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CORVINUS UNIVERSITY of BUDAPEST	**PROVISIONS OF THE PRESIDENTIAL COMMITTEE**	**12/2024.** Version Number: **00**

FIRE SAFETY REGULATION OF THE SÓHÁZ (SALT HOUSE) BUILDING OF THE CORVINUS UNIVERSITY OF BUDAPEST

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Prepared by:

Date of preparation: 1 March 2024

Section 7 (7) of Decree No. 9/2015. (25 March) of the Ministry of Interior

Fire safety regulations may be drawn up and amended by a person having at least intermediate 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.** Fire Safety Senior Liaison 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 Protection 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
	This Regulation shall constitute the intellectual property of the Corvinus University of Budapest.

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FIRE SAFETY REGULATION OF THE SÓHÁZ (SALT HOUSE) BUILDING OF THE CORVINUS UNIVERSITY OF BUDAPEST

Preamble

In accordance with Section 19 (1) of Act XXXI of 1996 on Fire Protection, Technical Rescue and Fire Brigades (hereinafter: Ttv.), as amended from time to time; with Decree 101/2023. (29 December) of the Ministry of Interior on the preparation of fire safety regulations, and with the National Fire Safety Code (hereinafter referred to as "OTSZ") issued under Decree 54/2014 (5 December) of the Ministry of Interior as amended from time to time, the Presidential Committee of the Corvinus University of Budapest hereby issues the following Fire Safety Regulation for the Sóház (Salt House) Building of the Corvinus University of Budapest (1093 Budapest, Fővám tér 13-15.), its premises and open spaces.

The descriptions of the basic fire safety tasks of the Corvinus University of Budapest (hereinafter to as the "University"), including the general rules of use and storage for the building, which are set out in the Fire Safety Regulation, serve the safety of employees, staff working on the premises, students and guests staying on the premises, therefore it is everyone's common concern to acquaint themselves and observe the provisions of the document.

Scope of the Fire Safety Regulation

1. §

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

(2) Personal scope:

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

b) The fire safety responsibilities of other business organisations (their members, 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 called external Companies) that have a contract for the Sóház (Salt House) Building of the 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 Salt House 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 to which this Fire Safety Regulation expressly refers or which are enabled by it.

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, civil, 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) The 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 providing company.

ROLE, STRUCTURE, GOVERNANCE, FINANCING OF THE FIRE SAFETY 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 appliances 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.

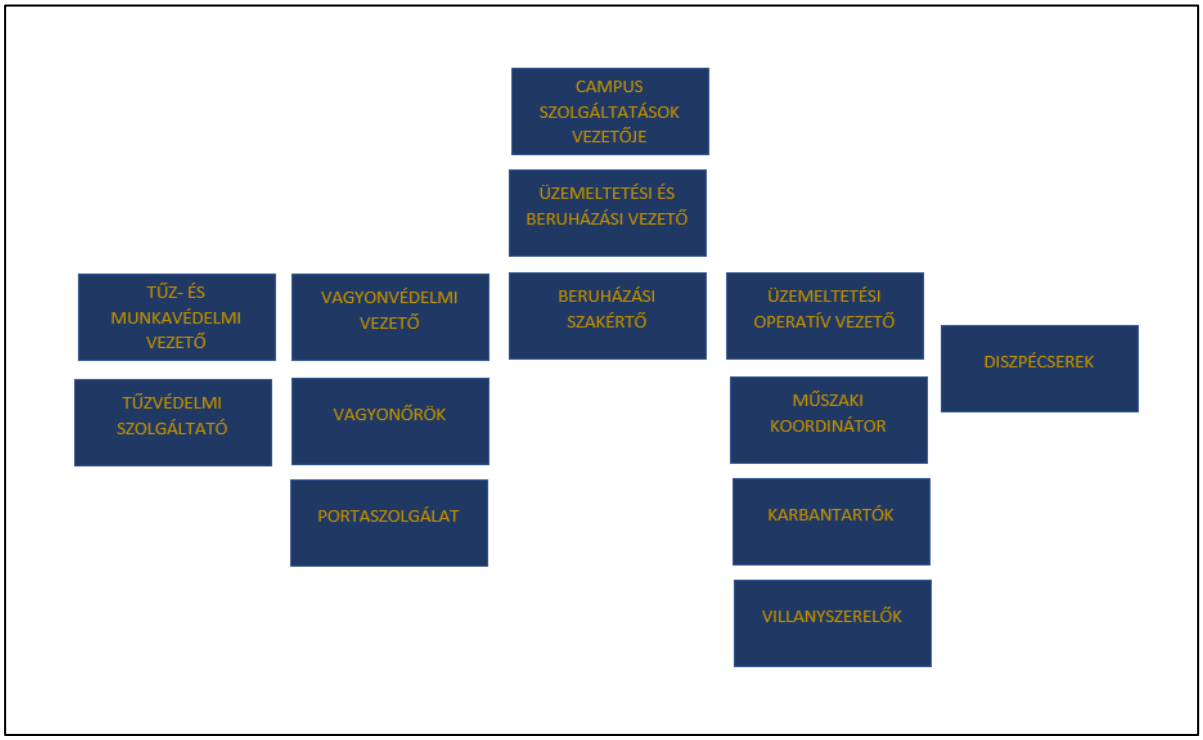
(8) To enforce fire safety aspects during alterations and renovations.

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

Structure of the fire safety unit

4. §

(1) Campus Services - organigram:



Governance of the fire safety 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 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 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 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 area of work, 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 maintained 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 terminate 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, traffic 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 in the 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 a 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 this 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. It is prohibited to use flammable liquids for washing, cleaning or cleansing!

Duties and powers of the Head of Campus Services

13. §

(1) The Head of Campus Services ensures that fire safety tasks are 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 it as necessary. Once approved, its 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 about 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 Interior, he/she checks, on an ongoing basis, the completion and existence of minutes taken about operator's checks and periodic reviews.

(3) In case of omitted reviews, maintenance, repairs, he/she initiates liability proceedings against the external contractors and requests them to carry out the omitted review, supervision, 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 provider 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 this 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 installed 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 contractor and facilitates the rectification of any shortcomings identified during operational audits and periodic reviews of fire protection technical solutions.

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

(4) He/she monitors the correction and documentation of defects in fire protection 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 checkss 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 venue 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 National Fire Safety Code.

(2) He/she organises and supervises the work of maintenance staff and electricians, the performance and proper documentation of operator inspections, 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 National Fire Safety Code.

(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 reviews in accordance with *Annex 8* to this Regulation, and ensures that the authorisations are filed in the fire safety 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 minutes , 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 watches 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 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 protection devices and equipment in the Sóház (Salt House) Building:

- fire extinguishers

- wall hydrants
- fire doors
- emergency exits
- heat and smoke ventilators
- safety lift (firefighter lift)

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

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

(4) Every year, they participate in fire safety training regarding operator inspections required for the performance of their duties. Operator inspections should only be carried out with the appropriate knowledge.

(5) Alterations and modifications in fire protection equipment and alterations and modifications in the building affecting fire protection 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 professional qualification and a fire safety certificate in accordance with the relevant legislation before carrying out any occasional hazardous activity (e.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 protection devices and equipment in the Sóház (Salt House) Building:

- safety lighting

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

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

(4) They have the necessary knowledge to carry out their tasks, the operator's checks of fire protection 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 in accordance with the relevant legislation before carrying out any occasional activity that involves fire hazard (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:

- Identifythe type of the signal (e.g. fire 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 people are 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 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 guarding duty.

(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 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 checks of the fire alarm system by the operator and documents the checks in the fire alarm system operation and maintenance logbook.

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

(3) He/she ensures that false alarms are investigated and documented in the fire alarm system operation 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 a trouble signal has been reported - 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 contractors carrying out the renovation or investment.

(2) The handover of the site is recorded in minutes.

(3) He/she ensures that occasional activities involving fire hazrd 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 Provider

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 to this Fire Safety Regulation.

