CORVINUS UNIVERSITY of BUDAPEST	**PROVISIONS OF THE PRESIDENTIAL COMMITTEE**	**11/2024** Version number: **00**

FIRE SAFETY REGULATION OF THE MAIN BUILDING OF CORVINUS UNIVERSITY OF BUDAPEST

Person responsible for professional aspects:	**Krisztina Vági**	Head of Fire and Labour Safety
Professional aspects checked by:	**Tamás Dóczi**	Head of Campus Services
Legal aspects checked by:	**Zsuzsanna Borbás**	Head of Economic Law, Procurement and Labour Law Services
Decision-making body:	**Presidential Committee**	
Person responsible for editing and publishing the text	**Anikó Erős**	Higher Education Expert

Version number	Date of publication	Effective date	Version tracking
00	29. 04. 2024	01. 05. 2024	**Publication** Resolution No. ET-52/2024. (25 April)

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Prepared by:

Date of preparation: 1 March 2024

Decree No. 9/2015 (25 March) of the Ministry of the Interior

Section 7(7) The fire safety regulation may be drawn up and amended by a person having at least an intermediate level of vocational qualification in fire safety. In the case of the Corvinus University of Budapest, the law requires the employment of a person with a high level of vocational qualification in fire safety, thus only a person with a high level of vocational qualification in fire safety is entitled to prepare and amend the fire safety regulation.

The regulation was approved by:	…… **Dr. Ákos Domahidi** Chancellor Corvinus University of Budapest
The regulation was prepared by:	…… **László Czudar Jr.** Chief Fire Officer Raduc Mix Kft. Serial code: PT J Serial number: 186809 Master data sheet number: V-4/2006 Registration no: 01-0902-05 Place of examination: BM KOK (Ministry of the Interior, Disaster Management Training Centre) 1033 Budapest, Laktanya u. 33. info@raducmix.hu; +36 23 520 135/136 …… **Krisztina Vági** Head of Fire and Labour Safety Corvinus University of Budapest Fire Safety Engineer, SZ.M.L-25/2012 Szent István University YBL Miklós Faculty of Civil Engineering, 1146 Budapest, Thököly út 74. krisztina.vagi@uni-corvinus.hu; +36 30 131 9366

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OF THE MAIN BUILDING OF CORVINUS UNIVERSITY OF BUDAPEST

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FIRE SAFETY REGULATION OF THE MAIN BUILDING OF CORVINUS UNIVERSITY OF BUDAPEST

Preamble

The Presidential Committee of the Corvinus University of Budapest, in accordance with the provisions contained in Section 19 (1) of Act XXXI of 1996 on fire prevention, technical rescue and fire brigades (hereinafter: Fire Protection Act), as amended from time to time, the Decree No. 101/2023 (29 December) of the Ministry of the Interior and Decree No. 54/2014 (5 December) of the Ministry of the Interior on the National Fire Safety Code (hereinafter: NFSC), issues the following Fire Safety Regulation for the Main Building of the Corvinus University of Budapest (1093 Budapest, Fővám tér 8.), its premises and open spaces.

The description of the basic fire safety tasks of the Corvinus University of Budapest (hereinafter: University), including the general rules of use and storage rules for the building, which are set out in the Fire Safety Regulation, serve the safety of employees, those working on the premises, students and guests staying on the premises, therefore it is everyone's common interest to know and comply with the provisions contained in this document.

Scope of the Fire Safety Regulation

1. §

(1) Territorial scope:
The Main Building of Corvinus University of Budapest, its premises, open spaces and all activities (including transport and storage) subject to the material scope.

(2) Personal scope:

a) Persons employed in the Main Building of Corvinus University of Budapest under a work-related legal relationship (employment relationship or other engagement contract), students and all persons staying as guests in the main building of Corvinus University of Budapest. Any person entering and staying on the premises accepts the provisions of the Fire Safety Regulation as binding.

b) The fire safety responsibilities of other economic operators (their members and employees), private entrepreneurs, persons not employed under organised work-related legal relationship by the University, subcontractors, suppliers as well as persons participating in events (hereinafter referred to as "external Companies") that have a contract for the Main Building of Corvinus University of Budapest but carry out activities on the premises falling within the territorial scope shall be laid down in the contract.

(3) Material scope:
All legal relationships, measures and duties related to the Main Building of the Corvinus University of Budapest concerning fire safety shall be interpreted exclusively in conjunction with the internal regulations, house rules and instructions of the Corvinus University of Budapest which this Fire Safety Regulation expressly refers to or enables.

Purpose of the Fire Safety Regulation

2. §

(1) The purpose of this Fire Safety Regulation is to:

a) set out the University's fire safety requirements, rules of use, the duties and obligations of each executive and employee in relation to fire safety, the system of responsibilities, in accordance with the installation, use, operation and maintenance;

b) ensure that the fire safety requirements laid down in the legislation are complied with and that the conditions for preventing and responding to states of danger related to the activities are met;

c) arrange for and participate in on-site drills for the fire brigade in order to prepare for fire extinguishing and technical rescue, on the basis of prior agreement;

d) ensure that the conditions laid down by law for the prevention and extinguishing of fires and for technical rescue in connection with their activities are met, and that fire safety inspections can be carried out;

e) ensure that the fire safety of the University is provided by an appropriate organisation, by a person with vocational qualification in accordance with the relevant legislation or by using such a service.

(2) This Regulation is deemed to be issued when it is published on the internal computer network in a manner accessible to all employees and students of the University.

(3) Breaches of the Regulation may give rise to labour law, civil law, misdemeanour proceedings, a fire safety fine or criminal prosecution, depending on the weight and nature of the act or omission and its consequences.

(4) In issues not regulated here, the provisions of the currently valid laws, standards and regulations shall prevail.

(5) This Regulation must be kept up-to-date and revised as necessary. This is the responsibility of a specialist with a high level of qualification in fire safety or a fire safety service company.

THE ROLE, STRUCTURE, GOVERNANCE, FINANCING OF THE FIRE SAFETY ORGANISATIONAL UNIT

The role of the fire safety organisational unit

3. §

(1) To promote protection against fire – prevention –, to comply with and enforce the provisions of the Fire Safety Regulation, and to ensure the availability and operability of fire safety devices and specialised appliances.

(2) To ensure that the persons concerned are made aware of their duties and responsibilities in relation to fire prevention.

(3) To organise, conduct and document fire safety training for new entrants.

(4) To organise the annual fire drill according to the Fire Alarm Plan.

(5) The fire safety organisational unit ensures regular fire safety inspections and draws attention to any irregularities and how to rectify them.

(6) To monitor the timely performance of operator's checks and periodic reviews, and to ensure that any shortcomings identified are eliminated.

(7) In order to make sure that fire prevention skills are acquired, ensure that the Fire Safety Regulation and the Fire Alarm Plan are properly developed and kept up-to-date, that a training agenda is developed for the facility concerned and that it is subsequently taught so that everyone is familiar with it.

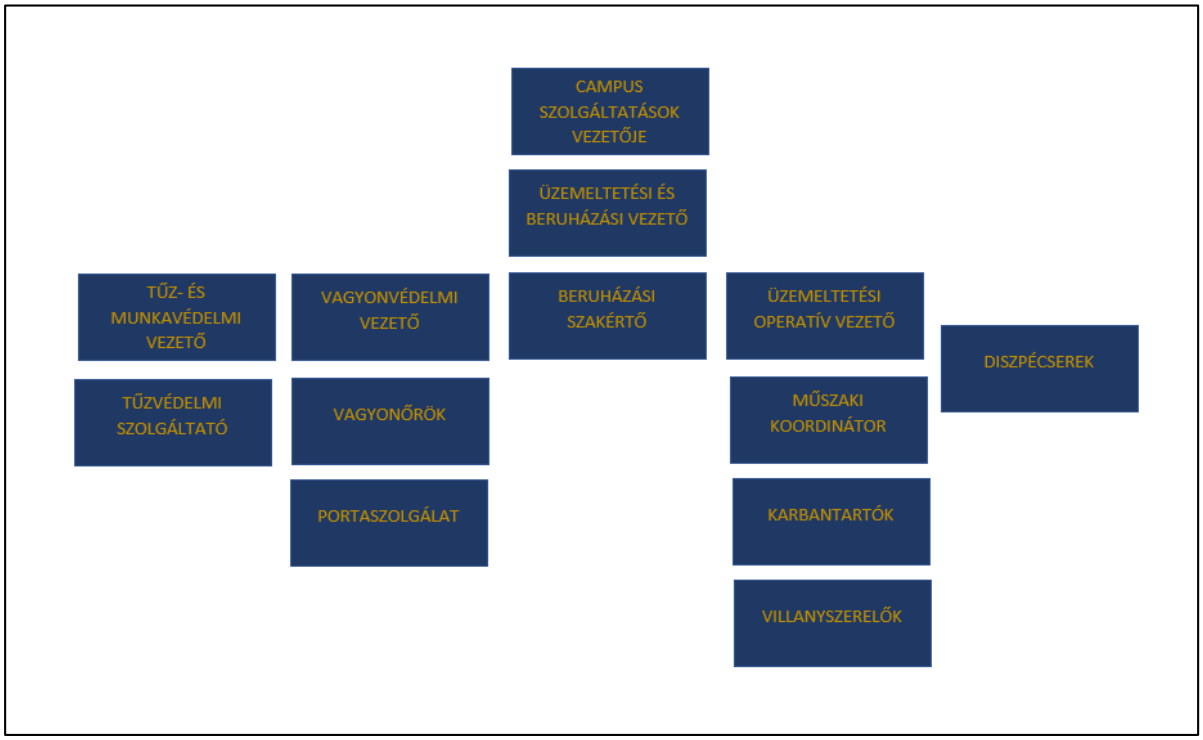
(8) To enforce fire safety aspects during alterations and renovations.

(9) To ensure that occasional activities posing a fire hazard are agreed and authorised in advance.

Structure of the fire safety organisational unit

4. §

(1) Campus Services – organigram:



Governance of the fire safety organisational unit

5. §

(1) The fire safety operation and maintenance tasks in the building are carried out by the members of the Campus Services fire safety organisational unit, who report the solution of fire safety issues to the Technical Coordinator, the Facility Operations Manager and the Head of Fire Safety and request action in fire safety issues that exceed their competence.

(2) If an action is beyond the competence of the Head of Fire Safety, he or she will recommend a solution to the Head of Campus Services, who will request a central action.

Financing

6. §

(1) The University provides centrally the liquid assets necessary for the financing and maintenance of an adequate level of fire safety in University buildings and for the operation of the fire safety organisational unit. The costs are planned annually in the economic and budgetary plan.

PERSONS RESPONSIBLE FOR THE ENFORCEMENT AND IMPLEMENTATION OF FIRE SAFETY RULES AND REGULATIONS, AND THEIR DUTIES

Duties and powers of the Chancellor

7. §

(1) In cooperation with the Presidential Committee, the Chancellor is responsible for ensuring the organisational and financial conditions necessary for the performance of fire safety duties.

(2) At the same time as the Fire Safety Regulation is issued, the Chancellor mandates the Head of Campus Services to take full authority and responsibility for fire safety matters and to report on the fire safety situation of the university facilities as required, but at least annually.

(3) In cooperation with the Head of Campus Services, the Chancellor establishes and maintains the University's fire safety organisational unit to facilitate the performance of fire safety duties and compliance with fire safety legislation.

(4) Plans the expenditure related to fire safety in the annual budget of the university facilities and ensures their planned use.

Duties and powers of the Head of HR

8. §

(1) Provides the necessary information and data to the Head of Fire Safety for the initial and refresher fire safety training of employees.

(2) Ensures that only properly qualified staff are employed in university jobs requiring fire safety qualification or certificate.

Duties and powers of the Head of Economic Law, Procurement and Labour Law Services

9. §

(1) Monitors the fire safety context of emerging legislation and informs the Head of Fire Safety as necessary.

(2) In the case of smoking in prohibited areas and other fire safety offences, establishes the employee's liability and conducts the procedure of calling to account.

(3) Represents the Corvinus University of Budapest in fire safety legal matters with the involvement of the Head of Fire Safety or a fire safety service company.

(4) Monitors University regulations, provisions and contracts to ensure that they are in compliance with the University's Fire Safety Regulation.

(5) Following a fire, on the basis of the property and liability insurance of the Corvinus University of Budapest in force at the time, he/she initiates the damage notification procedure with the Insurer and conducts the procedure with the assistance of Campus Services.

Duties and powers of the Head of Communications

10. §

(1) Notifies the Head of Campus Services of all planned on- and off-campus events and seeks his/her professional opinion.

(2) Ensures that events are organised in a way that takes account of professional opinions.

(3) Promotes the enforcement of the professional opinions and the Fire Safety Regulation during the preparation and implementation of the event.

Duties and powers of workplace executives

11. §

(1) For the purposes of this Regulation, an "executive" is defined as

a) any employee who belongs to the category of executive in the Organisational and Operational Procedures;

b) any employee who, in a particular work area, has an independent, specific scope of duties or who supervises others within the scope of his/her duties.

(2) "Executives" are responsible for ensuring that the fire safety provisions are observed at all times in the area under their control and by their subordinates.

(3) In the absence of the executive competent in fire issues, he/she must be replaced by his/her deputy or a person authorised in writing.

(4) He/she is responsible for the fire safety of the areas under his/her control, for maintaining the requirements of the Regulation and other legislation or special requirements and for carrying out the necessary inspections.

(5) He/she must enforce the fire safety provisions without any special notice or action to do so, and must monitor them properly and take effective action to eliminate any irregularities of which he/she becomes aware.

(6) Ensures that employees receive fire safety training appropriate to their job titles before they start work. This is followed by refresher fire safety training via the computer system as required.

(7) The "executive" is responsible for ensuring that the general and occasional fire safety requirements for use are complied with, and that regular and occasional activities posing a fire hazard are carried out only in strict compliance with the requirements.

(8) The "executive" is responsible for ensuring that no rubbish or waste is stored in the work area under his/her responsibility, and that order, cleanliness and storage rules are maintained.

(9) The executive must ensure that the necessary fire safety devices and appliances are displayed in a usable condition and accessible at all times, that they are not removed from their places and that they are used only for their intended purpose.

(10) He/she monitors employees' compliance with the smoking ban.

(11) The executive bears objective responsibility for the work of his/her subordinates, for material storage, warehousing, transport, haulage, occasional hazardous activities, for the observance of the University's fire safety rules, including compliance with the smoking ban, and for the continuous monitoring of the activities.

(12) He/she must immediately investigate any anomalies that come to his/her attention, stop work in the event of imminent danger and report these to the executive responsible for their elimination, or take action to remedy the irregularity.

(13) All requirements concerning the transport, handling and use of flammable liquids, incompatible substances and explosive substances must be fully observed and monitored.

(14) The executive must check regularly:

a) that the building, appliance, work equipment and working methods used in the work area of the unit under his/her control comply with fire safety requirements, – that the employees acquire and have a sufficient knowledge of fire safety in relation to their work,

b) the order, cleanliness and discipline in the workplace under his/her control,

c) in the workplaces under his/her control:

- if available, the accessibility and operability of safety equipment so that workers are aware of their use and operation, and of their duties in the event of fire,
- that utility shut-off devices, passageways and escape routes are accessible and clear.

(15) The executive must participate in the fire safety procedures in his/her area or, in case he/she is prevented from performing his/her duties, arrange for appropriate deputising.

Duties and powers of employees

12. §

(1) For the purposes of this Regulation, an "employee" is any person who is employed by the University, or who is engaged in any activity in the course of organised employment, under a civil law contract or other legal relationship, under any legal title.

(2) It is the responsibility of the external company to draw up fire safety rules for the employees of the external company, but in addition to or for lack of relevant legal requirements, the University's Fire Safety Regulation must be taken into account.

(3) They are expected to attend fire safety training sessions via the computer system, to learn what is presented and what they have seen and heard, so that they can apply it properly in their daily work.

(4) They are expected to become familiar with the location and operation of fire safety appliances, the rules for fire alarms, the means of evacuation, the requirements for proper behaviour and action in the event of fire – signalling a fire, raising a fire alarm, rescuing, extinguishing etc. – and the operation of safety equipment.

(5) If they detect fire or become aware of a fire hazard, they must follow the instructions in the "Fire Alarm Plan", which is a separate document from the Regulation. Once the fire brigade arrives, they must carry out the instructions of the fire chief.

(6) In carrying out work processes and other activities, they must comply with the general and ad hoc fire safety requirements for use and with other applicable fire safety rules without any special notice or action to do so.

(7) They must take particular care when storing materials, using electrical equipment and any heat-generating apparatus, and carrying out activities that could cause fire.

(8) Defective equipment – e.g. electrical equipment, extension cords, distributors etc. – and appliances must not be used and must be repaired only by competent specialists.

(9) Activities involving naked flames and fire hazard may only be carried out in strict compliance with the specific written conditions issued for this purpose. There is no exception to this. Using flammable liquids for washing, cleaning or cleansing is prohibited!

Duties and powers of the Head of Campus Services

13. §

(1) The Head of Campus Services ensures that fire safety is carried out in accordance with internal regulations. The Head of Campus Services shall report to the Chancellor.

(2) He/she ensures that fire safety requirements are enforced and that the requirements of legislation and standards are properly implemented.

(3) He/she is responsible for the work of the organisational unit under his/her control and for ensuring compliance with fire safety requirements.

(4) He/she is responsible for creating the necessary conditions for the University as a lessee to comply with the fire safety requirements related to use, for ensuring continuous compliance with the requirements, and for monitoring compliance with the fire safety requirements.

(5) He/she ensures that, in the event of using or renting University premises for an event, the specific room, group of rooms, building or equipment is handed over to the responsible representative of the organising body.

(6) He/she reviews the University's draft Fire Safety Regulation and its amendments and updates them as necessary. Once approved, their implementation will be monitored on an ongoing basis.

(7) If necessary, he/she may order an extraordinary fire safety inspection and carry out a targeted inspection.

(8) He/she requests the Head of Fire Safety to report as necessary on the fire safety situation, the activities carried out and the fire safety situation at the University.

Duties and powers of the Head of Operations and Investment

14. §

(1) In the operation of the university building and in the course of investment projects in the buildings, he/she ensures that fire safety requirements are enforced and that the requirements of legislation and standards are properly implemented.

(2) Pursuant to Decree No. 54/2014 (5 December) of the Ministry of the Interior, he/she checks, on an ongoing basis, the completion and existence of minutes taken of operator's checks and periodic reviews.

(3) In case of omitted reviews, maintenance, repairs, he/she initiates liability proceedings against the external companies and requests them to carry out the omitted check, review or maintenance tasks and to prepare the documentation.

(4) In the case of new technology, equipment, machinery, he/she notifies the Head of Fire Safety or the fire safety service company so that they can be reviewed from a fire safety perspective.

(5) He/she instructs the Head of Fire Safety to carry out fire safety inspections and evacuation drills.

(6) He/she ensures compliance with fire safety requirements during the alteration of buildings, and promotes the enforcement of fire safety requirements during the preparation and implementation of investment projects. He/she coordinates fire safety requirements with the Head of Fire Safety during the investment project.

Duties and powers of the Head of Asset Protection

15. §

(1) He/she ensures that the guard service under his/her direct supervision is familiar with their duties as defined in the Fire Safety Regulation and the Fire Alarm Plan, and that they are trained in the use of the fire alarm control panel.

(2) He/she ensures that a spare key is always available at a central location, and access is always guaranteed to all premises in the building and to all leased properties.

(3) He/she ensures that the persons providing the guard services participate in the annual evacuation drill.

(4) After a fire has occurred, he/she instructs the guard service to demarcate the area and not to alter it.

(5) He/she ensures safety conditions in the event of planned shutdowns or failures of the built-in fire alarm system in accordance with the local risk, and ensures that the reduced level of protection is compensated for, in consultation with the Facility Operations Manager and the Head of Fire Safety.

Duties and powers of the Facility Operations Manager

16. §

(1) During the operation of the university building, he/she ensures the enforcement of fire safety requirements and the proper implementation of the requirements of legislation and standards.

(2) He/she keeps in continuous touch with the external company and facilitates the rectification of any shortcomings identified during operational audits and periodic reviews of fire safety technical solutions.

(3) He/she monitors the due dates of operator's checks and periodic reviews and the maintenance of fire safety technical solutions and the documentation of these activities. In the event of shortcomings, he/she will ask the external company to eliminate them.

(4) He/she monitors the correction and documentation of defects in fire safety technical solutions identified during reviews. In the event of shortcomings, he/she calls on the external operating company to eliminate them.

(5) In the case of an occasional fire-hazardous activity affecting the operation, as the person ordering the work, he/she countersigns the fire permit and verifies the required vocational qualifications and fire safety examination. In the case of missing documents, he/she will not authorise the work and will ask the person carrying out the work to provide the missing documents.

(6) He/she ensures the elimination of fire safety irregularities detected during evacuation drills, internal fire safety checks and official inspections through the external operating company.

(7) He/she facilitates the fire authority's inspections and the fire brigade's local knowledge drills.

(8) He/she facilitates the investigation of fires, secures the venue and gives instructions not to change the location until authorised by the fire chief.

(9) He/she keeps in constant touch with the Head of Fire Safety.

(10) Detector and zone deactivation may be authorised only by the Facility Operations Manager, who indicates the need for deactivation to the external operating company performing the periodic review and to the remote monitoring service, and agrees on the circumstances of the zone deactivation and reset, and puts in place countermeasures to compensate for the reduced level of protection.

(11) He/she informs the Head of Operations and Investment and the Head of Fire Safety of all relevant fire safety issues affecting the safety of the building.

(12) He/she allows the use of individual combustion and heating equipment.

Duties and powers of the Technical Coordinator

17. §

(1) He/she continuously monitors the due dates for operator's checks and periodic reviews of fire safety devices and equipment in accordance with the relevant NFSC.

(2) He/she organises and supervises the work of maintenance staff and electricians, the performance and proper documentation of operator's checks, and the filing of the documentation of operator's checks in the fire safety operation logbook.

(3) He/she monitors the documentation of periodic reviews, the errors found during the reviews and their correction. He/she ensures that fault fixing measures are properly documented, and the documentation is filed in the fire safety operation logbook and kept at the venue.

(4) He/she ensures that fire safety documentation is kept up-to-date in accordance with the relevant requirements of the NFSC.

(5) He/she informs the Facility Operations Manager of any fire safety defects that were detected and came to his/her attention during the operator's check and/or the periodic review, and takes steps within his/her competence to rectify the defects.

(6) He/she immediately informs the Facility Operations Manager, the Head of Asset Protection and the Head of Fire Safety of any planned or unplanned shutdown of the fire alarm system 5 working days before the outage, or, in the case of a failure that cannot be rectified within 24 hours, immediately.

(7) In case of fire, he/she will take steps, under his/her own authority, to investigate the incident and have the relevant extraordinary reviews carried out as described in point 5 of the Fire Alarm Plan.

(8) During evacuation drills, he/she ensures the presence of the appropriate person to reset the controls that have been deactivated by the fire alarm system.

