

Approved by
Moscow Poly order
№ 775-ОД dated 29.07.2022

**SAFETY INSTRUCTION
for Moscow Poly residents**

Moscow
2022

1. General Provisions

1.1 Safety instruction for Moscow Poly residents (further – Instruction) sets the general safety requirements within living premises on the territory of the Dormitory infrastructure for Moscow Poly residents and employees, as well as other persons who temporarily reside in dormitories (further – dormitory Residents).

1.2 The Instruction is developed according to:

- Provision by the government of the Russian Federation № 1479 dated 16.09.2020 (in wording dated 21.05.2022) on “On approving the Fire Prevention Regime in the Russian Federation”;
- Methodological recommendations on developing labour safety instructions approved by the Ministry of Labour and Social Protection of the Russian Federation dated 13.05.2004;
- Moscow Poly dormitory internal regulations approved by the order № 918-ОД dated 04.08.2020.

1.3 The Instruction is published in open access on the University information platforms.

2. Safety Requirements at the Dormitory Premises

2.1 The Residents are obliged to:

- be careful when walking along the halls, corridors and flights of stairs (watch your feet; do not jump or run; hold the railings; do not throw and step on other objects, etc.), as well as in the close proximity to the doors, or when walking on the wet floor;
- Conduct hygienic procedures in a balanced position according to the safety requirements;
- In bathrooms/ washrooms, wear special footwear that prevents slipping;
- When leaving the premises, turn off the electricity and electrical devices;

2.2 The Residents are prohibited to:

- Create situations that threaten their own and other people`s lives and health;
- Be and move around places where the snow, ice or other objects may fall from the roof;
- Sit or stay on the counter-frames, pipes and heating pipes, tables and other equipment;
- Bring along the weapons, piercing and cutting objects that have no household purpose, explosive, explosion- and fire-prone substances, alcohol-containing drinks, drugs, toxic and poisonous substances;
- Leave unattended water and gas taps running;
- Break the integrity of the furniture construction, among others dismantling the top bunk safety railing;
- Use determents in glass containers in bathrooms/ washrooms;
- Throw any objects out of the windows;
- Leave the building through the windows;
- Enter the utility and technical rooms un-appropriated for the presence of unauthorized persons;
- Enter the roof and attic areas, as well as the escape stairs (excluding the evacuation in emergency situations);

- Carry out other actions that cause traumas.

3. General Fire Fighting Requirements

3.1 The Residents are obliged to:

- Know the dormitory building plan, the location of the stairs, main and emergency exits, fire-fighting equipment (fire extinguishers, indoor fire hydrants, etc.);
- Know how to use fire-fighting equipment, know their performance characteristics (electrical wiring or devices on fire can only be taken out with the carbon-dioxide or powder fire extinguisher);
- Know plan of action in emergency situations;
- Upon hearing the fire warning signal, leave the building according to the evacuation scheme.

3.2 The Residents are prohibited to:

- Smoke in all premises on the territory of the dormitory directorate;
- Bring along, keep and operate pyrotechnic products (fireworks, firecrackers, firework sparkler, and etc.), explosive substances and devices;
- Bring along, keep and light up candles, solidified alcohol, inflammable liquids (petroleum, dissolvents, paints), oily rags, packaging and waste paper;
- Bring along, keep and exploit electric heating devices with an open and closed spirals (fireplaces, radiators, water heaters), petroleum and blowlamps, gas balloons;
- Leave charging devices plugged in;
- Take of the dome shade from electric lamps, wrap them in paper, plastic and other inflammable materials;
- Put up Christmas trees and set up electric illumination within the living premises;
- Bring along to the room (box, flat) and keep there foreign bodies (car tires, cardboards, rags, wrapping paper, plastic, etc.) that increases the fire load for the building;
- Use primary fire-fighting equipment inappropriately;
- Interfere with the work of the fire alarm system;
- Obstruct with furniture, equipment, domestic waste and other foreign bodies the evacuation routes, emergency exits and ways out of the living premises, as well as means of access to the fire-fighting equipment, electric control units and manual fire alarm systems;
- Obstruct access to the building with personal cars.

