CORVINUS UNIVERSITY of BUDAPEST	**PROVISIONS OF THE PRESIDENTIAL COMMITTEE**	**14/2024.** Version number **00.**

FIRE SAFETY REGULATION OF THE GELLÉRT CAMPUS OF THE CORVINUS UNIVERSITY OF BUDAPEST

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Prepared by:

Date of preparation: 1 March 2024

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

Section 7 (7) 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.** Chief Fire Officer Raduc Mix Kft. Serial code: PT J Serial number: 186809 Master data sheet number: V-4/2006 Registration no: 01-0902-05 Place of examination: BM KOK (Ministry of the Interior, Disaster Management Training Centre) 1033 Budapest, Laktanya u. 33. info@raducmix.hu; +36 23 520 135/136 …… **Krisztina Vági** Head of Fire and Labour Safety Corvinus University of Budapest Fire 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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Table of contents

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 the Interior on the preparation of fire safety regulations, and with the National Fire Safety Code (hereinafter referred to as "NFSC") issued under Decree 54/2014 (5 December) of the Ministry of the 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 Gellért Campus of the Corvinus University of Budapest (1118 Budapest, Mányoki út 9.), 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 Gellért Campus 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 on the Corvinus Gellért Campus of the Corvinus University of Budapest, as a lessee, under organised work-related legal relationship (employment relationship or other work-related engagement contract), students and all persons staying as guests. Any person entering and staying on the premises accepts the provisions of the Fire Safety Regulation as binding.

b) The fire safety responsibilities of other 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 Corvinus Gellért Campus 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 Corvinus Gellért Campus of the Corvinus University of Budapest as a lessee 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.

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

The role of the fire safety organisational unit

3. §

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

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

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

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

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

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

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

(8) To enforce fire safety aspects during alterations and renovations initiated by the University as a lessee.

(9) To ensure that occasional activities, in connection with the activity of the University as a lessee, posing a fire hazard are agreed and authorised in advance.

Structure of the fire safety organisational unit

4. §

(1) Campus Services – organigram:

Governance of the fire safety organisational unit

5. §

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

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

Financing

6. §

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

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

Duties and powers of the Chancellor

7. §

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

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

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

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

Duties and powers of the Head of HR

8. §

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

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

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

9. §

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

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

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

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

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

Duties and powers of the Head of Communications

10. §

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

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

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

Duties and powers of workplace executives

11. §

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(14) The executive must check regularly:

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

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

c) in the workplaces under his/her control:

– if available, the accessibility and operability of safety equipment so that workers are aware of their use and operation, and of their duties in the event of fire,

– that utility shut-off devices, passageways and escape routes are accessible and clear.

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

Duties and powers of employees

12. §

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

(2) It is the responsibility of the external company to draw up fire safety rules for the employees of the external company, but in addition to or 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 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 op ad hoc fire safety requirements for use and with other applicable fire safety rules without any special notice or action to do so.

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

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

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

Duties and powers of the Head of Campus Services

13. §

(1) The Head of Campus Services ensures that fire safety 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 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 the Interior, he/she checks, on an ongoing basis, the completion and existence of minutes taken of operator's checks and periodic reviews.

(3) In case of omitted reviews, maintenance, repairs, he/she initiates liability proceedings against the external companies and requests them to carry out the omitted 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 company so that they can be reviewed from a fire safety perspective.

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

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

Duties and powers of the Head of Asset Protection

15. §

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

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

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 monitors the due dates of operator's checks and periodic reviews and the maintenance of fire safety technical solutions and the documentation of these activities. In case of shortcomings, he/she will report them to the lessor.

(3) He/she monitors the correction and documentation of defects in fire safety technical solutions identified during reviews. In case of shortcomings, he/she will report them to the lessor.

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

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

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

(7) 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.

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

(9) In the case of an occasional fire-hazardous activity affecting the operation, he/she 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.

Duties and powers of the Technical Coordinator

17. §

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

(2) He/she monitors the documentation of periodic reviews, the errors found during the reviews and their correction.

(3) 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.

(4) 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.

Duties and powers of the Head of Fire Safety

18. §

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

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

(3) He/she participates in official check carried out by the Disaster Management Branch and supports the University as a lessee.