(9) He/she issues authorisations to carry out operator's checks in accordance with *Annex 8* to this Regulation, and ensures that the authorisations are filed in the fire safety operation logbook available at the reception desk.

Duties and powers of the Head of Fire Safety

18. §

(1) He/she must report any shortcomings, found during checks, inspections or otherwise brought to his/her attention, to the Head of Campus Services, the Head of Operations and Investment, the Facility Operations Manager and the Head of Asset Protection in the form of a report, and, if required, propose a solution.

(2) He/she is responsible for carrying out fire safety inspections, checking compliance with fire safety rules of use and the existence of operation and maintenance documents for fire safety technical solutions.

(3) He/she monitors the due dates of the operator's checks and periodic reviews of fire safety devices and equipment available in the area of the building. If he/she notices any shortcoming in the operation logbook, he/she must notify the operator in writing.

(4) He/she will report the planned partial and complete shutdowns of the fire alarm system in writing at least 5 working days before the shutdown, and any failure that cannot be rectified within 24 hours shall be reported immediately by telephone to the place designated by the first level fire authority.

(5) He/she trains the deployed fire watchers to compensate for the decreasing level of protection.

(6) He/she participates in official check carried out by the Disaster Management Branch and supports the University in the event of any faults or fire safety irregularities, ensuring their rectification in cooperation with the Facility Operations Manager.

(7) He/she ensures that the Fire Safety Regulation is kept up-to-date.

(8) He/she organises and carries out the Fire Alarm Plan drill and records it in minutes.

(9) He/she ensures that the fire safety training material for employees and students is continuously updated and kept up-to-date.

(10) He/she ensures the presence of the appropriate person to represent the operational functions at official checks.

(11) In the case of fire safety irregularities affecting his/her scope of duties, he/she ensures that the detected defects are corrected and properly documented and agreed with the authorities.

Duties and powers of the maintenance staff

19. §

(1) They are responsible for the operation, control and maintenance of the following fire safety devices and equipment in the Main Building:

- fire extinguishers
- wall hydrants
- fire doors
- emergency exits
- heat and smoke extraction
- diesel aggregator

(2) They ensure that fire safety operator's checks are carried out in respect of the above-mentioned fire safety technical solutions in accordance with *Annex 5* to the Fire Safety Regulation.

(3) They ensure that the operator's checks they carry out are documented, and that the appropriate documentation (fire safety operation logbooks) is kept and filed in the fire safety operation logbooks available at the reception desk.

(4) Every year, they participate in fire safety training regarding operator's checks required for the performance of their duties. Operator's checks should only be carried out by persons who have the appropriate knowledge.

(5) Alterations and modifications in fire safety devices and equipment and alterations and modifications in the building affecting fire safety may only be carried out with the preliminary approval of the Facility Operations Manager and the Head of Fire Safety in accordance with the relevant legal requirements.

(6) They prevent false fire alarms during works on the building (e.g. dusty work, welding, grinding) and cover the affected detectors in the work area.

(7) They must have a fire permit and hold a vocational qualification and a fire safety examination certificate in accordance with the relevant legislation before carrying out any occasional hazardous activity (e.g. welding, grinding).

(8) They inform the Facility Operations Manager, the Technical Coordinator and the Head of Fire Safety before starting work that is qualified as an occasional activity involving fire hazard.

(9) They ensure that fire safety documentation is kept for at least 5 years.

Duties and powers of the electricians

20. §

(1) They are responsible for the operation, control and maintenance of the following fire safety devices and equipment in the Main Building:

- safety lighting

(2) They ensure that fire safety operator's checks are carried out in respect of the above-mentioned fire safety technical solutions in accordance with *Annex 5* to the Fire Safety Regulation.

(3) They ensure that the operator's checks they carry out are documented, and that the appropriate documentation (fire safety operation logbooks) is kept and filed in the fire safety operation logbooks available at the reception desk.

(4) They have the necessary knowledge to carry out their tasks, the operator's checks of fire safety devices and equipment. Every year, they must attend the fire safety operation training required for the performance of their duties.

(5) They prevent false fire alarms during works on the building (e.g. dusty work, welding, grinding) and cover the affected detectors in the work area.

(6) They must have a fire permit and hold a vocational qualification and a fire safety examination certificate in accordance with the relevant legislation before carrying out any occasional hazardous activity (e.g. welding, grinding).

(7) They inform the Facility Operations Manager, the Technical Coordinator and the Head of Fire Safety about the performance of occasional hazardous activities before starting work.

Duties and powers of the guard service

21. §

(1) The guard service must immediately notify the fire brigade by phone (105 or 112) if a fire is reported from anywhere in the building.

(2) If the automatic fire alarm sounds, follow the procedure below:

- Identify the type of the signal (e.g. fire alarm or trouble signal).
- Read from the fire alarm control panel where the fire alarm came from, then go to the venue and detect whether there is a real fire.
- Inform the remote monitoring service that a real fire alarm has been raised.
- Call the fire brigade and report what happened.

(3) The fire alarm sent out to the fire brigade must include:

- the exact location and address of the fire,

- what is burning,
- what kind of damage has been done, what is at risk,
- the extent of the fire,
- whether human life is at risk, whether there are people in the building,
- the name of the person making the report, the telephone number used for reporting the fire.

(4) Attempt to extinguish the fire without endangering yourself or others.

(5) In case of fire, the security guard will open all emergency exit doors to the outside.

(6) The receptionist will ensure that the automatic door at the main entrance, the main entrance door, the Southern Gate and the Northern Gate are opened to their full width when the building is evacuated.

(7) He/she must cooperate with the evacuation manager during the evacuation and act according to his/her instructions.

(8) His/her task is to demarcate the area once the fire has been extinguished, depending on the case, and to ensure that the area is not altered.

(9) No cleaning may commence without the permission of the fire chief.

(10) When the fire brigade arrives, he/she assists the fire chief by showing the location of the fire and the location of hydrants and water sources.

(11) Keys may only be issued to authorised persons and in exceptional cases. The time of issue and return of the keys must be recorded.

(12) A copy of the Fire Alarm Plan must be kept in a sealed envelope at the reception desk, and in case of fire, action must be taken by taking its provisions into account. It is the duty of all reception staff to be familiar with the plan.

(13) Only persons who are familiar with the operation of the fire alarm system are allowed to be on duty in the guard service.

(14) Fire safety training and training on the fire alarm system for the guard service employees will be provided by the company providing the guard service.

(15) They must participate in the annual fire drill.

(16) Among the duties associated with closing, they are required to inspect the building from a fire safety aspect, turn off the lights and eliminate any circumstances that could cause fire.

(17) If necessary, in the event of a partial or total shutdown of the fire alarm system, they must carry out fire watching tasks.

Duties and powers of the expediter

22. §

(1) He/she ensures the daily and the quarterly operator's checks of the fire alarm system and documents the checks in the operational and maintenance logbook of the fire alarm system.

(2) He/she is responsible for entering the data of incidents (e.g. false fire alarms, trouble signal) in the operational and maintenance logbook of the fire alarm system.

(3) He/she ensures that false alarms are investigated and documented in the fire alarm system operational and maintenance logbook – if the cause of the false alarm is known (e.g. cooking, dusty work, smoking).

(4) If the reason for the false alarm is not known or an trouble signal has been reported – he/she arranges for the information to be passed to the external operating company and requests the external maintenance company to perform an extraordinary review of the fire alarm system.

(5) He/she ensures the replacement of the full logbook by indicating the need for replacement to the external operating company.

Duties and powers of the Investment Expert

23. §

(1) He/she monitors the work of external companies carrying out the renovation or investment.

(2) The handover of the work area is recorded in a handover report.

(3) He/she ensures that occasional activities involving fire hazard are carried out only in strict compliance with the requirements.

(4) In the case of occasional hazardous activities (e.g. welding, grinding) affecting the investment, as the person ordering the work, he/she countersigns the fire permit and verifies the required vocational qualifications (welding) and fire safety examination.

(5) In the case of missing documents, he/she will not authorise the work and will ask the person carrying out the work to provide the missing documents.

(6) He/she monitors the covering of the detectors of the fire alarm system when dusty works are carried out, to prevent false fire alarms.

Duties and powers of the Fire Safety Service Company

24. §

(1) It is obliged to carry out the fire safety tasks recorded in the engagement contract.

(2) It is involved in the review of fire safety training materials, and provides professional opinions on fire safety issues arising in the operation of the University.

(3) It is involved in the preparation of the University's fire safety regulation.

DUTIES AND OBLIGATIONS OF LESSEES AND THEIR EMPLOYEES

25. §

(1) Lessees and their employees have to comply with the requirements of the fire and labour safety legislation in force at the time.

(2) If the lessee rents the room with the largest capacity, the lessee is responsible for the proper use of the room.

(3) The lessee has to ensure that the capacity of the room defined from fire safety aspects is not exceeded in the course of the activities.

(4) According to the Fire Safety Act, if the number of employees exceeds 50, the renting company or subcontractor must have its own fire safety regulation, which may not contradict this Fire Safety Regulation.

(5) Lessees (and their employees) must be familiar with the Fire Safety Regulation and the Fire Safety Plan for the Main Building of the University, and comply with and implement their provisions in case of fire.

(6) Fire safety training must be provided by each renting company or subcontractor for its employees.

(7) Smoking is strictly forbidden in enclosed workplaces, and is only allowed in designated outdoor areas.

(8) Occasional hazardous activities may only be carried out with a fire permit. The activity must be reported to the Technical Coordinator, the Facility Operations Manager and the Head of Fire Safety at least 5 working days before the activity is to take place.

(9) Any alteration or modification of the rented area may only be carried out with the knowledge and written consent of the university management, in accordance with the applicable fire safety requirements and after the official authorisation procedures related to the activity have been completed.

(10) Music and dance events on the rented premises may only take place in compliance with the applicable fire safety requirements and the relevant provisions on event organisation (e.g., notification of the authorities, preparation of a safety plan) and with the permission of the University.

(11) False fire alarms must be prevented in the course of the activities.

(12) During a fire, the instructions of the evacuation manager must be followed.

(13) All employees of the lessee must be familiar with this Regulation and the Fire Alarm Plan and sign a declaration of compliance in accordance with *Annex 11*.

(14) After closing time, they are responsible for switching off electrical equipment and checking the work area to ensure that there are no circumstances that could cause a fire.

GENERAL FIRE SAFETY RULES FOR USE

26. §

(1) The buildings and premises of the University may be used in accordance with their intended purpose as specified in the occupancy (operating) permit.

(2) All conversion, renovation and investment works inside and outside the building must comply with the applicable fire safety legislation and the provisions of the Government Decree no. 312/2012. (8 November) (on the Procedures of the Building Authority and the Content of the Land-Plot Conversion and Architectural-Technical Documentation). In addition to the legal requirements, the requirements of the relevant technical specifications and the resolutions of the authorities must also be complied with and enforced during the design, construction, technical acceptance and commissioning activities.

(3) During the architectural-technical design of buildings, the fire safety technical design must be included in a fire safety specifications and documentation. All plans must include fire safety specifications and documentation. The preparation of fire safety specifications and documentation is a professional activity; it can only be carried out by a person with the appropriate expertise, therefore, where the fire safety authority is required during the building authorisation procedure, the responsible designer must involve a fire safety expert (fire protection of buildings[1], architect, electrical and mechanical fire safety expert[2]) in the preparation of the fire safety specifications.

FIRE SAFETY RULES FOR THE USE OF PREMISES, AND CAPACITY

27. §

(1) General fire safety rules for use:

a) maintain the level of safety that was required by the requirements in force when the building or a part of a building was constructed during use during alterations and modifications,

b) comply with the fire safety requirements regarding use,

c) do not cause fire, explosion or explosion hazard with the activity,

d) ensure on an ongoing basis that the conditions for the detection, signalling, extinguishing of the fire, the evacuation, the operation, accessibility and detectability of fire safety equipment, devices, appliances and fire-fighting devices are provided for as prescribed by law or by the authorities,

e) keep fire safety documents up-to-date and at an accessible location,

f) maintain the visibility and clarity of fire safety markings,

[1] Decree No. 45/2011 (15 December) of the Ministry of the Interior
[2] Decree No. 9/2006 (27 February) of the Ministry of Justice

g) maintain explosion protection, the explosion-proof design and operability of the equipment used throughout the life of the explosive technology.

h) A building, part of a building or open space may be used only in accordance with the fire safety requirements applicable to its intended use.

i) Production, use, storage, placing on the market, distribution and other activities (hereinafter collectively referred to as "activities") may only be carried out in an open space, room, fire compartment, building or structure that complies with the fire safety requirements.

j) Only materials and equipment necessary for the ongoing activity on the premises must be kept in the building and in open spaces.

k) No storage activity may be carried out within the fire distance, unless the quantity, quality and location of the stored material does not increase the risk of fire spreading over. This area should be kept free of waste and dry undergrowth.

l) All material and waste belonging to the highly flammable or explosive and moderately flammable categories generated during the activity must be removed from the premises, open spaces, machinery, equipment, devices and apparatus on an ongoing basis, at least during each shift and after the end of the activity.

m) Waste contaminated with liquids or grease of the highly flammable or explosive or moderately flammable categories must be collected in a container with a tightly closed lid and made of non-flammable material and stored in a place designated for that purpose.

n) Only apparatus, devices, equipment, power and work machines that, at the place of use, conform to the quality and temperature class or the maximum design temperature of the established explosion hazard zone and that have been manufactured, reviewed, maintained and repaired in accordance with the explosion protection rules may be installed and used in a potentially explosive atmosphere.

o) Where legislation requires the use of an automatic closing device, the door must be kept closed. If this is not possible for operational reasons, or if the material belonging to the highly flammable or explosive category is in a highly flammable or explosive condition, permanent on-site supervision must be provided during opening hours or the door should close on the fire alarm signal.

p) The opening and closing mechanism of the public utility, as well as its open and closed status must be clearly marked.

q) Sources of water for fire-fighting purposes must be marked with a sign in accordance with the relevant technical requirement.

Office

28. §

(1) Paper waste generated during the day's work must be deposited into a waste paper basket. At the end of the working day, the accumulated waste must be taken to the designated waste storage area.

(2) Only materials necessary for office work (documents, office machines, office appliances) may be kept on the premises. At the end of the working time, the case files of closed issues must be placed in a filing cabinet, if possible.

(3) Electrical equipment may be operated in such a way that it does not present an ignition hazard to the environment. After the work is completed, the electrical equipment must be disconnected.

(4) The distance between the heater and the combustible materials must be such that the temperature measured on the surface of the combustible material does not constitute an ignition hazard to the combustible material even when operating at maximum heat load.

(5) The phone number of the fire brigade (112) must be displayed in a prominent place near the main-line telephone sets.

(6) Only the minimum amount of combustible material necessary for work may be stored near computers and office machines.

(7) Passageways must be kept clear at all times.

(8) A hand-held fire extinguisher suitable for extinguishing fires must be kept ready near computers and office machines.

(9) The fire extinguisher must be placed in a clearly visible and easily accessible place, preferably near an exit or near the danger zone.

(10) It has to be kept in a good working order at all times and must not be removed or used for any other purpose.

(11) The last employee to leave the office after work is finished has to check and eliminate states of danger that could cause a fire.

(12) Only materials and devices necessary for the administrative activities carried out there may be used and stored.

Dining room/Kitchen

29. §

(1) The kitchen should only be used for its intended purpose.

(2) Only goods necessary for the activity may be stored in the kitchen.

(3) The distance between the combustion and heating equipment and combustible materials must be such that the temperature measured on the surface of the combustible material

does not constitute an ignition hazard to the combustible material when operating at maximum heat load.

(4) The instructions for the use and maintenance of fridges, microwave ovens, coffee makers and other household equipment must be fully observed. If any malfunction is detected during the operation of the equipment, it must be checked immediately by a specialist.

(5) After the activity is completed, the disconnection of the power supply and the decommissioning of the equipment (except for fridges) must be ensured.

(6) Activities involving a fire hazard may only be carried out occasionally, in accordance with the relevant regulations, with prior written permission.

(7) Smoking in this room is prohibited!

(8) The last worker to leave the room after the end of the activity or the day's work must check that there is no fire risk and, if there is, he/she must eliminate it.

Passageways and entrance hall

30. §

(1) Passageways, escape routes, entrance halls and entrance doors must be kept clear on an ongoing basis. They must not be blocked or narrowed – even temporarily – in such a way as to prevent escape.

(2) Obstructing the starter buttons of safety equipment, electrical switch cabinets, as well as fire extinguishers, fire safety appliances, manual call points is prohibited.

(3) The last worker to leave the passageways after work is finished must check and eliminate any state of danger that could cause a fire.

Changing rooms

31. §

(1) These rooms may only be used for the purpose for which they are intended.

(2) No flammable substances or liquids may be stored in the room.

(3) In the changing room (on the racks) only the employees' personal belongings may be stored, but no flammable substances (liquids, gas) may be placed there.

(4) The distance between the combustion and heating equipment and combustible materials must be such that the temperature measured on the surface of the combustible material does not constitute an ignition hazard to the combustible material when operating at maximum heat load.

(5) Smoking is prohibited on the premises!

(6) The last worker to leave after working time must check and eliminate any state of danger that could cause a fire.

Warehouses (passive storage)

32. §

(1) The premises must be used only for their intended purpose.

(2) Activities involving a fire hazard in warehouses may only be carried out occasionally, in accordance with the relevant regulations, determining prior conditions in writing.

(3) The premises must be used only for their intended purpose.

(4) Only materials, tools and finished products necessary for the work and the authorised activity may be stored in the warehouse.

(5) The instructions for the use and maintenance of devices and equipment must be fully observed.

(6) Any malfunction in the operation of the devices and equipment must be checked immediately by a specialist.

(7) Activities involving a fire hazard in the warehouse may only be carried out occasionally, in accordance with the relevant regulations, with prior written permission.

(8) The stored materials must be stored in such a way that the passageway is always free in a width for adequate movement, and it must not be blocked, not even temporarily.

(9) The distance between the combustion and heating equipment and combustible materials must be such that the temperature measured on the surface of the combustible material does not constitute an ignition hazard to the combustible material when operating at maximum heat load.

(10) The distance between electrical equipment and combustible materials must be such that they do not present an ignition hazard to each other.

(11) Substances belonging to the highly flammable or explosive category must not be stored in attics, cellars, basements, and in the case of quantities exceeding 300 litres or 300 kg, in other rooms not designed for storing materials.

(12) The warehouse must be kept clean at all times, and the placing of rubbish or other objects on passageways that could impede escape is strictly FORBIDDEN!

(13) Packaging materials left over from the transport of goods must be removed from the warehouses.

(14) Naked flames and smoking are prohibited in the storage room.

(15) The worker who is in the room (carrying out the activity) and who is the last to leave must ensure that the risk of fire is eliminated. If necessary, any irregularity must be eliminated.

Engine rooms

33. §

(1) The doors of engine rooms and mechanical ventilation equipment must be kept closed.

(2) No unauthorised persons are allowed in these rooms.

(3) Everyone is obliged to implement the fire safety provisions and carry out the necessary fire prevention checks without being specifically invited or required to do so.

(4) The rooms must be furnished and used in a way that free movement is ensured on an ongoing basis; while people are present in the rooms, doors must not be locked or bolted.

(5) Public utility switches and fire safety appliances must always be kept in a usable condition, and access to them must not be restricted, not even temporarily.

(6) Only standard and faultless electrical equipment may be used and repairs must be carried out by a professional company or a competent electrician.

(7) The equipment must be cleaned from contamination and must be maintained.

(8) Only central heating can be used for heating; supplementary heating is prohibited! Keeping combustible materials within 30 cm of the radiators is forbidden!

(9) Only persons with appropriate qualifications and training may be allowed to operate mechanical equipment. Unauthorised persons must not operate such equipment.

(10) Using, handling or storing flammable liquids, or keeping spontaneously flammable or incompatible materials in the area is strictly forbidden!

(11) In all cases, a fire safety check must be carried out before leaving and any circumstances that may cause fire or explosion must be eliminated. In case of fire, the instructions of the Fire Alarm Plan must be taken into account.

(12) The employees and the executives in charge of them are responsible for compliance with the provisions.

Electrical switch room, switch cabinets, electrical equipment and rooms

34. §

(1) No unauthorised persons are allowed in these rooms.

(2) No storage of material of any kind is allowed in the switch room!

(3) The door of the switch room must be kept closed.

(4) The on and off status of switches in the switch room must be clearly indicated. The labels should indicate which unit is disconnected by the switch.

(5) Grouped control equipment and fuses must be labelled with the name of the device to which they belong. The isolating switch of the transmission equipment must also be marked.

(6) Electrical equipment must be used only for its intended purpose and in accordance with its sizing.

(7) If the lighting device is to be placed on or near combustible materials, the following requirements must be observed:

(8) A distance of at least 10 cm to a 100 W incandescent lamp,

(9) a distance of at least 30 cm to an incandescent lamp of 101–10,000 W and at least 50 cm for lamps of higher wattage shall be maintained. The lighting device shall be placed below the combustible material, a distance of 50 cm upwards shall be maintained in all cases, and headlamps shall be positioned so that there is no combustible material within 50 cm of their optical ignition point.

Lift engine rooms

35. §

(1) No unauthorised persons are allowed in these rooms.

(2) Everyone is obliged to implement the fire safety provisions and carry out the necessary fire prevention checks without being specifically invited or required to do so.

(3) Keeping or storing combustible materials in the room is FORBIDDEN! When storing other materials, enhanced care must be taken and storage of materials on the premises is allowed only in accordance with strict requirements and only in justified cases.

(4) Passageways and the exits must be kept clear at all times. They must be kept in a usable condition at all times. They must not be blocked or narrowed, not even temporarily.

(5) The entrance door must be kept closed. Only competent persons are allowed to enter the rooms and they must be accompanied as necessary.

(6) In all cases, a fire safety check must be carried out before leaving and any circumstances that may cause fire or explosion must be eliminated. In case of fire, the instructions of the Fire Alarm Plan must be taken into account.

(7) A gas fire extinguisher with a capacity of at least 2 kg must be placed near the entrance to the lift engine room.

Access points (reception desks)

36. §

(1) The priority fire safety tasks are related to the receptionists. (Hereinafter the guard room of the security service is also referred to as reception desk.)

(2) The following must be clearly displayed next to the telephones in the receptionists' room:

- General emergency number: 112
- Fire brigade: 105
- Police: 107
- Ambulance: 104.

(3) Any electric heaters and coffee machines installed in the receptionists' room must be fitted with a heat insulating pad and a control light.

(4) A copy of the Fire Alarm Plan must be kept in a sealed envelope at the reception desk, and in case of fire, action must be taken by taking its provisions into account. It is the duty of all employees to be properly familiar with the plan.

Student spaces

37. §

(1) Everyone is obliged to implement the fire safety provisions and carry out the necessary checks without being specifically invited or required to do so. The spaces must be furnished and used in a way that free movement, as well as the operation of public utilities and fire safety appliances are ensured at all times. These must NOT be narrowed or blocked!

(2) Only central heating can be used for heating, no supplementary heating is allowed. The authorising officer is the Technical Director.

