MEMO
On Fire Safety at Dormitories

1. The present Memo has been elaborated based on the Rules of Fire Safety Regulations in the Russian Federation and is mandatory to be performed by all the residents of the dormitory, (hereinafter referred to as "Residents"), as well as by the visitors of the dormitory.

2. For the residents staying at the dormitory (including at basements, attics and roofs) and closer than 50 meters to the dormitory, IT IS PROHIBITED TO:

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

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

- Pyrotechnic items (petards, rockets, sparklers, firecrackers, etc.);
- Explosives and explosive devices;
- Household candles, dry alcohol;
- Kerosene and blowtorches;
- Highly flammable and flammable liquids (gasoline, kerosene, solvents, paints, etc.);
- Combustible materials (waste paper, rags, etc.).

2.3. Clutter up by some objects:

- Approaches to fire extinguishing equipment, electrical panel, fire escapes, emergency exits;
- Staircases, corridors, halls;
- Main and emergency/ alternate escape routes;
- Exits to the attic, roof of the building;
- Escape routes from the room. The furniture in living rooms should be arranged in such a way that the escape route from the room is clear.

2.4. Misuse primary fire extinguishing means available at the dormitory.

2.5. Smoking in dormitories is strictly prohibited.

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

3. It is PROHIBITED in living rooms to:

3.1. Conduct any works with the use of open fire.

3.2. Arrange production and warehousing premises for applying in them and storing explosive, fire-explosive and fire-hazardous substances and materials in living rooms, change their functional purpose. Use open fire at the balconies (loggias), in the living rooms of dormitories.

3.3. Carry out without the consent of the dormitory administration:

- Paint and varnish works;
- Conduct works (cleaning of the floor, walls, furniture, appliances, etc.) with the use of highly flammable and combustible liquids (gasoline, kerosene, solvents, etc.).

3.4. Store garbage. Taking out the trash from the room should be done on a daily basis.

3.5. Use electric irons, electric stoves and kettles and other electric heating devices, having

no thermal protection devices; as well as in the absence or malfunction of temperature controllers, envisaged by the design.

3.6. Wrap electric lamps and luminaries with paper, fabric and other flammable materials, as well as to operate the luminaries without diffusers, those envisaged by the luminary design.

3.7. Hang electric illumination.

3.8. Use electrical amplification equipment, as well as electrical appliances, which power consumption exceeds 1100 Watts (the power is indicated in the device or appliances manufacturer's instruction manuals).

3.9. Use homemade electric appliances, portable gas stoves. Apply electrical extensions except for those of "PILOT" type).

4. When leaving the room, electric lighting and electric appliances must be disconnected, including the electric equipment on a stand-by mode, except for those appliances, which may and/or should, according to regulatory operation documents, stay in the round-the-clock operation.

5. The resident is obliged to report to the dormitory administration about each case of smoke or fire, that occurred but which was eliminated by his own, or which could occur in the premises of the dormitory.

5.1. **Residents must be aware of the fire extinguishers' locations and know how to use them.**

6. In case of smoke or burning in the room it is NECESSARY:

6.1. To inform immediately the Fire Department via the **phone number 112**, the employee of the security shift on duty at the security post of the dormitory, as well as the administration thereof.

6.2. It is strictly **FORBIDDEN** to use the elevator.

6.3. To undertake all possible measures on extinguishing fire by primary means of fire extinguishing.

6.4. If it is not possible to eliminate the source of fire, then one should leave the room; close the door without locking it.

6.5. One must leave the dormitory and appear at the evacuation site for the roll call.