

«APPROVED»

By General Director

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The instruction on fire safety and plan of actions in case of fire

1.1. The present instruction establishes requirements of fire safety (hereinafter “Fire safety”) in a premise and adjoining territory. The instruction is developed according to Fire prevention rules of KP.

1.2. Each employee is obliged to know exactly and strictly observe fire prevention rules, to study and to know the dangerous factors, applied materials and is supposed not to commit which could lead to ignition or fire.

1.3. All employees of the enterprise are obliged:

- To observe and support the established fire-prevention mode;
- To carry out safety requirements at using electrical household appliances, not to leave it unattended, to use stands from nonflammable materials (ceramics, asbestos)

2. There are requirements on fire safety to adjoining territory.

2.3. Roads, access roads, entrances and passes to buildings, fire hydrants, posts of fire prevention equipment, emergency exits from buildings, approaches to stationary fire ladders and fire equipment should be always of free access, be in a serviceable condition, not be blocked up, and to be cleared of snow and ice in winter.

2.4. Temporary structures, construction wagons (workers’ locker room), etc. should be located separately from other buildings and constructions on a distance above 15 meters or at fire-proof walls.

2.5. Making fires, burning of a waste and packing is not authorized within the distance established by norms of designing of fire-prevention breaks, not closer then 50 meters from buildings and constructions. Burning in places assigned taken away for these purposes should be done under the control of the technical personnel.

2.6. During height time the site sufficient illumination for a fast finding of fire-prevention water sources, external fire ladders, inputs in buildings should be provided.

3. Requirements of fire safety to power units:

3.1. Power installations should be installed and operated according to PUE, PTE, PTB and other standard documents.

3.2. At operation of power units and electrical devices it is forbidden:

- To use devices and electrical devices in the conditions of violation of recommendations of manufacturer or having malfunctions which can lead to a fire;
- To lay transit electrical wiring and cable lines through warehouse, combustible and explosive areas;
- To use the broken sockets, knife switches, other electrical auxiliary devices, wires and a cable, with damages or with damaged isolation;
- To wrap up electrical lamps and devices with paper, fabric and other combustible materials;
- To use electrical irons, kettles, tiles and other electrical heating devices without stands from nonflammable materials, to leave them unattended while turned on;
- To apply non-standard (self-made) electrical heating devices, to use “self-made safety devices” from overloads and shorts;

4. The basic fire extinguishing equipment and its use (fire safety):

4.1. Water is the basic means of fire extinguishing. It cools down a burning surface; the water steam formed at that decreases concentration of combustible gases and oxygen in a burning zone. Water cannot be applied to suppression of burning substances which at interaction with it allocate combustible gases, for example CALCIUM CARBIDE (not slaked известь). Fire hydrants in premises connected to a network of the fire water supply, equipped with fire hoses curtailed into a spiral and the fire trunks attached to them are in constant readiness. To submit water on the burning point it is necessary to unroll a fire hose, to take in hands a fire trunk, to open the valve and to direct a stream on the burning centre.

4.2. Primary fire extinguishing means: fire extinguishers, felt mat, an asbestoses cloth, containers with the sand, completed with scoops (shovels).

FIRE EXTINGUISHERS of POWDER type: OIIY-2, OII-5, OII-10 - portable; OII-25, OII-50 - mobile, differ with capacity of a cylinder (in liters). The principle is based on use of energy of compressed air for stream emission of fire extinguishing powder which while spread on a burning surface stops access of oxygen to a burning point.

They are intended for equipping of objects, premises, vehicles, as primary means of suppression of fires of a class "A" (firm substances), "B" (liquid substances), "C" (gaseous substances) and the electrical installations which are energized to 1000 Volt (depending on mark of the powder charged in the fire extinguisher).

They are not intended for suppression of fire of the materials which burning can occur without air access. Fire extinguishers of reusable use (with a possibility of recharge), a range of temperatures of operation (-50 ÷ 50) °C.

Service life - 10 years, inspection interval - 2 years.

FIRE EXTINGUISHERS CARBON DIOXIDE. Types: OY-5, OY-8 - manual; OY-25, OY-80 - portable.

For its charging the liquid fraction of carbonic acid is used.

They are designed for suppression of small fire of all kinds of combustible and decaying materials, not causing their damage (fire in archives, technical libraries, premises of copying machinery), and also for suppression of the electrical installations which are under voltage to 10 000 volt (10 Kw).

Actuating: to take a hand for the handle (3), to direct a bell (7) on a burning subject and turn маховичка the gate to open it. Carbonic acid at emission under pressure extends and cooled before formation of snow flakes. The stream of gas and snow in length of 1,5 m interferes with burning and cools a surface of burning substance.

Fire extinguishers углекислотные reusable action (taking into account a recharge). CHEMICAL FOAM FIRE EXTINGUISHERS. The most widespread type OXBII-10. Foam in it is formed as a result of the chemical reaction occurring at mixing of alkaline and acid parts of a charge. At that pressure is created in the container, foam is thrown out by a stream on 6... 8 meters within 1st minute.

Actuating: to turn the handle on 180° to the full, preliminary having cleaned by a needle an aperture for spraying, to bring the fire extinguisher to a fire point, to turn its bottom upwards, to stir up and direct a foam stream on fire (from below upwards).

It is intended for suppression of fire of firm, liquid, gaseous substances and materials.

It is impossible to apply to suppression of fire in electrical installations under power (a foam stream conduct electricity), and also the substances, which interact with water (potassium, sodium, carbide of calcium and others).

Each employee of the enterprise at detection of a fire or burning signs (open fire, smoke blanketing, ashes smell, rise in temperature, etc.) is obliged to do following:

- Immediately phone 01 - fire brigade (it is necessary to name the object and its address, a place of occurrence of a fire and also to inform the surname),
- to Inform on fire to the head.
- to take measures whenever possible on evacuation of people, fire extinguishing and safety of material assets.

The head of the object upon arriving to a fire is obliged:

- To repeat a fire call to a fire brigade,
- In case of threat of a life of people immediately organize their rescuing, using for this purpose available forces and means,
- to stop all works.
- to remove from dangerous zone all personnel who are not participating in fire extinguishing,
- to Carry out the general management on fire extinguishing (taking into account specific features of the object) before arrival of fire brigade,

- to provide observance of safety requirements by the workers who are taking part in fire extinguishing,
- Simultaneously with fire extinguishing to organize evacuation and protection of material assets,
- to organize a meeting of fire brigade and to assist in a choice of the shortest way for access to a fire point and a water source.

Upon arrival of fire brigade the director (or its authorized representative) is obliged to inform the head of fire brigade on constructive and technological features of the object, adjoining structures and constructions, quantity both fire-dangerous properties and applied substances, materials, products and other data required for successful liquidation of a fire, and also to organize attraction of forces and means of the object to performance of the necessary actions related with liquidation of a fire and the prevention of its spreading.

5. Responsibility for fire-prevention safety at the enterprise. Person responsible for fire safety is appointed by the decree of the head of the enterprise. The person guilty of infringement of fire prevention rules, depending on character of infringement and consequences can be involved to disciplinary, administrative or the criminal liability according to the current legislation.