



## Director's Decree V2017-10

Attachment 1

# THE PLAN OF TOPICS AND TIME ALLOTMENT OF THE TRAINING IN FIRE PREVENTION

## *I. Participation in the training*

The training in fire prevention for employees is attended by

- all the employees of the IOCB Prague, who have been accepted in employment
- persons who are at the workplace with the knowledge of the institute
- employees who are being transferred to another assignment, to another workplace, or whose method of work has changed

Training in fire prevention with employees being accepted in employment will be conducted on their acceptance. With persons who are at the workplace with the knowledge of the Institute, this training will be conducted prior to their entry of the workplace.

Repeated training on FP for employees will be conducted once every two years. Repeated training will not be attended by the employees who attend the training on fire prevention for management personnel. Training on fire prevention with employees who are being transferred to another assignment, to another workplace, or whose method of work has changed will be conducted before they begin their work.

Training on fire prevention is provided by an employee of the institute who has successfully passed the training for management personnel or has professional qualification in the area of fire prevention.

The aim of this training is to acquaint the employees with the basic obligations when observing the regulations on fire prevention, to provide a presentation on the fire danger in the organization, including training in the use of fire extinguishing equipment.

**Date: ongoing**

**Employee in charge: relevant head of the workplace**

## *II. Content of the training and time allotment (total time allotment: 90 minutes)*

1. Act of the Czech National Council (CNC) No. 133/1985 Coll., on Fire Prevention as later amended (*time allotment: 10 min.*)
2. Decree of the Ministry of the Interior (MI) of the CR No. 246/2001 Coll. (*time allotment: 10 min.*)
3. Acquaintance with the organization of fire prevention in the IOCB Prague; Guidelines and provisions for the management and organization of FP (*time allotment: 10 min.*)
4. Acquaintance with the basic obligations of the employees of the IOCB Prague in the area of fire prevention (*time allotment: 10 minutes*)
  - a. Act so as not to cause a fire, especially observe the technological discipline, smoking prohibition and manipulation with open flame

- b. Observe the regulations and instructions for ensuring fire safety at work, become acquainted with the content of the fire alarm guidelines and fire rules
  - c. Notify your superior or person entrusted with keeping the fire book or person professionally qualified in the area of FP of flaws which could endanger the fire safety of the workplace and according to your possibilities actively participate in their removal
  - d. Attend training on fire prevention, which may include hands-on training, and undergo the set testing of knowledge or examinations
  - e. Request from your supervisor instruction on fire danger in terms of the technology at the workplace as well as instruction on the properties of substances, materials worked with
  - f. When you notice a fire, extinguish it yourself; if not possible, sound a fire alarm without delay and announce the start of a fire in the manner listed in the fire alarm guidelines
  - g. An employee is responsible for the damage that he/she has caused by the breach of the obligation of fire prevention in fulfilling tasks in the sense of the Labor Code
  - h. Fulfil the tasks in fire prevention set by the governing body, the head of the organization or the supervisor of the employee and tasks arising from the guidelines and instructions on FP
  - i. Be familiar with the placement of fire extinguishing devices, know how to use these means and do not use them for other purposes than fire prevention
5. The usage of basic means of fire extinguishing; The use of hydrants and hand fire extinguishers for the initial action, the types of fire extinguishing devices, fire extinguishing material (*time allotment: 10 minutes*)
  6. Public administration in the area of fire prevention (*time allotment: 10 minutes*)
    - Public administration bodies (MI CR, Municipal Authority, Fire Brigade)
    - State inspection
  7. Documentation of fire prevention at the IOCB Prague (*time allotment: 10 minutes*)
    - Fire rules of a workplace with increased risk of fire
    - Fire alarm guidelines
    - Fire book
    - Other documentation of fire prevention
  8. Fire danger at workplaces (Czech State Norms /CSNs/ by character of the activity) (*time allotment: 10 minutes*)
    - Fire danger arising from the use of raw and other materials at the workplace and technologies (fire rules)
    - CSNs have a close relation to the activities performed by individual employees
    - Fire danger arising from the use of heaters and hotplates (CSN 06 1008 – Fire Prevention in Installing and Using Heating Appliances)
    - Fire danger arising from fire manipulation and storing of combustible liquids and technical gases
    - CSN 65 0201 – Combustible Liquids, Operation and Storage
    - CSN 07 8304 – Metal Pressure Vessels for the Transport of Gases
    - CSN 07 8509 – Color Labels of Metal Pressure Vessels for Technical Purposes
    - CSN 05 0610 – Safety Measures for Welding with Flame and Cutting with Oxygen
    - CSN 05 0630 – Safety Measures for Welding with an Electric Arc
  9. Practical training (*time allotment: 10 minutes*)
    - The types of devices of FP, their distribution in the building of the IOCB Prague
    - The method of using devices of FP
    - Fire alarm guidelines, manner of sounding a fire alarm, calling the Fire Brigade
    - Escape routes, location of the main closures of all types of energy