(4) He/she ensures that Fire Safety Regulation of the University as a lessee is kept up-to-date.

(5) He/she checks the Fire Alarm Plan drill and its record.

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

Duties and powers of the lessor

19. §

(1) He/she is responsible for the operation and maintenance of the fire safety devices and equipment belonging to the buildings and open spaces of the Corvinus Gellért Campus, and for their repair if necessary.

(2) He/she ensures that the fire safety operator's checks, periodic and extraordinary reviews, the maintenance of the fire safety technical solutions included in the contract and repairs are made in due time and that the relevant documentation (fire safety operation logbook) is kept.

(3) He/she makes available the person with the necessary knowledge to carry out the operator's checks of fire safety devices and equipment.

(4) He/she mandates in writing persons with the necessary knowledge to carry out the fire safety operator's checks.

(5) He/she makes available a person with the appropriate authorisations under the relevant fire safety legislation for the periodic and extraordinary review, maintenance and repair of the fire safety devices and equipment.

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

(7) He/she ensures that the operator's checks and periodic reviews are properly documented, organised and kept on site.

(8) He/she is responsible for keeping the fire safety documentation kept up-to-date in accordance with the relevant requirements of the NFSC.

(9) If he/she becomes aware of any fire safety defects detected during the operator's check and/or periodic review, he/she will immediately start the rectification of the defects and inform the Lessee.

(10) He/she immediately informs the Head of Operations and Investment, the Head of Dormitory, the Facility Operations Manager and the Head of Fire Safety of any planned or unplanned partial or complete shutdown of the fire alarm system, the installed fire extinguishing system and/or remote monitoring.

(11) He/she will report the planned partial and complete shutdowns of the fire alarm system, the fire extinguishing system or the remote monitoring 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.

(12) In the event of a planned shutdown or malfunction of the fire alarm system and/or the installed fire extinguishing system, or the remote monitoring system, he/she ensures safety conditions in accordance with the local risk (e.g., by deploying a fire watcher) and makes sure to compensate for the decreasing protection level. He/she provides fire safety training for the fire watchers deployed to compensate for the decreasing level of protection and explains the duties of fire watchers as part of the training.

(13) The fire alarm control panel will be manned by 2 persons on an ongoing basis, 24/7.

(14) He/she informs the local permanent supervisor during the fire safety training of his/her duties in relation to the supervision, the management of the fire alarm system, the sprinkler system as well as of how to alarm the fire brigade and the remote monitoring service.

(15) In case of fire, he/she will take steps, under his/her own authority, to investigate the incident and carry out the relevant extraordinary reviews and to inform lessee.

(16) The lessor participates in the official checks carried out by the Disaster Management Branch and, in the event of any defects or fire safety irregularities found, ensures that they are rectified.

(17) He/she ensures the presence of the appropriate person to represent the operation and maintenance functions at official checks.

(18) 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. He/she sends the documentation on the rectification of the defects found during the official checks to the authority within the deadline.

(19) He/she prevents false fire alarms during works on the building (e.g. dusty work, welding, grinding) and covers the affected detectors in the work area.

(20) He/she must have a fire permit and hold a vocational qualification and a fire safety examination certificate in accordance with the relevant legislation before carrying out any occasional hazardous activity (e.g. welding, grinding) and/or having it carried out on the basis of the permit in Annex 4.

(21) He/she informs the Facility Operations Manager and the Head of Fire Safety before starting work that is qualified as an occasional activity involving fire hazard.

(22) He/she organises the annual fire drill and announces it to the locally competent disaster management branch. 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. He/she takes minutes of the evacuation exercise.

(23) He/she ensures that fire safety documentation is kept for at least 5 years.

(24) He/she ensures that, as part of fire safety training, the guard service is made familiar with the Fire Safety Regulation and the Fire Alarm Plan, the escape routes, the location of fire safety devices and equipment, the location of utility shut-offs.

(25) He/she ensures that, as part of fire safety training, the reception is made familiar with the operation of the fire alarm system and the sprinkler system and that they learn how to handle fire alarms, false alarms and trouble signals as well as how to investigate signals.

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

(27) He/she ensures that the guard service demarcates the area once the fire has been put out, as appropriate, and ensures that the area is not altered until the authorities arrive. No cleaning may commence without the permission of the fire chief.