(5) Lessees (and their employees) must be familiar with the Fire Safety Regulation and the Fire Safety Plan for the Sóház (Salt House) 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 devices 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 Government Decree No. 312/2012. (8 November) (on regulatory procedures for building and the contents of the plot formation 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 specification, 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 permission 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, 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 and 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 protection 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,

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 together referred to as "activities") may only be carried out in an outdoor area, 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 outdoor area.

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

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 air places, machinery, equipment, device and apparatus on an ongoing basis, at least during each shift and after the end of the activity.

m) Waste contaminated with liquids or fats 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 hazardous place.

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 equipment.

(7) Traffic routes 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 equipment.

(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 completed has to check and eliminate states of danger that could cause a fire.

(12) Only materials and equipment 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) It is prohibited to smoke in this room!

(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.

Hallway, foreground

30. §

(1) Traffic routes, escape routes, foregrounds 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) It is prohibited to obstruct the starter buttons of safety devices, electrical switch cabinets, as well as fire extinguishers, fire protection appliances, manual call points!

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

Changing rooms

31. §

(1) The premises 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 tools and equipment must be fully observed.

(6) Any malfunction in the operation of the tools, 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 traffic route 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) It is strictly forbidden to store explosive materials in the warehouse!

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

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

(14) Naked flames and smoking are prohibited in the warehouse 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, the irregularity must be terminated.

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 protection appliances must always be kept in a usable condition, and access to them must not be restricted, even temporarily.

(6) Only standard and faultless electrical equipment must 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! It is forbidden to keep combustible material within 30 cm of the radiators !

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

(10) It is strictly forbidden to use, handle or store flammable liquids, or to keep spontaneously flammable or incompatible materials in the area!

(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 cabinet, electrical equipment 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 switch room's door 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 devices 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 dimensions.

(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 100 W incandescent lamps,

(9) a distance of at least 30 cm to incandescent lamps of 101 - 10,000 W, and a distance of at least 50 cm to lamps of higher wattage must be be maintained, the lighting device is below the combustible material, a distance of 50 cm upwards must be maintained in all cases, and headlamps must be positioned in a way 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) It is FORBIDDEN to keep or store combustible materials in the room! 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) Traffic routes and the exit must be kept clear at all times. They must be kept in a usable condition at all times. They should not be blocked or narrowed, not even temporarily.

(5) The entrance door must be kept closed. Only competent persons are allowed to enter the premises 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 security service's guard room 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 possibly 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 premises 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 must be used, and repairs must be carried out by electricians.

(4) It is PROHIBITED to carry out activities with naked flames and to smoke!

(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 this 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 movement must be ensured at all times, premises must not be locked or barred while persons are present, and the means of operation of public utility shut-off devices and fire protection appliances must be provided at all times.

Emergency exits

38. §

(1) During the University's operation (event), 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 secured to their full width and must not be blocked, 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, bathrooms

39. §

(1) These premises 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, traffic routes must be kept clear at all times.

(5) They must not be blocked, 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 must be used in the above rooms. The handles of switches and controls must be made of non-absorbent materials only.

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

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

Classrooms, auditoriums

40. §

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

(2) Only combustible materials necessary for ongoing activities must 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 lecture rooms 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 equipment must report any malfunctions to the education technicians.

(7) It is strictly forbidden to lock the door of a classroom with a key while people are inside, and to temporarily block or obstruct the escape route!

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

SPECIAL RULES OF USE

Activities posing a fire hazard

41. §

(1) Nohazardous 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, use of ignition sources

42. §

(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 manufacturing, 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

43. §

(1) In rooms, buildings and outdoor places, 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 foreground, smoke-free staircase and lobby.

(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 must not be stored in the same unit as other substances of highly flammable and/or explosive categories and moderately flammable substances, and substances that may interact and generate heat, fire or

explosion must not be stored in the same unit. 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 dangerous 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.

(7) When storing more than 20 litres of liquids belonging to the highly flammable or explosive category in a single room, at least 1 sprayer, and

a) when using a container with a capacity of 1 litre or less, at least 0.02m^3 of a soaking up agent,

b) or, when using a container with a capacity of more than 1 litre, at least 0.05 m^3 of a soaking up agent must be kept at a distance of no more than 15 metres from the place of storage.

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

a) 20 litres in a metal cabinet,
b) 50 litres in an explosion-resistant cabinet,
c) 60 litres in a fire-resistant cabinet suitable for storing liquids.

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

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

44. §

(1) Materials belonging to the highly flammable or explosive category can only be rearranged or packed according to the provisions of legal regulations, or, in the 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 rooms not designed for storing materials.

(5) Materials belonging to the highly flammable or explosive category must not be stored in attics. Other solid material 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 elements of the roof structure if necessary, and would be at least 1 m from the chimney.

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

(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.

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

45. §

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

(2) The traffic routes, 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 hallways, non-smoke-free stairwells 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.

Combustion and heating equipment

46. §

(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 serving the activity, equipment operating with a naked flame, glowing or dangerous heating must not be installed in premises 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 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 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

47. §

(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 at the frequency specified by the manufacturer.

(3) It is forbidden to block the openings of the ventilation system.

(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 at the frequency specified by the manufacturer, or, in the 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

48. §

(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 the opening 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 heat and smoke protection.

(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

49. §

(1) It is forbidden to fill the fuel tank of a motor vehicle in the territory of the Sóház (Salt House), in the open parking area.

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

(3) It is forbidden to store fuel in the territory of the Sóház (Salt House).

(4) Motor vehicles must not be stored in the doorway of the building.

Rules for outdoor fires and fire prevention

50. §

(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) It is forbidden to burn waste in the open air in the territory of the Sóház (Salt House)!

(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 baking is allowed in the vicinity of the building.

Sewer network

51. §

(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 evolve highly flammable or explosive or moderately flammable gases into a public sewer or soakaways is prohibited.

FIRE SAFETY EXAMINATION

52. §

(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) There are no University jobs in the area of the Sóház (Salt House), in which the activities would require a fire safety examination.

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

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

FIRE BRIGADE OF THE FACILITY

53. §

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

QUALIFICATION REQUIREMENTS

54. §

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

55. §

(1) 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 provisioms 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 entrant employees, including students, must receive preliminary fire safety training using the training material in the computer system and this 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 learn 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

56. §

(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 information to employees on the completion of annual refresher trainings. Employees can start the training by clicking on the link in the information, 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 ordering 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 safety 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 safety 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

57. §

(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 the checks on behalf of the operator

58. §

(1) Persons carrying out checks by the operator:

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

b) Maintenance worker of an external professional 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 emergency exit system, panic locks, monthly operator's checks of fire doors, quarterly operator's checks of smoke control doors, quarterly operator's checks of heat and smoke protection solutions

(2) The person carrying out the checks on behalf of the operator 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 colleagues with initial fire safety training and annual fire safety refresher training (e.g. general fire safety knowledge, checking and operating fire alarm systems, carrying out an operator's check 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, and the fact of training must be recorded in the system's fire safety logbook or minuted.

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

59. §

(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

60. §

(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 on the grounds of the Salt House.

