Pannon Egyetem
University of Pannonia

FIRE SAFETY REGULATION

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The Fire Safety Regulation (hereinafter referred to as: "**Regulation**") issued by the University of Pannonia (hereinafter referred to as: "**University**") on the basis of the University's Organisational and Operational Rules (hereinafter referred to as: "**OOR**"), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: "**OORP**") approved by the Senate of the University of Pannonia and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders' and ownership rights (hereinafter referred to as: "**Operator**") and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees is as follows:

CHAPTER I

GENERAL PROVISIONS

1. §

The purpose of the present Regulation

(1) The purpose of the present regulation is to define the fire protection duties of the people subject to the Regulation.
(2) It determines the fire protection regulations for the use and establishment of facilities.
(3) It specifies the order of fire protection procedures.

2. §

Scope of the Regulation

(1) The scope of the present Regulation extends to all properties and assets under the University's management.
(2) The personal scope of the present Regulation extends to the employees, students, visitors, guest of the University and to those in other legal relation with the University, aimed at employment, the tenants using the University's facilities, employees of other economic entities, if working at the University facilities or premises based on any assignment, undertaking or other contract.

3. §

Legal background

(1) Act XXXI of 1996 on Fire Protection, Technical Rescue and Fire Services (hereinafter referred to as the "Act")
(2) Decree No. 101/2023 (XII. 29.) of the Ministry of the Interior on Fire Protection Regulations, Fire Safety House Rules, and Fire Safety Training, and
(3) Decree No. 54/2014 (XII. 5.) of the Ministry of the Interior on the National Fire Protection Regulations

CHAPTER II

TASKS AND SCOPES OF AUTHORITY REGARDING FIRE PROTECTION

4. §

Structure of the fire protection organisation

(1) The control of the fire protection activity at the University, the determination of the duties and the check of their execution belong to the chancellor's scope of authority.
(2) Execution of the fire protection tasks is, by the scope of authority delegated by the chancellor, the responsibility of the technical director in Veszprém.
(3) Direct control of the tasks at Veszprém is the responsibility of the head of the Department of Facility Management and Security (hereinafter referred to as: **"DFMS"**).
(4) The operative fire protection tasks are undertaken in Veszprém by the DFMS via the competent fire safety specialist in its workforce, and in Zalaegerszeg and Nagykanizsa, the Heads of the Janitorial and Facilities Management Groups and external contractor in the framework of respective work contracts.
(5) The DFMS professionally cooperates with those responsible for the fire protection tasks of the University Centres.
(6) The fire safety specialist cooperates with the designated fire safety officer in solving the fire protection tasks of the organisational units.

5. §

Provisions for the members of the fire protection organisation

(1) Section 7 of Decree 9/2015 (III. 25.) of the Ministry of Interior specifies what qualifications persons employed for the execution of fire protection tasks must possess.
(2) In the course of performing their fire protection activity, the members of the fire protection organisation are entitled to protection for public officials (executing public duties) under criminal law.
(3) The members of the fire protection organisation are entitled to warn any person caught committing a crime, offense, endangerment or other damage in connection with fire protection to cease such action.
(4) Any material evidence recovered or means used to cause the damage must be collected and preserved and handed over to the competent authorities for further proceeding.
(5) The members of the fire protection organisation may request help from the police forces, if prevention of a crime or arresting a perpetrator necessitates it.

6. §

Scopes of authority for fire protection

(1) The Chancellor's scope of authority includes the following in particular:

a) Organisation of the University's fire protection as a responsible representative of the University.
b) Ensures execution of the fire protection activity.
c) Ensures the allocation of a separate budget for the execution of the fire protection tasks.
d) Takes special action in case of fire. Supervises the assessment of the fire accident, convoking a professional committee.
e) Is entitled, in cooperation with the rector, to provide any data or make statements to the public on events not subject to the Regulation.

(2) The Rector's scope of authority includes the following in particular:

a) Responsible – as the representative of the University – for the observance of the Fire Safety Regulation by the organisational units under his direction.
b) Takes special action if necessary, contributing to the assessment of the fire accident.
c) Provides the possibility to the institution's students to participate at fire protection training.
d) Cooperates with the chancellor in connection with any data provision or statement made concerning fire accidents.

(3) The Technical director's scope of authority includes the following in particular:

a) Ensures availability of the personal and material requisites of the fire protection organisation's operation.
b) Participates at the annual planning of the fire protection activity and in ensuring the financial resources for the performance and the development of the said activity.
c) Checks execution of the fire protection tasks, and has the head of the DFMS report to him.
d) Initiates holding violators of fire protection regulations responsible.

(4) The scope of authority of the Deans and managers of comprehensive organisational units – except for the Directors General of the University Centres – include the following in particular:

a) Responsible for the observance of the Fire Safety Regulation by the organisational units under their direction.
b) Take actions to prevent risk of fire.
c) Hold violators of fire protection regulations responsible.
d) Their remaining tasks are identical to the heads of the organisational units.

(5) The scope of authority of the managers of organisational units include the following in particular:

a) They are responsible for the appropriate fire protection state of the areas under their supervision, and the observance of the relevant legal regulations and the Fire Safety Regulation.
b) They ensure the employees of their organisational unit familiarise themselves with, and observe the fire protection rules they are subject to.
c) They ensure the fire protection training of the employees and the students as per the relevant legal regulations.
d) They ensure that the fire protection documentation, occasionally the Fire Alarm Plan and risk classifications of the work organisational unit under their management be prepared, and these be communicated to the employees and students in the form of a fire protection training.
e) They must ensure that the part of the Fire Safety Regulation containing the use regulations for the workplace in question be hung out at the dangerous workplaces (laboratories, workshops, warehouses, etc.).
f) For the organisational units determined by the head of the Department of Facility Management and Security, a fire safety officer is delegated by written mandate *(Annex 1)*, and arrange for the discharge of such and the delegation of a new fire safety officer if necessary. They ensure the fire safety officers receive the necessary training.
g) They consult the fire safety officer regarding matters that concern fire protection, who reports to them at least every six months.
h) They send the list of employees who have to take the mandatory fire prevention examination to the DFMS.
i) They ensure that the person leaving the room last ascertains the availability of the fire safety requisites, make any necessary observations as is locally required, and check proper disconnection/shut-off of the electrical equipment/gas pipe, to prevent any outbreak of fire.
j) All activities and changes affecting the fire protection situation must be reported to the DFMS before starting it, and the risk rating in accordance with the new situation must be sent simultaneously.
k) They initiate action to prevent fire hazard.
e) Take action within their own scope of authority against violators of fire protection regulations.

(7) The scope of authority of the Head of the Department of Facility Management and Security includes the following in particular:

a) Ensures organisation of the University's fire protection activity and the development and modernisation of fire protection.
b) Organises necessary advanced trainings for the members of the fire protection organisation.
c) Regularly checks the observance of the fire protection rules and specifications on the University premises, takes action in case of deficiencies and initiates action to terminate such and hold responsible those accountable.
d) Ensures that the University's Fire Safety Regulation and Fire Alarm Plans are prepared and maintained.
e) Professionally reviews the relevant draft fire protection documentations for the organisational units.

f) Assists in continuous advanced fire protection training of the employees, organising the examinations for those obligated to take such.
g) Participates at the procedures of the fire protection authorities on the University premises (inspection, control, etc.). Keeps contact with the Fire Department.
h) Determines the organisational units where fire safety officers must be nominated.
i) Authorises employees entitled to perform operator's inspections.
j) Authorisation for performing operator's inspection can be found in *Annex 2*.
k) Professionally directs the work of the fire safety specialist and the Heads of the Janitorial and Facilities Management Groups.
l) Professionally assists in the work of the fire safety officers.
m) Determines the areas and rooms where special fire protection trainings must be held.
n) Takes action to procure and replace the necessary fire protection equipment.
o) Arranges for the participation of the person responsible for fire protection in the procedure related to development and renovation.
p) Arranges for the performance of the necessary fire inspections prior to commissioning/putting to use of the incendive or explosive machine, equipment, technology, material, the procurement of the required documents and the establishment of the rules of the said usage.
q) Ensures that all changes and activities concerning the fire protection situation are reported in writing to the fire protection authority of 1st degree, simultaneously to which – as required – arranging for the preparation of the fire protection documents matching the new situation.
r) Takes action to terminate technologies, procedures and forms of behaviour contradictory to the provisions of the Fire Safety Regulation.
s) Makes proposals for holding violators of fire protection regulations responsible.

(8) The scope of authority of the Head of the Asset Management and Technical Department includes the following in particular:

a) Ensures that the implementation plans forth building permit include the fire protection documentation specified by the legal regulations.
b) If, in the course of implementation, deviations affecting the fire protection documentation are made, a new departmental authority statement must be requested.
c) Warns contractors to observe the provisions of the Fire Safety Regulation in the contracts concluded with external service providers.
d) Requests designer's declarations on the observance and implementation of fire protection requirements for occupancy permits. Arranges for the attachment of the appropriate documentation (certifications, reports, etc.) to certify these.
e) Strives to arrange for the installation of modern fire protection equipment and signalling and alarm devices, even if the provisions of legal regulations mandatory for constructions and developments do not specify such.
f) Reconciles with the head of the DFMS on the developments and renovations in connection with fire protection.

(9) The scope of authority of the Director of the boarding house includes the following in particular:

a) The director of the boarding house observes and arranges for the observation of the fire protection requisites for boarding houses.
b) Ensures the fire protection training of the boarding house students.
c) Participates at the inspections held by the fire protection authorities at the boarding houses, and arranges for an authorised proxy to represent him/her if he/she cannot be present in person.
d) Arranges for holding violators of the fire protection regulations and vandalisers responsible.

(10) The scope of authority of the fire safety specialist includes the following in particular:

a) Regularly checks the observance of the fire protection rules and specifications, and takes and initiates action to terminate any deficiencies.
b) Makes proposals for the continuous and comprehensive organisation of the University's fire protection activity, fire protection developments and modernisations.
c) Makes proposals to procure and replace the necessary fire protection equipment.
d) Monitors the state of firefighting equipment, gear and tools, and organises the execution of their maintenance and inspection.
e) Prepares and maintains the Univeristy's Fire Safety Regulation and Fire Alarm Plans.
f) Holds the preliminary fire protection training for the new recruits based on the indications of the managers of the organisational units.
g) Assists in the professional development of the fire safety officers, helping, controlling and supervising their activity.
h) Organises regular training of those monitoring the fire alarm systems (receptionists), holding practical training sessions for them, assisting them in the use of the monitoring systems.
i) In case of false signals by the fire alarm systems, he or she examines the objective or subjective circumstances that have led to activating the system, and takes action to eliminate future occurrence of such. He or she makes transformation, repair, replacement and work organisation proposals in order to prevent the formation of circumstances causing erroneous or false alarms.
j) Issues the permit for occasional incendive activity and check observance of the conditions in the permit. Prepares and maintains the Fire Alarm Plan of buildings and risk units.

(11) The scope of authority of the Head of the Janitorial and Facilities Management Group includes the following in particular:

a) Organises and coordinates the fire safety activities of the University Centre, and supervises the work of the external safety contractor.
b) His or her duties are the same as those of the Maintenance Group Leader.

(12) The tasks of the Maintenance Group leader include the following in particular:

a) Arranges for the periodic fire protection standard compliance inspection of the machines, equipment and tools subject to such mandatory inspection. Depending on the extent of the deficiencies established, takes action to suspend operation, perform maintenance or scrapping the equipment in question.
b) Organises fire safe work in the maintenance workshops.
c) Contributes to eliminating fire protection deficiencies.
d) To check the availability of the operating documentation upon reception of machinery and equipment, and to observe the fire protection provisions of such in the course of installation and operation.
e) Ensures keeping the firewater sources in operational state.
f) Procures occasional permissions for incendive works conducted outside the workshop, checks observance of the conditions in the permit.

(13) The tasks of the fire safety officers include especially the following:

a) The fire safety officers carry out their tasks under the direction of the head of the organisational unit, the head of the DFMS and the fire safety specialist.
b) In their operating areas, to monitor and assist in the observance of fire protection rules and provisions, taking action in case of deficiencies, and initiating action to terminate such.
c) They contribute to preparing the unit's fire protection documentation.
d) They hold repeated fire protection trainings for the employees of the organisational unit, ensuring that the employees familiarise themselves with the fire protection provisions specific to their workplaces.
e) They inform the head of the organisational unit and the DFMS of any change affecting fire protection.
f) In the course of the daily work and upon finishing it, they check observance of the fire protection provisions and take action to terminate the incendive situation.
g) They check availability of the permit for occasional incendive activity in the area of the unit, and check observance of the conditions in the permit.
h) They regularly check the fire extinguishers and fire protection equipment placed in their areas.
i) In case of fire, they perform alarm and disaster relief duties.

(14) The tasks of the Central Reception include the following in particular:

a) Responsible for the continuous monitoring of the surveillance systems of the installed fire protection equipment, carrying out the necessary documentation, and taking appropriate action in the event of a malfunction or alarm.
b) Responsible for ensuring compliance with access and parking regulations within the University premises, taking action against vehicles parked illegally in areas designated for the fire department, and performing traffic control tasks when necessary.
c) Responsible for monitoring compliance with fire safety regulations during events.
d) Responsible for warning individuals engaging in fire-hazardous activities to cease such activities, preventing further violations, detaining the offender, and securing the scene until authorities arrive.

e) Upon detecting a fire alarm, responsible for verifying whether the alarm was triggered by an actual fire.
f) In the case of an actual fire, responsible for immediately notifying the fire brigade and, if necessary, the ambulance and police, as well as informing the DFMS.
g) Following an alarm, responsible for opening the barriers and gates.

(15) The tasks of the reception services include especially the following:

a) The general duties of the reception services are the same as those of the Central Reception.
b) Supervision and management of the fire protection systems, and keeping the related documents updated.
c) Handing out and taking back the keys, documenting them in observance of the rules of handing out keys.
d) Report any incendive situation, missing, faulty or damaged fire alarms, firefighting equipment and fire hazard warnings to the DFMS.
e) The fire alarm equipment must be inspected at least once every shift. The state of the equipment must be entered in the operational logbook.
f) Notify the fire department, the Central Reception and the DFMS immediately upon detecting a fire or being notified thereof.
g) Following the alarm, commence evacuation and receive the mobilised firefighters, opening the gates in advance to assist easy movement of the vehicles.
h) Opens all closed rooms in an emergency, using the reserve keys placed in the fire cassettes.
i) Aids the work of the firefighters with the knowledge of the building's layout. The gatekeepers must know the locations of the disconnection and shut-off devices of the public utilities – water, gas and electricity – as well as their operation.
j) They contribute to executing rescue and disaster relief operations.
k) Upon signals of the automatic fire alarm equipment, they proceed as per the following:
   In case of fire alarm:
   - According to points f)-i) in case of a fire alarm,
   - Erroneous or false alarms are investigated and preventive action is taken or initiated,
   - Repair proposals are made in case of error signals,
   - Fire alarms, erroneous or false alarms and fault signals are all reported to the DFMS without delay.