(28) 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.

(29) He/she ensures that the guard service also participates in the annual fire drill, practicing their duties as outlined in the Fire Alarm Plan.

(30) He/she ensures that in the event of accidental start-up of the sprinkler system (e.g. when a sprinkler head is broken or knocked off), the system is immediately shut down in the sprinkler engine room and the inflow of water into the building is immediately stopped. Once the accidental inflow of water into the building has ceased, he/she notifies the authorised maintenance contractor of the sprinkler head breakage and the need for replacement. In the event of a sprinkler system failure, he/she will compensate for the reduced level of protection.

(31) Among the duties associated with closing, he/she is required to have the building inspected from a fire safety aspect, have the lights turned off and have any circumstances that could cause fire eliminated.

(32) He/she ensures the proper handling of alarm signals from accessible toilets and accessible rooms, the proper handling, detection and investigation of alarm signals, and provide assistance through the guard service if necessary.

(33) He/she ensures that the escape chair and the escape hood are in good technical condition and ready for use.

(34) He/she ensures that the reception can alert the fire brigade and the remote monitoring service by telephone.

(35) He/she ensures that, within the framework of fire safety training, the reception is made familiar with their duties in relation to the management of the fire alarm control panel, signal investigation, the provision of escape routes and the shutting off of public utilities. He/she ensures that everybody is familiar with the Fire Safety Regulation and the Fire Alarm Plan.

(36) He/she ensures that keys are only issued to authorised persons (e.g. fire brigade), and in exceptional cases the time of issue and return of the keys must be recorded.

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

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

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

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

(41) He/she ensures that the incidents regarding the installed sprinkler system are documented in the sprinkler logbook kept in the sprinkler engine room. He/she keeps a continuous log of system incidents.

Duties and powers of the Investment Expert

20. §

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

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

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

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

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

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

Duties and powers of the Fire Safety Service Company

21. §

(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 powers of the Head of Dormitory

22. §

(1) The Head of Dormitory is responsible for ensuring that the fire safety provisions are maintained and observed at all times in the dormitory under their control.

(2) The Head of Dormitory is responsible during his/her working hours and presence – in his/her absence the receptionist is responsible – for the evacuation of the dormitory premises according to the Fire Alarm Plan.

(3) He/she is obliged to become familiar with the location and operation of fire safety appliances, the rules for fire alarms, the means of evacuation, the requirements for proper behaviour and action in the event of fire – signalling a fire, raising a fire alarm, rescuing, extinguishing etc. – and the operation of safety equipment.

(4) If there is no lessee for the room with the maximum capacity on the premises of the dormitory, the Head of Dormitory is responsible for the use of the room with the maximum capacity according to its capacity.

(5) He/she is responsible for the fire safety of the areas under his/her control and must ensure that everyone complies with the provisions of this Fire Safety Regulation and check them regularly.

(6) In case of violation of the fire safety rules, he/she takes the necessary measures (e.g. requesting the student concerned to stop the violation).

(7) He/she maintains a permanent working relationship with members of the local and central fire safety organisational unit, ensuring an appropriate flow of information.

(8) The Head of Dormitory will ensure that students keep the dormitory tidy and clean, and do not store any junk, rubbish or waste inappropriately.

(9) He/she ensures that students observe storage rules, that fire safety devices and appliances are kept in a usable and accessible condition at all times, that they are not removed from their location and that they are used only for their intended purpose.

(10) He/she ensures that passageways and escape routes are clear.

(11) He/she ensures that utility shut-off fittings are accessible.

(12) He/she monitors that students respect the smoking ban in the building and in enclosed spaces.

(13) He/she participates in internal fire safety inspections and ensures that fire safety irregularities within his/her competence are corrected.

(14) He/she participates in the organisation and implementation of evacuation drills.

(15) He/she participates in official checks and represents the University.

(16) He/she ensures that fire safety irregularities detected during official checks and falling within his or her competence are corrected.

(17) He/she immediately informs the Operations Manager, the Head of Asset Protection and the Head of Fire Safety of an unjustified visit of the fire brigade due to a false alarm.

