

**PLAN**  
for the execution of  
**FIRE DRILL**  
**IN THE "SÓHÁZ" BUILDING**

of Corvinus University of Budapest,  
at 8 Fővám Square, Budapest

I. PREPARATORY WORKS

1. Negotiations and then determining the date of the fire drill.  
**Date: 9th December 2020 (Wednesday) from 1:10 p.m. to 1:40 p.m.**
2. Informing the parties concerned in writing.
3. Determination and distribution of tasks, preparation of the plan.
4. Commissioning the leader of the evacuation (the building manager), defining his duties.
5. The heads of the organisational units inform their lecturers, employees and students, as well as the foreign and Hungarian guests staying with them, and prepare them for their tasks related to the execution of the fire drill.

II. EXECUTION OF FIRE DRILL

1. The dispatcher on duty will give an alarm signal to evacuate the building by operating the fire alarm system at 1:10 pm on Wednesday, 9<sup>th</sup> December 2020.
2. The security service informs the persons in the building about the fire drill by repeating the following text three times through the loudspeaker: "ATTENTION! FIRE DRILL! ATTENTION! FIRE DRILL! PLEASE LEAVE THE BUILDING!"
3. Tasks to be executed after the alarm signal and the information announced on the on the loudspeaker:
  - 3.1. Tasks of the heads of the organisational units, the lecturers, employees and students:
    - Managers, fire protection officers shall call their students, lecturers and other employees, Hungarian or foreign guests to leave the building immediately. They check whether that the rooms have been emptied and closed

- Students, lecturers and other employees shall disconnect the electronic devices (except for continuously operated appliances such as refrigerators, computers, etc.), shall turn or switch the devices off, shall close the window and the doors, and shall leave the building as soon as possible (within 6 minutes).
- In the event of a fire or disaster, the area around the Main Building is the assembly place (in the event of bad weather, the hall of the Main Building), where the heads of the organisational units and the fire protection officers helping them are obliged to carry out a subsequent headcount check! With the help of a list of names and by asking the people who got out they check to see whether everyone had left the building and who stayed inside, where and why. (E.g. the heat and smoke blocked the escape route, etc.) The building manager and the chief of the fire department arriving on the scene shall be notified of the results of the check if somebody is actually trapped by fire (by specifying the floor, wing, side, room).
- **During this fire drill we will forego the use of the assembly place and the subsequent headcount check!**

### 3.2 Duties of dispatchers and the persons acting as guards:

- Opening all exits of the building which lead outside, while paying special attention to property security.
- Bringing all elevators down to the ground floor and then turning the elevators off, provided that the fire alarm does not turn the elevators off automatically.
- Turning the air conditioners off, checking the functioning of the smoke extractors and the doors closing off the fire sections.
- No one shall be allowed to enter the building from the time the fire drill is ordered until it is called off (until the building evacuation is completed).
- Checking that the direction indicator lighting and exit signage background lights are in place and are proper.
- A patrolling teams of at least 2-2 people shall check whether everyone had left the building, and shall record the persons who stayed in the building, where they are staying (floor, room) and why they stayed inside.

The original condition can be restored after the building has been evacuated, subject to the approval of the building manager.

The building manager shall be notified of the measures taken during the fire drill verbally and immediately on the scene, while the facility management manager of the university shall be notified in writing within 8 days, including the experience of the execution and possible recommendations.

### 4. Tasks of the building manager as the building evacuation leader related to the preparation, execution and documentation of the fire drill:

- Monitoring the execution of tasks related to the preparation and execution of the fire drill according to the plan.
- Informing the tenants in the building in a documented manner about fire drill and their responsibilities related thereto.
- Approving and authorising the restoration of the original condition (e.g. turning the elevators, air conditioning on again, closing of doors and smoke extractors again, opening the fire section doors) after the fire drill is called off.

- Based on the report of the checking patrol officer, he records who, from which organisational unit, where (floor, number of rooms) and why had stayed inside.

### III. TASKS AFTER THE EXECUTION OF THE FIRE DRILL

1. The building manager shall draw up a report on the fire drill within 15 days thereof, based on the events experienced during the drill. The signatories of the report are the leader of the evacuation, the head of the security service, the head of the operation of the university facilities.
2. Take the necessary measures to eliminate any deficiencies, errors, organisational and execution problems.

Budapest, 19<sup>th</sup> November 2020

Compiled by:

**György Bálint sgd.**  
Head of facility management