(3) Only standard and faultless electrical equipment may be used, and repairs must be carried out by electricians.

(4) Activities with naked flames and smoking are PROHIBITED!

(5) An exception is the use of naked flames necessary for certain celebrations or repair work, which is considered an occasional hazardous activity.

(6) The posted warning and prohibition signs, signs indicating the intended use of the equipment and operating instructions must be clearly visible and maintained in good condition.

(7) In case of fire, the requirements of the Fire Alarm Plan must be observed and all employees must be familiar with these and other relevant regulations. The employees working on the premises and the executive in charge of them are responsible for compliance with the provisions.

(8) The premises must be furnished and used in such a way that they comply in every respect with safe operating conditions, the relevant regulations and fire safety requirements.

(9) Free passage must be ensured at all times. The premises must not be locked or barred while persons are present, and the means of operation of public utility shut-off devices and fire safety appliances must be provided at all times.

Emergency exits

38. §

(1) During the University's operation (events), emergency exit doors must not be locked with a key, padlock or any other device that does not allow opening in one move.

(2) Emergency exit doors must always be kept free to their full width and must not be blocked, not even temporarily or partially.

(3) The location of emergency exit doors must be marked with illuminated (uninterruptible power supply) or afterglowing signs, with the direction of escape indicated.

(4) It must be possible to fix the emergency exit door in its open position.

(5) It must be possible to open electronically operated doors, which also function as emergency exits, in a simple way, in one move in case of power failure.

(6) The opening mechanism of emergency exit doors must not be removed or dismantled, and in the event of failure or damage, they must be repaired immediately.

(7) As and when required by the University, emergency exits must be set to a status in which they can be opened in one move, otherwise they may be kept closed.

Toilets and bathrooms

39. §

(1) These rooms may only be used for the purpose for which they are intended.

(2) Materials susceptible to spontaneous combustion should not be stored in these rooms, not even temporarily.

(3) Electrical equipment must be repaired immediately in the event of failure.

(4) In the above rooms, passageways must be kept clear at all times.

(5) They must not be blocked, not even temporarily. Electrical equipment for lighting in toilets, bathrooms and shower rooms must be installed and maintained in accordance with the requirements for damp and humid rooms.

(6) Only sealed switches may be used in the above rooms. The handles of switches and controls may be made of non-absorbent materials only.

(7) Switches and fuses of bathrooms and toilets may be installed outside the room only.

(8) The waste generated (hand towels, paper towels) must be removed daily and the rooms must be carefully cleaned up.

Classrooms and auditoriums

40. §

(1) These rooms may only be used for their intended purpose.

(2) Only combustible materials necessary for ongoing activities may be kept in these rooms. Overcrowding must be avoided.

(3) Technical electrical or gas equipment may only be used in accordance with their intended purpose and in accordance with the instructions for use.

(4) Electrical teaching aids (e.g., projectors) used in auditoriums must be switched off after use.

(5) After the end of the class, the equipment installed in the desks must be disconnected from the power supply by switching off the main switches, and mobile devices must be disconnected by unplugging the mains plug.

(6) Lecturers or teachers using educational devices must report any malfunctions to the education technicians.

(7) Locking the door of a classroom with a key while people are inside, and temporarily blocking or obstructing the passageways and the escape routes is strictly forbidden!

(8) No flammable liquids or gas cylinders may be stored or brought into the classroom, even temporarily.

Hall

41. §

(1) These rooms may only be used for the purpose for which they are intended.

(2) Smoking and the use of naked flames are prohibited!

(3) The full width of the escape route to the Western Gates (3.6 m) must be provided during events.

(4) In the Hall, a 2.0 m wide path is required in front of the glass doors during events.

(5) When furnishing and fitting the hall, care must be taken to leave the full width of the escape routes free. When positioning tables and chairs, bean bags, the catering and the stage, it should be taken into account that they may not overhang or block escape routes.

(6) The capacity of the hall for seating on chairs is 380 people. Between the rows of seats a minimum of 35 cm should be kept.

(7) Only use electrical equipment in good working order and not causing fire or accidents. Devices with damaged wiring or covers must not be used, both to prevent an electrical fire and to prevent an accident.

(8) Only use extension cords in good technical condition and avoid the risk of overheating by interlocking extension cords.

(9) Extension cords must be positioned so that they do not present a trip hazard and do not interfere with the escape route.

(10) If there are lectures in the main lecture halls, the operation and use of the doors to the lecture halls from the hall cannot be restricted during the event.

(11) During events, the capacity of the hall must not be exceeded, and the organiser of the event is responsible for ensuring that.

(12) No highly explosive or flammable materials may be stored in the hall.

(13) Activities involving a fire hazard may only be carried out on the premises with prior written permission.

(14) The use of a smoke generating device should be agreed with the Head of Fire Safety to prevent false fire alarms.

"Buzzing Hall" (Zsibongó)

42. §

(1) These rooms may only be used for the purpose for which they are intended.

(2) Smoking and the use of naked flames are prohibited!

(3) Tables, chairs and bean bags may only be placed in such a way that there is at least 1.1 metres of free space between them in the direction of the exit.

(4) When positioning tables and chairs, bean bags, it should be taken into account that they should not overhang or narrow escape routes.

(5) The escape routes to the North, South and West Gates must be kept clear.

(6) When placing stands and banners, it is necessary to take into account that they can be placed between the columns so that they do not overhang or narrow the escape route.

(7) Furniture, decorations, stands, banners or individual displays in the "Buzzing Hall" must not obstruct fire extinguishers, manual call points or obscure escape route lights or emergency lighting fixtures.

(8) During events, the capacity of the "Buzzing Hall" must not be exceeded and the organiser of the event must ensure that the number of people in the "Buzzing Hall" is within the limit.

(9) No highly flammable or explosive material may be stored in the "Buzzing Hall".

(10) Activities involving a fire hazard may only be carried out on the premises with prior written permission.

Printing house

43. §

(1) Printing rooms should only be used for their intended purpose.

(2) Smoking and the use of naked flames are prohibited in the printing house!

(3) Only the amount of material (e.g., paper, forms, maintenance and cleaning materials, etc.) strictly necessary for the continuous operation may be stored in the printing house.

(4) Liquids used when handling and maintaining equipment (e.g., for foiling machines) may be stored outside the cabinet in quantities of 5 litres maximum.

(5) Use only the materials specified by the manufacturer.

(6) Only trained (qualified) persons may carry out maintenance and repairs on the equipment.

(7) The switch of electrical equipment or the route to such switches must not be blocked, even temporarily.

(8) Activities involving a fire hazard may only be carried out on the premises with prior written permission.

(9) The purpose and function of the switches of electrical equipment must be indicated by labels.

(10) Even in the event of fire or electrical short-circuit, the necessary de-energising must be carried out immediately.

Theatre

44. §

(1) The theatre hall must be used only for its intended purpose.

(2) Smoking and the use of naked flames are prohibited!

(3) The theatre can seat 87 people.

(4) During performances, emergency exits must not be locked, which restricts escape and evacuation within the evacuation time.

(5) Passageways must be kept clear during the performances.

(6) Escape lights and fire alarm system sensors must not be covered during the performances.

(7) Only use electrical equipment in good working order and not causing fire or accidents.

(8) Avoid interconnecting extension cords and the risk of overheating.

(9) The use of a smoke generating device should be agreed with the Head of Fire Safety to prevent false fire alarms.

Maintenance workshops

45. §

(1) Maintenance rooms may only be used for their intended purpose.

(2) Smoking and the use of naked flames are prohibited!

(3) Passageways must be kept clear and may not be used for storage.

(4) Only equipment in good working order should be used for welding, and all other fittings and connections should comply with the relevant standards.

(5) Activities involving a fire hazard may only be carried out on the premises with prior written permission.

(6) For cleaning and painting, a maximum of 5 litres of flammable liquid can be stored in a tightly closed container.

(7) After the work is completed, the container must be placed in the metal cabinet provided for this purpose.

(8) Electrical equipment must be switched off after the work is completed.

(9) The purpose and function of the switches of electrical equipment must be indicated by labels.

(10) The switch of electrical equipment or the route to such switches must not be blocked, even temporarily.

SPECIAL RULES OF USE

Activities posing a fire hazard

46. §

(1) No hazardous activity may be performed at a place where it may cause fire or explosion.

(2) Hazardous activities of a permanent nature may only be carried out at suitable places that meet fire safety requirements.

(3) Occasional hazardous activities may be carried out under circumstances that are specified in writing in advance, taking into account the local conditions. The establishment of the conditions is the responsibility of the person who directly orders the work and who directly supervises the activities of the persons carrying out the work, or, if there is no such person, it is the duty of the person carrying out the work. Occasional activities involving the risk of fire must always be reported to the Technical Coordinator and the Facility Operations Manager.

(4) The person who orders the work must check the existence and validity of the fire safety examination certificates of the persons carrying out the work, if this is a necessary condition for carrying out the activity. In the case of a shortcoming, no work order may be issued and no activity posing a fire hazard may be started.

(5) The conditions of the hazardous activity carried out by an external organisation or person must be agreed with the manager or agent of the facility where the activity is carried out, who will add fire safety requirements, as appropriate, according to local specificities.

(6) The conditions for occasional activities posing a fire hazard must include the date, location, description of the activity, the name of the person performing the activity and, in the case of a job title requiring a fire safety certificate, the certificate number, and the applicable fire safety rules and regulations. The relevant written authorisation is set out in *Annex 2* to the Regulation.

(7) For activities posing a fire hazard and performed under hazardous conditions, from the start of the work to its completion, the person who directly orders the work and who directly supervises the activities of the persons carrying out the work, or, if there is no such person, the person carrying out the work, must provide supervision, if necessary by means of instruments.

(8) For activities posing a fire hazard, the person giving direct instructions for the work, the person directly supervising the activities of the persons carrying out the work, or, if there is no such person, the person carrying out the work, must provide fire extinguishing

appliances, apparatus suitable for extinguishing any fire that may arise there. Minimum 1 extinguisher of 6 kg with ABC powder.

(9) After the end of the hazardous activity, the persons carrying out the work must inspect the venue and its surroundings from a fire safety point of view and eliminate any circumstances that could cause a fire. The person who directly orders the work and directly supervises the activities of the persons carrying out the work - if there is no such person, the person carrying out the work - must hand over the venue of the work to the executive or agent of the facility where the work is carried out. The date of the handover and acceptance must be indicated on the permit and confirmed by signature.

Smoking, naked flame, and use of ignition sources

47. §

(1) Burning tobacco, matches and other sources of ignition must not be placed or thrown away where they may cause fire or explosion.

(2) Smoking and the use of naked flames are prohibited in rooms or open spaces where substances belonging to the highly flammable or explosive category are produced, stored, processed or used. The prohibition of smoking and the use of naked flames must be marked with a safety sign.

(3) Ignition devices or sources of ignition may be brought into rooms or outdoor areas used for producing, processing or storing materials belonging to the highly flammable or explosive category only under written conditions authorising the occasional hazardous activity.

(4) According to the University's House Rules, smoking is prohibited in all buildings, including enclosed spaces, especially in classrooms, offices, toilets and other rooms.

(5) Smoking is allowed only in the designated outdoor area, 5 metres from the building entrance.

(6) Smoking is prohibited on terraces and balconies.

Storage rules

48. §

(1) In rooms, buildings and outdoor spaces, only materials if necessary for the continuous activity carried out there may be stored if they belong to the highly flammable or explosive or moderately flammable categories. The quantity of materials or products stored in the building must not exceed the quantity of material taken as a basis when designing the building.

(2) No storage is allowed in the fire-retardant entrance hall or the smoke-free staircase and entrance hall.

(3) Substances of highly flammable or explosive categories, if not placed on the market in pressure containers, may only be stored in closed packaging, in accordance with the requirements for substances of moderately flammable categories.

(4) Substances that are liable to spontaneous combustion and substances that may interact and generate heat, fire or explosion must not be stored in the same unit as other substances of highly flammable and/or explosive categories and moderately flammable substances. The temperature of a material liable to spontaneous combustion must be checked at least daily or, if the properties of the material so require, more frequently or on an ongoing basis, and hazardous heating must be prevented.

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

(6) Aerosols and liquids belonging to the highly flammable or explosive category must not be stored in basements, attics or on escape routes.

Requirements of storing materials belonging to the highly flammable or explosive category

49. §

(1) Materials belonging to the highly flammable or explosive category can only be rearranged or packed according to the provisions of legal regulations, or, for lack of such regulations, outdoors or at a place without sources of ignition, and where efficient ventilation is ensured for liquids.

(2) Materials belonging to the highly flammable or explosive category and liquids belonging to the moderately flammable category can only be stored, transported and distributed in closed packaging and containers. The method and the circumstances of storage and the quantity of the material to be stored must be selected in a way that in case of fire, the stored material does not pose a significant risk to its environment.

(3) On the individual or collective packaging of highly flammable or explosive materials, the tendency of the material to explode or burn severely must be indicated in words or with pictograms, unless otherwise provided by the law. The signs must be added by the manufacturer, the packaging or the distributing party, and – in the case of materials or highly flammable or explosive liquids received directly from abroad – by the organisation using it.

(4) Substances belonging to the highly flammable or explosive category must not be stored in attics, cellars, basements, and in the case of quantities exceeding 300 litres or 300 kg, in other rooms not designed for storing materials.

(5) Materials belonging to the highly flammable or explosive category must not be stored in attics. Other solid materials may be stored only in such a way and in such quantities that would not impede access to the roof structure and the chimney, that the material could be separated from the combustible materials of the roof structure if necessary, and would be at least 1 m from the chimney.

(6) Storing gas cylinders in rooms used for extended stay and in vehicle storage facilities is forbidden.

(7) The use and storage of gas cylinders is prohibited in buildings higher than ground level, where a possible gas explosion could cause the collapse of the supporting structure.

(8) At least 1 sprayer for the storage of more than 20 litres of liquids of the highly flammable or explosive category in a single room, and

a) at least 0.02m³ of a bulking agent when using a container with a capacity of 1 litre or less,

b) when using a container with a capacity of more than 1 litre, at least 0.05m³ of the absorbent must be kept at a distance of no more than 15 metres from the place of storage.

(9) Maximum storage volume of highly flammable or explosive materials

a) 20 litres in a metal cabinet,

b) 50 litres in an explosion-proof cabinet,

c) 60 litres in a fireproof cabinet suitable for storing liquids.

(10) Outside the lockers, a maximum of 5 litres of material per room can be stored.

(11) Vehicles or petrol/diesel powered equipment may be parked in the building only with an empty tank. The operation of any vehicle or petrol/diesel powered equipment in the building is prohibited during normal teaching hours.

Fire-fighting route, area, passageways, escape and other routes

50. §

(1) The exit capacity of escape routes cannot be reduced below the width that ensures escape.

(2) The passageways, fire-fighting routes and areas and routes to fire-fighting material supply points in the facility must be kept clear at all times and in a condition suitable for the movement and operation of fire-fighting vehicles regardless of weather conditions.

(3) The evacuation doors of rooms used for the stay and movement of persons and of rooms in use may be closed and kept closed during use if the emergency opening of the door is ensured. In cases where the function or the nature of the activity excludes internal opening, the external opening of the door must be provided in a manner specified by the fire authority.

(4) Materials belonging to the highly flammable or explosive category and the moderately flammable category must not be deposited or stored on the escape routes of buildings. Exceptions to this rule are built-in building products and safety signs, as well as installations, decorations, carpets, tapestries and other objects not intended for storage and not related to the function of the room, which cover no more than 15% of the surface of the wall or floor concerned per level.

(5) Installations, decorations and materials in passageways, non-smoke-free staircases and basement rooms considered for escape must not reduce the efficiency of heat and smoke extraction.

(6) In rooms accommodating a large number of people or used for music and dance events as defined in the relevant legislation, decorative materials effectively treated with a flame retardant or curtains certified by an accredited laboratory as meeting the relevant technical requirement for Class 1 may be used.

Fire distance

51. §

(1) No storage is allowed within the fire distance to prevent the spread of fire.

Combustion plants and heating equipment

52. §

(1) Only a heating system that does not cause fire or explosion during its normal operation may be installed and used in any building or room.

(2) With the exception of process equipment used for the activity, equipment operating with a naked flame, glowing or dangerous heating must not be installed in rooms where materials belonging to the highly flammable or explosive category are stored, produced, used or distributed. Where a process combustion plant is installed, the possibility of fire or explosion must be prevented by appropriate safety equipment.

(3) During the operation of a combustion plant or heating equipment or apparatus operated with highly flammable or explosive liquid or with highly flammable or explosive and moderately flammable gas, supervision appropriate to the specified class of operation must be provided.

(4) The distance between the combustion plant and heating equipment, the combustion product extractor and the combustible material nearby – or the applied heat insulation – must be such that the temperature measured on the surface of the combustible material does not constitute an ignition hazard to the combustible material even under operation with maximum heat load.

Ventilation

53. §

(1) Any activity that could create an explosion hazard must be carried out with effective ventilation.

(2) Where the presence of a highly flammable or explosive material or the deposition of highly flammable or explosive or moderately flammable material may be expected, ventilation equipment must be cleaned with the frequency specified by the manufacturer.

(3) Blocking the openings of the ventilation system is forbidden.

(4) The heat and smoke extraction system may be used for general ventilation purposes if the ventilation is not expected to result in the appearance, deposition or precipitation of combustible material in the heat and smoke extraction system.

(5) The central ventilation system of a residential building with the highest service level above 14 metres and the ventilation and extraction system of a hot food restaurant and a hot food catering unit must be cleaned with the frequency specified by the manufacturer, or, for lack of such instructions, every 4 years in the case of a residential building and every year in the case of a hot food restaurant and a hot food catering unit, and the cleaning must be certified in writing.

Heat and smoke extraction

54. §

(1) The free movement of the covers of natural and mechanical smoke extraction, air supply and smoke removal openings, as well as smoke control devices must be ensured on an ongoing basis, and the blocking of such openings must be prohibited. A durable, clearly visible and legible warning sign must be posted on the cover of or next to the opening.

(2) Installations, decorations, materials, furniture and other fixtures must not reduce the size of openings required for smoke extraction and air supply, and must not restrict the movement and operation of devices necessary for protection against heat and smoke.

(3) In addition, the inscriptions on the switches operating the heat and smoke extraction system and smoke removal devices must be in a language other than Hungarian, too, if the language skills of the users of the building or part of the building so justify.

Vehicles

55. §

(1) Filling the fuel tank of a motor vehicle with a running engine in front of the Main Building is forbidden.

(2) Filling fuel into a container placed in the passenger compartment or luggage compartment of a vehicle is prohibited.

(3) No motor vehicles may be stored in the gateways, on escape routes or at water points of the building.

Rules for outdoor fires and fire prevention

56. §

(1) Unless otherwise provided by law, the owner or the user of the property must keep the area free of combustible waste and dry vegetation that is not to be used for any other purpose.

(2) Burning waste in the open air in the Main Building is prohibited!

(3) Any activity involving the development of smoke or flame effects that could be mistaken for an actual fire must be reported in writing to the competent professional disaster management body before starting the activity.

(4) No outdoor cooking or grilling is allowed in the vicinity of the building.

Sewer network

57. §

(1) The discharge of highly flammable or explosive and moderately flammable gases, vapours or highly flammable or explosive liquids, sewage containing such substances in dissolved form, and substances which react chemically with water and which emit highly flammable or explosive or moderately flammable gases into a public sewer or soakaways is prohibited.

Events

58. §

(1) Each event has a designated person in charge.

(2) The responsible organiser of a music and dance event is obliged to comply with the provisions of the Government Decree no. 23/2011 (8 March) concerning the safer operation of music and dance events.

(3) Music and dance events can only be held if you have an authorisation for the holding of events (hereinafter referred to as “authorisation”).

(4) The authorisation does not exempt the holder from fulfilling any additional conditions laid down by specific legislation for the pursuit of the activity or the marketing of the specified products. An application for an authorisation may be submitted together with an application for an operating authorisation under the legislation on the conditions for carrying on commercial activities or together with a notification.

(5) The authorisation is issued by the notary of the municipality where the music and dance event is held, in Budapest by the district municipality, and in the area directly administered by the Municipality of Budapest by the chief notary of the capital (hereinafter referred to as the “notary”). The time limit for processing an application for an authorisation is 20 days.

(6) In the case of an application for an authorisation submitted at the same time as the notification of a commercial activity subject to notification, the official checks of both the authorisation and the conditions of the notified commercial activity must be carried out at the same time, before the authorisation is issued. No further official checks need to be carried out within thirty days of the notification.

(7) The application for an authorisation must be submitted in writing by the operator of the building hosting the music and dance event or, in the case of an outdoor event, by the organiser of the event.

(8) The application for an authorisation must specify the use of the building to host the music and dance event.

(9) The application for an authorisation shall be accompanied by

a) the data necessary for the identification of the building or area hosting the music and dance event, as well as its floor area and capacity,

b) the name of the requestor, his/her registered seat, company registration number and the registration number of the private entrepreneur,

c) the name of the music and dance event,

d) the description of the services related to the music and dance event,

e) a declaration on the frequency, dates, start and end times of the music and dance event,

f) the safety plan,

g) the fire safety regulation, if required by specific legislation.

(10) If the notary orders an on-site inspection during the authorisation procedure, the inspection must be carried out jointly with the competent authorities. The authorities taking part in the on-site inspection may record their opinion in a report on the findings of the inspection. No prior administrative opinion can be given. The notary shall notify the Hungarian National Ambulance Service of the on-site inspection.

(11) The notary shall send the notification of the site inspection together with the information specified in the application for an authorisation. In the notification, the notary shall inform the client that his/her absence will not prevent the inspection from being held. In the event of the client's absence, the notary shall present any comments submitted in writing by the client to the notary prior to the inspection.

(12) In the course of the procedure, the notary obtains the client's data and the title deeds required to prove the ownership of the building or area where the music and dance event is to be held by contacting the real estate authority or by using the computerised real estate registration system.

(13) At the same time as the authorisation is granted, the notary shall register the music and dance event in accordance with *Annex 1* to the Act. The register kept by the notary is public and is published on the website of the municipality.

(14) The notary shall notify the decision on the authorisation to the consumer protection authority.

(15) The holder of the authorisation shall notify the notary of any changes to the details of the application without delay.

(16) On the basis of the notification, the notary shall enter the change in the register and issue a certificate of authorisation in accordance with the amended data.

(17) The termination of the activity must be notified to the notary without delay. On the basis of the notification, the notary will revoke the authorisation and delete the music and dance event from the register.

(18) The notary and the consumer protection authority shall be notified without delay of any changes in the data contained in the register and of any resolution taken on the change of data.

(19) The safety plan must include:

a) the layout, capacity and entry and exit arrangements of the music and dance venue;

b) an evacuation plan for the venue of the music and dance event in the event of an accident, natural disaster or mass disorder;

c) a description of the activities of those involved in the enforcement of security requirements;

d) the number of security staff;

e) a reference to the availability of medical assistance; and

f) an action plan in the event of stormy weather at outdoor events.

