



# INFORMATION ON ACCIDENT PREVENTION AND WORK AND FIRE SAFETY FOR STUDENTS





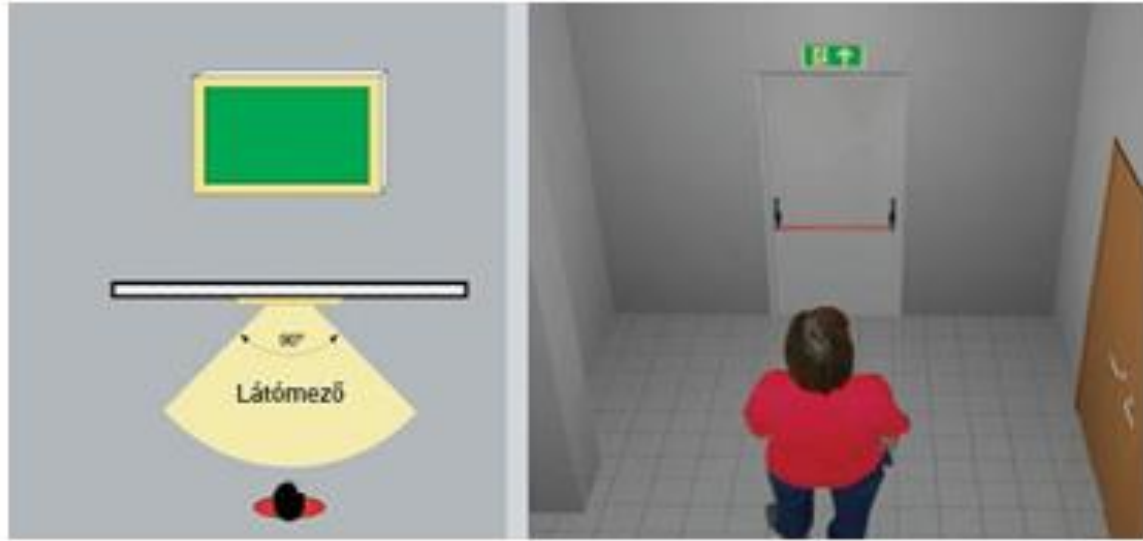
# INTRODUCTION

Dear Students,

Safety and security are of primary concern during education at Károli Gáspár University of the Reformed Church in Hungary.

Many of us, as employees, students or visitors, are involved in many ways to ensure that fire safety is maintained and improved.

In the event of an emergency, it is a key issue to have the basic knowledge needed to deal effectively with the situation. For this reason, we have compiled a security and fire safety training material which you can read below!



**ESCAPE PLAN MENEKÜLÉSI TERV**



- HU**
- Működje meg a tűzjelző berendezés!
  - Kihesse a biztonsági személyzet utasításait!
  - Nyugodtan hagyja el az épületet!
  - Használja a védegyeremiakat!
  - Ne használja a lifteket!
  - Vigyél menekülési utasítást!
- The action**
- Tűzjelző berendezés
  - Tűzjelző
  - Tűzjelző hely
  - Előrejelző
  - Fő menekülési utasítás
- GB**
- Please activate the fire alarm
  - Please follow the instructions of the security staff
  - Evacuate calmly
  - Use the emergency exits
  - Do not use the lifts
  - Please take the escape route
- In case of fire**
- Fire extinguisher
  - Fire alarm
  - Assembly point
  - Fire exit
  - Principal escape route

MENEKÜLÉSI TERV 1. sz. emelet 2019. február 5.	
Készítette: [Name] Jóváhagyta: [Name]	
MENEKÜLÉSI TERV (A. melléklet)	
Készítve: 2019.02.05.	Jóváhagyva: 2019.02.05.
Készítette: [Name] Jóváhagyta: [Name]	

**ORIENTATION, GETTING TO KNOW THE BUILDING**

The first and most important thing to do when visiting any property is to find out about the fire safety features of the building.

The „Escape Plans” posted on the escape routes will provide guidance.

Study the characteristics of the building, get know the necessary actions and escape routes in case of an emergency!