Annexes:

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

Annex 1

Fire Alarm Plan

CORVINUS UNIVERSITY OF BUDAPEST

SÓHÁZ (SALT HOUSE)

FIRE ALARM PLAN

FIRE SAFETY REGULATION OF THE SÓHÁZ (SALT HOUSE) BUILDING OF THE CORVINUS UNIVERSITY OF BUDAPEST

2024

1. Presentation of the building

1.1 Data of the building

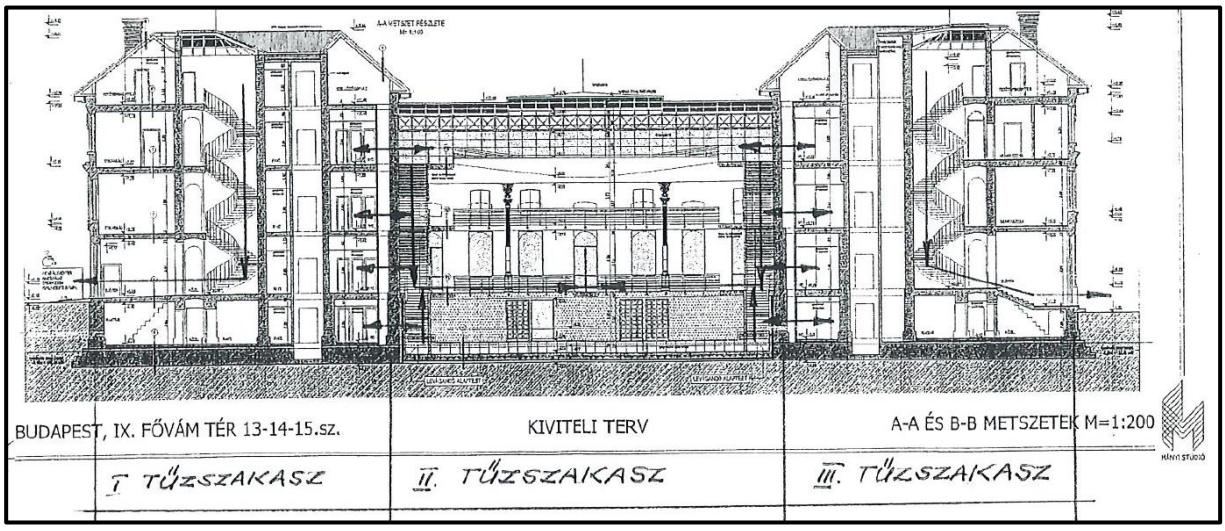
Name: Corvinus University of Budapest, Sóház (Salt House)
Address: 1093 Budapest, Fővám tér 13-15.
Purpose: educational building

The building has a basement + ground floor + 3 floors.

The building has 3 fire compartments. (vertical)

- Northern Fire Compartment: 1730.61 m^2
- Southern Fire Compartment: 1702.09 m^2
- Middle Fire Compartment: 1390.03 m^2

The total floor area is 4822.73 $m^{2.}$



At the boundaries of fire compartments, fire doors closing automatically on the signal of the fire alarm system are installed.

1.2 Number of occupants in the building

Employees: 113 persons
Students: 634 persons
Receptionists: 2 persons
Total: 748 persons

1.3 Fire protection 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 fire doors close at the fire compartment boundaries;
- the safety lifts land on the ground floor;
- the sirens sound;
- the mechanical heat and smoke extractors start;
- in air ducts passing through the fire compartment boundaries, the dampers are automatically closed;

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 equipment is marked on the escape plans.

The building has safety lighting.

2 safety lifts are installed in the building via a ventilated fire foreground.

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

The building's main power cut-off switch is located in the 0.4 kV room in the basement, but the main fire switch can be operated and found on the board at the receptionists' room, too.

There is no gas supply in the building, hot water for the heating system is provided from the gas boiler house of the building at Fővám tér 8.

2. Tasks in case of fire

2.1 Signalling of the fire
2.1.1 Responsibilities of the person detecting fire

The person who detects 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 not able to take steps 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 in the fire alarm control panel located in the receptionists' 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 Main Entrance and the Southern and 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. fire doors close, lifts land on the ground floor) and the fire alarm sirens are activated. A sound 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 are activated:

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 sound alarms of the fire alarm system and/or in the event of a 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.

At the assembly point, 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 A Duties 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, and 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 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 lecturer/person holding a class (e.g. university professor/associate professor/assistant professor)

In the event of 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, and 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 supervisor.

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 fire alarm.

2.2.4 Duties of students

When hearing the fire alarm, students must immediately start to leave the building and proceed as instructed by the lecturer in charge of the class and the person supervising the evacuation, 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 point 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 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 Duties 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, 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 by the 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 the 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 raising the fire alarm.

The security guard handles 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 handling 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 be in constant touch with the Head of Asset Protection Expert and the Facility Operations Manager and provide information on the actions taken;

The security guard will ensure that power supply to the Sóház (Salt House) 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, the security guard will take the following actions without endangering the safety of himself/herself and others:

- 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 fire must use fire extinguishing equipment 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 equipment 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.

It is forbidden to use damaged fire extinguishers that are in poor technical condition!

The use of wall hydrants - extinguishing the fire with water - is possible after disconnecting the power.

It is forbidden to extinguish fire in electrical equipment with water 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 can 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 in charge of 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

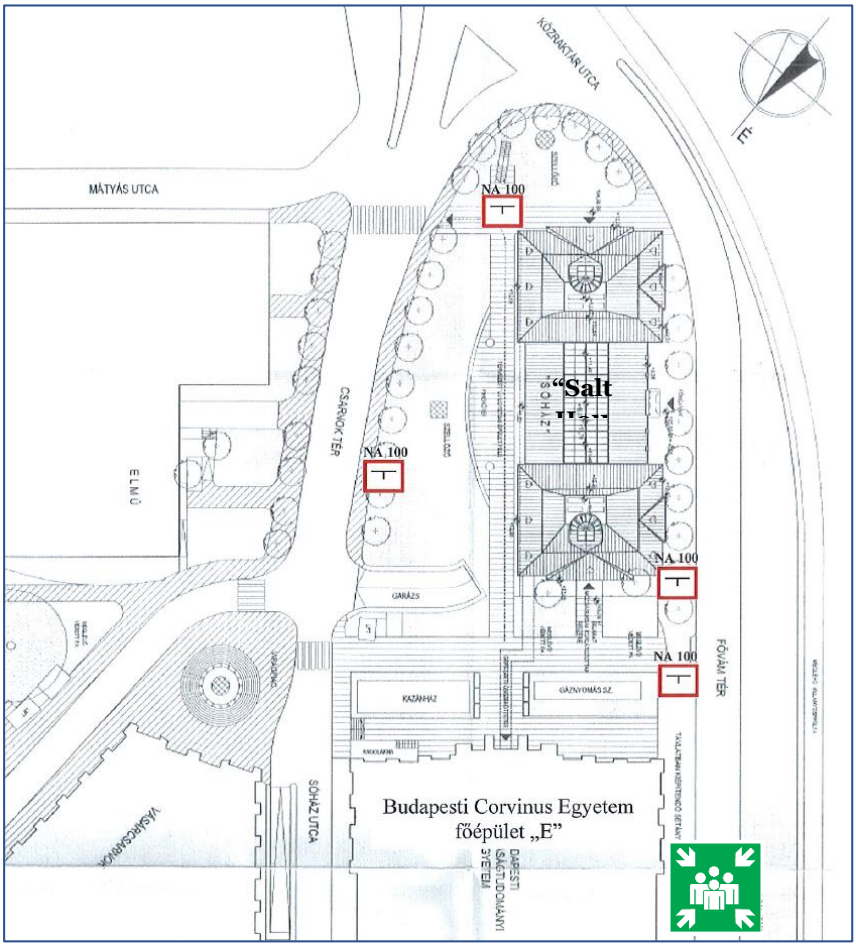
Each of the three fire compartments has its own emergency staircase. The upper floors can be accessed via the staircases, with exits to the open air on the ground floor of the staircases.

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 The assembling

In order to ensure unhindered access to the building for the fire brigade, as well as for personal safety, it is not allowed to assemble in front of the entrance of the building.



All persons in the building must go to the assembly point and stay outside the building's collapse zone. The assembly point is in front of the Main Building, on the Danube side.

At the assembly point, executives are required to start a headcount.

The assembly point:

2.6 Rescue of persons with reduced mobility and limited capacity

The escape of visually or hearing impaired students must be assisted. The visually impaired person must be assisted by a (sighted) housemate 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

It is forbidden to leave (forget) hot oil on the gas stove, 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**
Head of Maintenance	**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 professional operating company in accordance with the relevant National Fire Safety Code and the findings of the review are documented in the fire alarm system operation 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 extinguisher(s) and ensures the registration of the extinguisher(s) and the updating of the 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 Interior.

