguishing material at the upper third of the flames

Use wall-mounted fire hydrants:

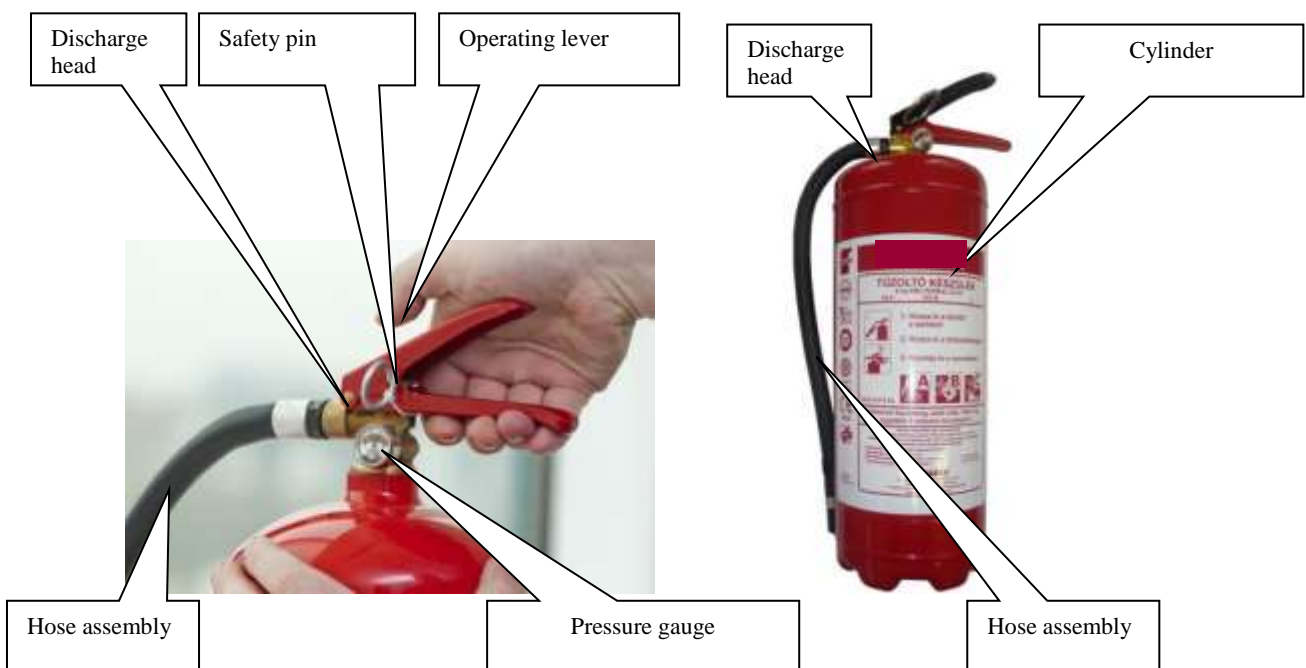
- Open the hydrant cabinet, remove the nozzle, and open the valve
- Grip the nozzle and use it to pull the hose towards the fire
- Open the nozzle and direct the stream towards the fire

All students have to sign a statement held by their education administrators stating that they have acknowledged their fire and occupational safety obligations.

### Using powder extinguishers

#### Parts of powder extinguishers

Cylinder and discharge head



**Figure 1** The parts of a powder extinguisher

The discharge head includes the operating lever, the safety pin, the hose assembly, and the pressure gauge. (Figure 1)

The label on the cylinder includes the instructions and the type of powder contained in the extinguisher. (Figure 2)



**Figure 2** Pictograms on an ABC powder extinguisher

Maintenance on fire extinguishers manufactured in line with the *MSZ EN 3 and 1866 standards* has to be performed annually. A self-adhesive sticker indicating the date of the last and of the next due inspection on the extinguisher attests that it has been checked. If the sticker is missing, the

extinguisher cannot be considered operable. Extinguishers have to be regularly checked by authorized personnel. Only organizations registered by the Ministry of the Interior's National Directorate General for Disaster Management are authorized to check and perform maintenance on extinguishers. The year of manufacture and the date of the pressure test are stamped on the cylinder. Extinguishers are generally used for 20 years.