(16) The Chief Receptionist's scope of authority includes the following in particular:

a) Observes and arranges for the observation of the provisions and tasks related to fire protection.
b) Regularly checks the observance of the fire protection rules and specifications, and takes and initiates action to terminate any deficiencies.
c) Issues occasional fire making permits, checking the availability and observance of the necessary provisions of the permission.
d) Ensures the fire protection training of new entrants, and the arrangement for the annual repetitive trainings.

e) To ensure the enforcement of the Fire Safety Regulation on employees of external economic entities, the passage of information on fire hazard and firefighting measures, and the documentation of such education.
f) To record and monitor the state of firefighting equipment, gear and tools, and to organise the execution of their maintenance and inspection.
g) To perform operator's inspections related to fire protection, documenting them according to the respective provisions.
h) To perform alarm and disaster relief duties in case of fire.
i) Assists in the work of the fire protection service provider.

(17) The Receptionist's scope of authority includes the following in particular:

a) Observes and arranges for the observation of the provisions and tasks related to fire protection.
b) Proceeds in case of fire or damage as described in the Fire Alarm Plan.
c) Reports to the head receptionist any anomalies in connection with fire protection and any deficiencies he/she is informed of.

(18) The Employees' scope of authority includes the following in particular:

a) To perform the tasks they are delegated in accordance with the occupational rules and the provisions of the Fire Safety Regulation.
b) To observe the rules concerning smoking and use of open flame.
c) The workplace must be kept clean and tidy and all circumstances that may potentially result in a fire must be terminated.
d) Any emerging fire and explosion hazard must be terminated.
e) For occasional incendive work, written permission must be sought, and the work must be conducted according to the provisions in the permission.
f) To participate at the fire protection trainings, examinations and advanced trainings pertaining to their jobs.
g) To observe the fire protection provisions of the technological, operational, operating and maintenance instructions in the course of the work.
h) In case of fire, to observe the behavioural rules defined in the Fire Alarm Plan, and to execute the specified tasks.
i) To participate in the annual practices of the tasks determined in the Fire Alarm Plan, and to execute the tasks determined for them.
j) Fire protection deficiencies or irregularities detected personally or notified by others must be reported to the manager of the organisational unit concerned.

(19) The students' scope of authority includes the following in particular:

a) To use the University's infrastructure properly, and to observe the provisions of the Fire Safety Regulation.
b) To observe the rules concerning smoking and use of open flame.

c) To observe the fire protection provisions of the technological, operational, operating and maintenance instructions in the course of practical sessions.
d) In case of fire, to observe the behavioural rules defined in the Fire Alarm Plan, and to execute the specified tasks.
e) To participate in the practices of the tasks determined in the Fire Alarm Plan, and to execute the tasks determined for them.
f) Any emerging fire and explosion hazard must be terminated.
g) For occasional incendive activities (campfires, outdoor cooking, etc.) written permission must be sought, and the activity must be conducted according to the provisions in the permission.
h) Fire protection deficiencies or irregularities detected personally or notified by others must be reported without delay (to the trainer, practical session instructor, gatekeeper, etc.).

CHAPTER III

THE FIRE PROTECTION TRAINING

7. §

Fire protection training of the employees of the University

(1) Every employee must receive preliminary and if necessary, practical fire protection training upon commencing employment. The preliminary theoretical training in the course of attended training is held by the fire safety specialist of the DFMS, and practical training is held by the fire safety officer of the competent organisational unit.
(2) Execution of the attended training must be entered in the training logbook with the signature of the attendants, or electronic trainings must be identifiably confirmed by every employee trained.
(3) The content of the preliminary fire safety training is also available in digital format. In this case, the training must be provided in such a way that participation in the training and the acquisition of the training material can be verified in an identifiable manner for each employee.
(4) Only those employees who use incendive or explosive materials or apply incendive and explosive technologies in the course of work must receive practical training.
(5) Every employee must participate at fire protection trainings with annual frequency, held by the fire safety officer of the competent organisational unit, and documented in the training logbook.
(6) Repetitive trainings may also held in online form.
(7) The preliminary and the repetitive training extend to the following:
    - The contents of the Fire Safety Regulation and the Fire Alarm Plan.
    - The fire protection risks of the workplaces and the work processes.
    - The preventive fire protection provisions and the instructions for use.
    - The method of fire alarm signalling.
    - The behavioural rules to be followed in case of fire.
    - The notification, advanced training and educational tasks.
    - The consequences of violating the fire protection rules and provisions.

- The handling and use of fire extinguishers and other equipment.
- The properties of the incendive and explosive materials used in the workplaces, the applied hazardous technologies, special fire safety rules and methods of protection.

(8) If the workplace, the job, the applied technology and the scope of the hazardous materials used and the resulting fire protection situation should change, the employees concerned must receive extraordinary fire protection training.
(9) Extraordinary fire protection training is held by the fire safety officer of the competent organisational unit. The trainings shall be documented in the training logbook.
(10) The training logbook shall be kept among the fire protection documents.

8. §

Fire protection training of the students of the University

(1) The full-time students of the University must be informed in the letter informing them of successful admission on the mandatory fire protection training they must participate in, and their related tasks.
(2) First year full-time students receive training on general fire protection information and on the University regulations on the safety Technology Day, organised at the beginning of the academic year.
(3) Before the start of laboratory practices (especially in incendive and explosive areas), the students must be informed of the preventive fire protection rules for the laboratory, the fire extinguishers and firefighting equipment placed therein, including their purpose and operation and the related necessary information and conduct.
(4) In boarding houses, the applicable fire protection information (based on the boarding house's fire protection policy and Fire Alarm Plan) must be presented to the students moving in in the form of a fire protection training, within 15 days of their arrival. The completion of the training must be entered into a report.
(5) The training report can be found in *Annex 3.* Organising the fire protection training for the boarding house students is the duty of the director of the boarding house.
(6) An evacuation drill must be run in all boarding houses used by the students of the university, within one month from moving in, in September every year.

9. §

Fire prevention examination

(1) In the occupational branches and jobs defined by Decree 45/2011. (XII. 7.) of the Ministry of Interior[1] (*Annex 4*) only persons in possession of a valid fire prevention examination certificate.
(2) Employees whose activities involve significant risk of fire in view of safety technological aspects, may be obligated to take a fire prevention examination. Employees engaged in such activity are selected by the managers of the organisational unit with the involvement of the fire safety specialist.

[1] Decree 45/2011. (XII. 7.) of the Ministry of Interior on the occupations tied to mandatory fire protection certification examination, organisation of education in connection with fire protection certification examinations, and the detailed rules and regulations of the fire protection certification examination

(3) The direct superior supervising the work of those performing the activities determined in points 1-9 and 12-13 of the annex to the decree (*Annex 4*).
(4) The employer is obliged to ensure the fire protection training, examination and regular advanced training of the participants in employment.
(5) Organisation of the examinations is the duty of the fire safety specialist.
(6) The core material of the examination and the literature can be found on the website of the National Directorate General for Disaster Management of the Ministry of Interior.
(7) The changes of the legal regulations and standards referenced in the core material must be taken into consideration when compiling the training's auxiliary materials and syllabus.
(8) Those obligated to take the examination must participate in advanced training every five years and pass the corresponding examination.
(9) The provisions shall not affect the validity of any existing examination certificate.
(10) A record must be kept of the list of persons obligated to take the fire prevention examination. The list of persons obligated to take the fire prevention examination can be found in *Annex 5.*

CHAPTER IV

THE OCCASIONAL FIRE PROTECTION USAGE RULES AND REGULATIONS FOR ROOMS AND OPEN SPACES

10. §

Special fire protection rules of organisational units

(1) The University's organisational units are obliged to draw up a special fire protection regulations, corresponding to their activity and features. These fire protection provisions must be in coherence with the University's Fire Safety Regulation.
(2) The special fire protection regulations must also include determination of the risk influencing the fire protection requirements.
(3) The colleagues of the organisational unit must be informed of the special fire protection provisions in the course of the preliminary, repetitive and extraordinary trainings.

11. §

Fire protection provisions for the events organised at the University

(1) Events may only be held in facilities meeting the fire protection requirements – in addition to requirements described in other legal regulations – in observance of the following:

- The organiser is responsible for making sure the event is undisturbed and the observance of the Fire Safety Regulation of the University of Pannonia.

- The location of events organised indoors must be selected in view of the accommodation capacity of the venue.

- It is the responsibility of the event organisers that the number of people at the site may not exceed the venue's accommodation capacity.

- In the organisational phase, arrangements must be made to enable the guests and participants of the event get to the venue without problems.

- The equipment and decoration used for the event may in no way restrict the passage routes and may not obstruct safe evacuation of the venue.

- The event organiser is obliged to ensure that the persons delegated to secure the event familiarise themselves with the conduct to be followed in the room in case of emergencies (location of fire extinguishers, emergency exits, fire alarm signals, mode of fire alarm signalling).

- It is forbidden to store combustible fluids (paints, thinner, oil, etc.) in the room even on a temporary basis.

- It is prohibited to decorate luminaires and the suspended ceiling using combustible decoration items!

- For every performance and rehearsal held in the presence of the audience, a person appropriately skilled for fire protection activities and familiar with the use of electrical equipment must be present.

- As the event is over, following departure of the audience, artists and technical staff, the persons delegated by the organiser are obliged to inspect the auditorium and the stage and the other connected rooms used in the course of the performance. In the course of this, they are obliged to terminate all factors and anomalies causing fire hazard.

- The tables and chairs may only be arranged by leaving an aisleway at least 1.5 metre wide between them, in the direction of the exit.

- The use of flameproof curtains and scenes must be ensured.

- Exit, emergency exit: Exit doors serving the movement of the audience must be kept closed but not locked, until the audience leaves the building. For multiple leaf doors, the prohibition of locking applies to all leaves.

- Curtains may only be placed at the auditorium's exits so the drawn curtains would not cover the directional lighting and the exit sign above the door. The building's main entrances from the street must be left free in full width. The possibility to quickly open the entrance must be ensured for emergencies. The foreground between the main entrance and the assembly hall must be kept absolutely free, no furnishing items, decorations, etc. may be placed there that would obstruct quick evacuation of the building.

- No exhibition materials may be placed in a 3.0 wide band around stairs and landings to ensure undisturbed traffic and safe evacuation in case of emergency.

- Smoking: Smoking on the University premises is only allowed in the designated outdoor areas.

- The use of pyrotechnological devices is strictly prohibited!

- Occasional incendive activity may be permitted by the Department of Facility Management and Security.

- Smoke generators and other smoking devices may only be used with separate permission!

- Fire extinguishers and equipment: The number and type of fire extinguishers specified by the National Fire Protection Regulations must be placed at the specified locations.

- The electrical equipment, luminaires and other equipment must be of a design that their interactions and effects on their surroundings (e.g. radiation, short circuit) should not cause fires. After finishing the event and prior to leaving, the electrical appliances (sound reinforcement, lighting, etc.) must be switched off.

- Evacuation possibilities must be provided for the quick and safe evacuation from the endangered areas of outdoor events.

- In the area of outdoor events, the direction of evacuation must be well-visibly indicated that can be seen from any point of the area.

- When using any tarpaulin-covered structure or event tent, the organiser of the event is obliged to follow the specifications for the maximum number of persons accommodated.

- The personnel performing access control at the entrance must have information on the number of people already inside.

- No structures, equipment or materials obstructing evacuation may be placed in front of the exits of tarpaulin-covered buildings and tents.

- The fire protection, police and usage rules of external events organised on the University premises form part of the rental contract.

- For music & dance events, the provisions of the relevant legal regulations must be observed.

- The detailed fire protection rules for events held on the University premises are described in *Annex 6.*

12. §

Special rules for offices and office-type rooms

(1) For office activities, only combustible materials required for the continuous daily tasks, stationery and IT products and equipment may be placed in the room; reserve quantities of paper and auxiliary items must be placed in the rooms designated for storage.
(2) No combustible liquids, chemicals, gas cylinders, etc. may be taken to the room, even on a temporary basis.
(3) Smoking and burning candles or incense in the rooms are strictly prohibited!
(4) Electrical kitchen appliances (microwave oven, tea maker, percolator, water kettle, hob, etc.) may only be placed on furniture covered by a non-combustible and thermally non-conductive top, and may only be operated under supervision. After use, the disconnection of the device must be ensured.
(5) The use of electric radiators or heat blower fans is only permitted under constant supervision, at a safe distance from any combustible materials, by taking the load capacity of the electrical grid into consideration. Only electric heating equipment owned by the University may be used, with the permission of the head of the organisational unit in question.
(6) Office equipment (computers, fax machines, photocopying machines, etc.) the instructions for use must be fully observed. In case of malfunctions – especially overheating – the device must be switched off and disconnected from the power grid. Repairs to the appliances may only be performed by a qualified service technician.
(7) Electrical equipment and other devices in the room must be deactivated after work. If they are put out of use, they must be disconnected from the energy supply.
(8) The rooms must be furnished and used so the total width aisleways and evacuation routes leading to the exit doors is kept free at all times; it may not even be narrowed down on a temporary basis. Upon placing furniture and cables, care must be taken not to obstruct free and safe movement.
(9) Desk lamps serving to provide local illumination may only be fitted with the light sources matching the permissible power value. The lamps must be placed so the luminaire should represent no source of hazard for its environment.

13. §

Gatekeeping rooms and rooms of the reception

(1) Only persons on duty and those supervising their work may enter these rooms.
(2) Upon change of shift, the employee entering service is obliged to make sure of the operational safety and operability of the telephone, fire alarm equipment, alarm device, etc.
(3) After an error is detected, they must immediately notify the person designated by the operator, who will take the necessary action. The state of the equipment, error signals, fire alarms, the action taken, etc. must be entered in the operational logbook.
(4) The telephone number of the fire department must be well-visibly placed near the telephone.
(5) The Fire Alarm Plan and the floor plans must be kept in a place accessible at all times. In case of fire, gatekeepers on duty and security guards must act as described therein.
(6) The keys of the locked rooms must be kept ready in order, identifiably and accessibly.
(7) Electrical appliances (water kettle, percolator, etc.) may only be used in the gatekeeping room if an underplate made of non-combustible material is placed underneath, and the

appliance is placed at a distance from any combustible material that prevents any incendiary hazard even at the operation mode of the said appliance generating the highest possible heat.

(8) The rooms must be furnished and used so the total width aisleways and evacuation routes leading to the exit doors is kept free at all times; it may not even be narrowed down on a temporary basis. Upon placing furniture and cables, care must be taken not to obstruct free and safe movement.