(20) The organiser of the event will have the security plan drawn up by specialists in accordance with the relevant regulations.

(21) The organiser of the event shall present the safety plan to the Head of Fire Safety and the Head of Asset Protection and, after approval, the organiser of the event shall notify the event to the disaster management in accordance with the relevant regulation at least 30 days before the date of the event and shall send the safety plan to the fire authority.

(22) The security measure regarding the events defined above and taken by the event organiser responsible for the event includes:

a) an evacuation calculation,

b) a site plan to scale showing the planned location and number of participants, evacuation routes, exits, fire-fighting routes and areas, opening and closing structures of public utilities, sources of fire water, planned location and number of persons restricted in their escape,

c) the tasks of the security staff supervising the evacuation,

d) actions in the event of fire, and

e) how to signal and extinguish a fire.

(23) The organiser responsible for the event must keep the documents and their annexes containing the fire safety requirements for the event for at least one year after the event.

(24) The event organiser will provide fire safety training for the event.

(25) The organiser of events related to university education, as well as the organiser of exhibitions, fairs, roadshows and workshops shall consult with the Head of Fire Safety on the fire safety requirements to be observed during the event.

(26) The event organiser responsible for the event shall comply with and enforce the fire safety requirements established for events related to university education.

FIRE SAFETY EXAMINATION

59. §

(1) Pursuant to Section 185 (1) of the National Fire Safety Code: only persons holding a valid fire safety certificate may carry out activities posing a fire hazard and subject to a fire safety examination, and other activities posing fire hazard may be carried out by persons trained in fire safety rules and requirements.

(2) The employee must have a fire safety certificate in the Main Building:

a) who uses naked flame in welding or construction work, and

b) persons who at any time store more than 300 kg of substances belonging to the highly flammable or explosive category or who process or use more than 100 kg of substances for industrial purposes or to provide services.

(3) The person who directly supervises the work of persons carrying out the activities specified in points 1 to 9 and 12 to 13 of Annex 1 to the relevant regulation must also hold a certificate of a specialist examination.

(4) When carrying out periodic reviews, maintenance and repair of fire safety devices and equipment, the external operating company must employ and keep on the premises of the Main Building employees who hold a fire safety certificate for the review, maintenance and repair of certain fire safety devices and equipment in accordance with the relevant decree, and who have the necessary professional qualifications and technical knowledge.

(5) Welding – an occasional activity posing a fire hazard – may only be carried out by an employee of an external service company who has the appropriate vocational qualification and a fire safety certificate in accordance with the relevant legislation. In the absence of relevant vocational qualification and a fire safety examination certificate, the work must not be authorised.

FIRE BRIGADE OF THE FACILITY

60. §

(1) Pursuant to Section 18(1) of Government Decree No. 239/2011 (18 November), the buildings of the University are not obliged to operate a ‘fire brigade of the facility’.

QUALIFICATION REQUIREMENTS

61. §

(1) A person with a high level of vocational qualification in fire safety must be employed or contracted in the fire safety sector by an economic operator if the economic operator operates or leases whole or part of a building,

a) which has a room with a capacity of more than 500 people,

b) which has a combined capacity of more than 2,000 people.

(2) Only a person with a high level of vocational qualification in fire safety may prepare the material of fire safety training.

(3) The material of fire safety training may be taught by the person authorised to prepare the material, or a person trained by him/her.

(4) The Fire Safety Regulation may be drafted and amended by a person with a high level of vocational qualification in fire safety.

FIRE SAFETY TRAINING

62. §

(1) The training must cover

a) local specificities and specifications, with particular attention to processes that may involve possible fire or explosion hazard,

b) the fire hazard in the workplace and its surroundings,

c) the preventive fire safety provision and requirements for use for the given work to be carried out,

d) the provisions of the fire safety regulation for the specific work or activity,

e) the University's evacuation procedures and the maximum capacity,

f) techniques for extinguishing incipient fires,

g) the first aid procedure, highlighting special cases.

(2) Types and frequency of training

a) Preliminary:
All new entrants, including students, must receive preliminary fire safety training using the training material in the computer system and the Fire Safety Regulation.

b) Refresher:
Training is provided regarding this Regulation and the training material available in the computer system, which all employees and students are required to complete on an annual basis.

c) Special:
In addition to the preliminary and annual training, the head of the University must,

by appointing a fire safety specialist, provide special fire safety training to employees if they have to work in a more hazardous environment than previously.

(3) Before starting a new, previously not practised work process, unused machinery or equipment, the Head of Campus Services and the fire safety specialist must also be trained in fire safety rules.

Training of the employees

63. §

(1) Employers must provide new entrants with preliminary fire safety training.

(2) The training of new entrants and the documentation of the training are carried out electronically.

(3) HR Services will provide information on new entrants to the Head of Fire Safety, who will arrange for the electronic training information to be sent to new entrants.

(4) The new entrant staff member can start the training by clicking on the link in the information, and the system will register the completion of the training.

(5) HR Services will check the completion of the training on entry. If the training has not been completed, HR Services will ask the new entrant to complete the training.

(6) The employer is obliged to ensure that their employees receive annual fire safety training and that they acquire fire safety knowledge related to their job titles and activities before they start their employment, and that they are familiar with their duties to be performed in case of fire.

(7) The annual refresher training of employees and the documentation of the training are carried out electronically.

(8) The Head of Fire Safety sends notification to employees to complete the annual refresher training. Employees can start the training by clicking on the link in the notification, and the system will register the completion of the training.

(9) Employees are required to acquire fire safety knowledge and apply it in their work.

(10) The Head of Fire Safety sends information to the person exercising employer's rights over the organisational units on the completion of the fire safety training.

(11) Persons exercising employer's rights in the organisational units are responsible for providing fire safety training to their employees and, where necessary, for reminding employees to complete the training. An employer may not employ an employee who does not have the necessary fire safety knowledge for the activity in question.

(12) The fire authority may impose fire safety fines

a) if the employer has not provided new employees with fire safety training, or the person obliged to draw up the fire safety regulation has not informed the employee about the fire safety regulation – in a certified way – when the employee started work, and more than 15 days have elapsed since the employee started work,

b) if the employer has failed to provide the employees with refresher fire safety training or the special fire safety training prescribed by the fire authority, or failed to inform them of the fire safety regulation by the deadline laid down by law or by the fire safety regulation or by the resolution requiring the special training, and more than 15 days have elapsed since the expiry of the deadline.

(13) The fire safety training of a person carrying out a fire-hazardous activity, producing, processing or storing highly flammable or explosive substances consists of theoretical and practical training. The obligation to provide practical training cannot be fulfilled electronically.

Training of the students

64. §

(1) Students must be taught general and activity-related fire safety skills and the contents of the Fire Alarm Plan.

(2) The training of students and the documentation of training is carried out electronically, via the Neptun system, on an annual basis.

Fire safety training for persons carrying out operator's check

65. §

(1) Persons carrying out operator's check:

a) Receptionist: daily and quarterly checks of the fire alarm system

b) Maintenance worker of an external operating company: quarterly operator's checks of safety lighting, quarterly operator's checks of fire extinguishers and semi-annual operator's checks of fire water sources, quarterly operator's checks of the emergency exit system and panic locks, monthly operator's checks of fire doors, quarterly operator's checks of smoke-tight doors and windows, quarterly operator's checks of heat and smoke protection solutions

(2) The person carrying out the operator's check must have the necessary knowledge and a relevant written authorisation issued by the operator to carry out the checks properly.

(3) Their employer will ensure that they acquire the fire safety knowledge required for their duties as receptionists, provide new entrants with preliminary fire safety training and annual refresher fire safety training (e.g. general fire safety knowledge, checking and operating fire alarm systems, carrying out operator's checks of heat and smoke extraction systems). The documentation of fire safety training is also the responsibility of the receptionist's employer. Documentation of the training must be kept at the venue where they work.

(4) The person responsible for the operation – supervision, handling, operator's check – must be trained in the knowledge necessary for the performance of the activity when the fire alarm system is put into service and whenever changes are made to the system which affect

its operation. The completion of the training must be recorded in the operation logbook of the equipment or shall be minuted.

Pre-employment fire safety training for external service providers operating on University premises

66. §

(1) Employees of external service providers working on University premises must be familiar with the University's Fire Safety Regulation and comply with the fire safety requirements contained therein.

(2) External service providers must be provided with this Fire Safety Regulation for their information.

Miscellaneous and final provisions

67. §

(1) This Fire Safety Regulation shall enter into force on 1 May 2024 and its provisions will apply until withdrawn. At the same time, the Fire Safety Regulation adopted under Senate Resolution No. SZ-4/2016/2017 (26 November 2016) is repealed.

(2) The original copy of the Fire Safety Regulation is kept in the Main Building.

Annexes:

Annex 1:	Fire Alarm Plan
Annex 2:	Drawings to the Fire Alarm Plan
Annex 3:	Interpretative provisions
Annex 4:	Authorisation (for occasional activities posing fire hazard)
Annex 5:	Checks by the Operator, maintenance and review
Annex 6:	Applicable legislation, decrees and laws
Annex 7:	Evacuation calculation
Annex 8:	Authorisation
Annex 9:	Operation logbook for fire alarm system regarding switching on/off zones
Annex 10:	Major fire safety features of the Main Building
Annex 11:	Lessee's declaration on having become acquainted with the fire safety regulation
Annex 12:	Protocol on practising the fire drill

Annex 1

Fire Alarm Plan

CORVINUS UNIVERSITY OF BUDAPEST

MAIN BUILDING

FIRE ALARM PLAN

2024

1. Presentation of the building

1.1 Data of the building

Name: Corvinus University of Budapest, Main Building
Address: 1093 Budapest, Fővám tér 8.
Purpose: educational building

The building has a basement, a ground floor, 3 floors and an attic.

The building has 1 fire compartment.

The total floor area is 29,375 m^2.

1.2 Number of occupants in the building

Employees:	645 persons
Students:	2,147 persons
Reception:	8 persons
Total:	2,800 persons

1.3 Fire safety devices and equipment

A complete fire alarm system has been installed to protect the area of the building, with the fire alarm control panel located at the ground floor reception desk. The controls of the fire alarm system are as follows:

- the main entrance automatic door opens to its full width;
- the sirens sound;
- the mechanical heat and smoke extractors start;
- the lifts land on the ground floor;

A wet wall hydrant system is installed on each floor of the building, and powder extinguishers are available on each floor. The exact location of fire-fighting devices is marked on the escape plans.

The building has safety lighting.

1.4 Location of gas shut-off and power cut-off

The building's main power cut-off is located in the 0.4 kV room in the basement.
Gas is shut-off by means of a gas main shut-off valve located in the gas receiving station of the building in the basement.

2. What to do in case of fire

2.1 Signalling of the fire

2.1.1 Responsibilities of the person detecting the fire

The person who detects the fire must signal the fire to the people in the building by pressing the nearest manual call point, and must notify the guard service immediately after the detection. If the receptionists are not available or are impeded for some reason, the person who detects the fire must report the fire to the fire brigade, too, by calling 105 or 112.

2.1.2 Signalling the fire via the fire alarm system

A complete fire alarm system is installed in the building. Any fire is detected by detectors and signalled in the fire alarm control panel located in the reception room on the ground floor.

Upon the receipt of a fire signal, the primary task of the security guard is to investigate the signal, check the reality of the fire, extinguish the fire in case of fire, and then make sure that the Western Gates, the Southern Gates and the Northern Gates are opened to their full width.

In the fire alarm control panel, once the fire signal is accepted, the controls are triggered (e.g. lifts land on the ground floor) and the fire alarm sirens are activated. An acoustic signal warns people to leave the building as soon as possible.

2.2 Fire alarm procedures

After the sirens have been activated (or after a fire alarm by word of mouth), the following tasks need to be done:

2.2.1 Responsibilities of the workplace executive

It is the responsibility of the workplace executive to warn the employees under his/her control to suspend work and leave the offices when they hear the acoustic signal of the fire alarm system and/or the fire alarm by word of mouth.

He/she reminds the employees to leave the building immediately on the shortest possible escape route and to go to the assembly area and follow the instructions of the evacuation manager.

He/she may allow anyone to return to the building with the permission of the Fire Chief only.

He/she may order cleaning operations with the permission of the Fire Chief only.

In the assembly area, the workplace executives carry out a headcount check. If an employee is missing, they report it to the evacuation manager and to the fire brigade and the Fire Chief arriving at the site.

2.2.2 Responsibilities of the employees

In case of a fire alarm by word of mouth and the sounding of the fire alarm system, work must be suspended immediately and the evacuation of the building must be started. The evacuation must be carried out as instructed by the evacuation manager.

In all cases, the building must be left via the shortest possible escape route and all employees (and guests) must assemble in the assembly area. (In front of the Main Building, at the Western Gates, on the Danube side)

In case of emergency, when leaving the building, the escape lights showing the way out must be followed.

In case of fire, the lift must not be used, as it is dangerous. No attempt should be made to call and wait for the lifts, as they will land on the ground floor on the signal of the fire alarm system and will not operate in case of a fire alarm.

The escape of visually impaired persons must be assisted. Employees must warn hearing impaired persons of the fire alarm and the need to leave the building immediately and assist their escape. Employees using a wheelchair must be given assistance to escape.

2.2.3 Responsibilities of the lecturers/persons holding a class (e.g. university professors/associate professors/assistant professors)

In the event of a fire alarm by word of mouth and the sounding of the fire alarm system, the class/lecture must be stopped immediately and evacuation of the building must begin. The evacuation must be carried out as instructed by the evacuation manager.

Students are reminded to leave the building immediately via the shortest possible escape route and to proceed to the assembly area and follow the instructions of the evacuation manager.

The lecturer is the last person to leave the auditorium/classroom after making sure that all students have left via the exits.

In all cases, the building must be left via the shortest possible escape route and all students (and guests) must gather in the assembly area.

In case of emergency, when leaving the building, the escape lights showing the way out must be followed.

In case of fire, the lift must not be used, as it is dangerous. No attempt should be made to call and wait for the lifts, as they will land on the ground floor on the signal of the fire alarm system and will not operate in case of a fire alarm.

2.2.4 Responsibilities of the students

When hearing the fire alarm, the students must immediately leave the building and proceed as instructed by the external lecturer in charge of the class and the evacuation manager, the security service and the receptionist.

In all cases, the building must be left via the shortest possible escape route and all students must gather in the assembly area. The assembly area is the Main Building, at the Western Gates, on the Danube side.

In case of emergency, when leaving the building, the escape lights showing the way out must be followed.

In case of fire, the lift must not be used, as it is dangerous. No attempt should be made to call and wait for the lifts, as they will land on the ground floor on the signal of the fire alarm system and will not operate in case of a fire alarm.

If a student detects fire, he or she will announce it by shouting “Fire! Fire!” to those in the vicinity and trigger a fire alarm for those in the building by pressing a nearby manual call point. The fire must be reported to the receptionists, too.

An extinguished fire must also be reported to the receptionist. The extinguished fire may also have caused damage to the electrical system, so it must be examined after the fire has been extinguished.
Visually impaired students must be given assistance to escape. Students should warn their hearing impaired peers of the fire alarm and the need to leave the building immediately and assist their escape. Students using a wheelchair must be given assistance to escape.

2.2.5 Responsibilities of the security guard

If the detector of the fire alarm system gave the fire signal, the security guard checks the fire alarm control panel to find out from which room the signal was received, then goes to the venue and verifies the authenticity of the signal and investigates it. The time available for signal investigation is 2 minutes. In the meantime, he/she informs the head of service that he/she left the reception to investigate a signal.

If the security guard arrives at the venue indicated by the fire alarm control panel and finds real fire, he/she will raise an alarm by word of mouth (shouting “Fire! Fire!”) to those in the vicinity, and by pressing the nearest manual call point to others in the building.

Following the investigation of the fire alarm, he/she alerts the Fire Brigade and tells them which part of the building or which room is affected, and requests action to notify the fire brigade and alerts the fire brigade by calling 105 or 112, too.

The security guard informs the head of service about the actions taken, and manages the fire alarm in the fire alarm control panel to activate the controls and the sirens.
The head of service informs the executives listed in point 2.3.1 of the authenticity of the fire alarm and the need to order evacuation.

If the person who detected the fire (e.g. a student, employee) gave the fire signal orally, he/she will raise an alarm to people in the building by pressing the nearest manual call point.

Following that, he/she alerts the Fire Brigade and tells them which part of the building or which room is affected, and requests action to notify the fire brigade and alerts the fire brigade by calling 105 or 112, too.

If the fire signal was given via a manual call point, the security guard immediately notifies the head of service, investigates the alarm, and, if necessary, alerts the Fire Brigade by calling 105 or 112.

When a fire alarm is given, the fire brigade must be informed of the following:

- the location and address of the fire,
- what is burning, what is at risk,
- whether someone's life is in danger
- the name of the reporting person,
- the number of the telephone used for calling the fire brigade.

The security guard manages the fire alarm at the fire alarm control panel, and after the fire alarm is accepted, the controls are started.

After notifying the fire brigade and managing the fire alarm control panel, the security guard notifies the head of service in the adjacent main building.

The security guard is also responsible for opening the main entrance doors, the Southern Gate and the Northern Gate and ensuring their full width to allow unhindered passage.

The security guard will liaise with the Head of Asset Protection and the Operations Manager and provide information on the actions taken;

The security guard will ensure that power supply to the Main Building is interrupted and the gas is shut off, and will assist the escape of persons with reduced mobility;

If the fire alarm system fails to activate the necessary controls, without endangering his or her own safety or that of others, he/she will:

- close the fire doors;
- stop the ventilation;
- start heat and smoke extraction;

The security guard informs the arriving fire brigade about the measures taken and, if necessary, provides the Fire Alarm Plan, site plans and keys to the locked premises to the fire brigade.

The security guard ensures that the venue is secured and no-one other than the fire brigade can enter the building while the fire is being extinguished.

Persons may be allowed to return only after permission has been granted by the Fire Chief.

2.3 Extinguishing the fire

Anyone detecting a fire must use fire extinguishing device to extinguish the initial fire without endangering his/her own safety or the safety of others.

The person detecting the fire must attempt to extinguish the fire using fire extinguishers available in the building, if possible, at the same time as the fire alarm is given, if not, immediately afterwards.

If the fire cannot be extinguished with the fire-fighting device available, the premises must be immediately evacuated.

The person using a fire extinguisher is obliged to inform the receptionist that a fire extinguisher has been used. The replacement of the used fire extinguisher must be arranged and the Facility Operations Manager and the Head of Asset Protection must be informed.

Using damaged fire extinguishers that are in poor technical condition is forbidden!

Wall hydrants may be used – to extinguish the fire with water – after disconnecting the power.

Extinguishing fire in electrical equipment with water is forbidden to avoid electric shocks and accidents!

Water must not be used for hot oil, as hot oil reacts violently to water, and spilled oil can cause burns and act as an additional ignition source, igniting areas that have not been aflame yet.

Extinguishing fire on persons with fire extinguishers (e.g., powder extinguishers, carbon dioxide extinguishers) is prohibited! Burning clothing should be covered with a strong cloth or blanket to stop the burning process.

2.4 The evacuation

2.4.1 People entitled to order an evacuation:

- The Rector of the University or his/her deputies
- The President
- The Chancellor
- The Head of Campus Services
- The Head of Operations and Investment
- The Head of Asset Protection
- The service commander of the specialised guarding company
- The security guard

2.4.2 People authorised to manage the evacuation:

The person managing the evacuation is the person listed in 2.4.1, whose instructions must be followed by everyone.

In the case of an event, it is the responsibility of the organiser of the event to order and manage the evacuation.

2.4.3 Leaving the fire compartments of the building

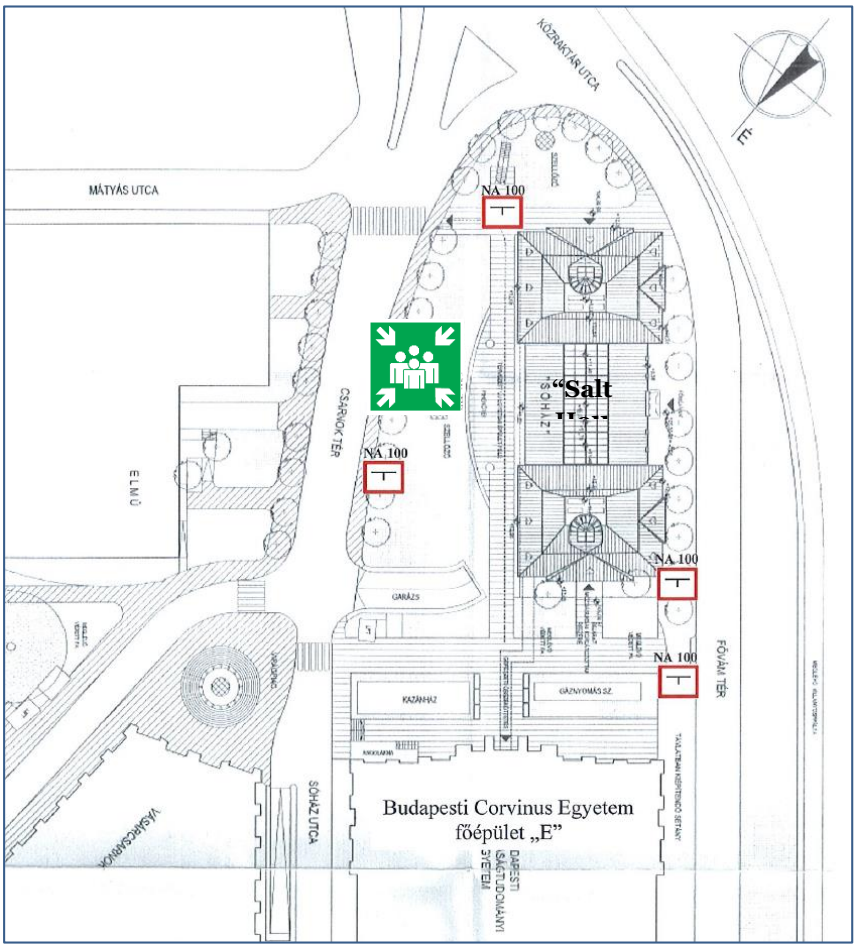
Each of the three fire compartments has its own emergency staircase. The upper floors can be left via the staircases, with exits to the open air on the ground floor of the staircases.

Exit from the basement level is via the main entrance door on the ground floor.
On hearing the fire alarm, evacuation of the building must start immediately, following the escape lights.

The receptionist will secure the main entrance doors to ensure unhindered passage on an ongoing basis.

2.5 Assembling

In order to ensure unhindered access to the building for the fire brigade, and for the sake of personal safety, it is not allowed to assemble in front of the Northern, Southern and Western entrances of the Main Building.



All persons in the building must go to the assembly area and stay outside the collapse zone of the building. The assembly area is the park behind the Salt House.

In the assembly area, workplace executives are required to do a headcount.

The assembly area: 

2.6 Rescue of persons with reduced mobility and limited capacity

The escape of visually or hearing impaired students must be assisted. A visually impaired person must be assisted by a (sighted) peer to escape via the escape route. Students should warn their hearing impaired peers of the fire alarm and the need to leave the building immediately, and assist their escape.

