

APPROVED

By order of ANO HE "University Innopolis"

dated _____ No.

Director

MES Seminikhin

_____ K.V.Semenikhin

**Fire safety instructions
in the residential complex ANO HE "Innopolis University"**

1. The fire safety requirements established by this Instruction on compliance with fire safety measures in the residential complex ANO HE "Innopolis University" (hereinafter referred to as the Instruction) are mandatory for all residents of the residential complex ANO HE "Innopolis University" (hereinafter referred to as the Complex) and its visitors. Residents are required to be familiarized with the Instruction and sign it.

2. Residents and visitors who are on the territory of the Complex and the adjacent territory are not allowed to:

2.1 Light lighters and matches, smoke, including electronic cigarettes, hookahs and other products, intersperse cigarette ends, matches, including throwing them into waste baskets, through windows and vents of the Complex buildings, make fires, burn dry grass. Smoking is allowed only in specially designated areas on the adjacent territory, marked with signs "Smoking area".

2.2 Carry about the Complex territory, as well as store, set fire, activate pyrotechnic items (firecrackers, rockets, sparklers, thunder sticks, etc.), explosives and explosive devices, hookahs, household candles, solidified alcohol, kerosene lamps and blowtorches, flammable and combustible liquids (gasoline, kerosene, solvents, paints, etc.), combustible materials (waste paper, rags, etc.), install electric illumination.

2.3 Block up by any objects path to fire extinguishing equipment, electrical control units, manual fire detectors, fire escapes, staircases, corridors, halls, main and alternative escape routes, exits to the attic, roof of the building.

2.4 Locate (install) various products, equipment, waste, garbage and other objects that obstruct safe evacuation, as well as block the doors of emergency exits on escape routes and emergency exits (including in passages, corridors, vestibules, on galleries, in elevator halls, on staircases, stairways, in doorways, on escape hatches).

2.5 Arrange dryers and hangers for clothes, wardrobes in the vestibules of exits from buildings, in halls, and also store (including temporarily) inventory and materials, any means of transportation.

2.6 Use inappropriate primary fire extinguishing means, damage primary fire extinguishing means, fire signs, move fire fighting equipment (fire extinguishers, fire hoses, fire equipment, fire detectors, etc.).

2.7 Fix self-closing doors of staircases, corridors, halls and vestibules in the open position (if devices that automatically trigger in case of fire are not used for these purposes), as well as remove them, install devices that prevent the normal closing of fire or smoke doors (devices).

2.8 Perform actions that may result in damage to the equipment of automatic fire protection installations.

2.9 Facilitate any operations using open fire, paint and varnish work, work (cleaning floors, walls, furniture, appliances, etc.) using flammable and combustible liquids (gasoline, kerosene, solvents, etc.) , accumulate garbage (removal of garbage from the room should be carried out daily by the residents) in living rooms.

2.10 Leave cookers with heating elements on unattended;

2.11 Store and charge batteries for various types of vehicles from electrical outlets.

2.12 Reduce the coverage area of automatic fire alarms by placing equipment (foreign objects) on smoke detectors.

2.13 Facilitate operations on pilot (experimental) installations related with the use of fire and explosion hazardous and fire hazardous substances and materials that have not been accepted for operation in accordance with the established procedure.

3. During use of electrical wiring, electrical outlets, electrical switches, it is prohibited to:

3.1. Fasten exposed electrical wiring directly to the wall, tie, twist, pull open electrical wiring, use open electrical wiring, electrical switches, electrical outlets to hang objects.

3.2. Use damaged (non-serviceable), as well as poorly fixed in (on) the walls, electrical outlets and electrical switches.

3.3. Connect non-serviceable electrical appliances to electrical outlets, as well as insert foreign objects into them.

3.4. Change the power supply scheme of the room (to install, dismantle electrical wiring, electrical outlets, electrical switches), drill holes in the walls, drive nails, dowel pins, etc. into the walls in places where electrical wiring is hidden.

3.5. Overload the power grid, i.e. include electrical appliances into one electrical outlet directly or through electrical tee-joints, electrical extension cords, the total power consumption of which exceeds 3 klw per outlet and 5 klw per room.

4. During using electrical appliances, it is prohibited to:

4.1 Violate the requirements of the instructions for the operation of electrical devices developed by the manufacturers.

4.2 Use electrical appliances (including electrical extension cords and electrical tee-joints) in a technically non-serviceable condition (the case 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 non-serviceable, there is a burning smell, the electrical appliance shocks with current, etc.).

4.3 Connect electrical appliances to the electrical grid with a voltage greater than the voltage for which the electrical appliance is designed according to the passport of the device.

4.4 Connect the appliance directly to the electrical grid without a plug.

4.5 Carry electrical appliances connected to the electrical grid.

4.6 Install any objects on electrical appliances, including flammable objects, dishes with liquid (vases with flowers, a glass of water, etc.), tie, twist, pinch the electrical cords of electrical appliances.

4.7 Pull the power cord to disconnect the appliance from the power supply;

4.8 Use electrical fuses with a higher than it should be rated current, as well as non-factory electrical fuses (wire twists) for the protection of electrical appliances.