14. §

Classrooms, auditoria and seminary rooms

(1) The rooms must be furnished and used so the total width aisleways and evacuation routes leading to the exit doors is kept free at all times; it may not even be narrowed down on a temporary basis.
(2) As long as there are students in the room, it is prohibited to lock the doors using keys or latches!
(3) Disabled students should preferably take places in the door's immediate proximity.
(4) The technical devices used for the training may only be operated under constant supervision, and must be switched off after use.
(5) After completion of the daily education programme, the employee last to leave the room must ensure their electric disconnection. It must be checked if any circumstances that can potentially cause a fire have remained.
(6) For rooms with accommodation capacities greater than 50 persons, a Fire Alarm Plan must be prepared, a sample of which can be found in *Annex 7* of the present regulation.

15. §

Laboratories

(1) Laboratories may only store material quantities corresponding to the daily consumption.
(2) The quantity and type of fire extinguishers corresponding to the type of the materials stored must be ensured.
(3) It is forbidden to use manual fire extinguishers for putting out fires of burning clothes. For this, fire blankets of the emergency shower must be used.
(4) The head of the organisational unit is responsible for storage, use and administration according to regulations.
(5) The removal of the wastes generated must be constantly ensured.
(6) Wastes contaminated with chemical or isotopes must be handled, stored and removed according to special provisions.
(7) Combustible gases, vapours or liquids, wastewater containing such in dissolved state and materials reacting with water, generating combustible gases are strictly prohibited to be released into public sewers.
(8) Only electrical equipment of impeccable technical state may be used in the laboratories.
(9) When the work is completed, the de-energisation of the electrical equipment and shutting off the gas supply pipe must be ensured.

16. §

Locker rooms

(1) The lockers of the changing rooms may only be used for their designated storage purpose; storing incendive liquids in them is strictly prohibited.
(2) Metal waste bins with lids must be deployed in the locker rooms.
(3) Cleanliness and order must be maintained in the locker rooms; other activities in there (e.g. storage of materials) are forbidden.
(4) Percolators, electric cooking hobs must be placed on an underplate of non-combustible material during use. No combustible materials may be stored in a radius of 80 cm of the appliance. Irons must be placed on underplates of non-combustible material while they are warming up and cooling down. It is strictly prohibited to leave any switched on appliances unattended! After use, the iron must be switched off and must be disconnected from the electric grid.
(5) It is forbidden to use open flame in the locker rooms!
(6) The use of electric radiators or heat blower fans is only permitted under constant supervision, at a safe distance from any combustible materials, by taking the load capacity of the electrical grid into consideration.

17. §

Maintenance rooms (machinery, welding, carpentry and other workshops)

(1) Smoking is prohibited in the workshops!
(2) Dripped and spilled oils and greases and combustible liquids must be soaked up immediately using dry sand or other soaking material.
(3) Textiles contaminated or soaked with oil and other flammable liquid must be placed in sealable metal containers, which must be emptied at the end of the work shift or as required. The container must also bear the inscription “oily clothes”.
(4) Incendive activities may only be conducted in the workshops based on prior written managerial permit, in full observance of the instructions therein, unless the room in question has been designed for constant incendive activity (e.g. a welding workshop).
(5) For work processes that involve sparking or the generation of dangerously high heat (grinding, cutting, welding, etc.) all combustible materials must be removed from the site of the activity and its surrounding danger zone, and all combustible materials must be appropriately protected from overheating.
(6) Electric machines and equipment must be switched off after work.
(7) Combustible materials must be removed from the room as necessary, but at least at the end of the shift.
(8) Timber (planks, etc.) may only be stored in the workshops in quantities required for 1-2 days’ work.
(9) A maximum of 30 kg of lubricating grease or lubricating oil may be stored in the workshop.
(10) Solvent-based washing or painting must be performed outdoors or well ventilated rooms. Upon completion of the work, the incendive liquid must be removed from the container, and its strictly prohibited to discharge it into the public or precipitation sewers!
(11) Materials in explosive classes (e.g. anti-seize sprays for bolts, solvent-based paints, solvents) may only be stored in the workshops in the quantities required for the daily work, any reserve materials must be kept in the storage room designated for these products.

(12) The vent openings of the room must not be blocked or sealed; they must be kept clean.
(13) It is forbidden to use gas cylinders that have been out of use for at least one year, and/or whose valve is rusted or damaged.
(14) Machines equipped with chip exhaust systems may only be operated with the exhaust system activated. Any combustible wastes generated, i.e. chips must be removed continuously, but at least at the end of the shift.

18. §

Warehouses, storage rooms

(1) No activities other than storage may be conducted in the warehouses and storage rooms.
(2) The proper aisleways between the storage groups must be ensured in the area of the warehouses and storage rooms. The free width of these may not be less than 1 metre.
(3) Storage in the rooms must primarily take place on the shelves serving this purpose, which defines the quantity that can be stored and the width of the aisleways to be maintained.
(4) Materials not possible to be stored on shelves and racks may be stored on the floor, but interior aisleways and doorways may not be narrowed and access to electrical equipment switches, utility shut-off devices, electric switches and fire extinguishers must be ensured.
(5) Scrapping and removal of the any material becoming unnecessary must be constantly ensured. The stored materials must be protected from dangerously overheating; a safety distance of at least 0.3 metres must be kept between radiators and combustible materials.
(6) Lights and luminaires must be equipped with protective cages in the rooms, and no combustible materials may be placed in a radius of 0.5 metres from them.
(7) The space between the materials placed on the top shelves of the racks and the roof (or suspended ceiling) must be at least 0.5 metres.
(8) The rules of storing and transporting empty but not cleaned containers are the same as those applicable to full containers. Empty containers no longer usable must be removed from the building.

19. §

Gas cylinder storage rooms

(1) Only gas cylinders may be stored in the gas cylinder storage rooms.
(2) It is forbidden to expose the cylinders to mechanical loads (impact, throwing).
(3) Cylinders containing various gases and filled and empty cylinders must be stored separately from one another, with proper identification tags.
(4) The gas cylinders – including the empty ones – may only be stored with closed valves and safety caps screwed on, with valves facing up and only in vertical position.
(5) No ignition sources my be located within 2 metres from the gas cylinder storage rooms (e.g. vehicles parked, smoking); the cylinders must be protected from sunlight.

20. §

Storage rooms for acids and alkalis

(1) The aisleways and exits must be kept free at all times in the acid storage room.
(2) Dry sand and spreading shovels must be placed ready in the storage room to soak up any spilled material.

21. §

Storage rooms for combustible liquids

(1) The aisleways and exits must be kept free at all times in the room.
(2) No materials classified as explosive may be stored in the attic, basement level rooms and in any other room not designed for the storage of such materials in excess of 300 litres or 300 kg.
(3) The materials must be separated by material category, by indicating their incendiary hazard properties.
(4) Fire extinguishers suitable for the fires that can break out, dry sand or other soaking material and spreading shovels must be placed at the entrance doors of the warehouses. Any occasionally spilled combustible liquid must be soaked up immediately, and removed to the designated place.
(5) As regards fire protection requirements, emptied but not cleaned containers also count as full containers.
(6) No fluids may be stored together whose interaction may result in dangerous chemical reactions, warming or other hazardous consequences.
(7) Only closed heating systems may be used in the store area that do not represent any ignition hazard.
(8) The installation of any new storage technology must be reconciled with the DFMS in advance in each case.
(9) Storage containers and their stacks must be secured against displacement.
(10) No empty packaging materials may be stored in the storage room.
(11) Filled storage container must be stored sealed, closed and with their filling opening (cap) upwards, separate from the empty containers.
(12) In the storage room for combustible liquids, only one metering point may be set up, at least 5 metres from the storage area, ensuring efficient ventilation. In case of transfer from barrels or canisters, only equipment on separate stands may be used.
(13) No fluids may be stored in defective containers.
(14) No other materials besides liquids may be stored in the storage room.

22. §

Libraries, reading rooms and archives

(1) In rooms serving to store books and documents, no other materials may be stored.
(2) The space between the combustible materials placed on the top shelves of the racks and the roof (or suspended ceiling) must be at least 0.5 metres, the distance from the ceiling and sidewall luminaires must be at least 0.5 metres, and that from the radiators and pipelines must be at least 0.3 metres. Care must be taken that the surface temperature of combustible materials does not exceed 60 °C.

(3) The distance between the racks must be at least 0.8 metres. Aisleways may not be narrowed down or blocked, even on a temporary basis. No materials may be stored on the floor between the racks.
(4) Upon placing chairs, tables and other furnishing items, care must be taken to preserve the full width of aisleways and exits.
(5) In the library room – except in the designated areas – the use of electric heat sources (hobs, electric heaters, etc.) is strictly prohibited! Percolators and water kettles may only be used in the designated areas, on underplates made of non-combustible material, under supervision.
(6) Packaging materials remaining from shipment of books (crates, cardboard boxes, etc.) must be continually removed from the library.
(7) Only rooms may be used as archives that are equipped with an automatic fire alarm system.
(8) Archive materials must be placed on racks made of non-combustible material.
(9) The use of open flame is strictly prohibited in the library and the archive.

23. §

Studios, computer rooms and server rooms

(1) Studios and server rooms may only be operated by trained professionals.
(2) Only authorised persons may enter the server rooms.
(3) No materials whatsoever may be stored in the server rooms.
(4) Only central heating may be installed in the server rooms as a form of heating. Cooking hobs and other heating appliances may not even be used occasionally.
(5) The computers must be located so as not to obstruct the aisleways and exits.
(6) Operation and maintenance of the machines and equipment must follow the manufacturer's specifications.
(7) Only non-combustible cleaning agents may be used to clean, treat and maintain the equipment.
(8) In case of technical disorders, the technical repairman on duty or the maintainer must be notifies without delay.
(9) Computers may only be operated under supervision, and they must be switched off when not in use. Exceptions from this are the computers and servers whose operation is constantly necessary.
(10) Only a number of computers may be deployed in the computer room that does not obstruct safe operation.
(11) Computer rooms serving education of the students and the laboratories must be supervised by a designated responsible person.
(12) The power supply of the computers must be independent from the other networks, supplied from a separate circuit, equipped with a circuit breaker.
(13) When the daily work (education) is completed, the fire safety master switch must be switched off upon leaving the computer room.
(14) For appliances operated during the night, the monitor must be switched off.
(15) In case of computer and server rooms, if no built-in firefighting equipment is available, a 2 kg CO_2 fire extinguisher must be placed in addition to the 6 kg powder extinguisher.

24. §

Boarding house rooms and service apartments

(1) No activities may be conducted in the rooms that may cause fire or explosion. Accumulation of unnecessary quantities of combustible materials (paper, boxes, documents, etc.) must be avoided.
(2) The furniture must be placed in the room so as not to obstruct evacuation in case of an emergency.
(3) Use of electric heat generating devices (iron, hob, toaster, electric heater, water kettle, etc.) is strictly prohibited in the boarding house rooms. Cooking in the boarding house rooms is strictly prohibited.
(4) The rooms designated for the purpose must be used to warm up and cook food and to iron clothes. Ironing may only be used in the designated room, using a technically flawless iron.
(5) Smoking and use of water pipes is strictly prohibited in the rooms.
(6) Smoking is only allowed in the designated smoking areas, in full observance of the smoking rules.
(7) Use of candles, lampions, sparklers and open flame in the rooms is strictly prohibited.
(8) Electric appliances operated in the rooms may not be left unattended. Upon leaving the room, the equipment operated from the electric grid, such as radios, televisions, etc. must be switched off.
(9) Defective electric appliances must be placed out of operation.
(10) It is forbidden to hang decoration and other combustible materials on luminaires, cables and fire alarm sensors.
(11) Lighting equipment must be located and fixed so they will not represent any fire hazard for the environment. It is prohibited to place combustible materials within 0.5 metres from electric ceiling luminaires and 0.2 metres from other luminaires and lights (e.g. a desk lamp).
(12) Home made (non-standard) lighting equipment and electrical loads must not be operated.
(13) It is prohibited to place or store combustible materials on/around the radiators and its piping within a distance of 0.3 metres.
(14) The floor plan indicating the exit route (evacuation route) of the building must be placed in every room, including its textual description or an excerpt thereof, informing of the direction and mode of safely leaving the room or building in question. The notification must also be hung out in English and German languages in the boarding rooms for foreign residents. The director of the boarding house is responsible for hanging out the notifications and ensuring their presence.

25. §

Athletic halls and gyms

(1) Blocking electrical equipment, switches of air conditioning equipment, fire extinguishers and doors and the blocking or narrowing (evacuation) passageways leading to them is strictly forbidden even on a temporary basis.
(2) No heat generating appliances may be used in the rooms.
(3) Upon leaving the room, the lights must be switched off, electrically operated equipment must be deactivated and any circumstance that can cause a fire must be terminated.

26. §

Kitchens, kitchenettes and dining rooms

(1) Only standard appliances (e.g. percolator, microwave oven, stove, etc.) in technically impeccable condition may be used in the rooms, in accordance with their respective instructions manuals.
(2) Any electrical heating device may only be operated in underplates of non-combustible and thermally non-conductive material, under constant supervision. After use, the disconnection of the device must be ensured.
(3) The appropriate number of non-combustible underplates must be provided in these rooms.
(4) Care must be taken to avoid overheating.
(5) When using electric deep fryers, care must be taken to set the oil temperature accurately.
(6) It is strictly prohibited to attempt to put out fires of overheated cooking oil in the kitchen using water! Extinguishing the fire effectively may be done by covering using a lid or any other object made of non-combustible material.
(7) Dripped or spilled cooking oil and grease must be soaked up immediately and the material used to soak it up must be placed in waste containers made of non-combustible material.
(8) When operating appliances operated by combustible gas, constant supervision must be ensured. Accessibility of the shut-off valve of the gas supply pipe must be constantly ensured.
(9) Regular cleaning and tidying of the rooms must be constantly ensured.
(10) The kitchen ventilation/extraction hood system must be cleaned with the frequency determined by the manufacturer, or if it is not available, then at least every six months, and its execution must be documented.
(11) The user of the rooms and the head of the organisational unit are responsible for observing the fire protection provisions at all times.

27. §

Event halls and assembly halls

(1) During the performance or event, the entrance and emergency exit doors may be kept closed, but it is prohibited to lock them as long as those inside have not left the room.
(2) Equipment in the rooms must be placed so as to enable the unobstructed evacuation of the people inside in case of emergency.
(3) Disabled persons should preferably take seats near the exits.
(4) In case of conferences and events hosting large numbers of people, the person permitting use of the room must ensure that the participants familiarise themselves with the conduct to be followed in case of emergency (e.g. fire).
(5) If a buffet is set up, the tables and chairs may only be arranged by leaving an aisleway at least 1 metre wide between them, in the direction of the exit.
(6) It is forbidden to store combustible fluids (paints, thinner, oil, etc.) in the room even on a temporary basis.
(7) For rooms with accommodation capacities greater than 50 persons, a Fire Alarm Plan must be prepared, a sample of which can be found in *Annex 7* of the present regulation.

28. §

Cloakrooms

(1) The service counters must be fixed to the floor to protect them from toppling.
(2) The hangers for the coats must be designed to ensure accessibility and not to block the aisleways.