Students using a wheelchair must be given assistance to escape. Students with limited mobility should be escorted to the safety lift by fellow students and assisted to leave the building as soon as the lift lands on the ground floor.

3. Main sources of danger

3.1 Smoking

Smoking is prohibited in the enclosed areas of the building, and pictograms have been posted throughout the building to warn of the smoking ban.

Smoking is only allowed in the designated smoking area (in front of the main entrance of the building). Unauthorised smoking can cause a fire.

Burning tobacco, matches and other sources of ignition must not be placed or thrown away where they may cause fire or explosion.

3.2 Kitchen activity

Leaving (forgetting) hot oil on the gas stove is forbidden, as there is a risk of overheating and thus spontaneous combustion!

Cooking activities must not be carried out unattended. Cooking is only allowed in the designated area.
To prevent fires originating from kitchen activities, students receive fire safety training when they move in.

3.3 Failure of electrical equipment

Periodic maintenance of power distribution cabinets must be carried out, and only electrical equipment in good technical condition may be used.

Employees are obliged to report any anomalies or technical malfunctions they encounter on the intranet in the relevant application. (Digital Services - reporting technical problems) To prevent electric fires, employees receive fire safety training annually.

4. Persons to be notified of a fire

Head of Campus Services	**Tamás Dóczi**	**+36 20 9711 305**
Head of Operations and Investment	**György Bálint**	**+36 30 535 3377**
Facility Operations Manager	**Péter Fekete**	**+36 30 082 8771**
Technical Coordinator	**Zsolt Dajkai**	**+36 30 387 4157**

Head of Asset Protection	**Zoltán Pálfi**	**+36 30 210 9048**
Caretaker	**István Jurecz**	**+36 30 385 6094**
Head of Fire Safety	**Krisztina Vági**	**+36 30 131 9366**
Head of Economic Law, Procurement and Labour Law Services	**Dr. Zsuzsanna Borbás**	**+36 30 348 2093**

5. Post-fire responsibilities

5.1 Extraordinary review of the fire alarm system

After a fire, an extraordinary review of the fire alarm system is carried out by the external operating company in accordance with the relevant NFSC and the findings of the review are documented in the fire alarm system operational and maintenance logbook.

They inform the Facility Operations Manager and the Head of Fire Safety of the findings of the review and, if necessary, arrange for the fire alarm system to be repaired.

5.2 Extraordinary fire safety training

Following a fire, the Head of Fire Safety organises fire safety training for employees and students based on the lessons learned from the incident and ensures that the fire safety training is documented.

5.3 Removal and replacement of used fire extinguishers

If a fire extinguisher has been used to extinguish the fire, the external operating company will arrange for the replacement of the fire extinguisher used.

The external operating company replaces the used extinguisher(s) with an extinguisher of the same extinguishing capacity as the used one(s) and ensures the registration of the extinguisher(s) and the updating of the fire extinguisher register.

5.4 Fire safety standardisation review

If the electrical network has been affected by the fire, the external professional operating company will arrange for the fixing of faults and the fire safety standardisation review of the electrical network.

5.5 Reporting fire damage under the property and liability insurance contract

After a fire, Campus Services will, on the basis of information provided by the Head of Economic Law, Procurement and Labour Law Services, initiate the damage reporting procedure with the insurance company under the property and liability insurance contract in force.

6. Preparing the Fire Alarm Plan and practising the fire drill

A Fire Alarm Plan is required as an annex to the Fire Safety Regulation, pursuant to Decree No. 101/2023 (29 December) of the Ministry of the Interior.

The Fire Alarm Plan must include:

- how to raise a fire alarm;
- the procedures of alarming the fire brigade and vulnerable persons in the building, and how to leave the building;
- the necessary actions to be taken by the occupants in case of fire;
- the main sources of danger (with reference to the rules of protection);
- floor plans of the parts of the building by floor, indicating the equipment (devices, evacuation routes) important for fire safety.

The Fire Alarm Plan must be displayed in a permanently accessible place at the reception.

In public spaces and hallways, an escape plan indicating the possible routes to leave the building (escape route) and a text description or an extract of the plan giving information on the direction and method of safe exit from the room or building must be displayed.

The implementation of the Fire Alarm Plan must be practised with the people concerned as necessary, but at least annually, and the results must be evaluated and recorded in writing.

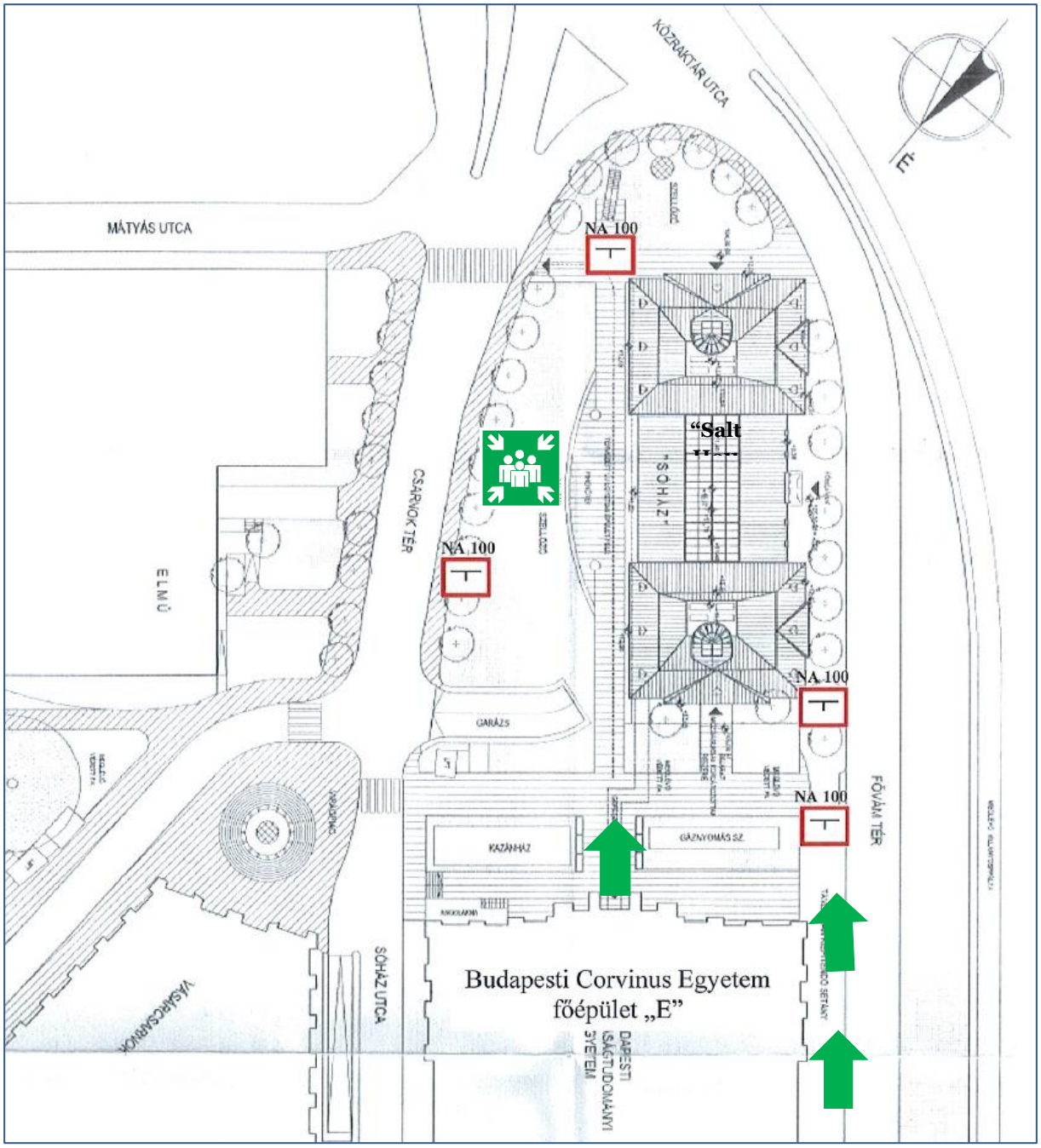
Any errors or shortcomings found during the drill must be eliminated within 15 days.

The fire authority must be notified of the planned drill at least 15 days before the date of the drill and of any change to the announced date of the drill.

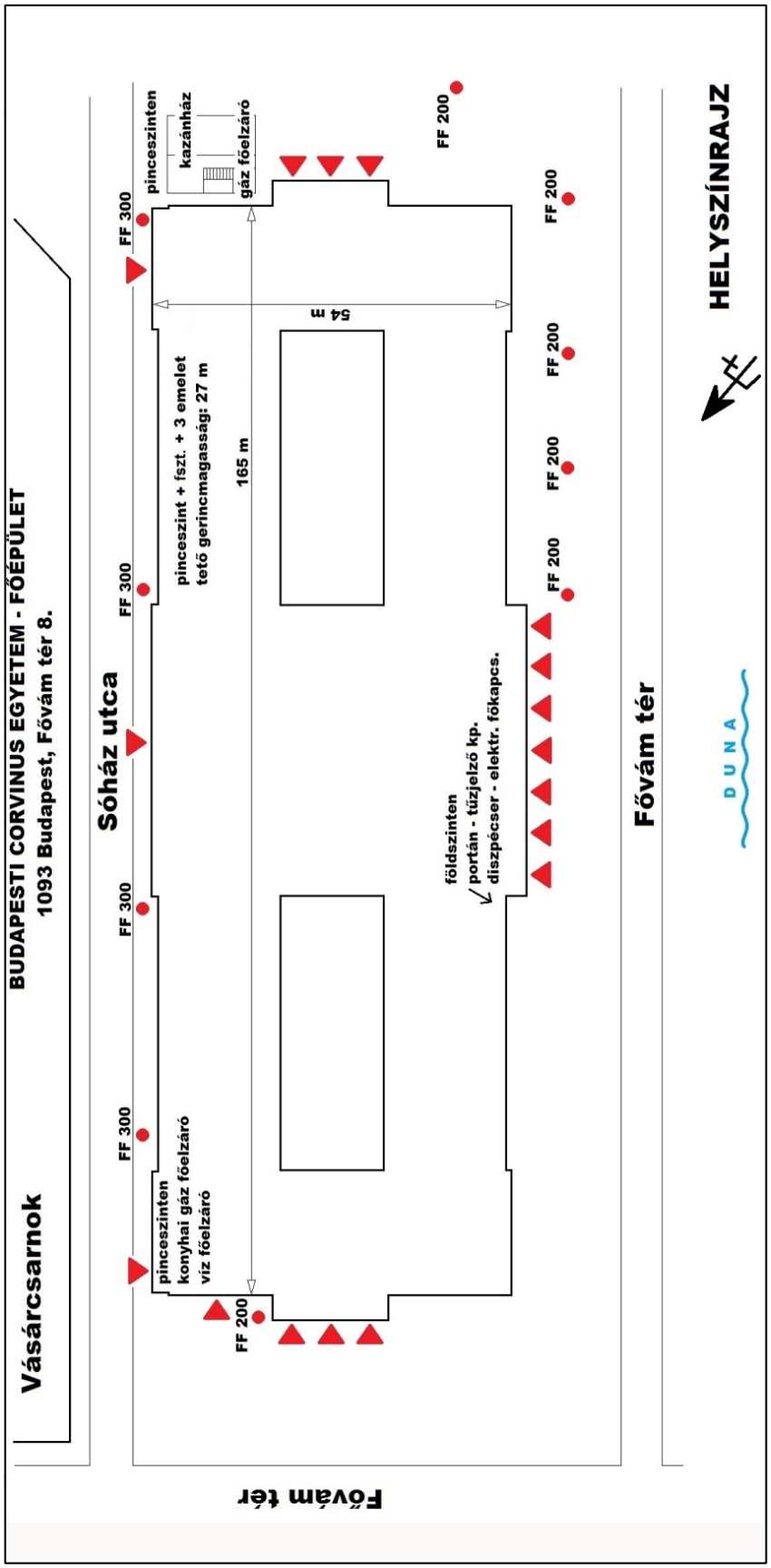
Annex 2

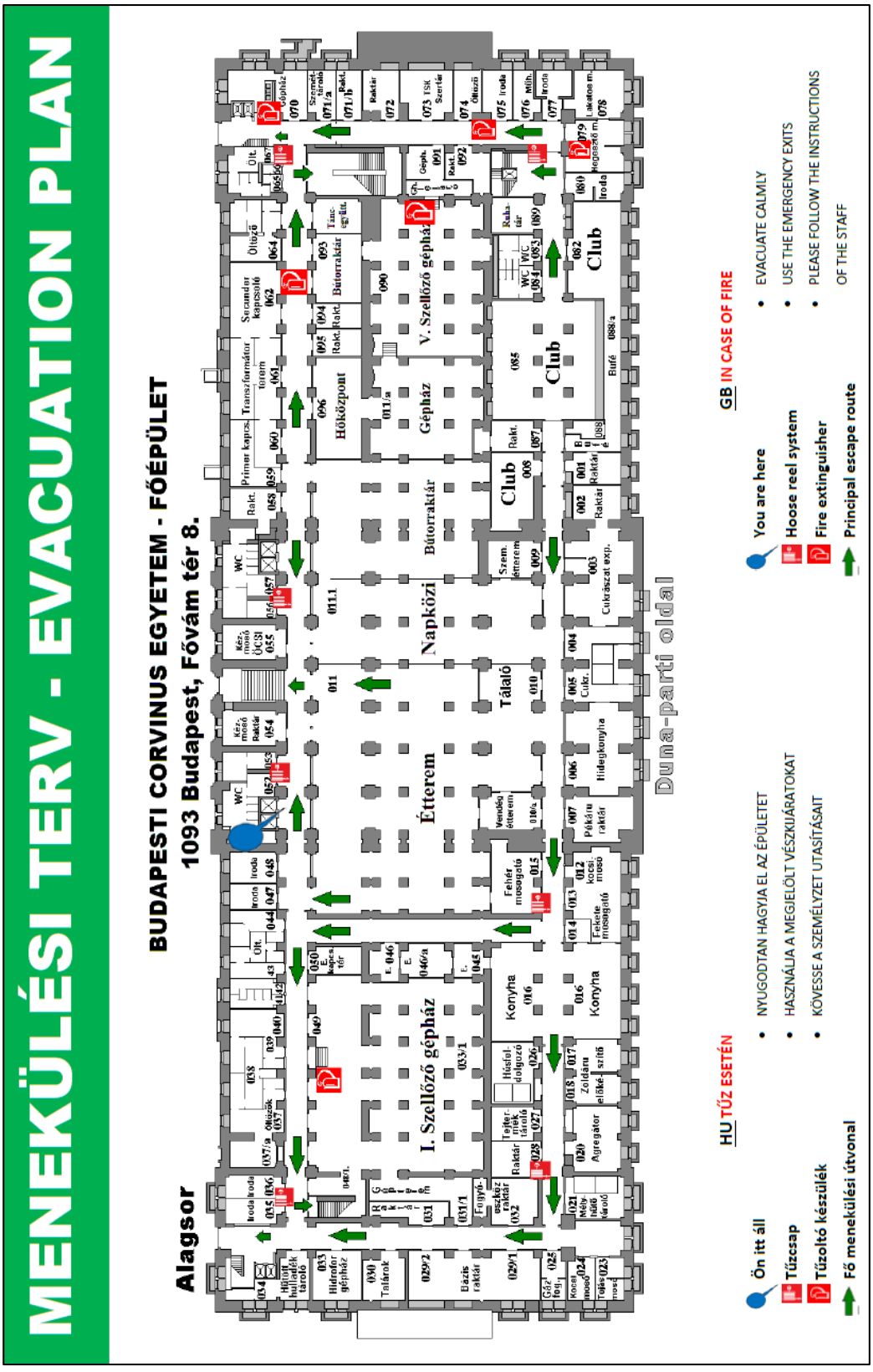
Annex to the Fire Alarm Plan with drawings

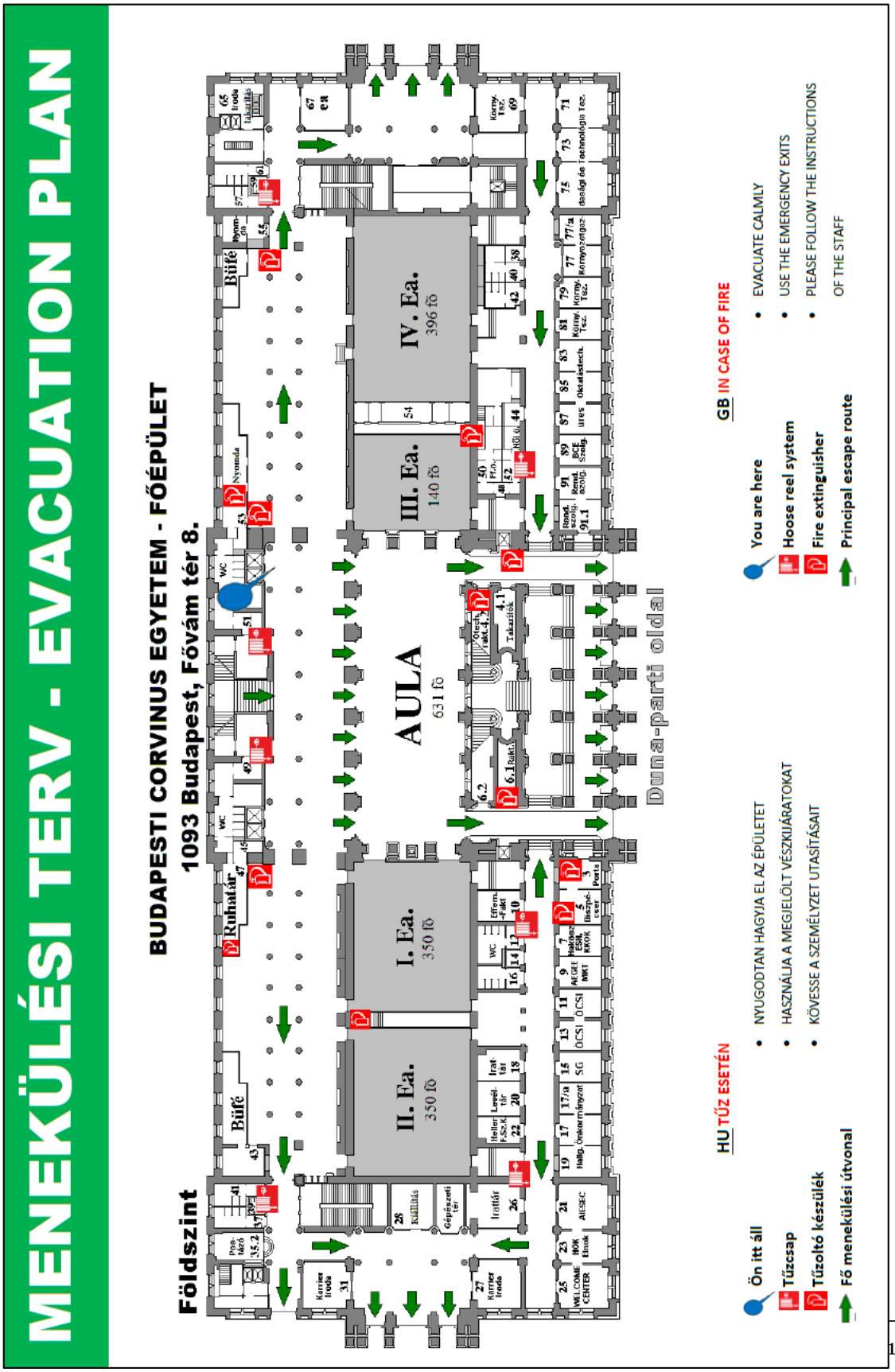
SITE PLAN



The assembly area:


HELYSZÍNRAJZ
BUDAPESTI CORVINUS EGYETEM - FŐÉPÜLET
1093 Budapest, Fővám tér 8.
Vásárcsarnok
Sóház utca
Fővám tér
DUNA
pinceszinten
kazánház
gáz főelzáró
FF 300
FF 200
54 m
165 m
pinceszint + fszt. + 3 emelet
tető gerincmagasság: 27 m
földszinten
portán - tűzjelző kp.
diszpécser - elektr. főkapcs.
pinceszinten
konyhai gáz főelzáró
víz főelzáró


MENEKÜLÉSI TERV - EVACUATION PLAN
BUDAPESTI CORVINUS EGYETEM - FŐÉPÜLET
1093 Budapest, Fővám tér 8.
Alagsor
Duna-parti oldal
HU TŰZ ESETÉN
Ön itt áll
Tűzcsap
Tűzoltó készülék
Fő menekülési útvonal
NYUGODTAN HAGYJA EL AZ ÉPÜLETET
HASZNÁLJA A MEGJELÖLT VÉSZKIJÁRATOKAT
KÖVESSE A SZEMÉLYZET UTASÍTÁSAIT
GB IN CASE OF FIRE
You are here
Hoose reel system
Fire extinguisher
Principal escape route
EVACUATE CALMLY
USE THE EMERGENCY EXITS
PLEASE FOLLOW THE INSTRUCTIONS OF THE STAFF


