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| **Unit**:  | **Date:** Click here to enter a date. |
| **Manager:**  |  |
| **Floor Contact:**  | **Floor Contact’s area of responsibility:** |
|  |

| **Relevant factors** | **Reviewed** (tick) |
| --- | --- |
| Familiarise yourself with local fire instructions  |  |
| View [UiO’s film about fire prevention](http://www.uio.no/om/hms/brannvern/informasjonsfilm.html) |  |
| Familiarise yourself with fire safety equipment and installations at place of work:* Fire alarm box for early warning of smoke and/or flames
* Escape routes for speedy and safe evacuation
* Emergency opener for escape route for releasing locked doors
* Extinguishing equipment for quick extinguishing when considered justifiable
* Fire and smoke doors to limit the spread of fire and fire gases
* Fire cells to prevent the spread of fire and fire gases to other fire cells (rooms/areas). Local fire drawings show fire cell division on the floor
* Fire alarm system to ensure sufficient knowledge about early warning
* Sprinkler system (only in certain areas) to prevent the spread of fire and fire gases by automatic release of water from ceiling sprinklers in temperatures above approx. 70˚C
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| Familiarise yourself with how to maintain fire safety: * Exercise general care and help ensure that fires, explosions and accidents are prevented as well as participate in annual fire drill
* Fire doors, extinguishing and warning equipment must not be blocked or covered
* Escape routes must be kept tidy and free of easily flammable materials
* Open flames must not be used. Exemption for controlled laboratory work and church rooms when open flames are kept under supervision
* Errors, deficiencies, and needs that may affect fire safety must be reported in the Speak up! portal; this also applies when there is a need for adaptation due to disability
* Electric kettles, coffee makers etc. shall be fitted with timers and are only used in facilitated spaces; restrict the use of extension cords
* Persons with a leadership position in classrooms, conference rooms and the like shall initiate the evacuation of the room when the alarm sounds or there are other threatening incidents where evacuation may be applicable
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I have conducted fire prevention training as described in the checklist.

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| **Signature:** | **Username:** |
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