29. §

Elevators and their machine rooms

(1) The elevator machine rooms must be kept closed. The fire keys must be stored in the same fashion as the fire keys of the other rooms.
(2) No other unauthorised persons may enter the elevator machine room.
(3) It is forbidden to carry explosive materials using the passenger elevators.
(4) The lubricating oils and greases required for maintenance may only be kept in the elevator machine rooms during maintenance. Oily clothes must be placed in metal containers with sealable lids. After finishing work, their removal must be ensured.
(5) The operating instructions in the elevator machine rooms and the elevators must be placed well visibly, and the instructions therein must be observed.
(6) In case of fire, it is prohibited to use the elevators, only the safety elevators may be used for rescue.

30. §

Engineering rooms

(1) No unauthorised persons may enter the room; the prohibition must be signalled on the entrance door.
(2) In the rooms, only the equipment required for the machinery in question may be operated.
(3) It is forbidden to store materials in the engineering rooms, with the exception of the necessary replacement components.
(4) The equipment may only be handled by the person authorised and appropriately trained to do so, in full observance of the instructions for use of the equipment in question.
(5) In accordance with what has been described in the instructions for use, supervision of the equipment must be ensured, and it is forbidden to bypass their regulatory or safety equipment.
(6) It is prohibited to use defective equipment.
(7) Arrangements must be made to replace occasional damaged electric cables of machinery and their missing protective covers. Only qualified and competent electricians are authorised to repair electrical equipment.
(8) It is strictly prohibited to bypass fuses! A blown fuse may only be replaced with one of the same nominal current.

31. §

Boiler rooms

(1) No unauthorised persons may enter the rooms; the prohibition must be signalled on the entrance door.
(2) Only the materials and tools used for the activity in the room may be stored and used there.
(3) When decommissioning the boiler room (e.g. upon the end of the heating season), the electrical equipment and other devices must be switched off. Gas supply shall be shut off.
(4) In the boilers' operational season, the supervision according to the operational class must be ensured. Only trained and certified professionals having also received fire protection training may supervise the gas boiler.
(5) The operating instructions of the equipment must be hung out at the site. The instruction includes the tasks and obligations of the operator and the order of actions to execute in case of operational disorders.
(6) Traffic routes and exits must be left unobstructed; blocking them is even prohibited on a temporary basis.
(7) Lighting devices (e.g. desk lamps) must be located and fixed so as not to jeopardise its environment; combustible materials may not be placed closer than 0.5 metres to such.
(8) It is forbidden to use defective electrical equipment and devices and to connect electric cables whose insulation has deteriorated.
(9) Adequate ventilation must be ensured in the boiler room; closing the vent openings is prohibited.

32. §

Gas reception stations

(1) No unauthorised persons may enter the gas reception station; the prohibition must be signalled on the entrance door.
(2) No combustible materials and combustible liquids may be placed in the area, even on a temporary basis.
(3) It is strictly prohibited to verify occasional leakages at the pipe connections of the gas pipeline and the valves with open flame.
(4) The marking of the opening and closing directions must be indicated on the opening and shut-off fitting of the gas reception station's valve, and an inscription must also indicate the description of the valve's designation.
(5) Ventilation of the gas reception station must be ensured; the vent opening must be kept clean at all times, and it is prohibited to block it.
(6) The outdoor gas reception station area must be kept free of dry vegetation at all times.

33. §

Battery rooms

(1) No unauthorised persons may enter the room; the prohibition must be signalled on the entrance door.
(2) Effective ventilation of the battery charging and conditioning room must be ensured; protective mesh must be put on the ventilation openings to prevent mechanical contaminants from entering.
(3) No activities may be conducted in the room except charging batteries.

(4) Only regularly maintained chargers compliant with the relevant standards, of flawless technical condition may be used, and only batteries in flawless technical condition may be connected to it.
(5) Any occasional leakage of battery acid must be prevented from entering public sewers and getting in contact with combustible materials and liquids.
(6) The operating instructions placed in the battery charging room must be observed, and special caution must be exercised upon connection to and disconnection from the charging equipment, and the connection of the cable shoes indicated in their proper places.
(7) Machines may only stay in the rooms until the batterie are charged; their repair and storage must be effected in the designated rooms.

34. §

Aggregator rooms

(1) It is prohibited to block the ventilation openings of the aggregator rooms.
(2) If the aggregator is battery-operated, any occasional leakage of battery acid must be prevented from entering public sewers and getting in contact with combustible materials and liquids.
(3) The operating instructions placed in the aggregator room must be observed, and special caution must be exercised upon connection to and disconnection from the battery, and the connection of the cable shoes indicated in their proper places.

35. §

Electrical switching areas, uninterruptable power supply rooms, electric switching cabinets

(1) No unauthorised persons may enter the rooms; the prohibition must be signalled on the entrance door. Only skilled qualified personnel may operate and switch off the equipment.
(2) The doors of the rooms must be kept closed, and it is forbidden to place blocking objects in front of them, even on a temporary basis.
(3) The switched on and switched off state of electric disconnection and isolator switches, fuses must be well visibly indicated.
(4) It is prohibited to store materials in the rooms and the switching cabinets.

36. §

Waste storage facilities

(1) In the waste store, wastes may only be placed in closed waste containers.
(2) It is prohibited to drop burning cigarettes and combustible liquids in the waste containers.
(3) Hazardous wastes must be stored separately from communal waste.
(4) Continuous emptying of the waste collection containers must be ensured.

37. §

Carports and car parks

(1) Entering the University premises by car is possible based on the University's Regulation on Security Services and Property Protection; waiting and parking is allowed based on the policy's provisions and the parking rules applicable at the area in question.
(2) Vehicles in the designated storage area and the car park must be placed so they can be easily and quickly removed to a safe location in case of fire.
(3) A lateral distance between two vehicles must be maintained that enables opening the doors of the vehicles fully, at least on one side, and a minimum longitudinal distance of 0.80 metres must also be kept between parked vehicles.
(4) It is strictly prohibited to clean vehicles with combustible liquids.
(5) Drawing and storage of incendive liquids, filling up vehicles with fuel or performing repairs or other activities involving incendive activities are prohibited.
(6) Only devices and materials may be used to warm up the engine that can under no circumstances cause fire or explosion. It is forbidden to use open flame for this purpose.
(7) It is forbidden to park a vehicle in the car park whose fuel tank is leaking.
(8) Any combustible fluid that has leaked from the vehicle must be soaked up immediately, and the material used to soak it up must be placed in the sealable metal container used for this purpose.
(9) The keeper and the driver of the vehicle are responsible for the observance of the fire protection rules and regulations.
(10) Inoperative vehicles must be stored so as not to obstruct the movement of other vehicles.
(11) Transport vehicles loaded with materials in the explosive class may not be parked in carports even temporarily.

38. §

Aisleways, corridors, entrance halls, exits and emergency exits

(1) Aisleways, corridors, entrances and exits are also the evacuation and escape routes. These may not be narrowed down or blocked, even on a temporary basis.
(2) In the windbreak room, no materials, objects (e.g. bicycles, etc.) may be stored.
(3) It is forbidden to stop with a vehicle in front of the entrance and the emergency exit door and gate.
(4) The installations, decorations and materials placed in the aisleways considered for evacuation may not deteriorate the efficiency of heat and smoke evacuation. Any installations, decorations, carpets, tapestries and other objects not serving the purpose of storage that do not cover more than 15% of the wall or floor surface concerned by the deposition.
(5) It is forbidden to lock the doors of workplaces under operation, which may be considered for evacuation purposes.
(6) The edges of curtains placed at entrance doors and windbreaks must be well visibly marked. When pulled apart, the curtains may not narrow the exit.
(7) If the emergency exit door and the evacuation door must be kept locked for reasons of security, the standpoint of the Department of Facility Management and Security must be sought in advance.

(8) It is prohibited to block the evacuation windows and heat and smoke extraction and air supply windows on the corridors with furniture or other objects, plants, etc. and this also has to be indicated on signage.
(9) Explosive materials (e.g. aerosols, gas cylinders, liquids) may not be stored along evacuation routes.

39. §

Stairwells

(1) Stairwells and their landings must be kept free in their full width at all times. Furniture, plants, objects not in use and obstructing evacuation may not be stored in these locations even on a temporary basis.
(2) It is strictly prohibited to establish storage rooms in the stairwell landings.
(3) The installations, decorations and materials placed in the non-smoke-free stairwells may not deteriorate the efficiency of heat and smoke evacuation.
(4) It is forbidden to obstruct the automatic closing of the doors of smoke-free stairwells and those at the fire section boundaries, which must also be indicated by appropriate signage.

40. §

Basement rooms

(1) Basement aisleways may not be blocked even on a temporary basis.
(2) In the basements, only materials may be stored that are easy to move, following the rules of storage.
(3) The windows of basement rooms facing streets or courtyards must be equipped with dense wire mesh or glazed with wire glass, and the ventilation openings must also be meshed over.
(4) It is forbidden to store combustible materials within one metre from the windows and vent openings.
(5) Explosive materials (e.g. aerosols, gas cylinders, liquids) may not be stored in basement level rooms.
(6) Only machines and equipment or devices may be placed in the basement level rooms that represent no fire or explosion hazard to its environment.
(7) The installations, decorations and materials placed in the basement level rooms may not deteriorate the efficiency of heat and smoke evacuation.
(8) The closed basement level doors must bear signage indicating the function of the room, and if several organisational units are located in the building, the name of the operating organisational unit.

41. §

Attics

(1) It is forbidden to store waste in the attic!
(2) Attic access doors and the stairwells leading up to them must be kept free at all times, and they should not be blocked or used for storage purposes even in a temporary basis.

(3) Attic doors must be kept locked at all times; their keys must be deposited as in the case of the fire keys (at the gate), so that would be easily accessible in case of fire.
(4) No liquids of explosive classes and liquids and gases in hazard grade I-III may be stored in attics.
(5) Other solids may only be placed in a manner and quantities so as not to obstruct the accessibility of the roof structure and the chimney, to be separable from the combustible elements of the roof structure if necessary, and to be placed at least 1 metre from the chimney.

42. §

Group activity rooms and lobbies

(1) No activities may be conducted in the group activity rooms that may cause fire or explosion. Accumulation of unnecessary quantities of combustible materials (paper, boxes, documents, etc.) must be avoided.
(2) Use of electric heat generating devices (iron, hob, toaster, electric heater, water kettle, etc.) is strictly prohibited in the group activity rooms.
(3) Cooking in the group activity rooms is strictly prohibited.
(4) It is forbidden to hang decoration and other combustible materials on luminaires, cables and fire alarm sensors.
(5) Lighting equipment (e.g. desk lamps) must be placed and fixed in a manner not to present a risk of fire to its surroundings. It is prohibited to place combustible materials within 0.5 metres from ceiling luminaires and 0.2 metres from other luminaires and lights (e.g. a desk lamp).
(6) It is strictly prohibited to place combustible materials on/around the radiators and its piping within a distance of 0.3 metres.

43. §

Photovoltaic panel systems

(1) Handling fires breaking out in the proximity of photovoltaic panel systems located on the University premises, disconnection of such systems is a high priority task.
(2) Upon extinguishing fires of photovoltaic panel equipment or their environment, the specifications for low-voltage equipment must be applied.
(3) Extinguishing fires of low-voltage equipment and prevention of fire propagation in the immediate proximity of such must be executed with caution, after electrical disconnection of the said equipment. Efforts must be made to use extinguishing power as long as voltage disconnection is not performed.
(4) In the course of electrically disconnecting the photovoltaic panels, the fire protection disconnection switch placed between the photovoltaic modules and the inverter must be switched off. The fire protection isolator switch may be switched off locally or remotely as well. Even is the disconnection switch installed between the photovoltaic panels and the inverter is switched off, the line between the disconnection switch and the photovoltaic panels will remain under voltage.
(5) The person detecting the fire must notify the reception services via telephone. Upon the signal, the gatekeeper or the security guard shall switch off the switch for the DC side remote release unit in the immediate vicinity of the electrical fire master switch.

(6) Upon electrical disconnection of photovoltaic panel systems, it must be borne in mind that the photovoltaic panel modules retain voltage as long as they are subjected to solar radiation!

44. §

Electric charging stations

(1) Concerning the management of fires around the electric charging station on the University premises, de-energising the intervention area is a high priority task.
(2) Upon extinguishing fires of the electric charging station or its environment, the specifications for low-voltage equipment must be applied.
(3) Extinguishing fires of low-voltage equipment and prevention of fire propagation in the immediate proximity of such must be executed with caution, after electrical disconnection of the said equipment. Efforts must be made to use extinguishing power as long as voltage disconnection is not performed.

CHAPTER V

FIRE PROTECTION RULES OF ESTABLISHMENT

45. §

General establishment regulations

(1) The fire protection rules of installation define the fire protection provisions concerning the location, construction, occupancy of facilities and the commissioning of new machines.
(2) The specifications must be applied upon establishment of new facilities, in the course of transforming, reconstruction and renovation of existing facilities and upon installation of new machines and equipment.
(3) In the course of the establishment process, starting from the design phase, reconciliations must be made with the DFMS representative in order to enforce the fire protection provisions.

46. §

Obligations of the designer, contractor and the developer

(1) The designer in charge is obliged to prepare a fire protection section for the plans, containing the measures implemented to meet the requirements specified in the relevant legal regulations, mandatory standards and official specifications.
(2) In the course of implementation, the contractor is obliged to observe the fire protection requirements; termination of deficiencies must be initiated with the designer in charge and the developer.
(3) The designers in charge and the contractors must make a written declaration on the enforcement and observance of the fire protection provisions.

(4) It is the investor's duty in the course of the technical handover and takeover procedure (if necessary, in the course of implementation as well) to request the above and to document execution.
(5) In the course of renovations and reconstructions performed without an implementation plan, the provisions of the relevant legal regulations must be observed.

CHAPTER VI

FIRE PROTECTION RULES OF OPERATION

47. §

General fire protection rules

(1) The building, part of building, free space may only be used in accordance with the fire protection requirements established for the designation of the said facility in its occupancy, operating and site permits.
(2) The laboratory work process, generation, processing, use, storage, commercial circulation and other activities (together hereinafter referred to as: activity) may only be conducted if wearing appropriate protective clothing, in appropriate rooms, fire sections and buildings.
(3) In rooms, buildings and open areas only the materials and tools may be stored that are required for the activity continuously conducted there. The quantity of materials and products stored in the building may not exceed the fire load volume specified by the relevant legal regulation.
(4) A distance between the building and the open areas large enough must be provided to keep any fire or explosion from jeopardising neighbouring buildings and open spaces, and the evacuation and removal of endangered persons and the undisturbed mobilisation of the firefighting units should be ensured.
(5) No storage activity may be conducted within fire distance. This area must be kept free of wastes and dry undergrowth.
(6) The fire distances to be observed can be found in *Annex 8.*
(7) The materials classified as explosive and incendive generated in the activity must be continually removed from the room, open space, machine, equipment, device and appliance, at least every shift, and after stopping the activity.
(8) Wastes contaminated with highly incendive or explosive or moderately incendive liquids or grease must be placed in containers of non combustible material with well closing lids, and deposited in the area designated for this purpose.
(9) Only appliances, devices, equipment, power engines and power equipment may be placed and used in explosive spaces that are compliant with the explosive zone quality and temperature class or highest design temperature of the place of application, and which have been manufactured, inspected, maintained and repaired in observance of the rules of explosion protection.
(10) For pipeline systems and storage vessels for highly incendive or explosive fluids of highly incendive or explosive or moderately incendive or comburent gases, and for every machine, device and equipment, dripping or leakage of fluids or leakage of gases in incendiary hazard classes I-II must be prevented. Any spilled or leaked material must immediately be soaked

up, the room must be ventilated, and the soaked material must be stored at a place designated for this purpose.