# ORIENTATION, GETTING TO KNOW THE BUILDING

- Find out emergency exits!
- Elevators cannot be used in case of fire. In multi-storey buildings look for the staircases that can be used for escape!
- Learn to use a fire extinguisher!
- Everyone in the building should participate in fire drills. An important part of fire prevention is to practice leaving the buildings as quickly as possible in an organised way. Please take the fire safety drills seriously.
- In the event of fire, if you have to leave the building, cover your mouth with a cloth (preferably dampened), or with your clothes, and try to breathe through it, so that you can escape safely (reducing the risk of smoke inhalation).

# HOW TO USE A 6 KG ABC CHEMICAL POWDER FIRE EXTINGUISHER?

- Shake the device to mix up the powder!
- Remove the pin!
- Approach the fire by bending down or crouching, while shooting a few small rounds in front of you to reduce the heat load on your body.
- Aim the nozzle at the base of the fire and start extinguishing in stages!
- Attention! An extinguished fire can reignite at any time!







# HOW TO USE A 2 KG CARBON DIOXIDE (CO<sub>2</sub>) FIRE EXTINGUISHER?

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- When using carbon dioxide, we need to get closer to the fire as it evaporates very quickly.
- Only grip structural parts designed for gripping. The temperature of the carbon dioxide is around -78 Celsius, which can cause severe frostbite.
- In confined air spaces, it displaces oxygen and may be hazardous to breathing.



# FIRE EXTINGUISHER CHART

<b>Types of fire extinguishers</b>							
Fire extinguisher		Fire classes					
Colour	Type	Solid flammable materials	Liquid flammable materials	Flammable gases	Electric fire	Kitchen fires (cooking oils, greases)	Comments
	water	✓	✗	✗	✗	✗	dangerous in case of liquid flammable materials or electrical fire
	foam	✓	✓	✗	✗	✓	not suited to domestic use
	dry powder	✓	✓	✓	✓	✗	limited use in case of electrical fire
	CO2	✗	✓	✗	✓	✓	safe on high voltage

# WHAT TO DO IN AN EMERGENCY

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- At the university, it is basically the caretaker/reception that takes action in the event of an emergency.
- If a student detects a fire, press the manual call point to sound the fire alarm sirens and then try to extinguish the fire.
- In the absence of a fire alarm system/manual call point, the emergency should be reported by phone to 112 and to the caretaker of the property.
- Follow the instructions of the managers without delay.
- Participate in lifesaving, maintaining control and security when required, at the request of the university management staff or the fire fighters.
- **Fire fighting and rescue tasks should only be carried out without endangering your own safety.**





### TILOS A DOHÁNYZÁS

NO SMOKING  
INTERDICTION DE FUMER  
RAUCHEN VERBOTEN  
КУРЕНИЕ ЗАПРЕЩЕНО

A dohányzásról leszokáshoz segítséget kaphat, illetve  
törvényszegés észlelése esetén észrevételt tehet  
az alábbi telefonszámon:

06 40 200 493

[www.leteszemacigit.hu](http://www.leteszemacigit.hu)