Duties and powers of students and tenants of rooms

23. §

(1) Students and tenants of rooms are required to conduct their daily activities in accordance with this Fire Safety Regulation and the house rules, and to comply with fire safety requirements.

(2) They should bear in mind that according to the House Rules of the University's Dormitory Regulations, smoking and the use of heat generators are prohibited in the dormitory buildings.

(3) They are obliged to leave the building immediately on hearing a fire alarm and to act as instructed by the Head of Dormitory and/or the receptionist.

(4) In all cases, the building should be left by the shortest possible escape route and all students (and guests) should assemble in the assembly area (outside the collapse zone of the building, on the sports field).

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

(6) If a student or a tenant of a room 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 dormitory by pressing a nearby manual call point.

(7) 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.

DUTIES AND OBLIGATIONS OF LESSEES AND THEIR EMPLOYEES

24. §

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

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

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

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

(5) Lessees (and their employees) must be familiar with the Fire Safety Regulation and the Fire Safety Plan for the Corvinus Gellért Campus 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 notified to the building management company at least 5 working days before the activity is to take place.

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

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

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

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

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

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

GENERAL FIRE SAFETY RULES FOR USE

25. §

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

(2) All conversion, renovation and investment works inside and outside the building must comply with the applicable fire safety legislation and the provisions of the Government

Decree no. 312/2012 (8 November) (on the Procedures of the Building Authority and the Content of the Land-Plot Conversion and Architectural-Technical Documentation). In addition to the legal requirements, the requirements of the relevant technical specifications and the resolutions of the authorities must also be complied with and enforced during the design, construction, technical acceptance and commissioning activities.

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

FIRE SAFETY RULES FOR THE USE OF PREMISES, AND CAPACITY

26. §

(1) General fire safety rules for use:

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

b) comply with the fire safety requirements regarding use,

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

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

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

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

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

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

i) Production, use, storage, placing on the market, distribution and other activities (hereinafter collectively referred to as "activities") may only be carried out in an open

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

space, room, fire compartment, building or structure that complies with the fire safety requirements.

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

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

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

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

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

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

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

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

Office

27. §

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

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

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

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

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

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

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

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

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

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

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

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

Dining room/Kitchen

28. §

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

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

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

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

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

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

(7) Smoking in this room is prohibited!

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

Passageways and entrance hall

29. §

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

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

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

Changing rooms

30. §

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

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

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

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

(5) Smoking is prohibited on the premises!

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

Warehouses (passive storage)

31. §

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Engine rooms

32. §

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

(2) No unauthorised persons are allowed in this room.

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

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

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

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

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

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

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

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

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

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

Electrical switch room, switch cabinets, electrical equipment and rooms

33. §

(1) No unauthorised persons are allowed in this room.

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

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

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

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

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

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

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

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

Lift engine rooms

34. §

(1) No unauthorised persons are allowed in this room.

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

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

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

(5) The entrance door must be kept closed. Only competent persons are allowed to enter the room 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 shall be placed near the entrance to the lift engine room.

Access points (reception desks)

35. §

(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 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

36. §

(1) Everyone is obliged to implement the fire safety provisions and carry out the necessary checks without being specifically invited or required to do so. The spaces must be

furnished and used in a way that free movement, as well as the operation of public utilities and fire safety appliances are ensured at all times. These must NOT be narrowed or blocked!

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

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

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

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

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

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

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

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

Emergency exits

37. §

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

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

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

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

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

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

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

Toilets and bathrooms

38. §

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

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

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

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

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

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

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

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

Classrooms and auditoriums

39. §

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

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

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

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

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

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

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

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

Boilers, boiler houses

40. §

(1) Everyone is obliged to implement the fire safety provisions and carry out the necessary fire prevention checks without being specifically invited or to do so or without any action being taken to this effect.

(2) A combustion plant of an approved type, standard and properly inspected, in perfect condition can be used, as specified in the operating instructions.

(3) The operating instructions must be displayed on the premises.

(4) Heating equipment may only be operated by suitably qualified persons who are not incapacitated,

(5) subject to the following:

- in case of gas formation or to prevent it, if necessary

(6) ventilation equipment must be operated, ventilation openings must be

- kept free, not blocked even temporarily.
- before the heating season starts, all parts and accessories of the heating system must be checked and any faults must be corrected.