(11) Highly incendive or explosive liquids dripping as a result of normal operation must be collected in a container made of a non-incendive material. The containment container must be emptied as necessary, but at least at the end of the shift, and should be stored in the location designated for this purpose.

(12) Liquids in the highly incendive or explosive class may only be used occasionally or outdoors or in a well ventilated room with no simultaneous presence of ignition sources.

(13) Working clothes and protective clothing contaminated with oil and grease – with the exception of a cloakroom-system changing room – may only be placed in metal lockers.

(14) The observance of the fire protection regulations must be checked by those conducting the work during and after completion of the activity in the workplaces and any infringements must be terminated.

(15) If a highly incendive or explosive material is present in the room in its explosive state, no clothes, footwear and tools may be used that represent an ignition hazard.

(16) In the building, the room and outdoors, the free accessibility of the switch of the electrical equipment, the opening and closing device of the public utilities, the manual actuator of the fire alarm signal, the pressure booster pump as well as the operating device of the heat and smoke exhaust system, its hatches, as well as the fire protection equipment, the mural fire hydrants, fire extinguishers, firefighting technological products, gear and equipment must be maintained at all times; blocking access to them is prohibited even on a temporary basis.

(17) Wherever legal regulations specify the application of an automatic closing device, the door must be kept closed. If this is not possible for operational reasons, of the material in explosive class is present in explosive form, then constant site supervision must be provided while the door is open, or the closure of the door by the fire alarm must be ensured.

(18) Safety signage containing prohibitory instructions, warning of high risk of fire or explosion must be placed at the entrance of the room, and if necessary that of the building or facility.

(19) The open and shut-off device of the utility and its open and closed state must be well-visibly indicated.

(20) The fire protection equipment, devices and electrical equipment, electrical switching rooms, gas shut off rooms must be equipped with signage according to the relevant technical requirements, and their unobstructed accessibility must be ensured.

(21) In order to protect facilities and rooms, the appropriate number of fire extinguishers of the appropriate extinguishing capacity must be kept available.

(22) Wastes contaminated with highly incendive or explosive or moderately incendive liquids or grease must be placed in containers of non combustible material with well closing lids, and deposited in the area designated for this purpose.

(23) The location of the doors and windows for evacuation and rescue – with the exception of residential buildings, residential building parts and apartments – must be well visibly indicated on the façade as well as in the building, at the entrance of the rooms/group of rooms containing the doors and/or windows in question.

(24) Knob door locks are prohibited to be installed from the evacuation direction, except rooms (such as the isotope laboratory), where the relevant provisions have specifically ordered the use of knob door locks.

(25) At the workplaces, the numbers of the fire department (105), the ambulance (104) and the police (107) must be posted up next to the telephone.

(26) The keys of rooms locked during shutdowns (outside working hours) must be placed (at the gates of buildings in the key locker), so that would be easily accessible in case of fire. The places of the keys must be clearly indicated.
(27) It is forbidden to lock the doors of workplaces and community buildings under operation, which may be considered for evacuation purposes. If the nature of the activity should necessitate locking the doors - in case of danger - the possibility of opening the doors from outside should be ensured as stipulated by the fire protection authorities. The possibility to open the doors from inside may only be omitted if the purpose in question excludes it.
(28) The fire hazard classes of materials can be found in *Annex 9.*

48. §

Incendive activity

(1) Incendive activities may not be conducted in places where fire or explosion may be caused.
(2) Incendive activity of constant nature may only be conducted in a suitable location, compliant with the fire protection requirements.
(3) Occasional incendive activity (welding, work/activity with open flame, barbecue, open air cooking, etc.) may only be conducted following prior written conditions. Establishment of the conditions and issuance of the permission is the task of the DFMS.
(4) The conditions of the incendive activity conducted by the external organisation or person must be reconciled with the fire safety specialist of the DFMS, who may supplement this with further fire protection specifications, as local conditions require.
(5) The permit may be issued on the form devised for the purpose, in two copies (*Annex 10*). One copy of the permit stays with the person issuing it, and the other with the person conducting the incendive activity.
(6) The permit should include the following:
- The date of the activity (year, month, day, hour, minute)
- The location of the activity.
- The description and definition of the activity.
- The names, contact details and workplace of the persons carrying out the activity.
- In justified cases, the qualifications of the person doing the work and the number of the fire prevention examination certificate.
- The relevant fire protection instructions and special provisions.
- The provisions for reporting completion of the activity.
- The tasks to be done after completion of the activity.

(7) Activities presenting a fire hazard which are determined in the legislative provisions can only be performed by a person having a valid fire prevention expert certificate, while other activities presenting a fire hazard can be performed by a person who has been trained in the fire prevention regulations and instructions.
(8) The incendive activity may not be commenced without fire protection inspection of the site and the corresponding permit.
(9) For occasional incendive activities performed in an incendive environment, the person ordering the work is obliged to ensure supervision of the said work from start to end.
(10) The person ordering the occasional incendive activity is obliged to provide fire extinguishers and firefighting gear suitable for the fires that may break out at the site.

(11) After completion of the occasional incendive activity, the person executing the activity is obliged to examine the site and its surroundings, eliminating all circumstances that can potentially cause a fire.
(12) The outdoor fire must not be left without supervision. The fire shall immediately be put out in the event of any hazard or if there is no need for the same.
(13) Outdoors, when lighting a fire or operating a firing equipment, devices and equipment by means of which the spread of the fire can be prevented or the fire can be extinguished must be held in readiness.

49. §

Use of gas cylinders

(1) In the storage and use areas of gas cylinders, devices and equipment by means of which the spread of the fire can be prevented or the fire can be extinguished must be held in readiness.
(2) It is prohibited to expose gas cylinders to radiant heat (e.g. radiators).
(3) The gas cylinders may only be stored and transported with closed valves and safety caps screwed on, and should not be thrown or dropped or exposed to impact in any other way.
(4) Gas cylinders must be stood upright, fixed (clamped) to a wall or other object. Gas cylinders may not be stored horizontally.
(5) It is prohibited to store gas cylinders in rooms where people stay for prolonged periods of time and in the vehicle storage facilities.
(6) Cylinders containing combustible gases must be stored separately from the cylinders of comburent gases.
(7) Empty and full cylinders must be placed separately from one another in the cylinder storage.
(8) Empty cylinders must be marked “EMPTY” with chalk.
(9) Gas may only be drawn from cylinders with the help of pressure relief devices (reducers). The pressure relief device may not be used without a filter cartridge. Exceptions are cylinders containing gases where the reducer’s application is not specified by the corresponding technical provisions.
(10) If gas is leaking due to failure of the valve or fittings, the cylinder must be removed from the building or storage facility immediately, and must be discharged outdoors in a non-hazardous area.
(11) It is forbidden to perform any repairs on the cylinder’s shut-off valve, and to open or close it hastily.
(12) If the valve or fitting (reducer, hose, etc.) of the cylinder containing combustible gas leaks and the gas catches fire, first the valve must be shut off tight, then the fire must be extinguished using wet clothes or fire extinguishers.
(13) The valves of the gas cylinders connected for drawing must be closed after each use.
(14) Connection of the gas cylinders must be executed using standard hoses and clamps.
(15) Only the quantity of cylinders required for the daily work may be kept at the site of gas usage. Unused gas cylinders must be kept in the gas cylinder storage room.
(16) In case of fire, the gas cylinders must be removed from the endangered environment immediately.
(17) If the colour marking on the gas cylinder is worn, the marking must be restored.
(18) It is forbidden to use the gas cylinders for spray painting instead of compressed air.
(19) It is prohibited to handle oxygen cylinders with oily or greasy clothes or hands.

(20) Use and working with of highly incendive and explosive and toxic gases is only allowed in rooms equipped with gas sensor systems.

50. §

Fire protection rules for smoking

(1) Smoking on the University premises is only allowed in the designated outdoor smoking areas.
(2) A waste container made of metal or non-combustible material to for the stubs and matches must be placed in the designated smoking area.
(3) It is forbidden to put or throw burning tobacco products, matches or other ignition sources to places where they can cause fire or explosion.
(4) Ignition devices and ignition sources may only be taken to rooms serving to manufacture, process or store materials in explosive classes may only be allowed by written authorisation for occasional incendive activity, under the conditions stipulated therein.

51. §

Rules for transport

(1) Smoking and use of open flame is prohibited in the cargo space of vehicles transporting materials in explosive and incendive classes.
(2) Explosive and incendive loads of vehicles must be protected from dangerously overheating and other hazards capable of causing fire or explosion.
(3) Liquids of I-II fire susceptibility grade, gases of explosive and incendive classes and comburent gases may only be stored in containers in flawless condition that can be closed or sealed airtight.
(4) The closed container containing incendiary hazard grade I-II liquid must be placed and fixed in the vehicle with its spigot facing upwards, appropriately protected from movement and damage during transportation.
(5) Containers with nominal volumes greater than 25 litres, containing I-II grade incendive grade liquids may only be placed in a single row.
(6) No other persons except the driver and the vehicle assistant may travel on vehicles transporting materials in explosive and incendive classes.

52. §

Rules for storage

(1) In rooms, buildings and open areas only the explosive and incendive materials may be stored that are absolutely required for the activity conducted there. The quantity of materials stored in the facility may not exceed the volume considered for designing the structure.
(2) All forms of storage is prohibited in the fire safety forefront, smoke free stairwells and halls.
(3) Materials in explosive class may only be stored in sealed packaging, in accordance with the requirements corresponding to materials pertaining to explosive classes.
(4) Materials prone to self-ignition together with other combustible materials, and materials whose interaction may generate heat, cause fire or explosions, must not be stored in the

same unit. The temperatures of materials prone to spontaneous ignition must be checked with the necessary frequency, but at least once every day.

(5) The storage area must be kept free of combustible waste and dry vegetation.

(6) Materials classified as explosive and liquids in the I-II fire protection class may only be packaged according to the relevant legal regulations, in lack of which this activity may only be conducted outdoors or in areas with no sources of fire and efficient ventilation is ensured.

(7) Materials classified as explosive and liquids in the I-III fire protection class may only be stored in sealed packages or containers.

(8) On the packaging of materials classified as explosive and liquids in the I-III fire protection class, the explosive or highly flammable nature of the material must be indicated by text or pictograms.

(9) No liquids of explosive classes and liquids and gases in hazard grade I-III may be stored in attics. Other solids may only be placed in a manner and quantities so as not to obstruct the accessibility of the roof structure and the chimney, to be separable from the combustible elements of the roof structure if necessary, and to be placed at least 1 metre from the chimney.

(10) The stored materials must be grouped by category. The warehouse must be kept clean and tidy at all times, waste and rubbish must be removed daily.

(11) Rooms for warehousing and storage must be marked.

53. §

Rescue and evacuation routes

(1) The main and secondary passage routes on the University premises must be kept freely passable in full width for the vehicles of the fire department.

(2) The area designated for the fire department must be kept free at all times.

(3) In the areas of workshops, warehouses and other rooms, routes for safe movement and material movement must be kept unobstructed in their full width.

(4) Corridors, entrance halls, exits and emergency exits must not be narrowed down or blocked even on a temporary basis.

(5) Appropriate lighting of the evacuation routes and marking of the emergency exits must be ensured.

(6) It is strictly forbidden to block the switches of the electrical equipment, the public utility shut-off devices and fire protection equipment and extinguishers, and to restrict or narrow the routes leading to them!

(7) The automatic closure of the smoke and fire doors must be ensured!

(8) Doors and windows considered for evacuation purposes may not be locked until anyone is inside the room.

(9) No materials classified as explosive and incendive may be placed in aisleways and stairwells considered for evacuation of buildings.

(10) The evacuation routes of buildings may not be narrowed down.

54. §

Firing and heating equipment

(1) In the structures and rooms, only heating systems that cause no fire or explosion during proper use may be installed.
(2) Only heating equipment in flawless technical condition may be used.
(3) The instructions for the safe handling and operation of the heating equipment must be posted in the boiler room.
(4) Supervision in accordance with the operating class determined by the relevant legal regulations must be ensured during the operation of firing equipment fuelled by combustible gases.
(5) Supervision of the firing and heating equipment may only be entrusted to individuals fit for the task, familiar with the operation of the equipment.
(6) The keeper and the person designated to operate the equipment is obliged to observe the contents of the instructions for use (operation), and operate the equipment accordingly.
(7) The supervision and maintenance of the boiler room's gas sensor system must be contracted to an authorised service provider.
(8) Only the electric heater in appropriate technical condition, owned by the University, may be used for occasional heating, taking into account the capacity of the electric grid.
(9) The use of electric heaters is only permitted under constant supervision, at a safe distance from any combustible materials.
(10) Upon leaving the room, the electric heater must be switched off and must be disconnected from the electric grid.

55. §

Ventilation

(1) Any activity, during the performance of which explosion hazard may develop may only be conducted under efficient ventilation.
(2) Where materials of explosive and incendive classes may be deposited, the ventilation equipment must be cleaned with the frequency specified by the manufacturer.
(3) It is strictly prohibited to cover the openings of the ventilation system.

56. §

Heat and smoke extraction

(1) The free movement of the closing devices of natural and mechanised smoke extraction, smoke evacuation and air replenishment hatches must be continuously ensured, and blocking any of these openings is strictly prohibited. The sign warning of this must be placed on the hatch in question or adjacent to the opening.
(2) Installations, decorations and materials may not decrease the sizes of the opening surfaces required for air replenishment, and may not obstruct the movement and operation of the heat and smoke evacuation devices.

57. §

Sewage network

(1) Gases and vapours belonging to incendive and explosive classes, as well as liquids of I-II grade incendiary hazard, wastewater containing such in dissolved state and materials reacting with water, generating incendive and explosive class gases are strictly prohibited to be released into public sewers or desiccators.

58. §

Provisions for mechanical equipment

(1) Only mechanised equipment may be installed and used whose designated use represents no ignition hazard for their environment.
(2) Only explosion proof equipment and devices may be placed and used in potentially explosive surroundings.
(3) For powered equipment where the development of heat or pressure may result in fire or explosion, restrictive equipment in addition to the technological regulation equipment mist be installed that is capable of keeping the operation of the machine in question and the temperature and pressure within the specified safe limits.
(4) Where static charging may cause fire or explosion, only mechanical equipment protected against electrostatic charging may be used.
(5) Incendive and explosive equipment may only be operated if the technological and operating instructions for their safe use are available and the users of the said equipment have familiarised themselves with them.