### DOHÁNYZÁSRA KIJELÖLT HELY

SMOKING AREA  
ZONE FUMEUR  
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МЕСТО ДЛЯ КУРЕНИЯ

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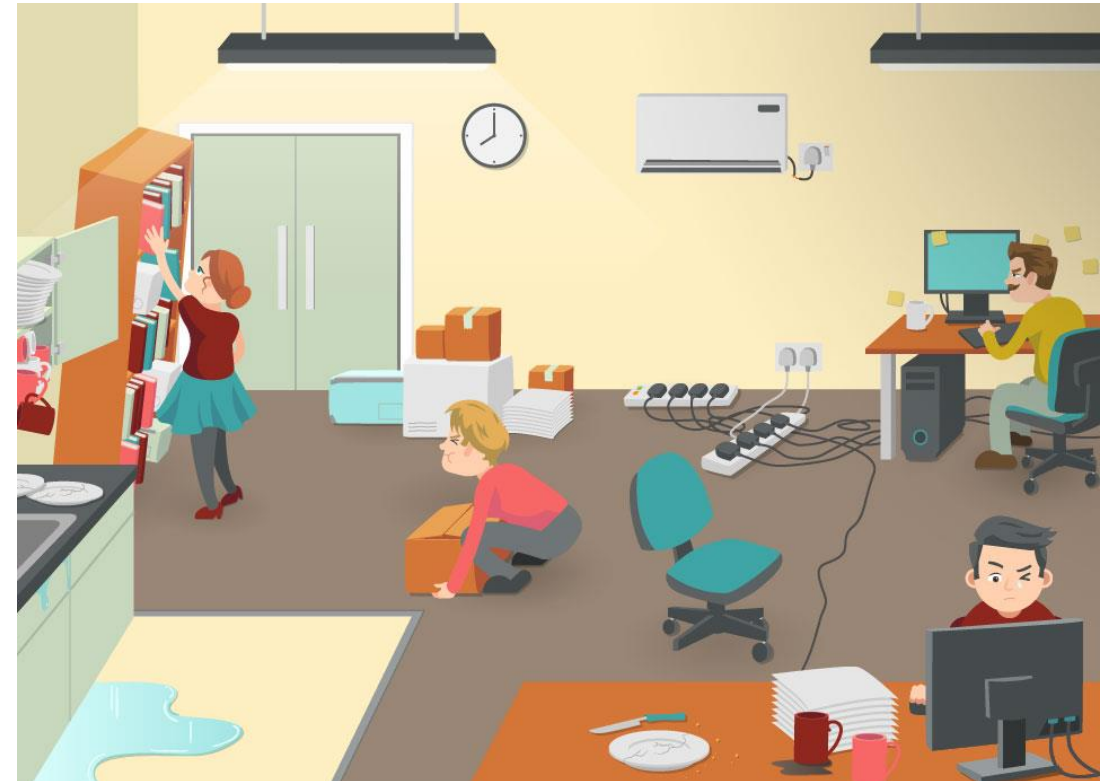
# SMOKING

Smoking is not allowed inside the buildings, only in designated outdoor areas. Make sure that a tidy environment welcomes those arriving after you.

# SAFETY IN CLASSROOMS

What devices do we encounter in the university environment and, in this context, what safety rules do we need to take into account?

- Never stand on the swivel chair!
- Take care to keep the electronic cables routed to prevent the risk of tripping! Beware of the risk of hitting your head, arms or legs!
- Cables: do not have any trip hazard electrical cables or extension cords in the environment. Wind the right size and safely route excessively long cables. In case of a temporary extension, make sure that the cable running in the route is fixed with a yellow/black tape.
- Ladders: Use a ladder instead of a chair, table or box if you need to reach a higher place. Make sure you choose the right ladder. You may need a twin ladder or a straight ladder, but it may also be advisable to use a stepladder.
- Shelves: when storing documents, always make sure that the maximum load capacity specified by the manufacturer is not exceeded. Remember to clearly mark the load capacity of the shelves if it is not visible.
- Another important rule is that protection against falling must be provided, typically by fixing them to the wall.



# SAFETY DURING STUDENT WORK/PREPARATION - MONITOR



The most important feature related to the monitor is the monitor-eye distance. If the distance is too small, eye strain and inflammation may occur. Major rules for the correct positioning of monitors:

- the top edge of the monitor should be at or slightly below eye-level
- tilt the monitor so that your gaze is perpendicular to the plane of the monitor
- the monitor and the documents should be at the same distance so that your eyes do not have to adjust all the time
- the surface of the desk should preferably be matt to avoid reflections
- use TFT monitors if possible, as they are radiation-free and less harmful to the eyes
- direct sunlight impairs screen visibility
- avoid reflections on the screen, the monitor should be in the shade, with natural light coming from the left for right-handed, and from the right for left-handed users. Even if the monitor is in the shade, the sun should not shine from the front
- the artificial lighting should be diffused in the room and directed on the desk
- look perpendicular to the screen of a monitor, in the most natural posture possible, height-adjustable desks and chairs are a great help
- take a break of at least 10 minutes every hour

## SAFETY DURING STUDENT WORK/PREPARATION – KEYBOARD, MOUSE

Using the keyboard and the mouse involves different postures.

The positioning of the mouse in relation of the body is a critical factor in the twisting and bending of the shoulder and in the increased strain on the neck and shoulder muscles.

Where the use of the mouse is a priority (e.g. information search tasks, internet browsing), the mouse pad should be moved closer to the user's midline. This allows the elbows to be supported, resulting in longer periods of use while minimising static muscle strain. In this layout, only the alphanumeric part is convenient to use.

