



# FIRE EVACUATION PLAN

## I. Purpose

The purpose of the fire evacuation plan is to ensure the rapid evacuation of children, employees and other persons, animals and property from the above-mentioned building in the event of a fire or other emergency. The evacuation will be carried out according to the graphic part of the evacuation plan and using the information system.

## II. Designation of the person who will organize the evacuation


Evacuation will be controlled from the reception area in the building's mezzanine. The evacuation will be managed by the reception staff on duty.

In the event of a fire at this location, the evacuation control is moved to the front of the building.

## III. Determination of persons and means with the help of which the evacuation will be carried out

1. Evacuation will be organized on individual floors by authorized workers and heads of individual workplaces. If possible based on the nature of the threat, designated persons and heads of individual workplaces will check whether all persons have left the threatened area.
2. After the end of the evacuation, each senior employee will check the numerical status of his subordinates at the assembly point.
3. The relevant manager is responsible for the evacuation of persons with limited mobility.
4. He reports the end of the evacuation and any differences to the evacuation manager.

## IV. Determining the routes and method of evacuation

1. Evacuation from all parts of the building will take place gradually along the corridors and stairs to the mezzanine (protected escape routes) and then to the open space.
2. **Elevators are not intended for evacuation.**
3. The direction of escape and the escape exit are marked with appropriate pictograms. 
4. When evacuating, keep calm, don't run, don't panic, leave the area by walking quickly.
5. When leaving the evacuated area **close but do not lock door** **close it** windows.

## V. Determining the place of concentration of people and material

1. The evacuation area is the open space near the Masaryk dormitory to the right of the southern wing of the building.
2. Evacuation of the material is not considered. Any evacuation of valuable material from the building is the responsibility of individual managers. It can only be carried out after ensuring the safe evacuation of all persons. When evacuating material, the evacuation of people from the building must not be hindered (e.g. blocking of escape routes, opening of fire doors, etc.), the spread of the fire or the difficulty of the firefighting intervention of the HZS hl. city of Prague.

## VI. Method of providing first aid to disabled persons

First aid to the affected will be provided at the place of concentration of evacuated persons. In the event of a greater threat to health, assistance will be provided by medical emergency service workers-**155**.

	Name	Function	Date	Signature
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