4. General Electrical Safety Requirements

4.1 The Residents are prohibited to:

- Use electrical equipment, including strips that have not passed the certification, and malfunctioning electrical heating devices;
- Use electrical strips without supply line filter;
- Exceed the number of electrical devices allowed in the living premises;

- Drive in nails, drill holes in walls where the electrical wiring is installed;
- Apply wallpapers, posters, layers, and etc., on wiring;
- Carry out repairs and technical maintenance works, including the replacement of electrical devices and equipment protectors;
- Insert plugs of the malfunctioning devices, wire ends without plugs and other foreign bodies into the sockets;
- Touch electrical wires, lamps and other electrical equipment, excluding household electrical appliances (stoves, cookers, electrical kettles, computers, refrigerators, and etc.)
- Pull the wires of the device when unplugging (when unplugging, one must at the same time hold the plug by the body, as well as hold back the socket);
- Use wires with visible insulation faults and damaged outlets, cut-outs and other electrical accessories;
- Touch the electrical devices plugged into the electricity supply network with wet hands;
- Leave the electrical heating devices plugged into the electricity supply network unattended, as well as other domestic appliances, including those in a standby mode;
- Use electrical equipment for purposes other than intended, among other things using electrical stoves for heating purposes;
- Open electric protectors and service panels, as well as enter electric control room.

5. Safety Requirements when using gas stove

5.1 When using a gas stove, the Resident is obliged to:

- Ensure before the actual use that all the gas valves are closed;
- Follow the action plan when turning on the equipment: bring the source of fire to the gas ring, then open up the gas supply;
- Stop using the equipment in case the flame doesn't come out of all gas rings, has a smoking color, or there is a lifted flame;
- Turn off the equipment after cooking;

5.2 In the event of the presence of gas smell in the dormitory, the Residents are obliged to:

- Stop using the equipment and cut off the gas supply;
- Open the doors and windows for ventilation;
- Report the gas leak to the dormitory directorate;
- Warn neighbors about the safety measures;
- Continue using kitchen after eliminating the leak and ventilating the space in order to prevent the striking of a spark;

5.3 When using a gas stove, the Resident is prohibited to:

- To spill the boiling liquids, oils and other substances on the equipment;
- Obstruct the equipment with foreign and inflammable objects;
- Leave unattended the equipment that is turned on;

- Use the equipment that is used for purposes other than intended, including heating.

6. General Sanitary-Hygienic Requirements

6.1 The Residents are obliged to:

- Take an annual medical examinations and submit certificates in due time (fluorography, dermatovenerologic dispensary, HIV lab exam results, RW) for residing at the dormitory;
- Follow personal hygiene rules, among others wash hands before meals, after cleaning and using sanitary facilities;
- Maintain cleanliness and order in the living premises and public places (kitchen, sanitary facilities, laundry, recreational rooms, and self-study offices, gyms, etc.)
- Comply with safety requirements during deratisation, disinsection and disinfection works in the living premises and public places;
- In the presence of chronic diseases, comply with the doctors` recommendations, inform the dormitory directorate;
- In the presence of infectious diseases, contact a medical institution, comply with the recommendations on hospital admission, and inform the dormitory directorate.

6.2 Residents are prohibited to:

- Use stinking, poisonous, caustic substances (toxic chemicals, acids, alkali, mercury) and objects containing them, as well as the gas and aerosol sprays (pepper). Mercury thermometers are allowed for use according to safety requirements and storage conditions.
- Use drugs, psychotropic, toxic, alcohol substances;
- Eat expired products, or products that are stored inappropriately;
- Interfere with work of the ventilation system (during the repairs keep the ventilation unwrapped and unobstructed).

7. Emergency Situations Safety Requirements

7.1 The Residents are obliged to inform the dormitory directorate on any situation threatening the lives and health of people:

- In the event of fire accidents;
- In case the Resident themselves, or other Residents get injured;
- In the event of falling objects (lamps, furniture, ice and snow from the roof, etc.);
- In the event of structural collapse (broken door and window glasses, plaster, brickworks and ceramic tile peeling, metallic construction corrosion);
- In the event of equipment failures (electrical stoves, washing machines, microwaves, shower units, faucets);
- In the event of leaks;
- If the mercury thermometer is breaks;
- In the event of other emergency situations.

7.2 In the event of suffering an injury, render first aid before the medical officers arrive, inform the dormitory directorate, call for ambulance;

7.3 In the event of eye contact with the cleaning, disinfecting detergents or other chemical substances thoroughly rinse eyes with water and contact a medical institution.

7.4 In case the mercury thermometer shatters:

- Open the window and close the door to the space where the thermometer has been shattered, prevent the draughts;
- Protect the respiratory organs by wearing a wet bandage;
- Collect the mercury in a can with a sheet of paper, gauze pads, tape, or cotton pads and close the lid tightly, avoid using vacuum cleaners, brooms when collecting the mercury.
- Clean the surface where the mercury has been spilled with a soap-soda or manganesian solution;
- Contact the dormitory directorate in order to call for the respective authorities;
- Don't throw out or wash into the sewer the shattered thermometer, the mercury collected and the objects by which it has been collected.