59. §

Provisions concerning electrical equipment

(1) Only electrical equipment may be used whose designated use represents no ignition hazard for their environment.
(2) Electrical machines and equipment and other plants must be disconnected after finishing the activity. This does not apply to devices designed for continuous operation due to their purposes.
(3) The standby status of electronic, IT and similar devices also means deactivated state. This requisite is not applicable to computer rooms.
(4) The electrical equipment and devices and other appliances must be disconnected from the mains when putting them out of operation.
(5) If the exits should be put out of use temporarily or for prolonged period of time during reconstruction and renovation, the evacuation signals giving false signals must be deactivated.
(6) The function of the grouped electrical switches and fuses and the activated or deactivated state of these switches shall be indicated.

60. §

Built-in fire alarm equipment

(1) The built-in automatic fire alarm equipment must be kept in operational state at all times.
(2) The continuous supervision of the built-in fire alarm equipment by appropriately trained personnel must be ensured.
(3) In the course of his/her service, the person undertaking the supervision must check and document the state of the fire alarm equipment, and take the necessary action based on its signals.
(4) Where constant presence of personnel cannot be ensured, the fire alarm centres must automatically forward any signal to the permanently monitored supervision location established outside the facility.
(5) The automatic forwarding of the signals of the fire alarm centres may also be forwarded to a permanently monitored supervision location (at another site) (remote monitoring).
(6) The number of persons continuously and simultaneously supervising the equipment is at least two persons in case they also have other duties besides monitoring the device displaying signals that requires leaving the room. Of the two persons, one must constantly stay in the fire alarm centre room.
(7) One person may also perform monitoring of the equipment if remote monitoring is ensured by redirecting.
(8) In case of planned shutdown and malfunction of the equipment, the safety conditions must be ensured by the operator.
(9) In order to avoid false alarms, effects similar to the fire characteristics of the sensors (smoke, dust, etc. generated in the course of renovation and maintenance), disabling the sensor or zone in question is only allowed in observance of the legal regulations in force.
(10) The consent of the DFMS is required for the said disablement.
(11) Disablement and reconnection may only be performed by professionals familiar with the technical design of the equipment.
(12) Disablement and reconnection must be entered in the operation logbook of the equipment.
(13) In case of false signals, the gatekeeper of the building and the DFMS must examine what objective and subjective circumstances have led to the erroneous or false signal. If the circumstance causing the erroneous or false alarm can be identified, action must be taken to eliminate it. The transformation, repair, replacement, etc. to avoid subsequent false alarms must be effected or arranged for by the DFMS.
(14) The persons monitoring the built-in fire alarm equipment must receive repetitive training annually.

61. §

Fire extinguishers

(1) The fire extinguisher must be placed so as to allow its use within the shortest possible time even for firers in the most unfavourable locations, and it must be kept operational and fit for use at all times.
(2) Fire extinguishers must be placed according to the following requirements:
- At the units with independent designation, at least on every floor.
- In the numbers specified by the legal regulations in force.

(3) The keeper must check at least quarterly whether the fire extinguishers:
- Are at the specified location.

- Are safely fixed.
- Are well visible.
- Are equipped with well legible Hungarian operating instructions.
- Whether their usage is hindered by any circumstance.
- Whether all manometers or dial instruments point to the operational zone.
- Are complete with all necessary fittings.
- Whether their seals and maintenance confirmation tags and the identification code by the National Directorate General for Disaster Management are intact.
- Whether their maintenance is due.
- Whether the safety signal indicating their ready locations are well visible and recognisable.
- Whether their technical condition is impeccable and whether they are operational.

(4) The keeper must arrange for eliminating the deficiencies observed during the inspection
(5) The party responsible for keeping the fire extinguishers in operational state must arrange for the fire extinguishers' maintenance at the frequency specified by the legal regulations in force, and the recharging of the fully discharged and emptied extinguishers.
(6) The party maintaining the ready state of fire extinguishers must keep records of the inspections and maintenance of the fire extinguishers.
(7) Tasks related to maintaining the ready state at the University are undertaken by the DFMS.
(8) The DFMS undertake scrapping of the fire extinguishers.

62. §

Firewater sources

(1) The operability, accessibility, frost protection of the firewater sources (surface and subsurface fire hydrants, water reservoirs, mural fire hydrants), and the performance of the regular inspections, maintenances, repairs and pressure tests are the responsibilities of the organisational unit responsible for operating these facilities.
(2) Termination of the deficiencies observed based on the inspection is the duty of the organisational unit responsible for operating the firewater sources.
(3) It is forbidden to remove the fittings from the fire hydrant and fitting cabinets and use them from any purpose different from their designated purposes.
(4) Only devices required for the proper operation of the fire hydrant may be placed in the fire hydrant cabinet.
(5) The operator must keep records of the firewater sources.
(6) Actions required concerning the firewater sources at the University are organised by the DFMS.

CHAPTER VII

INSPECTION, MAINTENANCE AND CHECK-UP

63. §

Technical solutions of fire protection

(1) The operator is obliged to arrange, as required, for the operator's inspection, periodic inspection, maintenance and repair of the technical solution concerned by the method and with the frequency described in the relevant legal regulations. The technical solutions, inspections, check-ups and maintenances are listed in the table in *Annex 11.*
(2) The operator acknowledges the circumstance having an unfavourable effect on the operability on the document establishing inoperability.
(3) The operator is obliged to arrange for the extraordinary inspection and repair of the technical solution concerned immediately after finding out about the circumstance or deficiency justifying the said inspection.
(4) The operator's inspection, periodic inspections, maintenance and repair must be carried out with the level of detail specified by the relevant legal regulations, and the findings must be recorded in the inspection logbook and the operational logbooks in writing (*Annex 12*).
(5) The performance of the operator's inspection of the technical solution concerned, organisation and arrangement for the periodic inspections, maintenances and necessary repairs are the duties of the DFMS.

64. §

Electrical safety inspection of high current equipment

(1) The fire protection check-up of low-voltage high current equipment must be executed according to the relevant legal regulations in force.
(2) Deficiencies identified must be terminated until the deadline set by the inspector.
(3) Unless otherwise specified by the legal regulations in force, the operator of the electrical equipment must, after commissioning the latter, arrange for such inspection
a) at least every 3 years for rooms used for production, processing, storage or consumption of any material classified as highly incendive or explosive in any quantity in excess of 300 kilograms or 300 litres;
b) at least 6 years in any other case.
(4) Organising the check-up of electrical equipment is the duty of the DFMS.

65. §

Check-up of lightning protection

(1) The lightning protection check-up of facilities must be executed according to the relevant legal regulations in force.
(2) Periodic inspection of non-standard lightning protection must be executed according to the relevant technical requirements in force at the time of installation.
(3) Any observed deficiencies must be terminated until the deadline specified in the rating document.
(4) For the existing nonstandard lightning protection equipment – unless otherwise specified by the legal regulations in force – at least every 3 years in case of industrial or storage facilities containing rooms for the production, processing or storage of materials in excess of 300 kg or 300 litres, falling into the explosive category from the perspective of fire protection; otherwise at least every 6 years.

(5) Following every extension, transformation, reparation or change in environment of the lightning protection (LPS and SPM) or the building or structure to be protected that may change the effectiveness of lightning protection, and after detection of any damage, advanced corrosion, lightning strike or any phenomenon that may influence the efficiency of lightning protection system, its inspection must be repeated. Any observed deficiencies must be terminated until the deadline specified in the rating document, and such termination must be authentically documented.
(6) Organising the check-up of lightning protection equipment is the duty of the DFMS.

CHAPTER VIII

RISK CLASSIFICATION AND PREPARATION OF THE FIRE ALARM PLAN

66. §

Risk classification and determination of risks

(1) To determine the risk influencing fire protection requirements, the following must be determined:
- The risk units forming independent building parts, their risk classes and then the design risk class of the building and independent building part,
- The risk class of any special structure.

(2) A risk unit may be:
- A unit of independent designation,
- A group of neighbouring units of independent designation,
- A building, independent building part, special structure or
- The part of the building or independent building part or special building determined by the person in charge of preparing the fire protection documentation in consideration of paragraph (3).

(3) The design risk class of the building, building part and the special building is identical to the most stringent risk class among the risk classes of the risk units, but:
- At least LR (low risk), if the number of floors of the building or independent building part is greater than 4,
- At least MR (medium risk), if the number of floors of the building or independent building part is greater than 7,
- HR (high risk), if the number of floors of the building or independent building part is greater than 15.
- According to the extent of the risk, the building, independent building part, special structure and the risk unit may be:
- In very low risk (VLR),
- In low risk (LR),
- In medium risk (MR),
- In high risk (HR)
risk class.

(4) Part of a risk unit in addition to what has been described in paragraph (2) may be the following:
- Aisleways,

- The storage unit for storage in connection with the designated purpose,
- The vehicle storage unit in connection with the designated purpose,
- The electrical and engineering rooms,
- The convenience facilities in connection with the designated purpose and the room for serving the administrative activities,
- The service/janitor's apartment in connection with the designated purpose.

(5) The DFMS must keep records of the risk units of which Fire Alarm Plans must be prepared.

67. §

On the preparation of the Fire Alarm Plan

(1) A Fire Alarm Plan, as an annex to the Fire Safety Regulation, must be prepared in the following cases:

a) when the building or premises is intended for the accommodation, care, treatment, education, upbringing, or employment of persons with limited ability to evacuate,

b) in educational institutions if the permitted maximum capacity exceeds 50 persons,

c) if the building or part of a building operated, leased, or used under any other title by the entity required to prepare the Fire Safety Regulation contains rooms intended for mass gatherings, or more than 300 people may be present simultaneously in the building or its part,

d) in commercial accommodation facilities with more than 20 beds,

e) in buildings, building parts, or open areas where more than 1,000 kg or 1,000 liters of highly flammable or explosive materials are produced, processed, or stored (excluding fuel stored in technological tanks connected to fuel dispensing equipment at filling stations), and where the material may occur in an explosive state.

(2) The Fire Alarm Plan shall include:

a) the alarm procedures for endangered persons present in the building, building part, or open area, and the method for evacuating the premises,

b) the tasks to be performed and behavior rules in the event of a fire, with special attention to

ba) how to alert the fire department and signal the fire,

bb) how to inform and alert endangered persons,

bc) evacuation and rescue procedures,

bd) firefighting, handling of fire safety devices and equipment,

be) tasks related to the technological process and rules for shutting off utilities,

c) the positions responsible for implementation,

d) the identification of hazards, with references to safety rules,

e) a site plan of the facility and floor plans of the building or building parts, showing:

ea) equipment and devices important for fire safety,

eb) central shut-offs and switches,

ec) water sources and storage locations for other extinguishing agents,

ed) hazards as per point d),

ee) evacuation routes, and

ef) for rented or operated buildings or building parts with rooms exceeding 50 persons in capacity, the permitted maximum occupancy (as proven by evacuation calculations or equivalent means), the proper use of the rooms according to that capacity, and the responsible person.

(3) The sample Fire Alarm Plan of the University is included in *Annex 7*.
(4) The Fire Alarm Plan is prepared by the DFMS.
(5) One copy of each Fire Evacuation Plan must be kept at the reception desk, and every person performing reception duties is required to be familiar with, comply with, and apply its provisions when necessary.

CHAPTER IX

PROCEDURE IN THE EVENT OF A FIRE

68. §

Fire alarm

(1) Anyone noticing fire or fire hazard is obliged to signal it without delay.
(2) Fire signalling possibilities:
- To bystanders, by shouting "FIRE" loudly.
- By operating the manual fire signal of the built-in fire alarm system. The alarm is successful if the alarm goes off.
- To the building's gatekeeping service, verbally or via telephone.
- To the fire department at 105 or at 112, the general emergency number.
- The person reporting the fire must inform the fire department of the following:
- Where the fire is located (precise location of the incident, building, floor, door, room, designated function),
- What is on fire (e.g. liquid, timber, etc.),
- If human life is in danger,
- What is at risk (e.g. incendive liquids, machines and equipment),
- What measures have been taken (e.g. de-energisation, shutting off gas valves, etc.),
- The caller's name and telephone number the fire accident is reported from.

(3) After the alarm and immediate rescue operations, the fire accident must be reported to:
- The immediate superior at work.
- The DFMS.

69. §

Evacuation

(1) Upon detecting a fire, or parallel to it, removal of the endangered persons must be arranged without delay.
(2) Evacuation should preferably be directed outdoors or – transitionally – to a protected fire section, a smoke-free stairwell, or any other safe area.
(3) It must be confirmed that everyone has left the dangerous area.
(4) Evacuation and the inspection of the area must be organised and directed by the manager in the highest position at the site.
(5) In case of fire, it is prohibited to use the elevators.
(6) The stairwells must be used for evacuation.
(7) The evacuation calculations are included in the Fire Alarm Plans.

70. §

Firefighting

(1) It must be deliberated whether the available fire extinguishers, water supply, firefighting equipment are suitable for effectively putting out the fire detected, given the circumstances; if its continued spread can be halted without endangering the lives and bodily soundness of the people starting to fight the fire.
(2) The extinguishment of the fire – without assistance – may only be commenced if putting it out is possible with the available fire extinguisher, in observance of the safety rules.
(3) If putting out the fire detected requires help, the fire alarm must be given as described in the Fire Alarm Plan.
(4) After detecting and signalling a fire, every employee and manager is obliged to rescue endangered persons, salvage incendive materials, explosive cylinders and assets, removing them from the endangered area.
(5) The site must be disconnected from the electric grid before fighting electrical fires. The fact of de-energisation may only be accepted if performed by a responsible professional with adequate knowledge of the premises.
(6) When extinguishing the flames of a person's burning clothes, care must be taken not to cause further injury with the fire extinguisher, and preferably a fire blanket or shower should be used instead.
(7) Following arrival of the fire department, the instructions of the chief firefighter must be followed.
(8) Every fire accident – even those successfully put out, regardless of the amount of damage caused – must be reported to the DFMS.
(9) The fire accident scene must be left unaltered until completion of the fire accident.

CHAPTER X

IMPLEMENTATION PROVISIONS

(1) The present Regulation has been accepted by Senate Resolution No. 40/2025. (II.27.).
(2) The present Regulation is effective as of 10th March 2025.
(3) With the present Regulation becoming effective, the regulation accepted by Senate Resolution No. 211/2021. (XII.09.) on 9th December 2021 is automatically rendered ineffective.

CHAPTER XI

FINAL PROVISIONS

(1) The present Regulation has been prepared by: Annamária Balog, Fire Safety Specialist, Disaster Relief Organiser (National University of Public Service, certificate of education no. 134/14/2020., registration card no.: P81 A 086952.)