(7) When storing combustible material, adequate fire distance must be maintained, taking into account the heat generating equipment.

(8) No unauthorised persons are allowed in this room.

(9) The gas boiler may only be operated by a qualified, certified fire tender and only in accordance with the heating system.

(10) No combustible substances may be stored in the room.

(11) The combustion products must be discharged to the open air through a chimney that complies with the relevant legal requirements.

(12) The storage and use of flammable liquids in the boiler room is strictly prohibited!

(13) For gas-fired boilers, the regulations and instruction manuals for the operation of the equipment must be complied with.

(14) Fire extinguishers suitable for extinguishing fires must be installed in boiler rooms.

Gas receiver station

41. §

(1) No unauthorised persons are allowed in this room.

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

(3) In the event of, or to prevent, the formation of gas, ventilation systems must be operated as necessary and ventilation openings must be kept free and not blocked, even temporarily.

(4) Gas detectors must be checked every quarter.

(5) Activities with naked flames and smoking are PROHIBITED! Warning and prohibition signs must be clearly displayed.

(6) Their presence and good condition must be checked regularly.

(7) 1 piece of fire extinguisher suitable for extinguishing class 55A, 233B, C fires shall be kept ready at the entrance to a gas metering room with a nominal capacity greater than 100 m3/h.

Gym, fitness and training rooms

42. §

(1) The furnishings in the room must be placed in such a way as to provide a path of sufficient width for access and, where necessary, escape. These routes must not be blocked, even temporarily.

(2) These rooms may only be used for their intended purpose. Only central heating can be used in the gym; supplementary heating is prohibited!

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

Dormitory rooms

43. §

(1) The use of hotplates, electric ovens and cooking appliances, electric kettles, heaters, camping gas cylinders and irons and other electric or gas-fired heat generators is prohibited in the rooms. Only the designated rooms may be used for cooking and heating food.

(2) When leaving the room, lights, radio, television and all other electrical appliances must be switched off.

(3) No decorations or flammable materials may be placed on lighting fixtures or wiring.

(4) Furniture in the room must be so placed in such a manner that it does not impede escape in the event of fire.

(5) Naked flames (candles, tapers, etc.) and smoking are prohibited in the rooms!

(6) The floor plan must be placed on the inside of the doors of the rooms, and the escape route must be marked.

(7) Taking electric heaters and mobile air conditioners in the rooms is forbidden.

(8) The University accepts no responsibility for any malfunction or electric shock resulting from the use of such electrical equipment owned by residents. Only extension cords with a standard grounded switch may be used for authorised electrical equipment. Non-compliant extension cords will be collected by management and retained until the resident moves out and returned to him/her then.

(9) Electrical sockets on the Dormitory premises must be used only in accordance with the relevant regulations on contact protection and fire safety.

(10) Ironing is prohibited in rooms for fire safety reasons and in sanitary units for electrical protection reasons. There is a designated ironing room in each dormitory.

(11) Covering smoke and heat detectors, damaging or blocking fire extinguishers and wall hydrants is strictly forbidden. The Resident is obliged to compensate the extent of the damage caused and any fine imposed by the authorities. (This will result in immediate disciplinary procedure and unilateral termination of the Residence Agreement.)

(12) Smoking, the use of electronic cigarettes or electronic devices imitating smoking is prohibited in the building of the Dormitory.

SPECIAL RULES OF USE

Activities posing a fire hazard

44. §

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

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

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

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

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

(6) The conditions for occasional activities posing a fire hazard must include the date, location, description of the activity, the name of the person performing the activity and, in

the case of a job title requiring a fire safety certificate, the certificate number, and the applicable fire safety rules and regulations. The relevant written authorisation is set out in *Annex 2* to the Regulation.

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

(8) For activities posing a fire hazard, the person giving direct instructions for the work, the person directly supervising the activities of the persons carrying out the work, or, if there is no such person, the person carrying out the work, must provide fire extinguishing appliances, apparatus suitable for extinguishing any fire that may arise there. Minimum 1 extinguisher of 6 kg with ABC powder.

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

Smoking, naked flame, and use of ignition sources

45. §

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

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

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

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

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

(6) Smoking is prohibited on terraces and balconies.