4.9 Repair electrical appliances yourself.

4.10 Leave electrical appliances unattended during the day, as well as connected to the power grid at night, with the exception of appliances that are allowed to be used without supervision according to regulatory documents.

5. It is prohibited to use electric irons, electric stoves, electric kettles and other electric heating devices that do not have thermal protection devices, as well as in the absence or malfunction of thermostats provided for by their design, in the Complex.

6. It is prohibited to use electric heating devices of any type (open or closed, home-made or industrial production, high or low power, with or without insulating stands), namely: electric fireplaces, electric reflectors, electric heaters, electric stoves, microwave ovens, electric boilers, electric kettles, electric coffee makers, electric samovars, electric irons, electric soldering irons, electric burners, self-made electric appliances, film projectors, electric illumination, electric amplifying equipment, electric lighting equipment (floodlights, color music, etc.), power consumption of which exceeds 2 kW in the Complex.

7. Residents have the right to contact the administration of the Complex to coordinate the operation of electrical equipment with a capacity of more than 2 KW by submitting an application to the administration of the Complex.

8. Works with the use of electric irons are allowed only in a room specially allocated for this purpose.

9. It is allowed to use the following electrical appliances, provided that they are technically sound and operate in accordance with the manufacturer's operating instructions: table lamps, pin-up lamps, floor lamps, radio, televisions, audio recorders, refrigerators, vacuum cleaners, fans, electric hair dryers, electric curlers, electric extensions, electric tee-joints in the Complex.

10. Electrical appliances operated in the Complex must undergo maintenance within the timeframes stipulated in the documentation for their operation, including for the purpose of removing combustible deposits from them (dust, pieces of paper, etc.).

11. During thunderstorm, all electrical appliances in the room should be disconnected from the mains, and their external antennas, if any, should be disconnected from electrical appliances.

12. Furniture in living rooms should be arranged in such a way that there are free escape routes from the room.

13. Residents and visitors who are on the territory of the Complex and the adjacent territory are obliged to:

13.1. Provide access for authorized representatives of ANO HE "Innopolis University" to the residential premises provided to them to perform room maintenance or check compliance with fire safety rules.

13.2. Leaving the room, close the water taps, windows, turn off the lights and other electrical appliances, except for those that, according to the regulatory documents for their operation, are allowed to operate without supervision.

13.3. Prevent violations of fire safety requirements by other residents and visitors.

13.4. Inform the administration of the Complex about each case of fire that has occurred or could have occurred in the premises of the Complex, including cases eliminated by the residents and visitors themselves.

14. In case of fire it is necessary to:

- turn on the fire warning system located in the corridors of the Complex;
- report a fire to the fire department by phone 8 (843) 294 91 91 or 01 (101, 112), indicating the address of the object: Innopolis, st. Universitetskaya, 1, place of the fire, your last name, first name, patronymic (middle name) Be ready to answer other questions of the operator of the fire and rescue unit No. 8;
- if it is not possible to eliminate the fire source, leave the room, close the door unlocked;
- inform the administration of the Complex about the fire;
- leave the Complex and arrive at the evacuation site for a roll call (park in front of the central exits of the Complex buildings).

15. In case of fire outside the room, it is necessary to:

- turn on the fire warning system located in the corridors of the Complex;
- report a fire to the fire department by phone 8 (843) 294 91 91 or 01 (101, 112), indicating the address of the object: Innopolis, st. Universitetskaya, 1, place of the fire, your last name, first name, patronymic (middle name) Be ready to answer other questions of the operator of the fire and rescue unit No. 8;
- leave the Complex and arrive at the evacuation site for the roll call (park in front of the central exits of the Complex buildings);
- if the corridors, staircases are heavily smoky and it is impossible to leave the room, then it is necessary to stay in the room, tightly closing the door, and send signals about your location through the windows without opening them;
- with the arrival of the emergency rescue service, continue to give signals about your location and about the provision of assistance, while the windows are allowed to be opened only in case of emergency or to descend the fire ladder.

16. Residents are responsible for compliance with this Instruction by persons who are invited on the territory of the Complex by th.

17. For triggering the fire alarm system, the administration of the Complex has the right to draw up a report on violation of fire safety rules and impose a fine on residents in the amount of 7,000 (seven thousand) rubles for each violation.

18. For deactivation (shutdown, closure, etc.) of voice annunciators of the warning and evacuation system in case of fire, fire detectors (manual and smoke), fire alarm systems, the administration of the Complex has the right to draw up a report on violation of fire safety rules and impose a fine for residents in the amount of 10,000 (ten thousand) rubles for each violation .

19. For violation of sections 2 - 5 of this Instruction, the administration of the Complex has the right to draw up a report on violation of fire safety rules and impose a fine in the amount of 3,000 (three thousand) rubles for each violation.

20. In case of refusal to pay the fine by the resident, or by a person invited on the initiative of the resident, the administration has the right to terminate the agreement for accommodation services with the resident.

21. In accordance with the current legislation property accountability, disciplinary, administrative or criminal liability are possible for violation of the requirements of this Instruction.