In the other case, where the workstation layout is primarily for typing, both elbows of the user are supported so that paperwork may be placed in front of the keyboard and the keyboard can be used in its entirety.





## **SAFETY DURING STUDENT WORK/PREPARATION – DESK CHAIR**

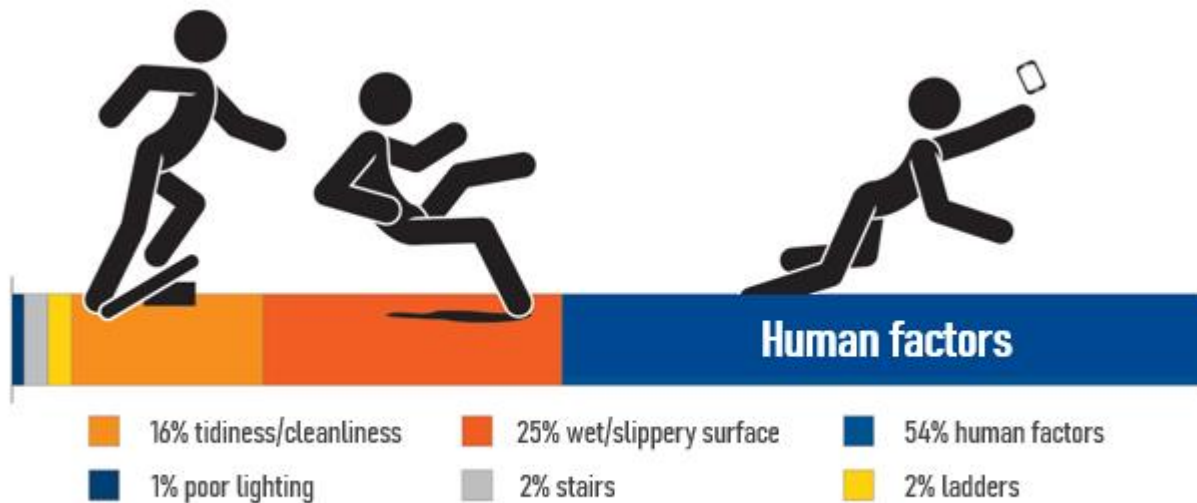
In general, a good desk chair is designed to support the body in a stable, dynamic position that is both comfortable and physiologically appropriate for extended periods of time.

When designing the desk chair, care should be taken to ensure that blood circulation in the legs is not reduced during use, and that postures assumed during sitting are easy to maintain and change.

The chair should support the spine. The surface of the chair should be chosen so that friction is sufficiently high to prevent the user from slipping of the chair.

The use of an ergonomic office chair is highly recommended.

# TRIPPING AND SLIPPING HAZARD



Tripping and slipping accidents represent a significant proportion of accidents in the university environment. What can we do to prevent similar situations?

- Choose the right shoes, preferably with non-slip soles that are suitable for the weather.
- Do not hurry! Take a good look around hard-to-see places (corners, near doors etc.)
- Keep the working environment clean and tidy.
- Wet, slippery floors: Clean up any spills immediately! Spilled liquid should be marked with a „Caution slip hazard” sign."
- Parking lots, outdoors: Be prepared for slippery areas that are hard to spot (ice patches, oil spills etc.) Watch out for pits and potholes while you are on your way somewhere.
- Expect icing near the freezing point, be especially careful even on foot.

# WALKING STAIRS

Stairways are a very common walking surface at the university. Although we may think that climbing stairs is less dangerous, unfortunately we can easily get unpleasant or even serious injuries.

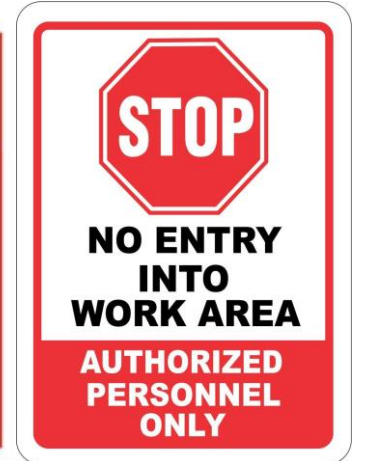
However, the four golden rules of stair climbing safety can help:

- Take one step at a time.
- Always grip the handrail with one hand for a „three-point-support” which, with a good chance, provides sufficient stability.
- Leave your other hand free to dampen the energy of the fall in an unexpected situation.
- Do not carry heavy or large objects in your hands! Ask for help if you need to move such a load.