(2) The provisions of the present Regulation must be applied from the present Regulation becoming effective.

(3) The organisational units of the University are obliged to revise, if necessary, the fire protection regulations and Fire Alarm Plans prepared earlier, in accordance with the present Regulation, and to take the specifications of the present Regulation into consideration when preparing them in the future.

Dated in Veszprém, 27th January 2025

Dr. János Abonyi	Zsolt Csillag
Rector	Chancellor

ANNEXES

Annex 1

……/20…..

Work order

Based on my rights and obligations described in the Fire Safety Regulation of the University of Pannonia, I hereby commission you with the fire protection duties of…… (workplace).

Your tasks are determined by the referenced regulation. For further specification of your duties and to acquire the necessary skills, contact the fire protection manager/rapporteur.

The present work order if issued for an indefinite period, and is valid until withdrawal.

Veszprém, …… day, ……month, 20……..year.

LS

_____

head of organisational unit

Annex 2

Authorisation

I, the undersigned, ... hereby

authorise ..... (name)

(date of birth:....., job: .....) employee,

to perform the following technical solution's

- Operator's inspection*

- Maintenance*

- Check-up*

based on the Fire Safety Regulation and other relevant legal regulations and standards in the facility .....

from ....day, ...month, 20....year, filling out the required documentation.

Name of the fire protection technical solution according to Annex 18[2] of the National Fire Safety Code:

1. .....

2. .....

3. .....

4. .....

signature of authorising manager

I, the undersigned ..... employee, possess the skills and knowledge required for the proper execution of inspection, maintenance and supervision, I have acknowledged my mandate, and shall perform the said task and documentation by the

[2] Technical solutions listed in Table 1 of Annex 18 of Decree 54/2014 (XII. 5.) of the Ministry of Interior on the National Fire Protection Regulations

I shall perform the above by deadline:

.....

signature of the authorised employee

* The activity in question must be underlined.

Annex 3

Protocol

Prepared: At ..... boarding house located at .....of the University of Pannonia on .....day .....month 20..... year.

Re: Fire protection training of the students residing in the boarding house

With my signature hereunder, I hereby certify that I have participated at the fire protection training, I have acknowledged the information provided, which I will apply as necessary:

No.	Legibly written name	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

9.		
10.		

Annex 4

Occupational branches and jobs tied to fire prevention examination certificate

1. Welders and users of open flame during construction activities.
2. Those engaged in the storage of highly incendive or explosive materials according to the National Fire Protection Regulations, in quantities exceeding 300 kg, or the processing or technological use of such in the course of an industrial activity or service in excess of 100 kg.
3. Employees performing drawing, filling, dispensing of combustible gases and those filling gas-powered vehicles.
4. Employees performing installation, check-up, maintenance and repair of fire and smoke doors, windows and hatches.
5. Employees performing check-up of firewater sources.
6. Pyrotechnical sales employees, warehouse operators, product operators, material and product production managers.
7. Employees performing maintenance of fire extinguishers.
8. Employees performing installation, maintenance, repair, deployment and check-up of built-in fire alarm equipment.
9. Employees performing installation, maintenance, repair, deployment and check-up of built-in firefighting equipment.
10. Designers of built-in fire alarm equipment, technical managers responsible for implementation, and the commissioning engineers.
11. Designers of built-in firefighting equipment, technical managers responsible for implementation, and the commissioning engineers.
12. Employees performing application and maintenance of fire resistant coatings.
13. Employees performing installation, check-up, maintenance and repair of built-in heat and smoke extraction systems.
14. Employees performing periodical inspection of strong current equipment.
15. Employees performing installation, check-up, maintenance and repair of fireproof seals.
16. Employees performing installation and maintenance of fire resistant claddings.

Annex 5

List of employees obligated to take fire prevention examination

No.	Job affected	Name	Position	Examination certificate valid until

Annex 6

Fire protection, police and usage provisions for the events organised at the University of Pannonia

The events and presentations may only be held in facilities meeting the fire protection requirements – in addition to requirements described in other legal regulations – in observance of the following:

- The organiser is responsible for making sure the event is undisturbed and the observance of the Fire Safety Regulation of the University of Pannonia.
- It is the responsibility of the event organisers that the number of people at the site may not exceed the venue's accommodation capacity.
- In the organisational phase, arrangements must be made to enable the guests and participants of the event get to the venue without problems and put their valuables away in a safe place.
- The event organiser is obliged to ensure that the persons delegated to secure the event familiarise themselves with the conduct to be followed in the room in case of emergencies (location of fire extinguishers, emergency exits, fire alarm signals, mode of fire alarm signalling).
- After requesting the venue, the exhibitors and event organisers must notify the Department of Facility Management and Security at least 1 week before the event.
- It is forbidden to store combustible fluids (paints, thinner, oil, etc.) in the room even on a temporary basis.
- It is prohibited to decorate luminaires and the suspended ceiling using combustible decoration items!
- For every performance and rehearsal held in the presence of the audience, a person appropriately skilled for fire protection activities and familiar with the use of electrical equipment must be present.
- As the event is over, following departure of the participants, audience, artists and technical staff, the persons delegated by the organiser are obliged to inspect the rooms connected to the event and those used in the course of the performance. In the course of this, they are obliged to terminate all factors and anomalies causing fire hazard.
- The tables and chairs may only be arranged by leaving an aisleway at least 1.5 metre wide between them, in the direction of the exit.
- The use of flameproof curtains and scenes must be ensured.
- Exit, emergency exit: Exit doors serving the movement of the participants must be kept closed but not locked, until the participants have left the building. For multiple leaf doors, the prohibition of locking applies to all locks. Curtains may only be placed at the auditorium's exits so the drawn curtains would not cover the directional lighting and the exit sign above the door. The building's main entrances from the street must be left free in full width. The possibility to quickly open the entrance must be ensured for emergencies. The foreground between the main entrance and the room must be kept absolutely free, no furnishing items, decorations, etc. may be placed there that would obstruct quick evacuation of the building. No exhibition materials may be placed in a 3.0 wide band around stairs and landings to ensure undisturbed traffic and safe evacuation in case of emergency.
- Smoking: Smoking on the University premises is only allowed in the designated outdoor areas.

- The use of pyrotechnological devices is strictly prohibited!
- Activities involving use of fire and open flame are tied to special permissions.
- Smoke generators and other smoking devices may only be used with separate permission!
- Fire extinguishers and equipment: they have been placed in the corridors on every floor.
- The electrical equipment, luminaires and other equipment must be of a design that their interactions and effects on their surroundings (e.g. radiation, short circuit) should not cause fires. After finishing the event and prior to leaving, the electrical appliances (sound reinforcement, lighting, etc.) must be switched off.
- Persons provoking unrest must be removed from the event, if the said person is unwilling to leave the scene, the gatekeeping services must be notified. “B” assembly hall reception services: 4250, Building “N” gate telephone number: 4343.

Veszprém, 20…

Department of Facility Management and Security

University of Pannonia

„building/boarding house……"

Fire Alarm Plan

The current Fire Alarm Plan (fire alarm, rescue and evacuation plan) includes the codes of conduct in case of fire, explosion, disaster, act of god, other emergency (hereinafter referred to as: fire) and the rules of eliminating the consequences of such incidents at …… located on the premises of the University of Pannonia, H-8200 Veszprém, …… All employees must be familiar with the regulations, and they are required to observe them during their work and in case of emergency.

General data:

Venue:

Assessor's parcel number:

Floor area of the building: m^2

Accommodation capacity of the building: persons

Number of floors:

Number of elevators:

Alarm:

In case a fire or signs of fire are detected on the facility premises, a fire alarm signal must be given without delay and the gatekeeping service must also be notified immediately. The fire department is primarily notified by the security/gatekeeping service. In case they are obstructed, the fire department must be notifies directly. Causing panic must be avoided in each case!

Methods of signalling the fire:

- Giving a fire signal to the immediate environment: by signalling for attention and shouting and with the help of sound reinforcement in case of the organisers.
  E.g.: There is a fire at …. floor in …. room.

- By pressing the manual signal of the automatic fire alarm equipment (preferably from the proximity of the fire, as this also signals the actual location of the fire to the employees of the fire alarm centre).
- The reception services in building ..... must be notified at extension no. ..... and the **"B - assembly hall"** reception services **operating 24/7** at extension **4250**. In case the person detecting the fire is not in a position to safely notify the security/reception services, then the fire department must be notifies directly at **105** or the central emergency number of **112**. Detailed and unambiguous answers must be given to the further questions of the operator taking and the fireman receiving the call.

Emergency organisations to be notified as necessary:

Ambulance: at telephone number **104**, or at 112, the general emergency number.

Police: at telephone number **107**, or at 112, the general emergency number.

The person detecting the fire must give the following information:

- The name and telephone number of the person reporting, and the exact location,
- The accurate description of the event, and if anyone's life is at immediate risk,
- The accurate description of the actual situation, the injured persons and the immediate surroundings,
- A telephone number and name where the authorities may call back (not necessarily identical to the name of the person reporting; it must be determined based on the situation).

Procedure in the event of a fire, extinguishing the fire:

Detection of initial fires of localised extent, it is the duty of every contributor, depending on age, physical and health status, to begin extinguishing the fire with the fire extinguishers readily available, preventing further spread of the fire, possibly putting it out. The extinguishment of the fire – without assistance – may only be commenced if putting it out is possible with the available means, in observance of the safety rules.

If the extent of the fire is so large that interventions to extinguish it may endanger the contributors, it is the immediate obligation of the contributors to leave the site of the fire and the building as soon as possible.

The site of the fire accident – except eliminating any risk of fire or explosion and danger to human life – must be secured and left unaltered until the arrival of the fire department.

The head of the firefighting operation must be informed of the approaching options of the site, and his/her instructions must be followed, therefore the alarm, rescue and evacuation operations must be executed without delay in this case, too. Every organiser and participant is obliged, after detecting and signalling a fire, to rescue endangered persons, salvage incendive materials, explosive devices and assets, removing them from the endangered area.

In the course of the intervention, rescue of human life is the primary task, nevertheless, when extinguishing the flames of a person's burning clothes, care must be taken not to cause further injury with the fire extinguisher, and preferably a fire blanket or shower should be used instead.

The building must be disconnected from the electric grid before fighting electrical fires. The fact of de-energisation may only be accepted if performed by a responsible professional with adequate knowledge of the premises.

Every fire accident – even those successfully put out, regardless of the amount of damage caused – must be reported to the Department of Facility Management and Security. The fire accident scene must be left unaltered until completion of the fire accident.

Firefighting equipment (see the floor plans):

Location of fire extinguishers:

Location of mural fire hydrants:

Location of outdoor fire hydrants:

Location of the firewater storage pool:

Firewater sources outside the facility:

Rescue and evacuation:

In case of fire or other damage, it is our duty as citizens to start rescuing the people in the building as soon as possible, to the best of our capability, if this does not endanger the bodily soundness of ourselves or others. Primarily disabled persons, the elderly and the children need help in evacuation. Returning to the building is only allowed for persons participating in rescue and firefighting!

Those staying in the building must leave the building along the designated evacuation routes, following the signage placed on the corridors, and according to the instructions given by those directing the rescue operation, and proceed to the assembly point. Use the stairwell and exit nearest to your location in the building. **The assembly point is** at ..... . Persons leaving the building should not wait around it, as this obstructs rescue and firefighting operations.

The building must be left via the ..... People leaving the building should pass on the right side of the evacuation route. The left side must be left free for free movement of those performing rescue. In case of fire, it is prohibited to use the elevators!

Evacuation must be executed in silence and in a disciplined manner. Every effort must be made to avoid panic. There may be persons inside the building outside work hours and the event, therefore alarming, rescue and evacuation must be executed without delay at these times as well. Evacuation routes and emergency exits are indicated by indicator lights powered by their uninterruptable power supplies and photoluminescent signs, as well as well visible signage. The locations of the manual signallers of the fire alarm system, the fire hydrants and the manual fire extinguishers must be marked with photoluminescent signs.

Special tasks:

Tasks of the persons in the building:

- rescuing people to the best of their abilities,
- closing the doors and windows of the rooms (not locking them!),
- commence firefighting with the fire extinguishers and firefighting equipment (depending on age and physical condition),
- actively cooperate in firefighting and rescue operations.

Tasks of the gatekeeping service of building……:

- to make sure of the validity of the alarm,
- to limit the location, extent and hazard of the fire/damage,
- to notify and inform the central reception service of "B assembly hall" (extension: 4250),
- to open all exits to full width,
- perform sectional or full disconnection in accordance with the instructions of the fire department,
- to make sure no people are trapped in the washrooms and (the) elevator(s),
- the head of the firefighting operation arriving to the scene must preferably be informed of the headcount (are any persons inside the building, and if so, where?), the action taken, and the fir alarm plan and the site drawing must be handed over to him/her.
- to provide first aid to the injured.

Tasks of the central reception service:

- to make sure of the validity of the alarm,
- to limit the location, extent and hazard of the fire/damage,
- to notify the fire department, and if necessary, the ambulance and the police,
- to warn the participants and guests to leave the building along the specified evacuation routes (taking all into account),
- arranges for ensuring the mobilisation of the arriving firemen, opening the gates and barriers, diverting traffic if necessary,
- controls the alarm, evacuation and rescue processes,
- to open all exits to full width,
- perform sectional or full disconnection in accordance with the instructions of the fire department,
- to make sure no people are trapped in the washrooms,
- the head of the firefighting operation arriving to the scene must be informed of the headcount (are any persons inside the building, and if so, where?), the action taken, and the fir alarm plan and the site drawing must be handed over to him/her.
- to provide first aid to the injured,
- **Notification of the Maintenance Group:**
    - Head of Maintenance Group: +36 30 3513 - 591
    - Maintenance Group – carpenter: +36 30 3752 - 956
    - Maintenance Group – electrician: +36 30 6973 - 920
    - Maintenance Group – plumber: +36 30 6973 - 919

- During the heating season, the officer on duty of the Operations Group must be notified (Boiler room: **extension 4206**),

- Notification of the Department of Facility Management and Security (János Antal, head of department: **+ 36 30 / 226 - 9215**, Annamária Balog, Fire Safety Specialist: **+36 30 / 125 - 6617**).
- **For boarding houses:** László Haraszti, Boarding house director **+ 36 30 678 - 1510**
  László Adorján, Chief receptionist - Magister boarding house **+36 30 887 – 1675**
  Zsolt Monostori, Chief receptionist - Central boarding house **+ 36 70 501 - 2069**

Tasks of the Maintenance Group and the Operations Group:

After being notified and/or arriving to the site, to assist rescue/firefighting activity by performing the following tasks, based on the fire brigade's instructions:

- handover of technical information, de-energisation,
- shutting/switching off utilities, switching to emergency operation mode,
- disconnection of external electric power supply,
- shutting down the heating system.

Tasks of the relevant staff members of the Department of Facility Management and Security:

With regard to task distribution: assisting the staff of the reception services, Central Receptions, as well as the Maintenance Group and the Operations Group, particularly in the coordination of alarm, evacuation, and rescue procedures, taking into account the division of responsibilities.