MENEKÜLÉSI TERV - EVACUATION PLAN
BUDAPESTI CORVINUS EGYETEM - FŐÉPÜLET
1093 Budapest, Fővám tér 8.
Földszint
AULA
631 fő
I. Ea.
350 fő
II. Ea.
350 fő
III. Ea.
140 fő
IV. Ea.
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Duna-parti oldal
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NYUGODTAN HAGYJA EL AZ ÉPÜLETET
HASZNÁLJA A MEGJELÖLT VÉSZKIJÁRATOKAT
KÖVESSE A SZEMÉLYZET UTASÍTÁSAIT
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Tűzcsap
Tűzoltó készülék
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USE THE EMERGENCY EXITS
PLEASE FOLLOW THE INSTRUCTIONS OF THE STAFF
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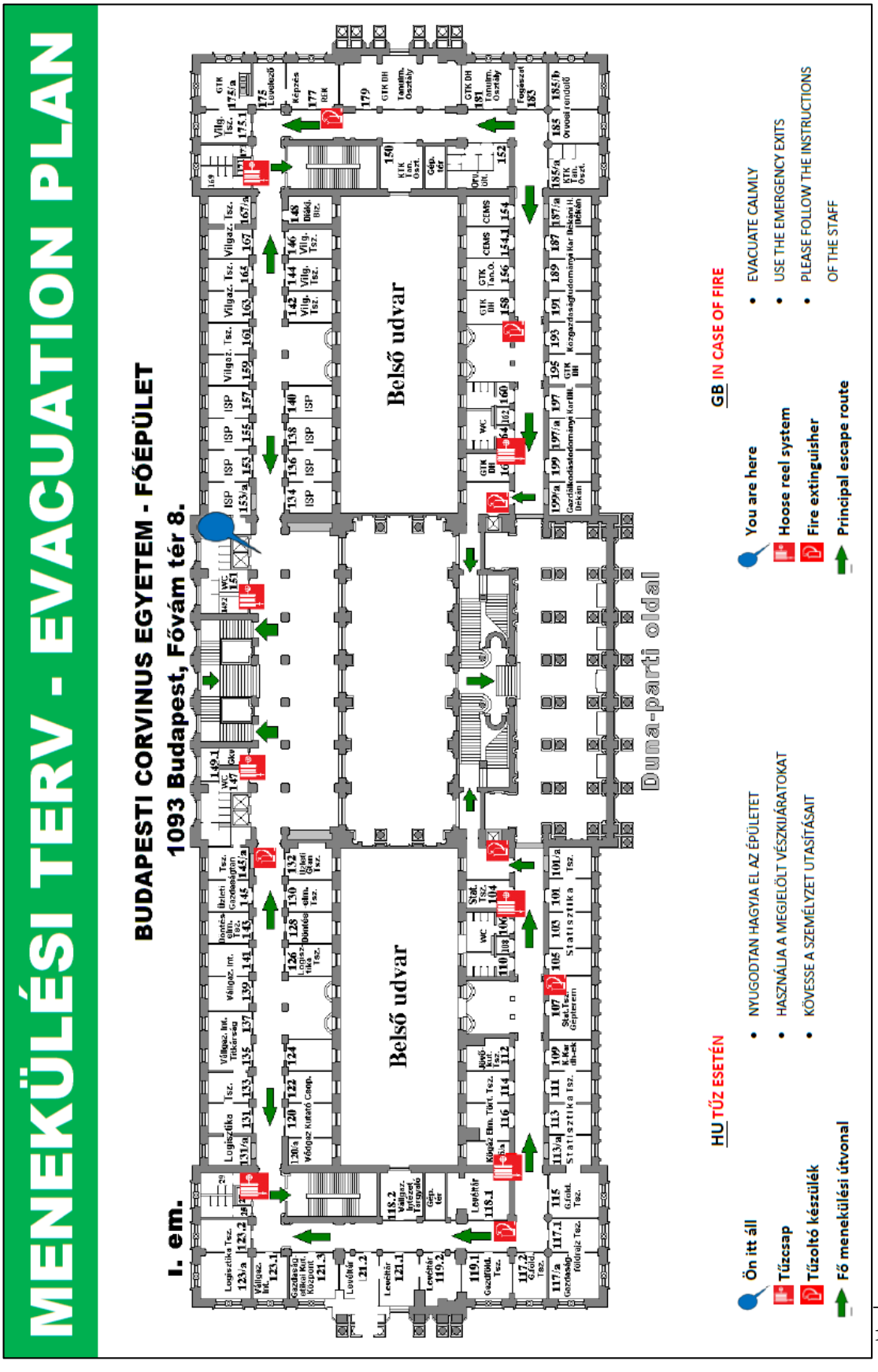
Hoose reel system
Fire extinguisher
Principal escape route


MENEKÜLÉSI TERV - EVACUATION PLAN
BUDAPESTI CORVINUS EGYETEM - FŐÉPÜLET
1093 Budapest, Fővám tér 8.
I. em.
Belső udvar
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NYUGODTAN HAGYJA EL AZ ÉPÜLETET
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EVACUATE CALMLY
USE THE EMERGENCY EXITS
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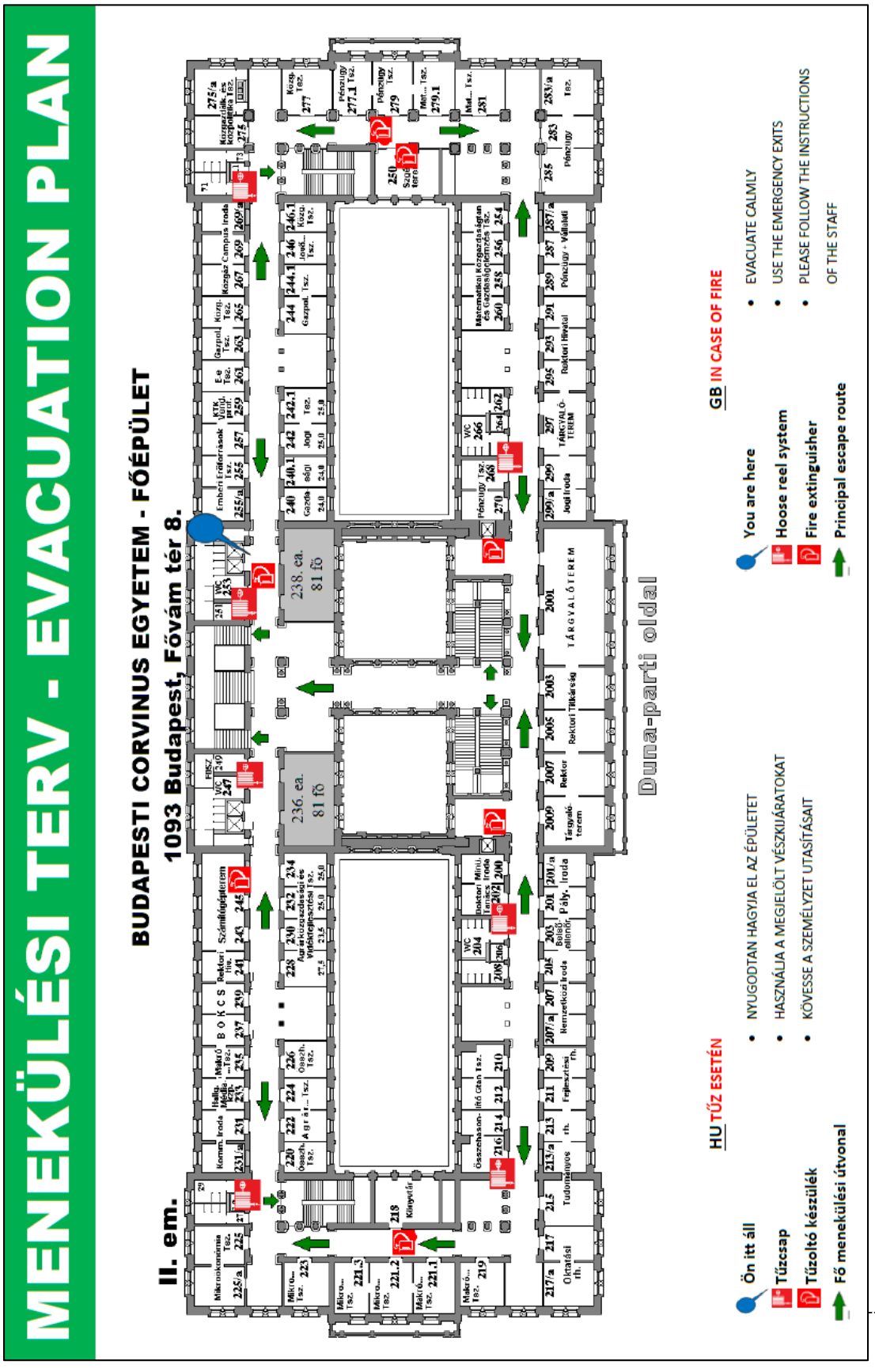
Fő menekülési útvonal
You are here
Hoose reel system
Fire extinguisher
Principal escape route


MENEKÜLÉSI TERV - EVACUATION PLAN
BUDAPESTI CORVINUS EGYETEM - FŐÉPÜLET
1093 Budapest, Fővám tér 8.
II. em.
238. ea. 81 fő
236. ea. 81 fő
Duna-parti oldal
HU TŰZ ESETÉN
NYUGODTAN HAGYJA EL AZ ÉPÜLETET
HASZNÁLJA A MEGJELÖLT VÉSZKIJÁRATOKAT
KÖVESSE A SZEMÉLYZET UTASÍTÁSAIT
Ön itt áll
Tűzcsap
Tűzoltó készülék
Fő menekülési útvonal
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EVACUATE CALMLY
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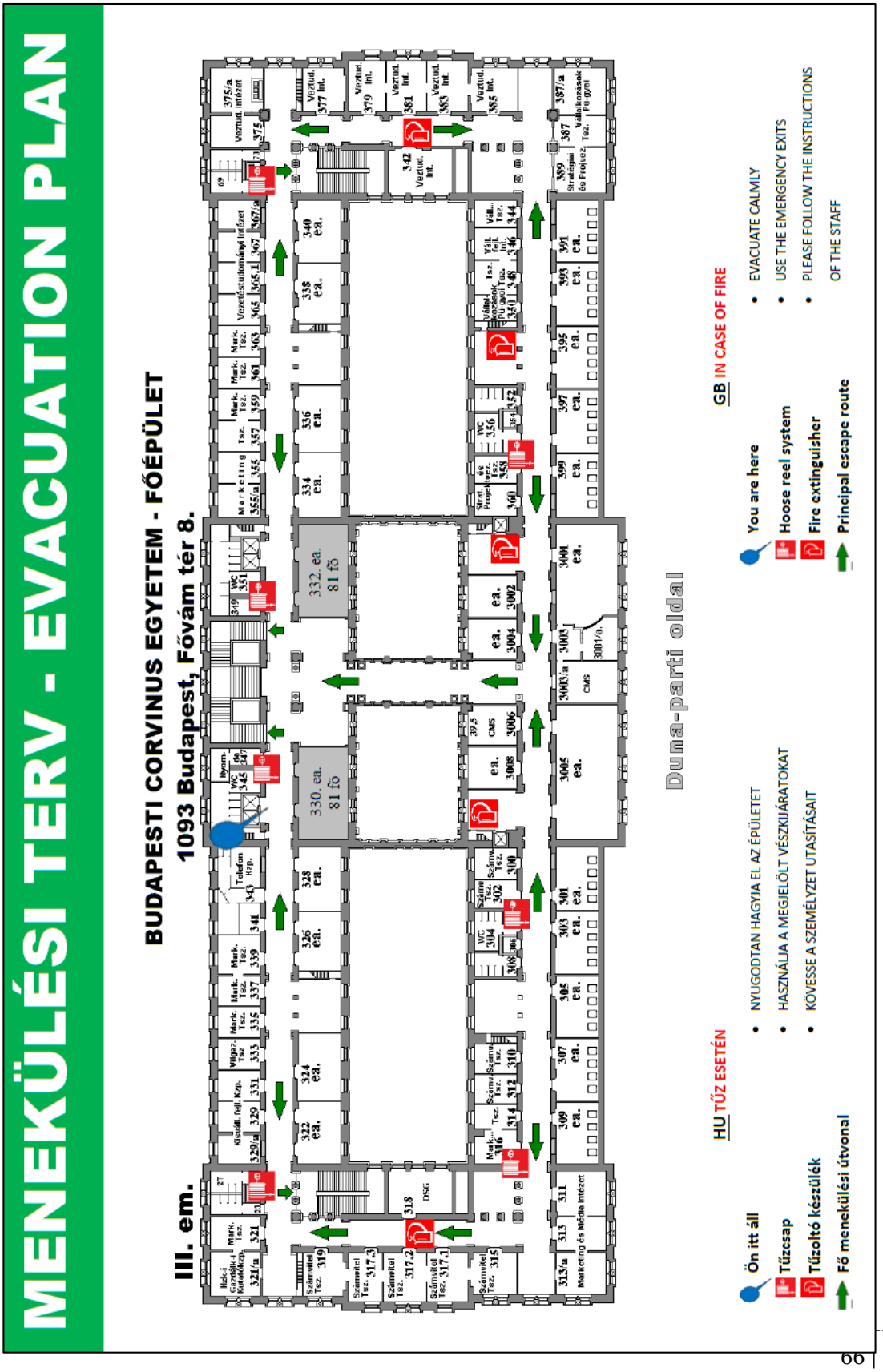
Hoose reel system
Fire extinguisher
Principal escape route


MENEKÜLÉSI TERV - EVACUATION PLAN
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1093 Budapest, Fővám tér 8.
III. em.
Duna-parti oldal
HU TŰZ ESETÉN
Ön itt áll
Tűzcsap
Tűzoltó készülék
Fő menekülési útvonal
NYUGODTAN HAGYJA EL AZ ÉPÜLETET
HASZNÁLJA A MEGJELÖLT VÉSZKIJÁRATOKAT
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PLEASE FOLLOW THE INSTRUCTIONS
OF THE STAFF

Annex 3

Interpretative provisions

Pursuant to Decree No. 54/2014 (5 December) of the Ministry of the Interior, as amended from time to time, on issuing the National Fire Safety Code:

The fire safety requirements must be established on the basis of the fire hazard class of the materials, the risk class of the risk unit, the relevant risk class of the building, the individual building unit and the special structure.

Key concepts:

***Basic purpose**:* the classification necessary for the isolation of risk units according to their intended use and for the establishment of the related fire safety requirements, expressing the characteristic primary use of risk units and of separate functions within the units.

***Floor area**:* the area defined by the vertical projection of the machinery and equipment; in the case of outdoor storage, the area within the lateral boundaries of the space reserved for storage; the net floor area in the case of a room or space enclosed wholly or partly by a building structure, or, in the case of a covered atrium, the vertical projection of the maximum floor area of a continuous air space.

***Built-in fire alarm system**:* fixed equipment installed in a building or in the open air, which automatically detects fire, gives signals and takes appropriate automatic fire safety action in the early stage of fire development, and which is provided with a permit for use issued by the fire authority.

Built-in fire extinguisher: fixed equipment, other than a fire-fighting water source, installed in a building or in the open air, used for extinguishing fires, facilitating intervention, preventing the spread of fire, reducing fire damage, and which is either automated or manually operated or both, and which has a permit for use issued by the fire authority.

***Safety lift**:* a lift connected to the smoke-free staircase, fire lobby or open-air area of a building, which can be operated during a fire in the building, and which may be a fire-fighting lift or an escape lift.

Safety sign: a fixed sign, created with a combination of a specific geometric shape, colour and pictogram, which is used to aid escape, warn of danger, prohibit activity or behaviour, and to indicate the location of equipment and devices required for fire alarm and extinguishing.

Safety power supply: a power source that supplies power to consumers operating in the case of fire, for a prescribed period of time in the event of a failure of the normal power source.

***Persons able to escape on their own**:* persons who are able to escape independently, possibly with additional guidance, on the basis of their age, mental and physical condition, and whose escape is not hindered by an external constraint due to forced detention.

Incapacitated person: a person who is unable to escape and whose rescue requires personnel and, if necessary, an assistive device.

Person escaping with help: a person who is restricted in his or her ability to escape, and is able to escape with physical assistance or directions, or with the controlled release of an external restraint and with directions.

***Technical solution concerned**:* fire safety equipment, system, apparatus or structure prescribed by law or the fire authority, or system subject to review under this decree.

Review: the totality of measures and activities carried out by the authorised person in order to ascertain the operability and efficiency of the technical solution concerned, the performance of operator's checks, maintenance and repair, and the documentation of these in writing.

Smoke-tight doors and windows: a structure which, when installed and when closed, limits the passage of smoke and toxic gases formed in the event of fire from one side of the compartment separated by it to the other side, to a specified extent and for a specified time.

Heat and smoke extraction system: an interconnected system of heat and smoke extraction, air-supply structures, equipment and their means of operation, and solutions ensuring smoke sectioning and their means of attachment, excluding built-in fire alarm systems.

***Authorised person**:* a person authorised or appointed by the operator, having the necessary vocational qualification, knowledge, devices, experience and authorisation, to carry out periodic reviews, maintenance and repairs.

***Maintenance**:* the totality of measures and activities aimed at ensuring the operability and effectiveness of the technical solution concerned, preventing its failure and documenting these.

Evacuation: the process of moving persons in or on a building, special structure or open air to a temporary protected space or safe space.

Person restricted in escape: a person who, because of his or her age – 0–10 or 65+ years –, mental or physical disability, or an external limitation, is unable to escape independently.

Escape sign: a safety sign indicating the location of an exit or emergency exit for escape and its direction in a building, within a building or in the open air – on a passageway or (exit) route.

Escape route warning system: a system that provides occupants with conspicuous and unambiguous information and appropriate visual instructions for leaving the area in the event of an emergency along a designated escape route by using clearly arranged visual devices, signs and markings.

Escape route: a passageway used by escaping persons to ensure their safety for the necessary period of time, during the second phase of evacuation in the event of fire, and on the route following the evacuation door in the case of premises used by masses of people.

Passive storage: the storage and distribution of material stored in unopened, sealed, factory-prepared packaging and containers or in packaging and containers certified for transport.
Fire door or damper: fire retardant closing of a fire door, window, gate, curtain gate, shutter gate, shutter and the transfer opening of a conveyor, which, when closed, prevents the spread of fire for a specified period of time.

Fire-fighting operation area: area for extinguishing fire and rescuing people, ensuring the conditions for the proper operation of the technical fire-fighting devices and fire-fighting units required for the intervention.

Fire-fighting operation route: a road to access the fire-fighting operation area and to be used by the fire-fighting vehicles.

Firefighter lift: safety lift for use by the fire brigade only in the event of fire.

Fire extinguisher maintenance organisation: a business party employing maintenance personnel, carrying out the maintenance of fire extinguishers and operating a maintenance workshop.

Entity keeping the fire extinguisher operable: a person or organisation required by law to keep fire extinguishers in an operable condition.

OKF identifier of the fire extinguisher maintenance organisation: a uniquely numbered sticker (hologram) with anti-counterfeiting protection identifying the maintenance organisation's workshop; maintenance organisations can purchase it from a distributor designated by the National Directorate General for Disaster Management (OKF) of the Ministry of the Interior.

Fire extinguisher reviewer: a business party employing maintenance personnel to carry out the maintenance of fire extinguishers, without operating a maintenance workshop, and whose OKF identifier is provided by a maintenance organisation.

Fire brigade key safe: a device controlled by a built-in fire alarm system and ensuring unhindered access to the building and its premises during interventions by the fire brigade.

Fire distance: the minimum permissible horizontal distance between adjacent buildings, adjacent outdoor storage units, adjacent structures and outdoor storage units belonging to separate fire compartments.

Fire safety sign: a safety sign indicating the location of (a) fire safety equipment, device or fire extinguisher.

Fire safety technical compliance manual*:* fire safety documentation, which, following the construction, alteration or extension of a building, contains the implemented fire safety data and the conditions of use, which enable the building to be operated safely from a fire safety point of view.

Fire safety operation logbook: a document used to certify the check, review and maintenance of fire safety technical solutions.

Activities posing a fire hazard: any activity involving a temperature exceeding the ignition temperature or flash point of the combustible material in its surroundings, or involving naked flame, glowing, smouldering or sparking which may be regarded as a source of ignition.

Operator: the person or organisation operating the facility, building or part of a building and responsible for ensuring the requirements laid down in Section 18 of Act XXXI of 1996 on Fire Protection, Technical Rescue and Fire Brigades.

Operator's check: a verification, typically by visual inspection, of the operability of the technical solution concerned and its documentation in writing, by the person carrying out the operator's check or by a legal entity authorised in writing by the operator.

Person carrying out operator's check: a person authorised or appointed by the operator to carry out an operator's check.

Emergency exit: exit normally not in use but taken into account for evacuation.

Fire safety review of electrical equipment: a review carried out by the authorised person to determine and classify the fire safety conformity and defects of electrical equipment.

Annex 4

Authorisation (for occasional activities posing fire hazard)

To be completed by the executive

Name(s) of the person(s) carrying out activities posing fire hazard:
.....
Fire safety certificate number or training logbook number:
.....
Description of the activity:
.....
.....
Place of work:
.....
Time of work:
.....
The main requirements regarding the performance of the activity are laid down in Decree No. 54/2014 (5 December) of the Ministry of the Interior.

Requirement of the executive in charge of those	**Requirements of the fire safety officer of the facility**
Provide additional fire extinguishers for the work as follows: .... Remove combustible materials from the area as follows: .... Protect the environment of the activity in the following way: ..... Ensure the supervision of the activity in the following way: ..... Fire alarms can be provided to the fire brigade: ..... Supervision of the area after work: ..... Other duties and special requirements:	Provide additional fire extinguishers for the work as follows: .... Remove combustible materials from the area as follows: .... Protect the environment of the activity in the following way: ..... Ensure the supervision of the activity in the following way: ..... Fire alarms can be provided to the fire brigade: ..... Supervision of the area after work: ..... Other duties and special requirements: .....

Based on the on-site inspection on ..... day of .....month .... year, it can be carried out with the implementation of and compliance with fire safety requirements.
We have extended the conditions of occasional activities posing fire hazard, we accept them and we will observe them under penalty of perjury.

Sign at	**Person ordering the work**	**Person(s) carrying out the work**	**Fire safety officer of the facility**

	..... I have visited the venue and determined the necessary precautions. Date: .....day ..... month .... year	..... I am aware of the work to be done and the precautions to be taken. Date: .....day ..... month .... year	..... I have added the above fire safety requirements to the requirements listed in the conditions. Date: .....day ..... month .... year

Annex 5

Checks by the Operator, maintenance and review

Sequence no.	A	B		C		D	
1	technical solution concerned	**operator's check**		**periodic review**		**maintenance**	
2		**cycle time**	**the need for and the method of documentation**	**cycle time**	**the need for and the method of documentation**	**cycle time**	**the need for and the method of documentation**
3	fire extinguisher	3 months (+ 1 week)	fire safety operation logbook	no requirement		6 months (+ 1 month) 12 months (+ 1 month), 5 years (+ 2 months), 10 years (+ 2 months)	fire safety operation logbook
4	wall hydrant, water sources other than natural water sources, pumps for the operation of the wall hydrant and for the external supply of extinguishing water, dry fire mains	6 months (+ 1 week)	fire safety operation logbook	12 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
5	built-in fire alarm system	1 day, except in the case of automatic control system, 3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week), 12 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
7	fire alarm and trouble signal equipment	1 day except for automatic control system	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
12	safety lighting, escape signs illuminated from the outside or inside, escape lighting according to previous regulations	3 months	fire safety operation logbook	12 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
13	panic lock, emergency exit lock, system ensuring emergency exit	Before each event, but at least 3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook

14	fire barriers	fire windows and doors	1 month	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
15		fire barriers containing a moving element	no requirement		6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
16	solutions for protection against heat and smoke	smoke extraction, air replacement equipment	3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
17		smoke extractor, air replacement fan	3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
18		smoke extraction fan	3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
19		smoke damper, shutter	3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
20		smoke-tight doors and windows	3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
21		mobile smoke curtain	3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
22	pressurised smoke-free staircase, pressurised entrance hall air supply system (checking compliance with expected ventilation parameters)		-	-	before putting into service or after modifications affecting efficiency	measurement report	-	-
24	battery as a backup power source, uninterruptible power supply		3 months (+ 1 week)	fire safety operation logbook	12 months (+ 1 month)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
25	Diesel aggregator		3 months (+ 1 week)	fire safety operation logbook	12 months (+ 1 month)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook

ADDITIONAL FIRE SAFETY REVIEW				
1	**Subject**		**Period**	**Prescribing legislation or national standard**
7	Regular maintenance and repair of gas apparatus and equipment		Depends on the consumer, according to the manufacturer's instructions	Decree No. 11/2013 (21 March) of the Ministry of National Economy
8	Technical review of individual, collector, central chimneys		every 4 years	Decree No. 21/2016 (9 June) of the Ministry of the Interior
9	Inspection and cleaning of individual and collector chimneys, depending on the solid fuel, oil and gas combustion equipment		Every year, every two years	Decree No. 21/2016 (9 June) of the Ministry of the Interior
11	Fire hose pressure test		5 years	MSZ 1185
13	Review of electrical equipment	In the case of premises or outdoor spaces used for the production, processing, storing or use of more than 300 kg or 300 litres of highly flammable or explosive materials, at least	3 years	Decree No. 54/2014 (5 December) of the Ministry of the Interior
		otherwise at least	6 years	
14	Review of lightning protection equipment	In the case of premises or outdoor spaces used for the production, processing, storing or use of more than 300 kg or 300 litres of highly flammable or explosive materials, at least	3 years	Decree No. 54/2014 (5 December) of the Ministry of the Interior
		otherwise at least	6 years	

Check, maintenance and review of fire safety devices and equipment (DUTIES OF EXTERNAL TECHNICAL OPERATOR)

General requirements

- The external operating company must:
  - ensure the operator's check, periodic review and maintenance of the technical solution concerned in the manner and with the frequency specified in the table in Annex 18 to the amended Decree No. 54/2014 (5 December) of the Ministry of the Interior, and its repair as required.
  - ensure the operator's check, periodic review and maintenance of the technical solution installed, built in, mounted, placed and used by voluntary commitment, as indicated in Table 1 of Annex 18, and provide for repairs as necessary, if the failure, improper operation or design of the technical solution may hinder, impede or adversely affect the escape, the fire alarm, the intervention by the fire brigade or the extinguishing of the fire.
- The operator shall certify the circumstance that adversely affects the operability and its acknowledgement by signing the document containing the establishment of non-operability and adding the date of signing to the document.
- The operator is obliged to carry out an extraordinary review of the technical solution concerned and to correct the defects within 15 days of becoming aware of the circumstance or shortcoming that gave rise to the inspection, and to correct the defects in accordance with Section 251 of the NFSC, if
  - the technical solution concerned did not fulfil its fire safety function during a fire, fire drill or other incident, or
  - the technical solution concerned is not suitable for its intended fire safety purpose.
- The operator's check, periodic review, maintenance and repair must be carried out and the results must be documented in writing on paper or in electronic form.
- In the course of the operator's check, periodic and extraordinary reviews, maintenance and repair, the relevant specifications of the manufacturer of the technical solution concerned must be taken into account.

