

Rules of Operation – Fire Evacuation Plan

CE Colo Data Centre, Nad Elektrárnou 1428/47, Prague 10
DC7 Data Centre, K Pérovně 1616/2, Prague 10

1 Purpose

The Fire Evacuation Plan defines the obligations of employees and all persons present in the Data Centre building in the event of a fire, natural disaster or any other state of emergency in order to ensure the safety of any persons present and the performance of a quick and effective firefighting response in the event of a fire or any other emergency in all areas of the Data Centre building. It is the obligation of all persons present to proceed in accordance with this Evacuation Plan.

The procedure described in this Fire Evacuation Plan must be also complied with if a fire drill is announced; it must be emphasised already during such announcement that the fire alarm is just a fire drill.

2 Persons Responsible for Management Organisation

- Ing. Jan Šraga, Executive Director
- Martin Dražan, Site Manager
- and, if applicable, managers of the individual departments
- Help Desk

3 Arrangement of Evacuation

Evacuation on the individual floors will be managed by the competent managers. After evacuation has been announced, the managers will ensure that all employees are informed that evacuation has been announced. After the subordinated employees have left the workplace, the managers will, depending on the situation, check the workplaces to make sure that no one has stayed in the evacuated areas.

Reception staff: after evacuation has been announced, reception staff will ensure that all doors for exit from the building are secured in an open position and will direct the first evacuated people to the area where the evacuees are to assemble – the designated assembly point.

4 Evacuation Management Point

Evacuation will be managed from the reception desk, which is located on the ground floor of the Data Centre building.

5 Escape Routes and Evacuation Procedure

All ambulatory persons must leave their floor of the building by the nearest route and by stairs as quickly as possible and must proceed to the designated assembly point using the staircase. Everyone must follow the instructions of the persons managing the evacuation and must provide each other with the necessary assistance during the evacuation.

6 Designated Assembly Point

All persons evacuating the CE Colo Data Centre will assemble in the outdoor car park and all persons evacuating the DC7 Data Centre will assemble along the fencing so as not to restrict the operations of the fire brigade response units. At these assembly points, the managers (designated employees) will perform a headcount and report the outcome to the evacuation officer. If any of the persons arriving have suffered damage to their health or property, a list will be drawn up and persons will be designated to administer first aid.

The assembly point for materials is the same as the assembly point for persons. Designated materials will only be evacuated if no danger is posed by delay and if any danger to personal safety can be ruled out.

7 First Aid

First aid will be administered at the designated assembly point, from which ambulance transportation to a healthcare facility will be arranged if necessary.