The Fire Alarm Plan must include:

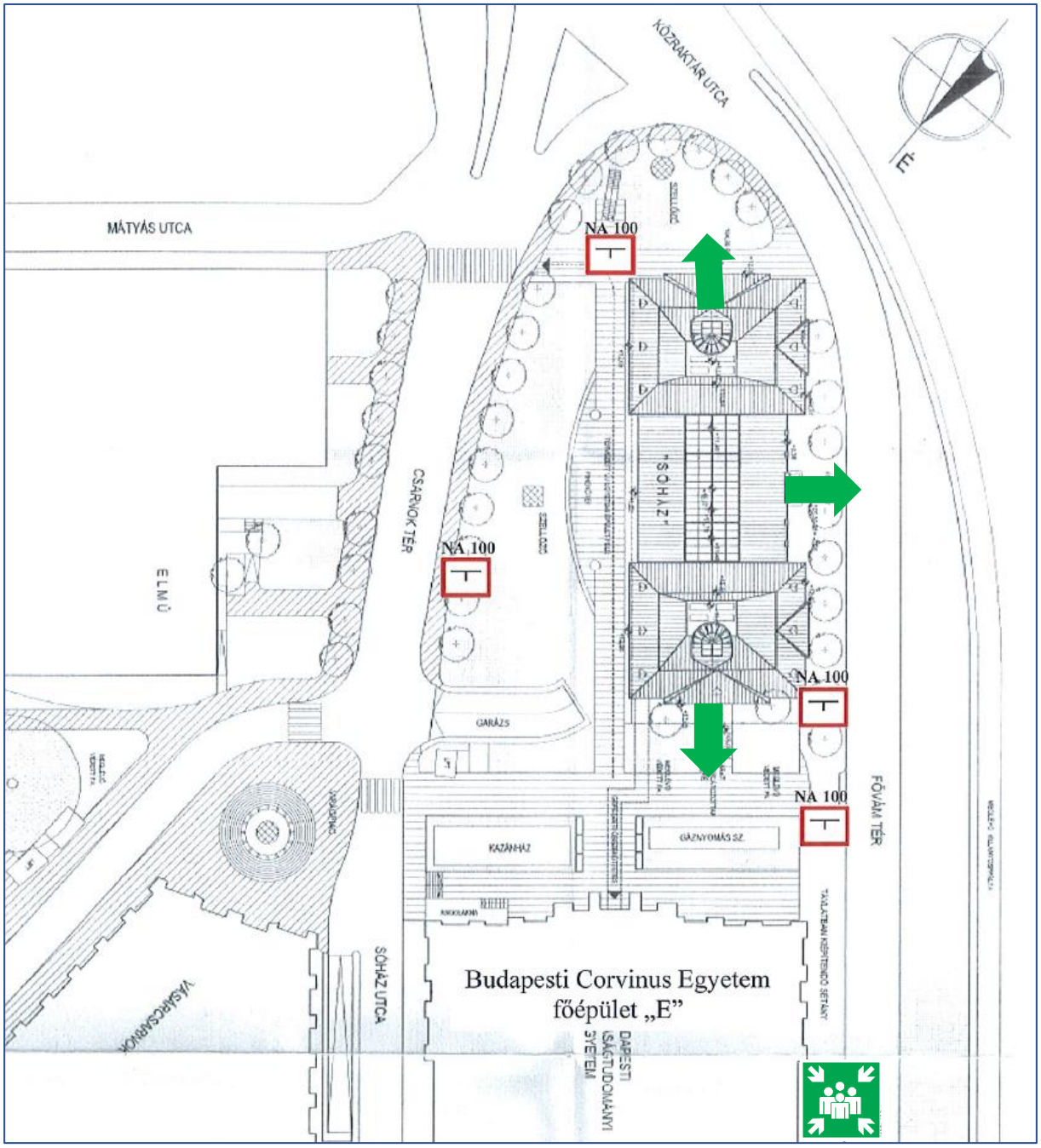
- how to raise a fire alarm;
- the procedures of alarming the fire brigade and vulnerable persons in the building, and how to leave the building;
- the necessary actions to be taken by the occupants in case of fire;
- the main sources of danger (with reference to the rules of protection);
- floor plans of the part 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 possibility of leaving 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 terminated within 15 days.
The fire safety 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.

