ELECTRONICS AND COMMUNICATION ENGINEERING

FIRE INSTRUCTION

1. PURPOSE

This instruction covers the measures to be taken before and during a fire in all academic and administrative units of our University and their surroundings, so that any fire is extinguished with minimal loss of life and property.

2. SCOPE

This Instruction covers all units of Karadeniz Technical University, Of Faculty of Technology, Electronics and Communication Engineering.

3. DEFINITIONS

No terms need to be defined in this Instruction.

4. RESPONSIBILITIES

4.1. Department OHS Coordinator

5. IMPLEMENTATION

5.1. Fire Precautions

5.1.1. Smoking is not allowed inside the building except in the smoking room; cigarettes smoked in permitted areas outside the building are extinguished and put in the ashtray.

5.1.2. No electrical wiring is run into attic spaces. No flammable, combustible or explosive materials are kept there.

5.1.3. Electric heaters, stoves and gas cookers are not used without permission.

5.1.4. Electrical and gas installation work is always done by qualified persons, and these installations are always inspected.

5.1.5. Fire extinguishing equipment and materials are kept ready for use at all times.

5.1.6. All rooms are checked at the end of working hours.

5.1.7. Warning signs are posted where smoking is prohibited, and compliance with this ban is monitored.

5.1.8. All personnel are trained in fire and firefighting.

5.1.9. To avoid obstructing free escape, no locks, bolts or similar components are fitted to exits or doors, and fire escape routes are kept usable. (For security needs, bolts that can be easily opened from inside may be fitted to fire exit doors.)

Unofficial English translation. In case of any discrepancy, the Turkish original prevails.

5.1.10. The fire alarm buttons and system and the smoke detection devices and system in the building are kept in working order.

5.2. Actions During a Fire

5.2.1. Without panic, the fire is announced to the surroundings and responsible persons (by pressing the nearest alarm button, by voice, etc.).

5.2.2. The fire brigade (tel: 110) is notified as quickly and accurately as possible, stating the address and type of fire (building, chimney, fuel, electrical, motor vehicle, etc.).

5.2.3. Without risking yourself or others, doors and windows are closed to prevent the fire from spreading. Flammable materials are removed. Elevators that have not reached the ground floor are stopped, and power to areas other than fire pumps and emergency lighting is cut.

5.2.4. Until the fire brigade arrives, attempts are made to extinguish the fire with available tools and equipment.

5.2.5. Anyone other than responders is prevented from entering the fire scene.

5.2.6. Living beings are rescued first, then valuable documents and materials.

5.2.7. When the building firefighting teams or the city fire brigade arrive, their orders are followed.

5.2.8. Emergency first aid is given to the sick and injured.

5.3. If the Fire Occurs During Working Hours

5.3.1. Notification: The first person to see the fire raises the alarm by bell, telephone, shouting, etc., and notifies the fire brigade by telephone.

5.3.2. Duties of the teams:
Firefighting team: Takes position in the rooms above and beside the fire and tries to extinguish it.

Rescue team: Rescues living beings first, if any. Prepares documents and belongings for removal in order of priority. If necessary, they may move them to parts of the building not yet in danger of burning. Evacuation of the burning building begins on the order of the fire chief or civil administration chief arriving at the scene. Rescued items are moved to a place designated by the fire chief or the administrative affairs unit head.

First aid team: Gives first aid to the injured and sick.

Protection team: Protects items rescued from the fire and prevents panic and chaos.

5.4. If the Fire Occurs Outside Working Hours

5.4.1. Notification: The first person to see the fire raises the alarm by bell, telephone, shouting, etc., and notifies the fire brigade, their supervisor and the persons concerned by telephone.

5.4.2. Conduct of personnel: The team leader and team personnel arriving at the fire scene start their duties immediately.

5.5. If the Fire Is Near the Building

5.5.1. Curtains in rooms on the side of the building under fire threat are removed, windows are closed, and if necessary documents, files and other items are moved to safe places.

5.5.2. Protective measures are taken on the roof, and sparks falling on the roof and elsewhere are extinguished. Wooden parts and the roof are soaked with plenty of water.

5.5.3. If there are easily flammable materials between two buildings, they are removed, cleaned up or soaked with plenty of water.