7.5 In case of fire detection:

7.5.1 Report to the fire-fighting services by contacting 101 or 112, security post for activating the fire alarm system;

7.5.2 If possible, begin to extinguish fire with the first fire extinguishing equipment located in the dormitory;

7.5.3 In the event of fire in the next room:

- Stay calm;
- Cut off the electricity;
- Ensure that there is no fire by touching the door and or the door handle – if it's hot, don't open the door. Don't leave the room if there is too much smoke and visibility is less than 10m;
- Tuck in the gaps between the door and the threshold with fabrics (not synthetic one). If possible soak it with water;
- Draw attention of the fire-fighting officers from the window;
- If possible to evacuate, close the door behind yourself tightly and leave the building according to the evacuation schemes.
- Move in a bent down position, close the respiratory organs with protection means at hand;
- Arrive at the place of gathering and wait for instructions from the responsible persons.

7.6 Upon hearing the fire alarm signal:

- Dress up quickly, gather personal belongings and documents;
- Close the windows, turn off electrical devices, cut off electricity, close the door leaving it unlocked;

- Leave the building following the evacuations schemes using the main and emergency exits;
- Move quickly without fussing around (do not run, overrun or push anybody). Stick to the right side. If the visibility is poor, hold hands with other Residents;
- Don't use elevators/ lifts when evacuating;
- If there is smoke, close the respiratory organs with soaked fabrics;
- Head to the place of gathering, inform the dormitory directorate officer or any other responsible person;
- Don't leave the place of gathering unless received the corresponding instructions;
- Don't stay close to the building, don't return to the building for personal stuff;
- If not possible to use fire-escape ladder, use special equipment (if any);
- If not possible to evacuate, make a "help" signal to the fire-fighting service.

The list of devices allowed for use within living premises:

Dormitory type: hall. Allowed power capacity per rooml: 3,000 V.

№	Description	Number	Allowed power capacity
1.	Computer equipment (system unit, screen monitor, laptop)	1 per person	440
2.	Personal phone charger	1 per person	25
3.	Desk lamp	1 per person	12
4.	Electrical curling iron	1 per person	50
5.	Blow dryer	1 per person	1500
6.	Iron	1 per room	1600
7.	Electrical kettle that has a thermal protector and that can be used on fire-proof materials	1 per room	1800
8.	Refrigerator	1 per room	200
9.	Vacuum cleaner	1 per room	1800
10.	Air purifier and humidifier	1 per room	25
11.	Floor Ventilator	1 per room	50
12.	Printer or multifunction printer	1 per room	1100
13.	TV	1 per room	100
14.	Audio system	1 per room	50
15.	Approved 'Pilot' type strip	1 per person	3500 and more

Dormitory type: block. Allowed power capacity per block: 3,500 V.

№	Description	Number	Allowed power capacity
1.	Computer equipment (system unit, screen monitor, laptop)	1 per person	440
2.	Personal phone charger	1 per person	25
3.	Desk lamp	1 per person	12
4.	Electrical curling iron	1 per person	50
5.	Blow dryer	1 per person	1500
6.	Iron	1 per person	1600
7.	Electrical kettle that has a thermal protector and that can be used on fire-proof materials	1 per room	1800
8.	Refrigerator	1 per room	200
9.	Vacuum cleaner	1 per room	1800
10.	Air purifier and humidifier	1 per room	50
11.	Floor Ventilator	1 per room	25
12.	Printer or multifunction printer	1 per room	1100
13.	TV	1 per room	100
14.	Audio system	1 per room	50
15.	Approved 'Pilot' type strip	1 per person	3500 and more

Dormitory type: flat. Allowed power capacity per flat: 7,000V

№	Description	Number	Allowed power capacity
1.	Computer equipment (system unit, screen monitor, laptop)	1 per person	440
2.	Personal phone charger	1 per person	25
3.	Desk lamp	1 per person	12
4.	Electrical curling iron	1 per person	50
5.	Blow dryer	1 per person	1500
6.	Iron	1 per room	1600
7.	Electrical kettle that has a thermal protector and that can be used on fire-proof materials	1 per room	1800
8.	Refrigerator	1 per room	200
9.	Vacuum cleaner	1 per room	1800
10.	Air purifier and humidifier	1 per room	25
11.	Floor Ventilator	1 per room	50
12.	Printer or multifunction printer	1 per room	1100
13.	TV	1 per room	100
14.	Audio system	1 per flat	50
15.	Electrical stove	1 per flat	5000
16.	Microwave	1 per flat	800
17.	Multicooker	1 per flat	700
18.	Approved 'Pilot' type strip	1 per person	3500 and more