# CLOSED OR OTHER RISKY WORK AREAS

- Designated work areas may present special hazards and should only be entered by those involved in the construction work and relevant university staff.
- When cleaning, there may be slippery surfaces that should be avoided if possible. If this is not possible, please take special care when passing through these areas.






# WHAT TO DO IN THE EVENT OF AN ACCIDENT?

- Each property has a designated first-aid post and trained staff, check the facilities available within the property.
- In the event of an accident, call an ambulance immediately, if necessary, e.g. head injury, electric shock, heavy bleeding etc.
- Take care of securing the site of the accident, try to eliminate existing hazards.
- Take care of the insured person. If you feel prepared, you can get of course involved in the process of providing first-aid, but be sure to inform the building managers (caretaker or technical staff).
- If the emergency has passed and the injured person has been taken care of, notify the relevant student registry/dean's office.



Károli Gáspár Református Egyetem

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Keresés:  Keresés 

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Rektori köszöntő

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Szervezeti egységek

Minőségbiztosítás

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A Károli számokban

Az alapításról

Névadónk

Küldetésnyilatkozat

Szabályzatok

Tűzvédelem

Rektori és kancellári együttes utasítások

Rektori utasítások

Kancellári utasítások

Adatvédelem

Nemzetközi Kapcsolatok

Akikre büszkék vagyunk

1%

**KÖVETKEZŐ ESEMÉNYEK**

júl. 22 Felsőoktatási felvételi ponthatárok kihirdetése  
Következő események

júl. 26 Jelentkezési határidő: ÁJK szakirányú továbbképzéseire  
Következő események

júl. 27 Csillagpont Református Ifjúsági Találkozó (Debrecen)  
Következő események

júl. 30 Nemzetközi Ifjúsági Találkozó (Debrecen)  
Következő események

aug. 10 Benda Kálmán Szakkollégium - jelentkezési határidő

**Szabályzatok**

L SZERVEZETI ÉS MŰKÖDÉSI

L 1. sz. m. Minőségbiztosítási Sz

>>KRE minőségpolitikája és m

L 2. sz. m. Gazdálkodási szabály

Rektori és kancellári együttes utasítások

>> L 2. sz. m. -1.sz. függelék Szf


>> L 2. sz. m. -2.sz. függelék Szf

>> L 2. sz. m. -3.sz. függelék Szf

www.kre.hu/portal/index.php/home/szabalyzatok.html#

Károli Gáspár Református Egyetem  
**Tűzvédelmi Szabályzat**

A tűz elleni védekezés általános szabályairól és a létesítmények használatáról  
(KRE Szervezeti és Működési Rend 11. 4. melléklete)




„A gazdaságok tevékenységét folytató magánszemélyeknek, jogi személyeknek, jogi személyiséggel nem rendelkező szervezeteknek a létesítmények, az építmények, a technológiai rendszerek megépítésénél, üzemeltetésénél, fejlesztésénél összhangban gondoskodniuk kell a jogszabályokban meghatározott tűzvédelmi követelmények megtartásáról, valamint a tevékenység körükkel kapcsolatos veszélyhelyzetek megelőzésének és elhárításának feltételeiről.”

Kelt: Budapest, 2020. október –

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Károli Gáspár Református Egyetem  
**Károli Gáspár Református Egyetem  
Munkavédelmi szabályzata**



Változat: 03

Készítette: Fodor Dávid  
munka- és tűzvédelmi tanácsadó

Letölthető 2019. augusztus 1-étől.

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# REGULATIONS

Information on the detailed rules on work and fire safety (II.3 Work Safety Rules and II.4 Fire Safety Rules) are available in Hungarian and can be downloaded from the university's website <http://www.kre.hu/portal/index.php/home/szabalyzatok.html>.

THANK YOU  
FOR YOUR  
ATTENTION,  
HAVE A SAFE  
TIME AT THE  
UNIVERSITY!



***High-quality Education***

***Homely Atmosphere***

***Supportive environment***

***Practice-oriented training***

**Quality. Community. KÁROLI.**