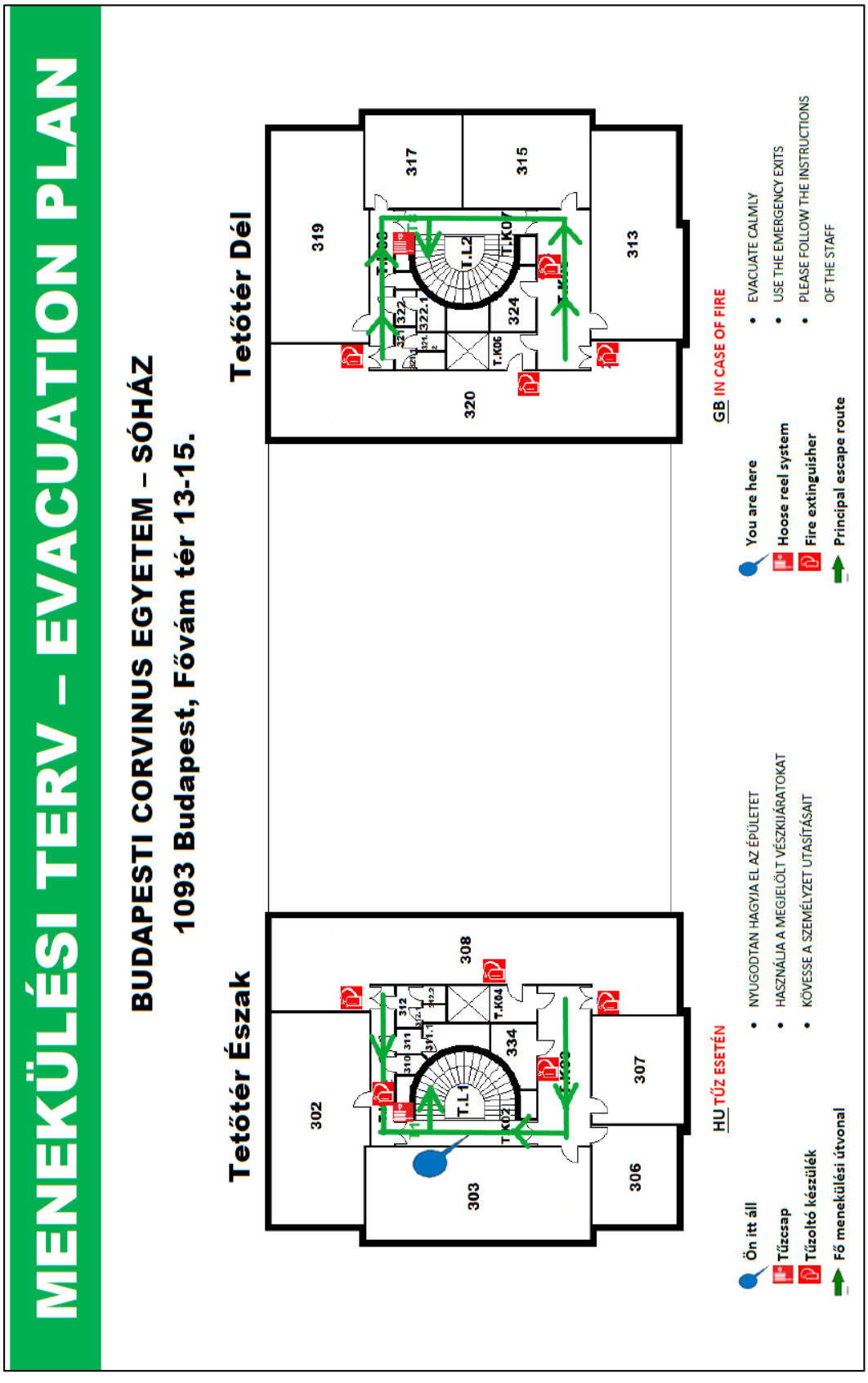
Annex 2

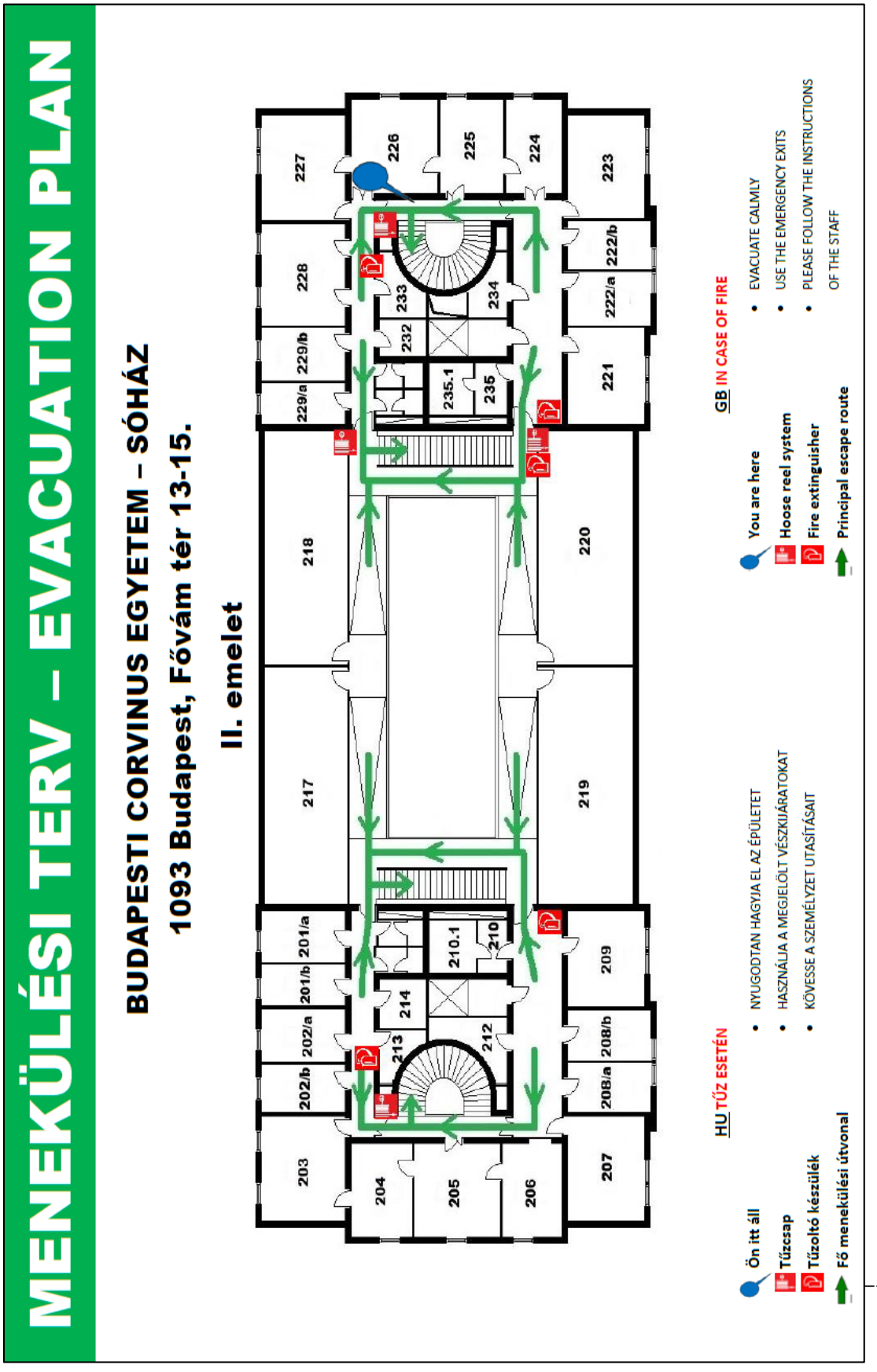
Annex to the Fire Alarm Plan with drawings

SITE PLAN



The assembly place: 