Tasks of event organisers:

- contribution to the alarming, evacuation, rescue and firefighting operations,
- call, with the help of the sound reinforcement system, the participants and guests to leave the building along the specified evacuation routes (taking all into account),
- to provide first aid to the injured,
- secure the site until the arrival of the emergency organisations.

<u>First aid:</u>

Every person is obliged to help the injured and those in trouble, to the best of his/her knowledge, in accordance with the gravity of the accident. First and foremost is first aid provision, which is made up of 3 main steps:

1. First comes **securing the site**, during which safety is key. The safety of the victim, the first aid provider and those at the scene must be ensured, and attempts must be made to eliminate the hazard sources.
2. In the second step, **information** must be gathered on the state of the injured and his/her immediate environment. It must be assessed whether anyone is able to help among those present, if the necessary tasks can be shared, and if the emergency organisations must be notified.
3. As a third step, **the ambulance must be notified**, in possession of the necessary and correct information.

First aid kits can be found at the gates.

Specific hazard sources:

Large numbers of persons present in the building. Causing panic must be avoided in each case! It is prohibited to **block** corridors, evacuation routes, electrical and fire protection equipment, fire and smoke doors even on a temporary basis; they must be kept in **accessible** and **usable** state. The doors of the stairwells and gateways must be kept closed, to prevent smoke from entering. It is **forbidden** to lock gateway doors and emergency exits during the event! Those assisting in the operations must shut down machines and equipment and de-energise them.

Central master switches and shut-off valves:

Electric master switch:

Electricity supply:

Gas master shut-off valve:

Center for the automatic fire alarm equipment:

Remote monitoring system for the automatic fire alarm equipment:

Activation and deactivation switch of the heat and smoke detector panel:

Water supply shut-off valve:

Central drain for the precipitation water drainage network:

Air conditioner control unit:

Photovoltaic panel deactivation options:

The contents of the present evacuation plan must be communicated to those working in the building, and their observance must be requested. The contents of the Fire Alarm Plan must be announced in the framework of a fire protection training.

Annexes:

Planning of evacuation:

- site drawing
- floor plans: containing assembly points, evacuation routes and fire protection equipment
- risk classification
- evacuation calculations

Veszprém, ... 20...

.....

Prepared by

Position

Organisational unit

Fire Alarm Plan

Evacuation plan for **building/boarding house .....**

Fire and emergency plan / Flucht- und Rettungsplan

Jelmagyarázat / Legend /Legende



Annex 8

Fire distances to be observed

Safety distance between buildings

	A	B	C	D	E
1	**Standard risk class**	**Safety distance between Buildings A and B (m), if the standard risk class of Building B is**			
2	**of Building A**	**NAK**	**AK**	**KK**	**MK**
3	NAK	3	5	6	7
4	AK	5	6	7	8
5	KK	6	7	8	9
6	MK	7	8	9	10

Safety distance between buildings and storage units

	A	B	C	D	E
1	**Nature and flammability characteristics of the material stored in the storage unit**	**Safety distance between building and storage unit (m), if the standard risk class of the building is**			
2		**NAK**	**AK**	**KK**	**MK**
3	Materials not classified as flammable and products and things made exclusively of such materials; combustible packaging materials, without containers	no requirements (for there is no combustible packaging or container)			
4	Only substances belonging to a hazard class with an increased risk of fire or explosion, in quantities exceeding 3000 litres	10	10	12	14
5	Substances belonging to a hazard class with moderate or no risk of fire and products and articles made of such substances, irrespective of the fireproof characteristics of the packaging, and substances belonging to a hazard class with increased risk of fire or explosion, in quantities not exceeding 3000 litres Only substances not classified as flammable and products and articles made of such substances, with packaging made of combustible materials Only substances belonging to a hazard class with an increased risk of fire or explosion, up to 3,000 litres	6	6	8	10
6	Stacks, stack-yards or storage units of fibrous plants located outside facilities	50		100	200

Safety distances to be kept from storage units

	A	B
1	**Nature and flammability characteristics of the material stored in the storage unit**	**Safety distance to be kept from storage unit (m)**
2	Only substances not classified as flammable and products and articles made of such substances; packaging made of combustible materials, without container	no requirements

3	Only substances belonging to a hazard class with an increased risk of fire or explosion, in quantities exceeding 3000 litres	15
4	Substances belonging to a hazard class with moderate or no risk of fire and products and articles made of such substances, irrespective of the fireproof characteristics of the packaging, and substances belonging to a hazard class with increased risk of fire or explosion, in quantities not exceeding 3000 litres Only substances not classified as flammable and products and articles made of such substances, with packaging made of combustible materials Only substances belonging to a hazard class with an increased risk of fire or explosion, up to 3,000 litres	10
5	Stacks, stack-yards or storage units of fibrous plants located outside facilities	20

Annex 9

Incendiary hazard class of materials

Materials in highly incendive or explosive class

a) Materials according to REGULATION (EC) No 1272/2008 of the European Parliament and of the Council of 16 December 2008 on classification, labelling and packaging of substances and mixtures, amending and repealing Directives 67/548/EEC and 1999/45/EC, and amending Regulation (EC) No 1907/2006 (hereinafter referred to as: CLP decree)

aa) Unstable explosives and explosives in Divisions 1.1–1.5,

ab) Incendive gases in categories 1 and 2 and chemically unstable gases in categories A and B,

ac) Aerosols in categories 1 and 2 and incendive solid materials in categories 1 and 2,

ad) Self-reactive substances or mixtures Types A, B, C or D,

ae) Pyrophoric liquid in category 1 and pyrophoric solid material in category 1,

af) Mixtures in categories 1 and 2, which in contact with water emit flammable gases,

ag) Oxidising liquids in category 1, oxidising solid materials in category 1 or organic peroxides of Type A, B, C or D

b) Of the incendive liquids in category 1, 2 or 3 according to the CLP decree

ba) Liquids with a closed cup flash point below 21 °C,

bb) Liquids with a closed cup flash point at least 21 °C, and an open cup flash point not greater than 55 °C with the exception of

wet dispersion systems whose flash point cannot be determined by standard methods and whose combustible material content is above 25% with water content below 50%,

bc) Liquids whose operational temperature is higher than 35 °C and is higher than its open cup flash

point minus 20 °C,

with the exception of diesels, heating oils and petroleum of at least 50 °C open air flash point,

c) Of substances and mixtures not pertaining to points a) and b) and points a) and b) of paragraph (2)

ca) Flammable gases, vapours and mists,

cb) Explosive mixtures of powder or small granules of solid materials and air,

cc) Liquids and melts with a closed cup flash point below 21 °C,

cd) Liquids and melts with a closed cup flash point at least 21 °C, and an open cup flash point not greater than 55 °C,

and

ce) Liquids or melts whose operational temperature is higher than 35 °C and is higher than its open cup flash point minus 20 °C.

Materials in moderately incendive class

a) Of materials classified in one of the hazard classes of the CLP decree:

aa) The explosive material in sub-class 1.6.,

ab) Oxidising gases in category 1,

ac) Self-reacting substances and mixtures of Type E, F and G,

ad) Self-heating substances and mixtures in categories 1 and 2,

ae) Mixtures in category 3, which in contact with water emits flammable gases,

af) Oxidising liquids in categories 2 and 3,

ag) Oxidising solids in categories 2 and 3,

ah) Organic peroxides of Type E, F and G,

b) Of materials classified in one of the hazard classes of the CLP decree, of the incendive liquids in

categories 1, 2 or 3:

ba) Liquids with open cup flash points greater than 55 °C,

bb) Liquids whose operational temperature is higher than 35 °C and is higher than its open cup flash point minus 20 °C,

bc) Any wet dispersion system whose flash point cannot be determined by standard methods and whose combustible material content is above 25% with water content below 50%, and

bd) Diesels, heating oils and petroleum of at least 50 °C open cup flash point,

c) Of substances and mixtures not pertaining to points a) and b) of paragraph (1) and points a) and b) of paragraph (2)

ca) Solid combustible materials if not in highly incendive or explosive class,

cb) Any gas that does not burn but support combustion with the exception of air,

cc) Building materials with ignition temperatures above 150 °C in class B-F determined by the procedure according to the corresponding

technical requirements,

cd) Any wet dispersion system whose flash point cannot be determined by standard methods and whose combustible material content is above 25% with water content below 50%,

ce) Liquids and melts with an open cup flash point above 55 °C,

cf) Liquids and melts whose operational temperature is higher than 35 °C and is higher than its open cup

flash point minus 20 °C.

Materials in non-incendiary class

a) Non-combustible materials if not classified as highly incendive or explosive or moderately incendive

b) Building materials in A1 or A2 fire protection class and

c) Aerosols in category 3 according to the CLP decree

Annex 10

Permit for occasional incendive work

1. Name of the issuing organisation

Name of the incendive activity that may be conducted according to the National Fire Protection Regulations and the inspection conducted on ……:

2. Location:

3. Duration:

4. Fire protection provisions:

At least 1 6 kg powder extinguisher and 1 carbon-dioxide extinguisher must be kept ready for the incendive activity. Fire extinguishers can be found at ……

No incendive and explosive materials may be present within a 4 metre radius of the incendive activity.

Incendive activity may only be started if the protection of the environment is ensured, with no risk of fire or explosion present. After finishing the activity presenting a fire hazard, the employee shall inspect the site and its immediate vicinity from fire safety aspect and eliminate all and any circumstance which can cause a fire or explosion. At least one person must be constantly present during the activity. In the course of the incendive activity, the provisions of the Fire Safety Regulation must be observed (available at: www.uni-pannon.hu).

5. I encharge the following employees with the execution of the above conditions and supervision during the work:

Name	ID card number	Fire safety training certificate no.:	Mobile

Veszprém, ... 20...

.....

signature of the person issuing the permission

6. **Employees conducting the incendive activity:**

Name	**ID card number**	**Fire safety training certificate no.:**	**Mobile**

The measures described in point 4 have been implemented, the incendive work may begin.

I hereby order performance of the work:

Veszprém, ... 20...

.....

Name and signature of the person directing the work

Technical solutions of fire protection

A		B		C		D	
Technical solution concerned		**Review by the operator**		**Periodic review**		**Maintenance**	
		cycle time	**need for and method of documentation**	**cycle time**	**need for and method of documentation**	**cycle time**	**need for and method of documentation**
Fire extinguisher		3 months (+ 1 week)	fire safety logbook	no requirements		6 months (+ 1 month)[1]), 12 months (+ 1 month)[2]), 5 years (+ 2 months), 10 years (+ 2 months)	fire safety logbook
Wall-mounted fire hydrants, water sources excluding natural water sources, pumps ensuring the operation of the wall-mounted fire hydrants and the external firefighting water supply, dry riser		6 months (+ 1 week)	fire safety logbook	12 months (+ 1 month)	fire safety logbook	at the time of the periodic review	fire safety logbook
Built-in fire alarm		1 day, except in the case of an automatic monitoring system, 3 months (+ 1 week)	fire safety logbook	6 months (+ 2 weeks), 12 months (+ 1 month)	fire safety logbook	at the time of the periodic review	fire safety logbook
Safety lighting, escape signs illuminated from the outside or inside, beacon lights according to previous regulations		3 months	fire safety logbook	12 months (+ 1 month)	fire safety logbook	at the time of the periodic review	fire safety logbook
Panic lock, emergency exit lock, emergency exit security system		Before each event, but at least 3 months (+1 week)	fire safety logbook	6 months (+ 2 weeks)	fire safety logbook	at the time of the periodic review	fire safety logbook
Fire barriers	fire-resistant windows and doors	1 month	fire safety logbook	6 months (+ 2 weeks)	fire safety logbook	at the time of the periodic review	fire safety logbook
	fire barriers containing movable elements	no requirements		6 months (+ 2 weeks)	fire safety logbook	at the time of the periodic review	fire safety logbook

Heat and smoke protection solutions	fume extractor, air-supply system	3 months (+ 1 week)	fire safety logbook	6 months (+ 2 weeks)	fire safety logbook	at the time of the periodic review	fire safety logbook
	fire-resistant windows and doors	3 months (+ 1 week)	fire safety logbook	6 months (+ 2 weeks)	fire safety logbook	at the time of the periodic review	fire safety logbook
Pressurised smoke-free stairwell, pressurised lobby air supply system (checking compliance with expected air quality parameters)		-	-	before entry into service or after modifications affecting efficiency	measurement report	-	-
Diesel generating set classified as emergency power supply		1 month (+ 3 days)	fire safety logbook	12 months(+ 1 month)	fire safety logbook	at the time of the periodic review	fire safety logbook
Battery classified as a backup power source, uninterruptible power supply		1 month (+ 3 days)	fire safety logbook	12 months (+ 1 month)	fire safety logbook	at the time of the periodic review	fire safety logbook

Annex 12

Inspection logbooks

Inspection logbook

Battery classified as back-up power supply

and uninterrupted power supply operated in Building ....

2025

Place of installation:

Quarter	Date of inspection	Assessment	Comment	Signature
I				
II				
III				
IV				

Inspection logbook

On the inspection of diesel generating sets operated in Building ...

2025

Place of installation:

Quarter	Date of inspection	Assessment	Comment	Signature
I				
II				
III				
IV				

Inspection logbook

On the inspection of safety lighting and escape signs illuminated from the inside or the outside

2025

Building, place of installation: Building …

Quarter	Date of inspection	Assessment	Comment	Signature
I				
II				
III				
IV				

Inspection logbook

ON THE CHECK OF OPERABILITY OF THE SMOKE BARRIER DOORS, WINDOWS AND HATCHES

2025

Building, location of installation: "….." building, H-8200 Veszprém, …….. .

Quarter	Date of inspection	Assessment	Comment	Signature
I.				
II.				
III.				

IV.				

Inspection logbook

On the inspection of pumps supplying external extinguishing water

2025

Location:

Name of the person carrying out the operator's inspection .....

Serial number	**Pressure booster pumps**	**Date (quarter) of checking and assessment**			**Repair**
	location	**Assessment**	**Semester I.**	**Semester II.**	
1.	**building "....."**				
2.	**building "....."**				

Inspection logbook

INSPECTION RECORDS OF PANIC LOCKS,

EMERGENCY EXIT LOCKS AND EMERGENCY EXITS

2025

Operating organisation (organisational unit): ……

Name of the person carrying out the operator's inspection ……

Serial number	**The securing system of the panic lock, emergency exit lock and emergency exit**	**Dates (quarter) of checking and assessment**					**Repair**
	location	**Assessment**	**Q1**	**Q2**	**Q3**	**Q4**	
1.	**building "….."**						
2.	**building "….."**						

Inspection logbook

ON THE CHECK OF OPERABILITY OF THE FIRE DOORS, WINDOWS AND HATCHES

2025

Building, location of installation: "....." building, H-8200 Veszprém, ...

Month	Date of inspection	Assessment	Comment	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				