

# FIRE ALARM GUIDELINES

The Fire Alarm Guidelines define activities of employees or other persons present on the Company's premises in the event of a fire.

## PROCEDURE TO FOLLOW WHEN A FIRE IS SPOTTED, INCLUDING THE METHOD AND PLACE OF REPORTING THE FIRE

Anyone who sees a fire is obliged to:

► immediately report it by telephone to the fire reporting office of the Fire Service department of Škoda Auto, or press the fire alarm button of the electric fire detection and fire alarm system,

► raise the alarm and try to extinguish the fire himself/herself using portable fire extinguishers or other available means.

In the case of reporting the fire by telephone, provide the following information: WHERE THE FIRE IS, WHAT IS ON FIRE, WHO IS CALLING

**FIRE  
REPORTING  
OFFICE**

**326 813 000**



## THE METHOD OF RAISING A FIRE ALARM AND CALLING THE COMPANY'S FIRE SERVICE

The fire alarm at the workplace is raised by calling "FIRE" and pressing the fire alarm button of the electric fire detection and fire alarm system, which triggers, among other things, an acoustic announcement from the alarm address system or an acoustic signal from the fire siren.

## PROCEDURE AND ASSISTANCE WHEN FIGHTING A FIRE

Everyone is obliged to take the necessary measures in connection with fighting a fire to rescue persons at risk, extinguish the fire if possible or to take the necessary measures to prevent it from spreading and provide personal and material assistance to the Fire Protection unit if asked to do so by the incident commander.

## PROCEDURE AND ASSISTANCE IN THE EVENT OF AN EVACUATION

In the event of a fire alarm, all persons that are present in the workplace are obliged to evacuate the workplace by unprotected and protected escape routes and then emergency exits from the building to the assembly point or other destination.

All persons that are present in the workplace are also obliged to follow the instructions of the fire patrol, the incident commander and the employee in charge of evacuation.

In the event of a fire alarm, the use of lifts that are not intended for the evacuation of persons is strictly prohibited.

**Fire Service of  
the Company**

**326 812 222**



**First Aid Medical  
Service**

**155**



**Plant  
Security**

**326 812 316**



**Energetics  
Control**

**326 817 550**



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