MENEKÜLÉSI TERV – EVACUATION PLAN
BUDAPESTI CORVINUS EGYETEM – SÓHÁZ
1093 Budapest, Fővám tér 13-15.
Tetőtér Dél
Tetőtér Észak
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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BUDAPESTI CORVINUS EGYETEM – SÓHÁZ
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II. emelet
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Tűzcsap
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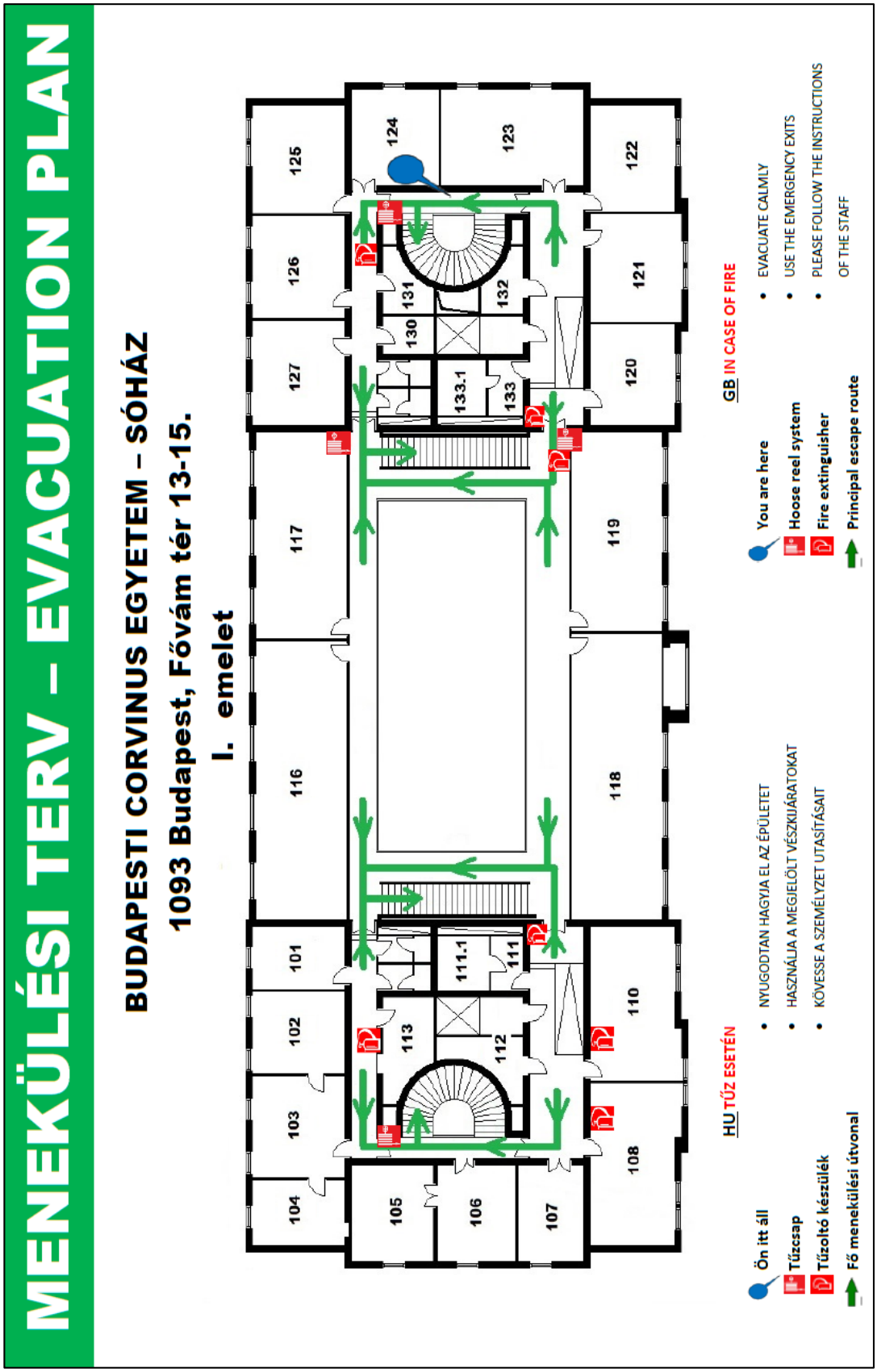
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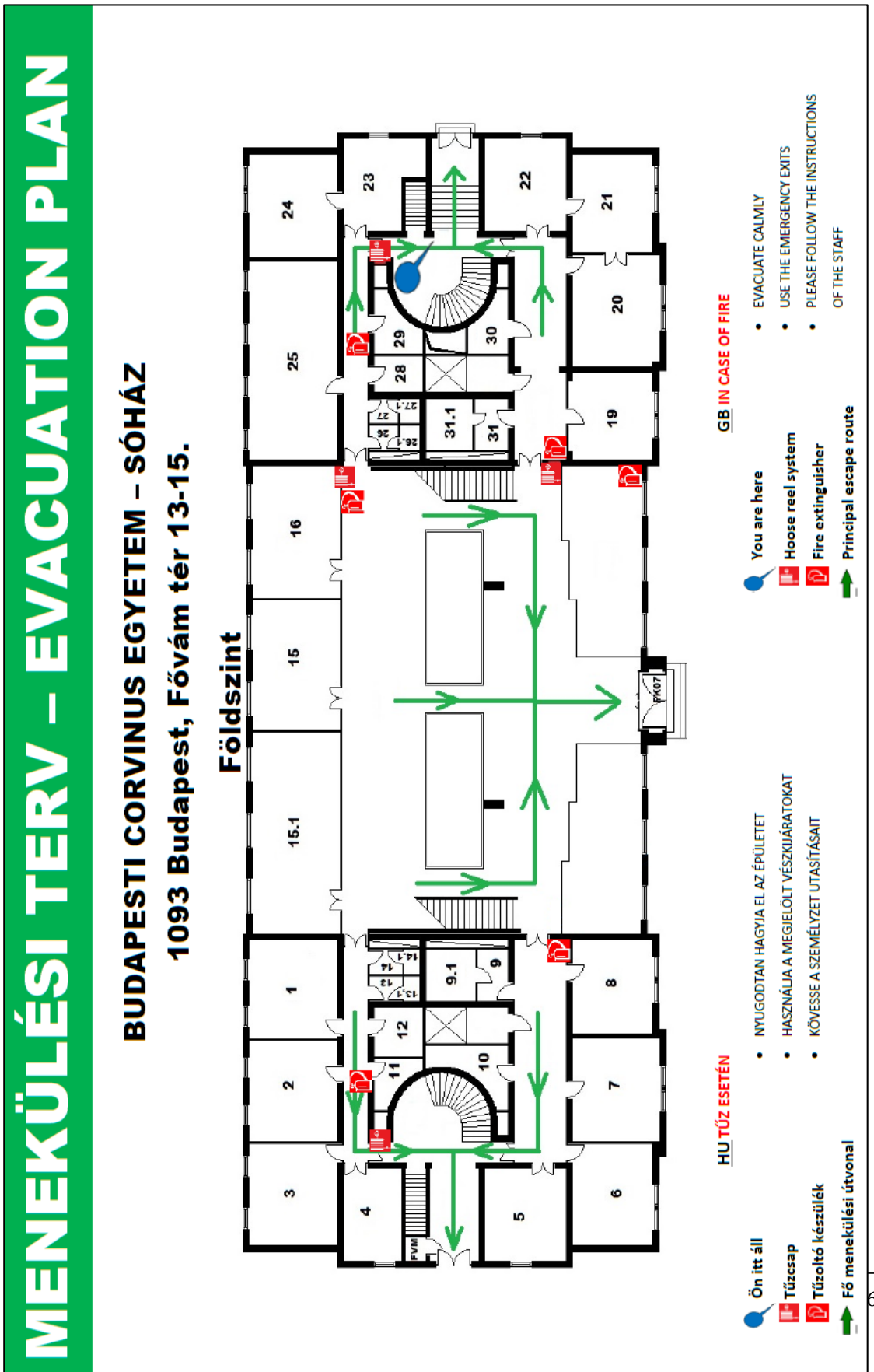
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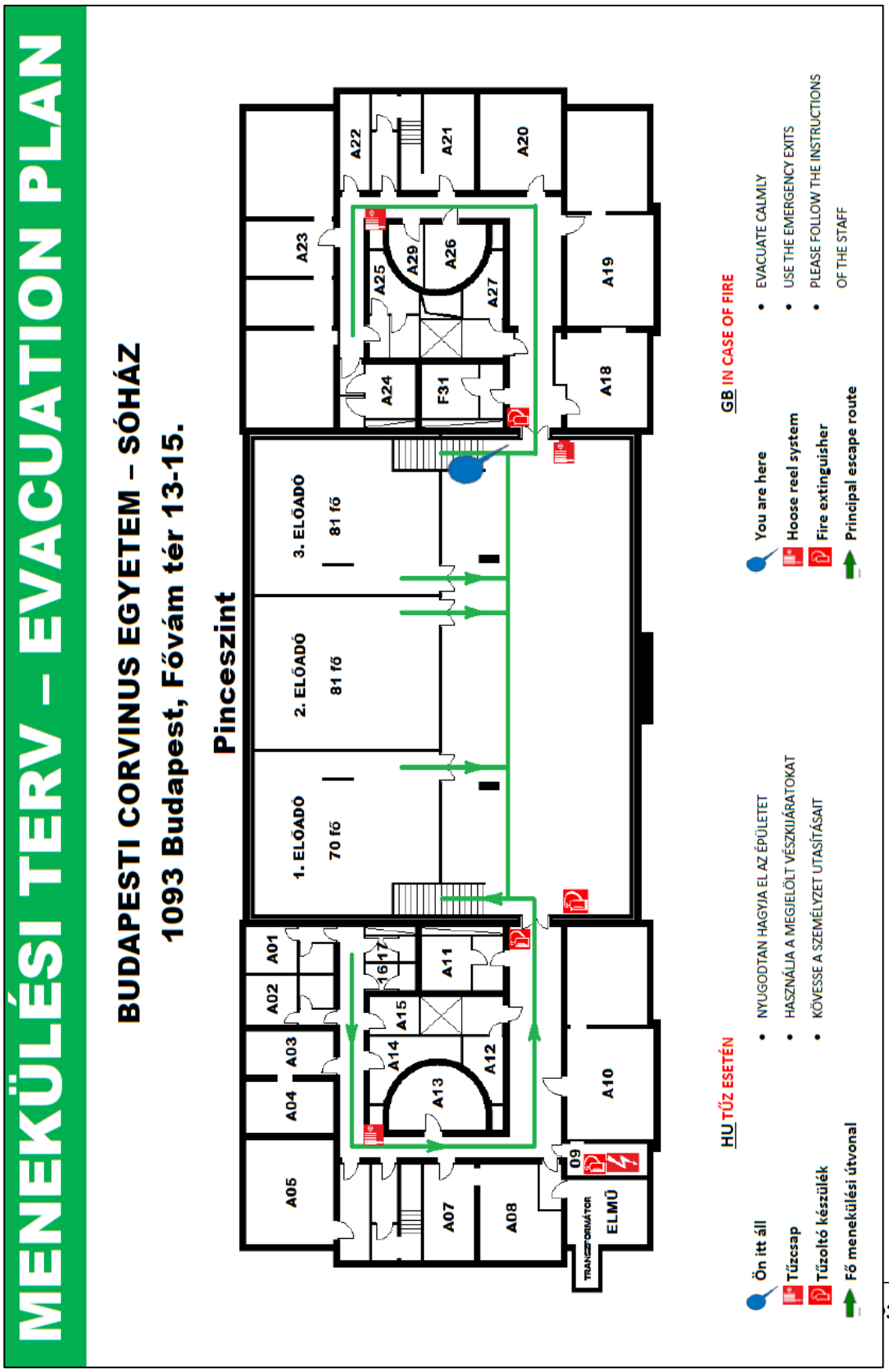
Fő menekülési útvonal

FIRE SAFETY REGULATION OF THE SÓHÁZ (SALT HOUSE) BUILDING OF THE CORVINUS UNIVERSITY OF BUDAPEST



Annex 3

Interpretative provisions

Pursuant to Decree No. 54/2014 (5 December) of the Ministry of 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 terms and definitions:

***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 protection 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: a fixed equipment, other than a fire-fighting water source, installed in a building or outdoors, 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 detection and extinguishing.