Operator's check

During the check, the person carrying out the operator's check:

- checks whether the periodic review and the maintenance are due,
- verifies the proper functioning of the technical solution concerned by visual inspection and, where stipulated by these provisions, by practical tests, including the checks provided for in subsection (2),
- documents in writing the check and its findings by the deadline for carrying out the inspection; and

- reports in writing to the operator any circumstance adversely affecting the operability and the establishment of non-operability immediately after the check has been completed.

In terms of the technical solution concerned, the operator's check shall include a visual verification of

- whether it is set up at the designated installation and mounting location,
- whether it is in an intact state,
- whether it can be perceived and accessed,
- whether its actuator, markings and inscriptions are visible and correct,
- the status of the technical solution, based on displays and status signals relevant to its functionality, and
- the presence of any contamination or environmental circumstances that adversely affect the operability or functioning of the equipment.

By performing the periodic review, as well as the maintenance that also includes the operator's inspection duties in relation to the operator's checks, the operator's check due for the given time interval is completed.

Periodic review by the authorised person

- checks the completion, the documentation and the necessity of the prescribed operator's check and maintenance,
- verifies functionality and efficiency by visual inspection, practical tests, disassembly and assembly as necessary, measurements and the evaluation of the measurement results,
- documents in writing the completion of the review and the related findings, and
- reports in writing to the operator any circumstance that adversely affects the operability or efficiency and the establishment of inoperability or inefficiency immediately after the inspection has been completed.
- During the extraordinary review, the authorised person carries out the periodic review, in the course of which he/she also examines the causes and circumstances that have led to the inoperability or improper functioning of the technical solution concerned. Documents the extraordinary review in writing and provides 1 copy to the operator at the venue or within 5 working days after the completion of the review.

Maintenance by the authorised person

- examines the completion, documentation and necessity of the required operator's check or periodic review,
- carries out the maintenance tasks prescribed by the manufacturer,
- documents in writing the completion of the maintenance, and the related findings,
- reports in writing to the operator at the venue of the inspection, during the inspection, any circumstance adversely affecting the operability or efficiency and the establishment of inoperability or inefficiency, and

- proposes to the operator, where appropriate, an increase in the frequency of maintenance.

Procedure for correcting identified defects

- The operator is obliged to ensure that any defects found during the operator's check, maintenance, periodic and extraordinary reviews are corrected within a time period that depends on the severity of the defect.
- **A serious defect that must be corrected immediately** is a defect that causes a fire or explosion hazard or a defect that prevents the technical solution concerned from fulfilling its fire safety function.
- The operator must compensate for the reduced level of protection by suitable solutions during the review, maintenance or repair.
- The operator applies a solution included in the relevant technical requirement or a solution equivalent thereto, as part of the compensation,
  - suspends operation, use, or activity until the protection level is restored,
  - puts in place back-up technical solutions providing the same level of protection, or
  - uses another solution agreed in advance with the fire authority.
- The performance of the operator's obligations may be assumed in whole or in part by another person or organisation by written agreement. The other person or organisation has the same obligations as the operator.
- The person carrying out the operator's check must have the necessary knowledge and a relevant written authorisation issued by the operator to carry out the checks properly.

Maintenance and review of built-in fire alarm system

- The operator ensures the safe and efficient operation of the built-in fire alarm system and the built-in fire extinguisher by complying with the manufacturer's or contractor's instructions and the applied technical requirements.
- Only persons trained in the operation of built-in fire alarm systems and built-in fire extinguishers may operate them. The training of the designated person must be repeated once a year and must be documented in a credible manner. The training must be carried out by the specialist company that maintains the fire alarm system.
- Defects occurring during operation, review or maintenance must be promptly corrected, and both the action taken and the correction must be documented in a credible way.
- All examinations and tests required by the manufacturer must be carried out during the review and maintenance.
- In the course of the review and maintenance, alarms triggering unnecessary visits by the fire brigade must be prevented.

The operation and maintenance of the built-in fire alarm systems and the built-in fire extinguishers must be recorded in a fire safety operation logbook.

- The logbook must be preserved for at least five years from the last entry.

- The logbook may be kept only by persons trained in the operation of the built-in fire alarm system and the built-in fire extinguisher.
- The instructions for use regarding the built-in fire alarm system and the Built-in fire extinguisher and the fire safety operation logbook must be preserved and presented to the authorities during inspections.

The person or service provider commissioned by the operator to supervise and manage the control panel of the built-in fire alarm system (remote display, remote control unit) will, in connection with the inspection of the operation of the equipment, check daily:

- if the equipment is not at rest, whether the fault indicated has been recorded in the fire safety operation logbook and, if the fault requires specialist intervention – i.e. it is not a temporary network failure – whether the authorised person has been notified,
- whether appropriate action has been taken about the error registered the previous day,
- whether all status indicators in the fire alarm control panel are working.
- The purpose of the check is to determine whether the internal audible alarm and the control panel's light and information displays work properly.
- The check is carried out in the manner recommended by the manufacturer.

The person who carries out the operator's check checks every three months:

- the performance of daily checks,
- whether there have been any changes in the use, technology or design of the building, which affect the operation of the fire alarm system, in particular the detection capability of automatic detectors, the availability of manual call points, the audibility of audible alarms and
- whether statements and drawings are available to identify the signs, and whether the graphic display device is operational.
- whether the fire safety operation logbook is kept on an ongoing basis,
- whether the supervisors have received appropriate training,
- whether the necessary supplies and materials (paper, ink, ink ribbon) are available for the operation of the printers.
- Between reviews and maintenances, there are regular and extraordinary reviews. The purpose of regular reviews is to check the proper functioning of the fire alarm system under normal circumstances.

An extraordinary review must be carried out

- after a fire,
- in the case of a false alarm, unless the specific physical cause of the false alarm can be clearly identified at the venue immediately after the false alarm,
- in the event of equipment failure,
- in case of changes to the equipment,
- after a long period of inactivity of more than half a year, or
- after signing a contract with a new maintenance contractor.

For fire alarm systems, during the semi-annual regular review and maintenance, the operator ensures that the authorised person

- checks whether the necessary staff is available for the operation of the fire alarm system (remote control, remote display unit),
- checks the entries in the fire safety operation logbook and takes the necessary actions to ensure the correct functioning of the equipment,
- evaluates findings during the check performed by the operator and, if necessary, makes recommendations for restoring the correct functioning of the equipment,
- operates at least one detector or manual call point in each zone and checks that the fire alarm control panel correctly detects and signals events, triggers alarms (sound, lights) and operates control functions, and that appropriate procedures are in place to avoid risk of injury, threat to life or damage (spilling of extinguishing agent),
- checks the operation of the primary and secondary power sources,
- checks the operation of the trouble signal functions of the fire alarm control panel (remote control, remote display unit),
- in the case of fire alarm systems and trouble signalling equipment, checks the connection to the receiving stations (centralised control room, fire brigade, remote monitoring station) and
- carries out any additional checks and tests required by the installer, distributor or manufacturer.

During the annual regular review and maintenance, the operator must ensure at least annually that the authorised person

- carries out the semi-annual maintenance tasks,
- verifies the correct operation of all detectors according to the manufacturer's recommendations, taking into account the number of automatic detectors and manual call points; the verification of all detectors can be split and divided into semi-annual (or quarterly if agreed) reviews and maintenance, if 50% (25%) each of the detectors are checked,
- visually checks that all wiring fittings and equipment are securely fastened, intact and properly protected,
- during the visual inspection and taking into account the data provided by the operator, checks whether there has been any change in the use, occupancy, technology, building structures, building services, or technical building elements affecting the proper functioning of the fire alarm system, in particular the correct positioning of automatic detectors, manual call points, audible alarms and lights.

During the extraordinary review and maintenance, the operator ensures that the authorised person carries out the tasks specified in Sections 257(4)–(5) and 258(1)–(4) of the amended Decree No. 54/2014 (5 December) of the Ministry of the Interior.

After a fire

- irrespective of whether the fire was indicated by the fire alarm system, a full visual inspection of the venue of the fire and its surroundings for any damage or failure affecting the operation of the system is necessary,

- it must be checked whether the fire alarm system detected the fire and displayed it in the correct form and detail,
- it must be checked whether the fire alarm system carried out the necessary operations – control, acoustic signal, alarm transmission, and
- if the check reveals any damage, breakdown or deterioration in the equipment that would require intervention, the necessary repair or replacement must be carried out, subject to the conditions laid down in the legislation.

In case of false alarm

- the objective and subjective circumstances that led to the false alarm must be examined,
- if a circumstance causing the false alarm can be identified, a proposal must be made to remedy it,
- the modification, repair or replacement necessary to remedy the defect causing the false alarm must be carried out, subject to the conditions laid down in legislation.

In case of a failure of the fire alarm system

- the circumstances and causes that led to the failure must be investigated,
- the consequences of the failure for the operation of the fire alarm system must be examined, and
- the modification, repair or replacement necessary to remedy the defect must be carried out, subject to the conditions laid down in legislation.
- **In the event of changes to the fire alarm system, an annual regular review must be carried out for the changed parts and areas.**
- **After a complete shutdown of more than 30 days (hereinafter referred to as a "long shutdown"), an annual regular review must be carried out.**

After signing a contract with a new maintenance contractor

- the existence of the necessary documents must be checked and,
- an annual regular review must be carried out.
- **As part of the documentation, the findings of the check and review must be recorded in the fire safety operation logbook. Any comments or suggestions concerning the operation or functioning of the equipment must be reported in writing by the persons affected – the person supervising the fire alarm control panel, the person carrying out the operator's check and the authorised person. If further action is required, a written report must be submitted to the person authorised to take action.**
- Daily checks can also be recorded electronically, if that is suitable for monitoring responsibility.
- The operator shall designate a person (hereinafter referred to as the "responsible person") to check the proper functioning of the fire alarm system, the personal, environmental and technical conditions, and ensures that the required checks are carried out and that any deficiencies found during the checks are eliminated.

- The operator ensures that regular and extraordinary reviews and maintenance are carried out and that any shortcomings found are eliminated.
- The responsible person carries out the necessary checks at specified intervals and, taking into account the findings, reports the shortcomings in writing to the executive authorised to take action, in a certified manner.
- The authorised person carries out reviews and maintenance with the frequency specified in the service contract, reports any shortcomings in writing to the executive authorised to take action, taking into account the findings, and carries out repairs and replacements if the operator so requests.
- In case of deviation from, disregard of or breach of the contract for the provision of review and maintenance services, the fire alarm system will not be considered to have been reviewed and maintained.
- The maintenance and, where necessary, repair of the built-in fire alarm system will be carried out in accordance with the law and the instructions issued by the manufacturer.

During the review of the fire alarm system, the authorised person checks

- the acoustic and visual signals of the control panel,
- the operation of the control buttons of the fire alarm control panel,
- after disconnecting the primary power supply, whether the fire alarm control panel correctly signals the fault,
- after restoring the primary power supply and disconnecting the battery/batteries, whether the control panel correctly signals the fault,
- the functionality of the fire alarm control panel during the test according to the above points,
- simulates fault conditions (short circuit, open circuit, earth leakage on all circuits monitored by the fire alarm control panel and checks whether the control panel correctly signals the faults on each signalling circuit, on the outputs controlling the acoustic and visual alarms, and on other outputs (remote monitoring, extinguishing output) and
- the condition of the fuses according to the manufacturer's specifications (type/value).

Check and maintenance of fire extinguishers

- The maintenance of fire extinguishers may only be carried out by a maintenance organisation registered by the authority or by a supervisor under contract with such a maintenance organisation, in compliance with legal requirements.
- The maintenance of fire extinguishers may be carried out by a maintenance worker holding a valid fire safety examination certificate.

The entity keeping the unit operable or its representative checks regularly, at least quarterly, whether

- the fire extinguisher is at the required location,
- the fire extinguisher is safely mounted,
- the fire extinguisher is visible,

- the instructions for use of the fire extinguisher in Hungarian are readable when facing the fire extinguisher,
- the use is not prevented by any obstacle,
- all pressure gauges or indicators of the fire extinguisher show values in the operating interval,
- the fire extinguisher is fitted with complete fittings,
- the metal or plastic seal, the closing stamp, the maintenance tag of the fire extinguisher, the OKF (National Directorate General for Disaster Management) identifier of the maintenance organisation are intact,
- the maintenance of the fire extinguisher is due,
- the safety sign indicating its required location is visible, recognisable and
- the fire extinguisher is in good working order.
- The inspection may also be carried out by a maintenance organisation registered by the authority or by an inspector under a contract with such a maintenance organisation, in compliance with the legal requirements.
- If the person keeping the unit operable detects a shortcoming during the check, he/she will ensure that it is eliminated.
- The specified period (3 months) must be shortened to 1 month at the decision of the fire authority if justified by environmental conditions or any other hazard.

- The person keeping the fire extinguishers operable shall ensure the maintenance of the units kept operable at the intervals specified in the table in Annex 18 of Decree No. 54/2014 (5 December) of the Ministry of the Interior, as amended several times, and the refilling of partially or completely empty or emptied fire extinguishers. This should occur with the frequency set out in Annex 4.
- Cycle times are calculated from the date of manufacturing for the first basic, intermediate and full maintenance and, from the last maintenance for subsequent maintenance.If only the year is indicated as the manufacturing date, 31 January of that year, if the year and quarter of manufacturing are indicated, the last day of the first month of that quarter, if the year and month of manufacturing are indicated, the last day of that month shall be understood as the date of manufacturing.

Regarding fire extinguishers, the person keeping them operable will record the checks and the maintenance of the units conducted by him/her in a fire safety operation logbook. With the exception of carbon dioxide extinguishers and propellant cylinders, the service life of fire extinguishers and components may not exceed 20 years.

- After 20 years from the date of manufacturing, fire extinguishers with a load capacity of 25 kg and above may be kept operable subject to the issue of a certificate by a person registered as a fire extinguisher expert. The lifetime can be extended by five years on two occasions, starting from the 20th year.
- The owner is responsible for the disposal of fire extinguishers.

Review of fire-fighting water sources

Operator's check

- The organisation responsible for the operation of the fire-fighting water sources ensures that they are in good working order, accessible, protected against frost, and that the required regular checks, maintenance, repairs and pressure tests (hereinafter referred to in this subsection as "review") are carried out. This should occur with the frequency set out in Annex 4.
- Except for the normal check of wall hydrants by the person in charge, the review may be carried out by a person holding a valid fire safety examination certificate for the review of fire-fighting water sources.
- The organisation responsible for the operation of the fire-fighting water network ensures that the shortcomings identified during the review are eliminated and immediately takes measures to repair and, if necessary, replace the failed fire-fighting water sources and their fittings.
- The organisation responsible for the operation of the fire-fighting water network will keep a fire safety operation logbook for the sources of fire-fighting water. It is the responsibility of the person conducting the review to keep the logbook.

During the review of fire-fighting water sources, the person carrying out the review always checks:

- the existence, accuracy of the data and integrity of the label of the fire-fighting water source,
- the existence and legibility of the required inscriptions and signs,
- the accessibility of fire-fighting water sources (outdoors) by fire-fighting vehicles throughout the year, the accessibility of fittings, the proper use of fittings and accessories,
- the integrity of corrosion protection,

This person must in all cases

- if fire-fighting water sources operate from the water network, flush the network until water free of mechanical impurities appears, and
- send a written notification to the organisation responsible for maintenance in the event of corrosion protection damage.
- A wall hydrant with a dry riser and cabinet (hereinafter referred to as "dry riser system") must be reviewed at least annually and the entire system must be pressure tested every five years.

<u>Periodic fire safety review of low-voltage heavy electrical equipment</u>

The periodic fire safety review

- covers the following electrical equipment in residential buildings, except for circuits for overcurrent protection with a rated current not exceeding 32A per phase, in public, industrial, agricultural and storage facilities, as well as caravans, exhibitions, fairs and other temporary or mobile structures, and in ports:

- circuits with a rated voltage not exceeding 1,000 V for alternating current and 1,500 V for direct current,
- excluding internal circuits of apparatus, all circuits operating at voltages above 1,000 V from electrical equipment of maximum 1,000 V, in particular, discharge lamp lighting, electrostatic filtering circuits, telecommunications, signalling, fixed power transmission, high-voltage power supply of control and
- all consumer equipment installed outdoors.

After the electrical equipment has been put into service, the equipment operator

- in the case of rooms or outdoor areas used for the manufacturing, processing, storing or use of more than 300 kg or 300 litres of substances belonging to the highly flammable or explosive category, at least every 3 years,
- otherwise at least every 6 years
- carries out a fire safety review of the electrical equipment and eliminates the detected shortcomings by the deadline specified by the reviewer as defined in the certification document, and certifies that in a credible way.
- For the purposes of the fire safety reviews, calendar days will be taken into account.
- In the case of conversion or changing the use of facilities subject to a site or operating authorisation or notification, the operator of the equipment will carry out a fire safety review of the electrical equipment in the room or building, if the legislation specifies more frequent reviews for the new function.
- The fire safety review of the electrical equipment and the qualification of the equipment is carried out in accordance with the relevant technical requirements in force at the time of installation.
- The review includes an assessment of the environment of the electrical equipment and the clarification of the explosive zone classification of the site.
- The review also covers portable equipment which the operator declares to be in regular use due to the technology.

Review of lightning protection

- Review of the lightning protection for structures and open spaces that are not subject to the standard lightning protection must be carried out
  - after installation, before delivery,
  - with the frequency stipulated in these Provisions, or
  - after the alteration or extension of the structure or the lightning protection and following a special event as specified in the relevant technical requirement.

- Periodic review of existing non-standard lightning protection must be carried out in accordance with the relevant technical requirement in force at the time of installation. Existing non-standard lightning protection equipment will, unless otherwise required by law, be reviewed in terms of fire safety
- at least every 3 years in the case of industrial or storage buildings or outdoor spaces containing rooms for manufacturing, processing or storing more than 300 kg or 300 litres of substances belonging to the highly flammable or explosive category,
- otherwise at least every 6 years,
- after any extension, alteration, repair or change in lightning protection (LPS and SPM) or the protected building or structure or its environment, which may alter the effectiveness of lightning protection,
- any damage, severe corrosion, lightning strikes and any other phenomenon detected, which may adversely affect the effectiveness of the lightning protection must be inspected, and any shortcomings found must be eliminated by the deadline specified in the certification document, and this must be certified in a credible way.
- The review of the lightning protection of lightning protected structures and open spaces subject to the technical requirement for lightning protection according to the standard shall be performed
- during installation, before covering up the parts that will be covered up later,
- after installation, before delivery,
- at least every 3 years for LPS I and LPS II,
- otherwise at least every 6 years, and,
- following the alteration or extension of lightning protection or the structure and a special event covered by the relevant technical requirement.
- For the purposes of the lightning protection review, the calendar day shall be taken into account.

Protection against heat and smoke

Checks, reviews, maintenance and repair of heat and smoke protection equipment serve to ensure the safe operation of the existing system and its components. This should occur with the frequency set out in Annex 4.

- Conditions for operator's checks:
  - The satisfaction of the following conditions will ensure that operator's checks, maintenance and repair works are carried out at a consistently high professional level. This will enhance the operational safety of equipment and help to avoid the risk of unexpected events arising from operation.
  - Pressure tests of pneumatic actuation systems are recommended to be carried out with carbon dioxide, nitrogen or dried air to avoid internal corrosion that is difficult to control. The manufacturers' specifications for the technologies, time and pressure values used are authoritative.

- The response time of the person carrying out the maintenance and repair should be as short as possible in order to maintain continuous operability and to mitigate possible damage (e.g. leaks, wind damage) following operation.
- The person carrying out the maintenance or repair must be familiar with the manufacturer's instructions for the systems he/she is repairing or maintaining.
- The instrumental measurements are carried out with calibrated measuring instruments. The type and characteristics of the measuring instruments required can be selected according to the manufacturer's instructions for each system.
- Special tools for maintenance and repair must be used by the person carrying out the work in accordance with the recommendations and specifications of the manufacturer of the system concerned. This is particularly important for devices used for calibration and resetting.
- The authorised person has the safety technology data sheet for the dangerous devices (pressure vessels, pyrotechnic devices, batteries) used by him/her. After their removal, they will be properly disposed of or made harmless.

Safety power supply

During maintenance and operation, the following requirements must be taken into account: - Manufacturer's specifications, operating manuals; - Instruction manuals; - Legal requirements; - System life cycle requirements;

Operator's check

An operator's check is deemed to be performed if the following are carried out by the operator or a person or company authorised by the operator:

- Visually checks that there are no circumstances relating to the operation of the battery and the UPS that were not known at the time of installation or during the previous check that could compromise their operation.
- Checks for any indication of failure on the UPS display or the display servers.
- Checks the functionality of the UPS by switching off the main power source and switching to uninterruptible power supply.
- Documents the checks and immediately notifies the specialist maintenance company in the event of a fault or malfunction.

