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FIRE ALARM GUIDELINES

I. Purpose

In order to quickly raise a fire alarm and summon help in the event of a fire, this Fire Alarm Directive is issued to define the actions of all persons in the event of a fire, natural disaster or other emergency.

II. Obligations in case of fire detection, method of reporting a fire

Anyone who sees a fire is obliged to:

1. Take the necessary measures to rescue persons at risk.
2. Extinguish the fire (if possible) using all available extinguishing means (fire extinguishers, wall hydrants, etc.).
3. If your strength and resources are not sufficient to fight the fire or if your safety is threatened, you can call the Prague Fire Brigade unit via

☎ ☐☐ **the Regional Operations and Information Centre of the Fire Brigade/emergency line** ☎ **150**
or 112

4. When reporting a fire, you will notify: _____ **who is calling** _____ **where the fire is**
_____ **what is burning.**

III. Method of declaring a fire alarm

1. The fire alarm will be sounded in all areas of the building or locally by calling **"THUNDER"**.
2. Anyone who notices a fire is further obliged, after reporting it, to inform all persons in the affected area of this fact by all available means so as to ensure that all persons in the affected area have been warned of the danger.

IV. Duties after a fire alarm

1. The manager or other authorised employee shall ensure that the electrical power is switched off and, where possible, ensure the removal of combustible components that may increase the risk of fire spread, and organise and manage the evacuation of persons and property present.
2. Employees and other persons keep calm and discretion, do not interfere with the intervention of the PO units.
3. In the event of imminent danger, they shall immediately leave the threatened area and assemble at a designated location at a safe distance from the building.
4. In addition, they follow the instructions of the commander of the intervention unit of the Fire and Rescue Service.
5. Subordinate staff shall be the responsibility of the relevant senior staff member.

V. Overview of important telephone numbers

Emergency lines



European emergency number
Integrated Rescue System

112



Firefighters

150



Medical rescue service

155



Police

158

Emergency services

Electricity - faults

800 823 823

Water - disturbances

840 111 112

Gas - malfunctions

1239

	Name	Functions	Date	Signature

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