Safety power source: 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, assistive equipment.

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 protection 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 inspection, maintenance and repair, and the documentation of these in writing.

Smoke-retardant windows and doors: 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.

***Eligible person**:* a person authorised or appointed by the operator, having the necessary vocational qualification, knowledge, tools, 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 years or over 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 the traffic (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 traffic route 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 stored material 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 equipment 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).

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 fire safety point of view.

Fire safety 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 Article 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 inspection or by a legal entity authorised in writing by the operator.

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

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	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 Interior.**		
Requirement of the executive in charge of those	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 activities, 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 activities, special requirements:	**Requirements of the fire safety officer of the**

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.

Signature	**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 fire safety requirements listed above to the requirements listed in the conditions. Date: …..day ….. month …. year

Annex 5

Operator's check, maintenance and review

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 logbook	no requirement		6 months (+ 1 month) 12 months (+ 1 month), 5 years (+ 2 months), 10 years (+ 2 months)	fire safety 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 logbook	12 months (+ 1 week)	fire safety logbook	At the same time as the periodic review	fire safety logbook
5	built-in fire alarm system	1 day, except in the case of automatic control system, 3 months (+ 1 week)	fire safety logbook	6 months (+ 1 week), 12 months (+ 1 week)	fire safety logbook	At the same time as the periodic review	fire safety logbook
7	fire alarm and trouble sugnal equipment	1 day except for automatic control system	fire safety logbook	6 months (+ 1 week)	fire safety logbook	At the same time as the periodic review	fire safety logbook
12	safety lighting, escape signs illuminated from the outside or inside, directional lighting according to previous regulations	3 months	fire safety logbook	12 months (+ 1 week)	fire safety logbook	At the same time as the periodic review	fire safety logbook

13	panic lock, emergency exit lock, system ensuring emergency exit		Before each event, but at least 3 months (+ 1 week)	fire safety logbook	6 months (+ 1 week)	fire safety logbook	At the same time as the periodic review	fire safety logbook
14	fire barriers	fire windows and doors	1 month	fire safety logbook	6 months (+ 1 week)	fire safety logbook	At the same time as the periodic review	fire safety logbook
15		fire barriers containing a moving element	no requirement		6 months (+ 1 week)	fire safety logbook	At the same time as the periodic review	fire safety logbook
16	solutions for heat and smoke protection	smoke extraction, air replacement structure	3 months (+ 1 week)	fire safety logbook	6 months (+ 1 week)	fire safety logbook	At the same time as the periodic review	fire safety logbook
17		smoke extractor, air replacement fan	3 months (+ 1 week)	fire safety logbook	6 months (+ 1 week)	fire safety logbook	At the same time as the periodic review	fire safety logbook
18		smoke control fan	3 months (+ 1 week)	fire safety logbook	6 months (+ 1 week)	fire safety logbook	At the same time as the periodic review	fire safety logbook
19		smoke damper, shutter	3 months (+ 1 week)	fire safety logbook	6 months (+ 1 week)	fire safety logbook	At the same time as the periodic review	fire safety logbook
20		smoke-retardant windows and doors	3 months (+ 1 week)	fire safety logbook	6 months (+ 1 week)	fire safety logbook	At the same time as the periodic review	fire safety logbook
21		mobile smoke curtain	3 months (+ 1 week)	fire safety logbook	6 months (+ 1 week)	fire safety logbook	At the same time as the periodic review	fire safety logbook
22	pressurised smoke-free staircase, pressurised foreground 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 logbook	12 months (+ 1 month)	fire safety logbook	At the same time as the periodic review	fire safety logbook
25	Firefighter lift		3 months (+ 1 week)	fire safety logbook	12 months (+ 1 month)	fire safety logbook	At the same time as the periodic review	fire safety logbook

ADDITIONAL FIRE SAFETY REVIEW				
1	Topic		Period	Prescribing legislation, 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 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 Interior
11	Fire hose pressure test		5 years	MSZ 1185
13	Review of electrical equipment	In the case of premises or outdoor areas used for the manufacturing, 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 Interior
		otherwise at least	6 years	
14	Review of lightning protection equipment	In the case of premises or outdoor areas used for the manufacturing, 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 Interior
		otherwise at least	6 years	

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

General requirements

–The external professional operating company must:

- ensure the operator's check, periodic review and maintenance of the technical solution concerned in the manner and at the frequency specified in the table in Annex 18 to the amended Decree No. 54/2014 (5 December) of the Ministry of 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 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 National Fire Safety Regulation, if
  - the technical solution concerned did not fulfil its fire protection 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 these provisions stipulates it, 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.

As far as the technical solution is concerned, the operator checks

- whether it is set up at the designated installation and mounting location,
- it is in an intact state,
- whether it can be detected and accessed,
- whether its operating device, 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 visual inspection.

By performing the periodic review, as well as the maintenance that includes the operator's checking duties, too, 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 inspection and maintenance,

- verifies functionality and efficiency by visual inspection, practical test, 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 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 occurrence, documentation and necessity of the required operator's check, 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 errors

- 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 and 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, 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 checks on behalf of the operator 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 devices

- The operator ensures the safe and efficient operation of the built-in fire alarm system and the built-in fire extinguishing equipment 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 professional 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 built-in fire alarm systems and built-in fire extinguishers must be recorded in a fire safety 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 built-in fire extinguishing system and the fire safety 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 system, check daily:

- if the equipment is not at rest, whether the fault indicated has been recorded in the fire safety logbook and, if the fault requires qualified 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 inspection is to determine whether the internal audible alarm and the control panel's light and information displays work properly.
- The inspection is carried out in the manner recommended by the manufacturer.

The person who carries out the operator inspection 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 logbook is kept on an ongoing basis,
- whether the supervisors have received appropriate training,
- whether the necessary equipment and materials (paper, 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 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 to restore 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 and trouble signal systems, 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 50-50% (25-25%) 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 was any change in the use, occupancy, technology, building

structures, building engineering elements of buildings and rooms affecting the proper functioning of the fire alarm system, in particular the correct positioning of automatic detectors, manual call points, audible alarms, 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 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, sound, alarm transmission, and
- if the check reveals any damage, breakdown or deterioration in the system 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 necessary modifications, repairs or replacements must be carried out in order to prevent the occurrence of the circumstance that caused the false alarm, subject to the conditions laid down in the 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 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, the authorised person. If further action is required, a written report must be submitted to the person authorised to take action.

- Daily checks can be recorded electronically, too, 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 rectified.
- 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 responsible person carries out reviews and maintenance at 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 installed 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 sound and light 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 audible 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 fire extinguisher's use is not prevented by any obstacle,
- the fire extinguisher's all pressure gauges or indicators show values in the operating interval,
- the fire extinguisher is fitted with complete fittings,
- the fire extinguisher's metal or plastic seal, the closing stamp, the maintenance tag, the OKF (National Directorate General for Disaster Management) identifier of the maintenance organisation are intact,
- the fire extinguisher's maintenance 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 safety authority if justified by environmental conditions or other hazard.

