

FIREFIGHTING INSTRUCTIONS

developed in accordance with the provisions of the Regulation of the Minister of Internal Affairs and Administration of 7 June 2010 on fire protection of buildings, other building structures and areas (Polish Journal of Laws No. 109, item 719 of 2010, as amended)

I. ALARMING

Any person who observes a fire or a situation that may cause a fire shall immediately:

1) Notify the following of the hazard that exists:

- Persons in the danger zone and the supervisor;
- Facility Dispatcher by calling **71 794 2998** or by red call point (Polish: Ręczny Ostrzegacz Pożarowy, ROP) button;



2) Remain calm and do not allow panic to set in

When you receive a phone call from the number listed above, please state clearly:

- Where it burns: exact designation of building/facility/road, etc;
- What is on fire: e.g., storage tank/furniture in office room, etc;
- Is there a threat to people's lives;
- The phone number you are calling from, your first and last name and job title (company name in case of external companies)

Hang up the phone only after you have been notified that your request has been accepted

When alarming by means of Red Call Points (ROP) - which are located on the premises of the PCC Capital Group, you should:

- Strike the glass of the ROP alarm button;
- Press the ROP alarm button and, in the case of an incident not visible from outside, remain on site until the arrival of the Company Rescue Service (unless the situation is life and health threatening);
- Provide the rescuers arriving at the scene with comprehensive information and follow the instructions of the Rescue Operation Commander.

Provide additional alarm if necessary:

- Emergency Medical Services, tel. **71 794 2999**;
- Asset Protection Services tel. **71 794 2350**.

II. ACTION BEFORE THE ARRIVAL OF THE COMPANY RESCUE SERVICE

- 1) At the same time as raising the alarm, evacuate the employees and, if possible, after assessing the situation - start extinguishing the fire using fire-fighting equipment or other available fire-fighting equipment (e.g. fire-extinguishing systems, internal hydrants). **Evacuate employees to a safe location, i.e., a designated Assembly Point.**



- 2) Anyone proceeding to extinguish a fire should remember that:

- The rescue of endangered human life must be carried out first
- Do not extinguish live electrical installations and equipment with water - use only firefighting equipment designed for this purpose, e.g. Carbon dioxide extinguishers, dry powder extinguishers, etc;
- Remove all flammable materials, especially gas cylinders and vessels and containers with flammable liquids, from the fire;
- Do not open doors and windows to rooms where a fire has started without the necessary need, as the air supply promotes the spread of the fire;
- After the arrival of the Company Rescue Service, provide the arriving rescuers with the necessary information and follow the instructions of the Rescue Services Manager;
- When extinguishing a fire, always have an escape route available.