### **Using powder extinguishers:**

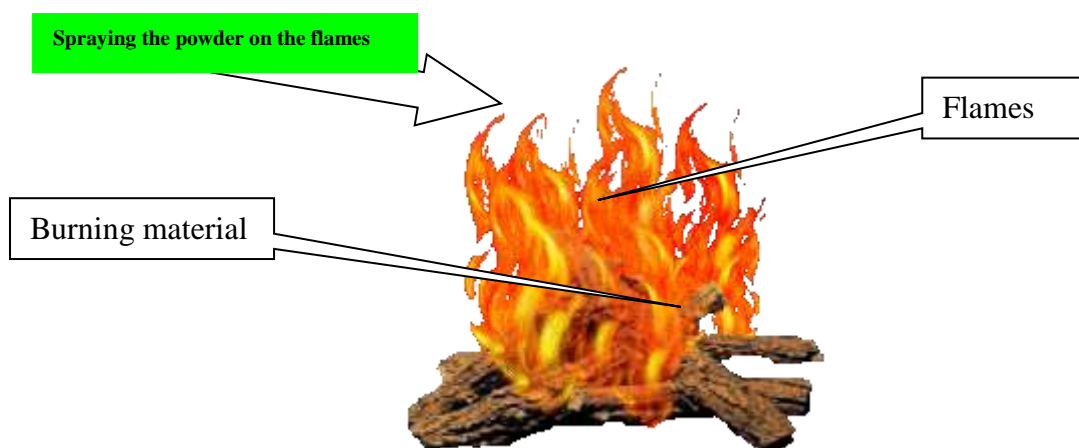
If possible, ask for help and call the fire department in case of fire. If the available powder extinguisher is suitable only for slowing the spreading of the fire but does not extinguish it, leave the room and inform the fire department. The arriving fire fighters will finish extinguishing the fire. Since the remaining embers may rekindle even after the flames have been extinguished, always notify the fire department (if they have not already been notified), who will ensure the fire is indeed out and that the heat conductivity has not resulted in fires in other, hidden areas (e.g. dropped ceiling, attic, roof structure, etc.).

The extinguisher label contains Hungarian instructions, including easy to understand pictograms. (Figure 3)



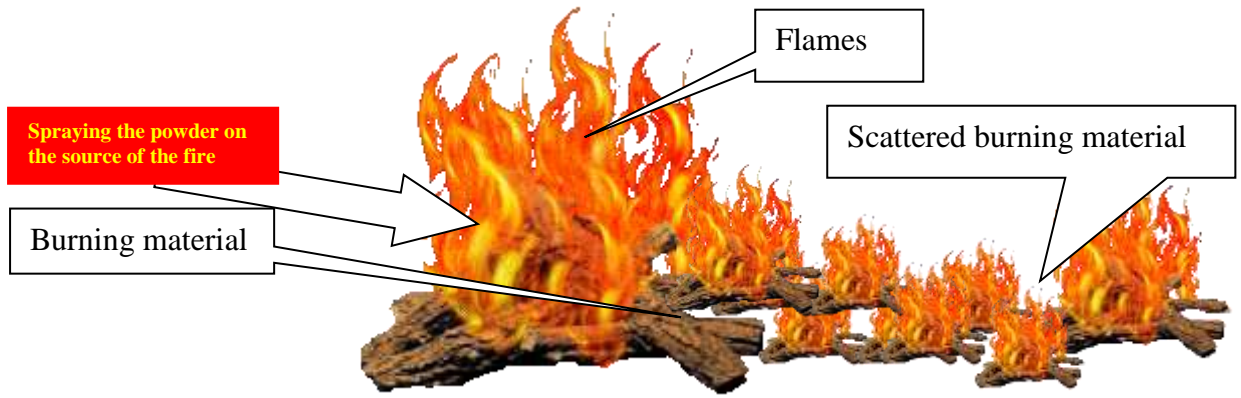
**Figure 3** The instructions and pictograms on a powder extinguisher

Remove the safety pin, aim the hose towards the fire, and squeeze the handle to start extinguishing. While extinguishing the fire, take care that the powder reaches the flames and not the surface of the burning material, using a gentle sweeping motion from top to bottom and side to side to cover the entire fire (Figure 4).



**Figure 4** Aim the powder at the flames using a top to bottom sweeping motion

Aiming the powder at the burning material may cause it to scatter and create new fires, which greatly reduces extinguishing efficiency. (Figure 5)



**Figure 5** The fire spreads when the powder is sprayed on the source of the fire

**Extinguishers unsuited for use and used extinguishers have to be replaced promptly.**