Remark: The manufacturer of the UPS may require other operator's checks to be carried out.

Fire windows and doors

Remark 2: Maintenance should be carried out in accordance with the manufacturer's instructions for maintenance. This should occur with the frequency set out in Annex 4.

Operator's check

- The operator is obliged to check and have checked the fire doors and windows of the building on a regular basis in accordance with the NFSC.
- The check should include a visual inspection of the windows and doors to see if there has been any damage or irregularities since the previous review. Whether the door/window is operable, whether deformation or the presence of foreign material prevents the automatic closing.

- If the operator detects an anomaly during an operator's check (not previously recorded in the fire safety operation logbook), the operator must order the repair or restoration to working order by a maintenance or repair organisation of its/his/her choice (maintenance organisation).
- Personnel requirements for operator's checks: A designated person acting on behalf of the operator/operating organisation, who has knowledge of the location and control of fire and smoke-tight doors and windows in the facility, including the definitions of these Fire Safety Technical Directives. The person who carries out the visual inspection is entitled to make an entry in the fire safety operation logbook.

Documentation of the operator's check:
The check/visual inspection must be documented in the fire safety operation logbook by providing the following information:

- the name and signature of the person who carried out the check/visual inspection, the date of the check,
- a list of the fire doors/windows in the building, indicating which door(s) have an anomaly and a brief description of the anomaly,
- the date of notification of the maintenance organisation in the event of a malfunction.

Escape route safety signs:
Remark: In accordance with **Section 153** of the National Fire Safety Code, safety signs indicating the direction of escape must be placed in such a way that at least one sign is visible at any point on the escape route.

Operator's check

- the operator checks the presence of these safety signs
- whether they are clearly visible
- carries out visual inspections with the frequency prescribed in Annex 18 to the NFSC
- records the findings of the check, both compliance and non-compliance, in a fire safety operation logbook.
- in the event of a shortcoming or non-conformity, records the fact of the shortcoming or non-conformity and takes action to eliminate it immediately, but no later than within 10 days, by correcting the fault.

Escape route lights: Safety lighting (according to MSZ EN 1838), escape signs illuminated from the outside or inside
The following documents form the basis for a check, review and maintenance during operation:
a) Documentation recording the status of the emergency lighting system, with drawings showing the luminaires and safety signs
The authorised person will record the periodic review in the fire safety operation logbook. The fire safety operation logbook contains at least the following data:

- the unique identification numbers of escape signs (escape lights) and safety lighting illuminated from the outside or inside,

- the identifiable location of escape signs (escape lights) and safety lighting illuminated from the outside or inside.

Content of the operator's check
The person carrying out the check (maintenance worker) visually inspects during the operator's check:

a) the fixing and visibility of luminaires, the presence and correctness of escape signs,
b) in the case of a central power supply system, the integrity and the fixing of the power supply wiring,
c) functionality on the basis of the displays and status indications.

Content of the review:
The review is carried out annually in accordance with the MSZ EN 50172 standard.

Diesel aggregator – in case it is a consumer operating in the case of fire: An operator's check in accordance with Section 248 of the NFSC is deemed to be performed if the following are carried out by the operator or a person or company authorised by the operator:
a) visually checks that there are no circumstances relating to the operation of the VDA that were not known at the time of installation or during the previous inspection that could compromise their operation.
b) checks for any indication of failure on the VDA display or display servers.
c) performs a functional test on the VDA (power on).
d) checks the power switch monthly.
e) documents the checks and immediately notifies the specialist maintenance company in the event of a fault or malfunction.

The manufacturer of the VDA may require other operator's checks.

Periodic review: The periodic review according to the NFSC is fulfilled if the following is carried out by a specialist or a specialist company appointed by the operator:
a) visually checks the VDA and makes sure that there are no circumstances relating to the operation of the VDA that were not known at the time of installation or during the previous check that could compromise their operation.
b) performs a load test on the system at least every 36 months.
Remark: During the test, the safety power source is verified to be operational under full load. The load should preferably be the consumer (group) operating in the case of fire with the highest (simultaneous) power demand. During the test, care shall be taken to ensure that the operational test does not compromise the operability of other safety-related systems.
c) carries out the checks required at the periodic review recommended by the VDA manufacturer, which may include:
a. The inspection of network units

aa. The inspection of cables, insulation, mechanical damage, etc.
ab. The inspection of magnetic switches (contacts, plastic housing, mounting)
ac. The inspection of cable ducts ad. The checking of fuses
ae. The wiring and checking of terminal blocks
af. The checking of mechanical fixings
b. The mechanical testing of the machine group
ba. The tightening of fixing screws
bb. The checking of base bolts and fixings
bc. The checking of self-starter mounts
bd. The checking of the horizontal position of the machine
be. The inspection of the generator bearing
bf. The checking of fan mounts
bg. The checking of gaskets
c. The checking of the diesel engine
between approx. 150 and 300 hours of operation to carry out the tasks prescribed in the instruction manual
cb. The checking of the V-belt tension
cc. The checking of the water pump shaft seal
cd. The checking of the thermostat
ce. The checking of the tightness and condition of the rubber hoses installed in the cooling water circuit
d. The checking of the operating conditions of the machine
da. The checking of the oil level
db. The checking of the oil temperature sensor
dc. The checking of the water level
dd. The checking of the thermal effect
de. The checking of thermostat operation
df. The checking of self-starting carbon brushes
e. The inspection of manual operation
ea. Speed adjustment, the checking of circuits
eb. The checking of the thermostat circuit
ec. Setting up panel instruments
ed. The inspection of the electrical circuits of the solenoid valve
ee. The checking of the electrical circuit of the battery charging ef. Carrying out a start-up test, test start-up
f. The checking of automatic operation (operation check) (only in an automatic system)
fa. The checking and replacing of magnetic switches, motorised switches, thermal fuses, relays
fb. The inspection, repair and replacement of circuit protection systems
fc. Setting and checking the supply voltage of automatic devices
fd. Test measurement and replacement of the heat management circuit
fe. Testing and measurement setup of the oil pressure sensor
ff. Testing and measurement setup of automatic excitation circuits

fg. Testing of water shortage sensor circuit and measurement setup
fh. Checking and setting the battery charging
fi. Testing and measurement setup of the circuit of the solenoid valve
fj. Testing and measurement setup of the fault management circuit
fk. Testing and measurement setup of the electrical signalling circuit
fl. Checking and retightening the wiring of the terminal blocks
g. Carrying out other tests/checks required by the manufacturer

Annex 6

Applicable legislation, decrees and laws

- Decree No. 101/2023 (29 December) of the Ministry of the Interior on the fire safety regulation, fire safety house rules and fire safety training
- Decree No. 54/2014 (5 December) of the Ministry of the Interior, as amended, on the National Fire Safety Code
- Act XXXI of 1996 fire prevention, technical rescue and fire brigades
- Decree No. 30/2019. (26 July) of the Ministry of the Interior on the amendment of the National Fire Safety Code
- Government Decree 253/1997 (20 December) on national settlement planning and building requirements
- Decree No. 45/2011 (15 December) of the Ministry of the Interior on occupations and jobs subject to the fire safety examinations, on the organisation of education related to fire safety examinations and on the detailed rules of the fire safety examinations
- Decree No. 9/2015 (25 March) of the Ministry of the Interior on the professional qualification requirements and professional training of personnel employed by professional disaster management bodies, municipal and facility fire brigades, voluntary fire-fighting associations and related branches
- Fire Safety Technical Directives

Annex 7

Evacuation calculation

Rooms with a capacity of more than 50 people:

The evacuation calculation is based on Decree No. 54/2014(5 December) of the Ministry of the Interior, amended several times, and 2.5:2022.06.13 of the Fire Safety Technical Directives.

Determining the standard time:
Standard times: t_{1meg}**=1.5 min**
t_{2meg}**=6 min**
Ground floor:
Auditorium I: 350 persons
Auditorium II: 350 persons
Auditorium III: 140 persons
Auditorium IV: 392 persons
Basement Theatre: 83 persons
Basement café, hall and corridor: 100 persons
Hall and "Buzzing Hall" K5: 660 persons
Hall with chairs: 380 persons
Basement NapKözi: 83 persons

Floor II:
Auditorium 236: 81 persons
Auditorium 238: 81 persons

Floor III:
Auditoriums 330.1 and 330.2: 81 persons
Auditoriums 332.1 and 330.2: 81 persons

First compartment

Ground floor
Auditorium I
Classroom door width: 1.5 m+1.5m+1.5m+1.5 m+2m+2m=10 m.

Distance of the least favourable point from the exit: 20 m.

Capacity: 350 persons.

Headcount density: D=N/A= 350 person /285m^2=1.228

Area: 285 m^2

$$\boldsymbol{Horizontal\ passage\ speed}: \mathbf{17.00}\ \frac{\boldsymbol{m}}{\boldsymbol{s}}$$

Time required to evacuate the room based on the length of route sections:

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{20m}{17\frac{m}{s}} = 1.176\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{350\ persons}{65 * (1.5\ \mathrm{m} + 1.5\mathrm{m} + 1.5\mathrm{m} + 1.5\mathrm{m} + 2\mathrm{m} + 2\mathrm{m})} = \frac{350\ persons}{650}$$
$$= 0.538\ min \rightarrow suitable$$

Auditorium II:

Classroom door width: 1.5 m+1.5m+1.5m+1.5 m+2m+2m=10 m.

Distance of the least favourable point from the exit: 20 m.

Capacity: 350 persons.

Headcount density: D=N/A= 350 person /285m^2=1.228

Area: 285 m^2

$$Horizontal\ passage\ speed: 17.00\ \frac{m}{s}$$

Time required to evacuate the room based on the length of route sections:

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{20m}{17\frac{m}{s}} = 1.176\ min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{350\ persons}{65 * (1.5\ \mathrm{m} + 1.5\mathrm{m} + 1.5\mathrm{m} + 1.5\mathrm{m} + 2\mathrm{m} + 2\mathrm{m})} = \frac{350\ persons}{650}$$
$$= 0.538\ min \rightarrow suitable$$

Auditorium III (ceremonial hall)

Classroom door width: (inwards) 2m+2m+ (outwards) 1.2m+1.2m=6.4m

Distance of the least favourable point from the exit: 11 m.

Capacity: 140 persons.

Headcount density: D=N/A= 140 person /156.22m^2=0.896

Area: 156.22 m^2

$$Horizontal\ passage\ speed: 37.00\ \frac{m}{s}$$

Time required to evacuate the room based on the length of route sections:

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{11m}{37\frac{m}{s}} = 0.297\ min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{140\ persons}{65 * (1.2\mathrm{m} + 1.2\mathrm{m} + 2\mathrm{m} + 2\mathrm{m})} = \frac{140\ persons}{416} = 0.336\ min \rightarrow suitable$$

Auditorium IV

Classroom door width: 1.2m+1.2m+1.2m+1.2m+1.4+1.4=7.6

Distance of the least favourable point from the exit: 20 m.

Capacity: 392 persons.

Headcount density: D=N/A= 392 persons /330m^2=1.187

Area: 330 m^2

$$\boldsymbol{Horizontal\ passage\ speed}: \mathbf{17.00}\ \frac{\boldsymbol{m}}{\boldsymbol{s}}$$

Time required to evacuate the room based on the length of route sections:

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{20m}{17\frac{m}{s}} = 1.176\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{392\ persons}{65 * (1.2\mathrm{m} + 1.2\mathrm{m} + 1.2\mathrm{m} + 1.2\mathrm{m} + 1.4 + 1.4)} = \frac{392\ persons}{494}$$

$$= 0.793\,min \rightarrow suitable$$

Hall and "Buzzing Hall" K5

The basic condition is that all glass doors must be open to their full width during events. So we can count it as one room.

Area: 420.5m^2 +644 m^2 =1064.5 m^2

Door width: 3.4m+3.4m=6.8m

Distance of the least favourable point: 28m

Capacity: 660 persons

Headcount density: D=N/A=660 persons/1064.5 m^2 =0.62

$$\boldsymbol{Horizontal\ passage\ speed}: \mathbf{37.00}\ \frac{\boldsymbol{m}}{\boldsymbol{s}}$$

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{28m}{37\frac{m}{s}} = 0.75\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{660\ persons}{65 * (3.4\mathrm{m} + 3.4\mathrm{m})} = \frac{660\ persons}{442} = 1.49\,min \rightarrow suitable$$

"Buzzing Hall" K5+Hall+K1+Second compartment of entrance hall I

We evacuate people from "Buzzing Hall" K5 through the hall towards the Western Gate in the direction of the Danube.

Area: 494m^2

Door width: 3.3m+1.4m+1.4m+1.4m+1.4m+1.4m+3.1m=13.4m

Distance of the least favourable point: 19m

Capacity: 660 persons
Headcount density: D=N/A=660 persons/494 m^2 =1.33
Horizontal passage speed: $\mathbf{29.00\ \frac{m}{s}}$

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{19m}{29\frac{m}{s}} = 0.655\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{19m}{29\frac{m}{s}} + \frac{660persons}{65 * 13.4m} = 0.655 + 0.757 = 1.412\,min \rightarrow suitable$$

Hall with chairs

In the hall, a distance of 2 m from the wall and columns should be maintained as an escape route. Nothing should be placed between the first and last glass doors of the hall and the emergency exits, leaving the escape route clear. The doors must be fully open during all events, or if closed, 2 people each must be permanently present to open them.

Area: 644 m^2 Useful area with chairs: 644 m^2-300 m^2=344 m^2
Door width: 3.4m+3.4m=6.8m
Distance of the least favourable point: 28m
Capacity: 380 people
Headcount density: D=N/A=380 persons/344 m^2 =1.104
Horizontal passage speed: $\mathbf{29.00\ \frac{m}{s}}$

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{28m}{29\frac{m}{s}} = 0.965\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{380\ persons}{65 * 6.8m} = \frac{380\ persons}{442} = 0.859\,min \rightarrow suitable$$

Theatre with fixed equipment
Area: 66m^2
Door width: 1.7m+1.7m=3.4m
Distance of the least favourable point: 11m
Capacity: 87 persons
Headcount density: D=N/A=87 persons/66 m^2 =1.3
Horizontal passage speed: $\mathbf{17.00\ \frac{m}{s}}$

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{11m}{17\frac{m}{s}} = 0.647\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{87\ persons}{65 * 3.4\mathrm{m}} = \frac{87\ persons}{221} = 0.393\ min \rightarrow suitable$$

Basement café and hall

Area: 100 m^2+33,8 m^2=133.8 m^2
Door width: 1.7m
Distance of the least favourable point: 18m
Capacity: 100 persons
Headcount density: D=N/A=100 person/133.8 m^2=0.747
Horizontal passage speed: $29.00\ \frac{m}{s}$

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{18m}{29\frac{m}{s}} = 0.620\ min \rightarrow suitable$$

- based on the exit capacity of the doors: (Hall + theatre)

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{100\ persons}{65 * 1.7} = \frac{100\ persons}{110.5} = 0.904\ min \rightarrow suitable$$

Basement NapKözi:

Area: 242m^2
Door width: 0.86m
Distance of the least favourable point: 26m
Capacity: 83 persons
Headcount density: D=N/A=83persons/242 m^2 =0.342
Horizontal passage speed: $29.00\ \frac{m}{s}$ For safety, we allowed for the worse speed

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{26m}{29\frac{m}{s}} = 0.896\ min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{83\ persons}{65 * 0.86} = \frac{83\ persons}{55.9} = 1.48\ min \rightarrow suitable$$

Floor II:

Auditorium 236:

Classroom door width (inwards): 1.3m+1.3m=2.6m

Distance of the least favourable point from the exit: 12 m.

Capacity: 81 persons.

Headcount density: D=N/A= 81 persons /73.7m^2=1.099

Area: 73.7 m2

Horizontal passage speed: $\mathbf{17.00}\ \boldsymbol{\frac{m}{s}}$

Time required to evacuate the room based on the length of route sections:

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{12m}{17\frac{m}{s}} = 0.705\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{81\,persons}{65 * (1.3\text{m} + 1.3\text{m})} = \frac{81\,persons}{169} = 0.476\,min \rightarrow suitable$$

Auditorium 233:

Classroom door width (inwards): 1.3m+1.3m=2.6m

Distance of the least favourable point from the exit: 12 m.

Capacity: 81 persons.

Headcount density: D=N/A= 81 persons /73.7m^2=1.099

Area: 73.7 m2

Horizontal passage speed: $17.00\ \frac{m}{s}$

Time required to evacuate the room based on the length of route sections:

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{12m}{17\frac{m}{s}} = 0.705\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{81\,persons}{65 * (1.3\text{m} + 1.3\text{m})} = \frac{81\,persons}{169} = 0.476\,min \rightarrow suitable$$

Floor III:
Auditoriums 330.1 and 330.2:

Classroom door width (inwards): 1.3m+1.3m=2.6m

Distance of the least favourable point from the exit: 12 m.

Capacity: 81 persons.

Headcount density: D=N/A= 81 persons /75.6m^2=1.071

Area: 75.6 m2

Horizontal passage speed: $17.00\ \frac{m}{s}$

Time required to evacuate the room based on the length of route sections:

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{12m}{17\frac{m}{s}} = 0.705\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{81\,persons}{65 * (1.3\mathrm{m} + 1.3\mathrm{m})} = \frac{81\,persons}{169} = 0.476\,min \rightarrow suitable$$

Auditoriums 332.1 and 332.2:

Classroom door width (inwards): 1.3m+1.3m=2.6m

Distance of the least favourable point from the exit: 12 m.

Capacity: 81 persons.

Headcount density: D=N/A= 81 persons /75.6m^2=1.071

Area: 75.6 m^2

$$Horizontal\ passage\ speed: 17.00\ \frac{m}{s}$$

Time required to evacuate the room based on the length of route sections:

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{12m}{17\frac{m}{s}} = 0.705\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{81\,persons}{65 * (1.3\mathrm{m} + 1.3\mathrm{m})} = \frac{81\,persons}{169} = 0.476\,min \rightarrow suitable$$

Annex 8

Authorisation

to carry out operator's checks of fire safety devices and equipment

I hereby authorise _____
(name, position) to carry out the operator's check of the following fire safety technical solutions in accordance with Section 248 of the National Fire Safety Code issued by Decree No. 54/2014. (5 December) of the Ministry of the Interior as follows:

- ☐ quarterly operator's check of fire extinguishers
- ☐ semi-annual operator's check of fire-fighting water sources
- ☐ quarterly operator's check of the safety lighting
- ☐ quarterly operator's check of the emergency exit system
- ☐ daily operator's check of the fire alarm system
- ☐ quarterly operator's check of the fire alarm system
- ☐ quarterly operator's check of the protection against heat and smoke
- ☐ monthly operator's check of fire doors
- ☐ diesel aggregator

Venue of carrying out operator's checks:

_____

The completion of the check and its findings must be documented in writing at the venue of the check until the deadline for completion of the check. Any circumstance adversely affecting functionality must be reported to the operator.

Start date of the authorisation: _____20__, which is valid until withdrawal.

_____
person granting the authorisation

I have received the authorisation:

_____
authorised person

Annex 9

Operation logbook for fire alarm system regarding switching on/off zones

Venue, description and date/time of the event: The switching on/off of the fire alarm system during the event to be held in the Main Building of the Corvinus University of Budapest (1093 Budapest, Fővám tér 8.) from .....20..... to .....202..... **(applies to the zones of the event area and also includes the central upper floors due to the smoke rising from the event area.)**

- Is possible under the following conditions:

if the event organiser wishes to switch off the fire alarm system zone (use of smoke machine), the security company providing the security services to the University must be requested to provide for fire safety tasks. additional staff for the duration of the event as a basic condition, with the following minimum number of persons as fire watchers:

2 persons on the first floor
1 person on the second floor
1 person on the third floor

……
Corvinus University of Budapest
Fire and Labour Safety Officer

Zones of the fire alarm system can be switched off and on by a University employee (expediter) trained by the company maintaining the fire alarm system (person on 24-hour duty).
It is a fire safety requirement that switching off and switching on must be documented in writing, in the presence of 2 persons from the University security service, a shift manager and an expediter.

expediter switching off the system: .....

shift manager of Internal Security Service .....

expediter switching on the system .....

shift manager of Internal Security Service .....

Budapest,.....

Annex 10

Major fire safety features of the Main Building

Address:	1093 Budapest, Fővám tér 8.
Fire compartments:	1 fire compartment
Built-in fire alarm system:	Installed, location of control and indicating equipment: Western Gate, reception
Built-in fire extinguisher:	Not installed
Solar panel:	None
Fire hydrants:	There are wall hydrants on each floor and above-ground hydrants on all 4 boundary sides
Fire extinguisher:	P6 Fire extinguishers are located on each floor
Lightning conductor:	installed
Heat and smoke extraction system:	two staircases with fume extraction fans
Fire doors:	installed
Location of fire safety main switch:	In the 0.4 kV room
Location of the gas main shut-off valve:	basement, in the gas receiving station
Firewater pool:	none
Booster pump:	none
Safety lift:	none
Fire-retardant entrance hall:	none
Safety lighting:	yes
Diesel aggregator:	installed

Annex 11

Lessee's declaration on having become acquainted with the fire safety regulation

I have read and understood the Fire Safety Regulation and consider it binding on me. I do my job in accordance with the above, and act to the best of my ability in specific situations.

Date	Name (in block letters)	Name of the employing company	Signature

Annex 12

Protocol on practising the fire drill

Practicing the fire drill as set out in the Fire Safety Regulation and the Fire Alarm Plan of the Main Building of Corvinus University of Budapest on the basis of Decree No. 101/2023. (29 December) of the Ministry of the Interior.

Date: ……. day ……. month …….. year

Prepared by: .....

Persons present:
Technical Coordinator.....
Facility Operations Manager:.....
Head of Fire Safety:.....
External operating company: .....
Disaster management: .....

Data of the evacuation drill:
The person who ordered the evacuation: .....
Time of ordering evacuation: ..... hour ..... minute
Start of evacuation: .....hour ..... minute
Number of employees participating in the drill: ..... persons
Number of students present during the drill: ..... persons
Time required to carry out the evacuation: ..... minutes

Was the drill reported in advance to the competent Disaster Management Branch?	yes	no
Did the disaster management units participate in the drill?	yes	no

Checking the performance of the tasks in the Fire Alarm Plan

Did the receptionist require the students and employees to evacuate the area calmly but quickly?	yes	no
Was alerting the fire brigade practiced?	yes	no
Did the receptionist check if people had left all rooms?	yes	no
Did the receptionist secure the main entrance door?	yes	no
Was the shutting off of public utilities practiced?	yes	no
After the evacuation, did the employees and students gather at the assembly point?	yes	no

Evaluation of the evacuation drill: **Suitable** **Not suitable**

Remark:……
……

……. ……
(signature) (signature)

…….
(signature)

…….
(signature)