- The person keeping the fire extinguishers operable will ensure the maintenance of the units at the frequency specified in the table in Annex 18 to Decree No. 54/2014 (5 December) of the Ministry of Interior, as amended from time to time, and the refilling of partially or completely empty or emptied fire extinguishers. At 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 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 in service subject to the issue of a certificate by a person

registered as a fire extinguisher expert in the field of fire extinguishers. The lifetime can be extended by five years on two occasions, starting from the 20th year.
- The owner is responsible for the scrapping 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 periodic checks, maintenance, repairs and pressure tests (hereinafter referred to in this subsection as "review") are carried out. At 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 logbook for the sources of fire-fighting water. It is the responsibility of the person conducting the review to keep the logbook.

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

- the existence, accuracy and integrity of the fire-fighting water source signs,
- the existence and legibility of the required inscriptions and signs,
- the accessibility of fire-fighting water sources (outdoors) by fire-fighting vehicles at all times of 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, the flushing of 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.

Periodic fire safety review of low-voltage heavy electrical equipment

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 devices, 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.

- parts of the network.

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

- in the case of premises or outdoor areas 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, notification, the operator of the equipment will carry out a fire safety review of the electric 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 zoning of the site.
- The review covers portable equipment, too, 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,
  - at 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

- 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 l 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,
- damage, severe corrosion, lightning strikes and any other phenomenon 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, calendar days will 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. At 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 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 conditions 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, 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. At 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 National Fire Safety Code.
- 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 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-retardant doors and windows in the facility, including the definitions of this Fire Safety Regulation. The person who carries out the visual inspection is entitled to make an entry in the fire safety logbook.

Documentation of the operator's check:
The check/visual inspection must be documented in the fire safety 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 notifying 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's checks the presence of these safety signs
- whether they are clearly visible
- carries out visual inspections at the frequency prescribed in Annex 18 to the National Fire Safety Regulation
- records the facts found during the check, both compliance and non-compliance, in a fire safety 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 outside or inside
The following documents form the basis for 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 logbook contains at least the following data:

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

Contents 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, the fixing of the power supply wiring,

c) functionality on the basis of the displays and status indications.

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

Safety lift (firefighter lift):

Contents of the operator's check
a) visual inspection of the lift signs (inside the cab and at the doors),
(b) visual inspection of the fire switch located at the fire brigade base station - and, if fitted, the fire switch located in the cab,
c) the presence of the key to the fire switch,
d) the existence of the operation manual (directions for use) of the lift for the case of fire.

Contents of the review:
In addition to the operator's check, the review covers the lift's
trial operation:

During a priority recall of the lift, after the activation of the fire switch, the lift returns to the fire base station. If there is a built-in fire alarm system, a test of the control by the fire alarm control panel precedes the operation of the fire switch.

The lift is waiting at the fire base station with the doors open, and will not respond to a call from a building level other than the base station.
The lift, operated with the control apparatus in the cab, will go to the selected level (after the activation of the fire switch, if there is one in the cab).

The lift will stop at the selected level, the cab and the lift shaft doors will remain closed and then open when the door opening button is pressed continuously. If the door opening button is released before the door is fully open, the door will close again. The doors will remain open and the cab will not go to a different level if the cab has a fire switch and it is set to 'o'.

The communication system between the cab and the fire base station is operational, providing adequate volume and speech intelligibility.

The results of the operator's check, the review and the maintenance will be recorded in the fire safety logbook.

Annex 6

Applicable legislation, decrees and laws

- Decree No. 101/2023 (29 December) of the Ministry of Interior on fire safety regulations, fire safety house rules and fire safety training
- Decree No. 54/2014 (5 December) of the Ministry of Interior, as amended, on the National Fire Safety Code

- Act XXXI of 1996 on Fire Protection, Technical Rescue and Fire Brigades
- Decree No. 30/2019 (26 July) of the Ministry of Interior on the amendment of the National Fire Safety Code
- Government Decree No. 253/1997 (20 December) on national urban planning and building requirements
- Decree No. 45/2011 (7 December) of the Ministry of 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 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

3EA

Width of classroom door: 1.166 m

Distance of the least favourable point from the exit: 12 m.

Capacity: 100 persons

Room density: D = N/A = 100 persons /74 m^2=1.35

Area: 74 m^2

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

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

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{12m}{17\frac{m}{s}} = \mathbf{0.705}\ min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{100\ persons}{65 * 1.166} = \frac{100\ persons}{75.79} = \mathbf{1.319}\ min \rightarrow suitable$$

2EA

Width of classroom door: 1.184 m

Distance of the least favourable point from the exit: 10 m.

Capacity: 90 persons.

Room density: D = N/A = 90 persons /62.9 m^2 = 1.43

Area: 62.9 m^2

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

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

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{10m}{17\frac{m}{s}} = \mathbf{0.588}\ min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{90\ persons}{65 * 1.184} = \frac{90\ persons}{76.96} = \mathbf{1.169}\ min \rightarrow suitable$$

1EA

Width of classroom door: 1.198 m

Distance of the least favourable point from the exit: 12 m.

Capacity: 70 persons.

Room density: D = N/A = 70 persons /71.1m^2 = 0.984

Area: 71.1 m^2

$$\boldsymbol{Horizontal\ speed}: \mathbf{29.00}\ \frac{\boldsymbol{m}}{\boldsymbol{s}}$$

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

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{12m}{29\frac{m}{s}} = \mathbf{0.413}\ min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{70\ persons}{65 * 1.198} = \frac{70\ persons}{77.87} = \mathbf{0.898}\ min \rightarrow suitable$$

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 under Decree No. 54/2014 (5 December) of the Ministry of Interior:

- ☐ quarterly operator's check of fire extinguishers
- ☐ semi-annual operator's check of fire-fighting water sources
- ☐ quarterly operator's check of emergency 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 heat and smoke protection
- ☐ monthly operator's check of the fire door
- ☐ 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 off/on 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 includes the central upper floors, too, 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 watches:

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

The switching off and on of the fire alarm system zones can be carried out by a University employee trained by the company maintaining the fire alarm system (person on 24-hour duty).
It is a fire safety requirement that the switch-off and the switch-on must be documented in writing, in the presence of 2 persons, namely the shift manager of the University's security service and the 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 Sóház (Salt House)

Address: 1093 Budapest, Fővám tér 13-15.
Fire compartments: 3 fire compartments
Floor area: 4822 m^2
(Northern fire compartment: 1730 m^2, middle fire compartment: 1390 m^2, Southern fire compartment: 1702 m^2)
Built-in fire alarm system: Installed
Built-in fire extinguisher: None
Solar panel: None
Fire hydrants: There are 17 wall hydrants, 3 above-the-ground hydrants
Fire extinguisher: yes, 35 pcs
Lightning conductor: yes
Heat and smoke extraction system: heat and smoke extraction windows and smoke extractor fans on the roof, and mechanical heat and smoke extraction in hallways
Fire doors: yes
Location of fire main switch: In the 0.4 kV room
Location of main shut-off for gas: none, heating is provided from the main building
Firewater pool: none
Booster pump: none
Safety lift: yes
Fire-retardant foreground: yes
Safety lighting: yes, from central gel battery

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

Practising the fire drill as set out in the Fire Safety Regulation and the Fire Alarm Plan of the Main Building of the CORVINUS UNIVERSITY OF BUDAPEST based on Decree No. 101/2023. (29 December) of the Ministry of Interior.

Date: ……. day ……. month …….. year

Prepared by: .....

Persons present:
Technical Coordinator.....
Facility Operations Manager:.....
Head of Fire Safety:.....
External professional operating company: .....
Disaster management services: .....

Data of 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 draw the attention of students and employees to the area's calm, but quick evacuation?	yes	no
Has the alerting of the fire brigade been exercised?	yes	no
Did the receptionist check if people left all rooms?	yes	no
Did the receptionist secure the main entrance door?	yes	no
Has the public utility shut-off been exercised?	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)