



**Dom kulture Kamnik**  
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**JAVNI  
ZAVOD ZA  
KULTURO  
KAMNIK**

FIRE SAFETY REGULATIONS - instructions, House of culture Kamnik, Fužine 10  
November 2024

## **INSTRUCTIONS FOR INDIVIDUALS**

### **Users and Residents**

#### **ORGANIZATION OF FIRE SAFETY, INCLUDING DUTIES AND RESPONSIBILITIES:**

- Monitor the daily conditions in the building and notify the owner or the authorized fire safety officer if any situation arises that could lead to a fire.
- Any user who notices an imminent fire hazard or an initial fire must eliminate the threat and extinguish the fire using the nearest fire extinguishers or indoor hydrants—if it can be done without endangering their own life or others'.
- After reporting a fire, ensure that all building occupants have safely evacuated, with special attention given to the elderly, people with disabilities, the sick, and children.
- If unable to extinguish the fire themselves, they must:  
alert others in the building by shouting "FIRE" or by phone, then immediately notify the emergency center at **112**.
- Maintain cleanliness.

#### **PREVENTIVE MEASURES AND PROCEDURES TO PREVENT FIRES:**

- The premises must be kept tidy and clean.
- Corridors, passageways, and exits must remain clear at all times.
- All electrical installations must be properly installed and maintained according to regulations. Lighting fixtures in common areas must have intact protective covers.
- Unauthorized (non-professional) electrical installations are prohibited.
- Gas or electrical appliances may only be installed and maintained by authorized technicians.
- All explosive and flammable materials (adhesives, cleaners, thinners, paints, coatings) must be stored in minimal quantities in safe locations, in original packaging, away from heat sources and out of reach of children. Use according to the manufacturer's instructions.
- Do not use damaged power cables, extension cords, or plugs to connect electrical devices.
- It is forbidden to patch fuses (they must be replaced with a new fuse of the same capacity).
- It is prohibited to store flammable materials (wood, plastic, rubber, waste) in common areas.
- If any irregularities are noticed that threaten life, health, or property, notify the fire safety officer immediately.



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### **PROCEDURES AND DUTIES IN CASE OF A FIRE:**

- Any user who notices an imminent fire hazard or an initial fire must eliminate the threat and extinguish the fire using the nearest extinguisher and indoor hydrant—if it can be done without endangering their own life or others'.
- If unable to extinguish the fire themselves, they must: alert others in the building by shouting "FIRE" or by phone, then immediately notify the emergency center at **112**.
- After reporting a fire, ensure that all building occupants have safely evacuated, with special attention given to the elderly, people with disabilities, the sick, and children.
- Disconnect any devices affected by the fire or threatened by it from the power grid and shut off the gas supply at the gas shut-off valve (if applicable), at the appliance, meter, or main gas valve to prevent an explosion.
- Close the doors of the room affected by the fire to prevent smoke from spreading to evacuation routes.
- If there is smoke in the room, cover your nose and mouth with a wet cloth and quickly leave the area using the designated exit route.
- The authorized person to notify in case of a fire is: **Primož Jeras, +386 40 700 547**.

### **INSTRUCTIONS FOR REPORTING A FIRE:**

- **Report a fire to the emergency center at 112.**
- **Provide the following details: NAME, LOCATION OF FIRE, WHAT IS BURNING, EXTENT OF THE FIRE, POTENTIAL THREAT TO HUMAN LIVES.**

### **PROCEDURES AND TASKS AFTER A FIRE:**

- Leave used fire extinguishers on the ground so that it is clear they were used and need refilling.
- Re-entry to the burned area is only allowed with permission from the person in charge at the fire site.