Storage rules

46. §

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

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

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

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

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

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

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

47. §

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

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

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

highly flammable or explosive liquids received directly from abroad – by the organisation using it.

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

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

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

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

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

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

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

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

a) 20 litres in a metal cabinet,

b) 50 litres in an explosion-proof cabinet,

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

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

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

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

48. §

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

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

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

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

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

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

Fire distance

49. §

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

Combustion plants and heating equipment

50. §

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

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

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

(4) The distance between the combustion plant and heating equipment, the combustion product extractor and the combustible material nearby – or the applied heat insulation – must be such that the temperature measured on the surface of the combustible material

does not constitute an ignition hazard to the combustible material even under operation with maximum heat load.

Ventilation

51. §

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

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

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

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

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

Heat and smoke extraction

52. §

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

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

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

Vehicles

53. §

(1) Filling the fuel tank of a motor vehicle with a running engine on Corvinus Gellért Campus in the open and covered parking area is forbidden.

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

(3) No fuel may be stored on the Corvinus Gellért Campus.

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

Rules for outdoor fires and fire prevention

54. §

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

(2) Burning waste in the open air on the Corvinus Gellért Campus is prohibited!

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

(4) Outdoor cooking (e.g. in stew pots) or grilling on the Corvinus Gellért Campus is only allowed with a permit. The permit is issued by the Facility Operations Manager and the Head of Fire Safety and is subject to compliance with the conditions set out by them.

Sewer network

55. §

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

Events

56. §

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

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

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

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

application for an operating authorisation under the legislation on the conditions for carrying on commercial activities or together with a notification.

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

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

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

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

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

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

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

c) the name of the music and dance event,

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

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

f) the safety plan,

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

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

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

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

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

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

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

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

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

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

(19) The safety plan must include:

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

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

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

d) the number of security staff;

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

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

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

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

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

a) an evacuation calculation,

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

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

d) actions in the event of fire, and

e) how to signal and extinguish a fire.

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

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

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

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

FIRE SAFETY EXAMINATION

57. §

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

(2) The employee must have a fire safety certificate on the Corvinus Gellért Campus:

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

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

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

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

(5) Welding – an occasional activity posing a fire hazard – may only be carried out by an employee of an external service company who has the appropriate vocational qualification

and a fire safety certificate in accordance with the relevant legislation. In the absence of relevant vocational qualification and a fire safety examination certificate, the work must not be authorised.

FIRE BRIGADE OF THE FACILITY

58. §

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

QUALIFICATION REQUIREMENTS

59. §

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

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

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

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

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

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

FIRE SAFETY TRAINING

60. §

(1) The training must cover

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

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

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

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

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

f) techniques for extinguishing incipient fires,

g) the first aid procedure, highlighting special cases.

(2) Types and frequency of training

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

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

c) Special:
In addition to the preliminary and annual training, the head of the University must, by appointing a fire safety specialist, provide special fire safety training to employees if they have to work in a more hazardous environment than previously.

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

Training of the employees

61. §

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

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

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

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

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

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

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

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

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

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

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

(12) The fire authority may impose fire safety fines

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

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

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

Training of the students

62. §

(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.

Training of the dormitory students

63. §

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

(2) The training of dormitory students and the documentation of training is carried out electronically, via the Neptun system, upon the dormitory enrolment.

(3) The fire safety curriculum is available on Neptun. Learning the curriculum is a condition of moving into the dormitory. Students who do not complete the electronic fire safety training will not be able to move into the dormitory.

Fire safety training for persons carrying out operator's check

64. §

(1) Persons carrying out operator's check:

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

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

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

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

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

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

65. §

(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

66. §

(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 Corvinus Gellért Campus.

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 by the Operator, maintenance and review
6. Annex 6: Applicable legislation, decrees and laws
7. Annex 7: Evacuation calculation
8. Annex 8: Authorisation
9. Annex 9: Operation logbook for switching on/off fire alarm system zones
10. Annex 10: Major fire safety features of the Corvinus Gellért Campus
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
CORVINUS GELLÉRT CAMPUS

FIRE PLAN ALARM

2024.

1. Presentation of the building

1.1 Data of the building

Name: Corvinus University of Budapest, Corvinus Gellért Campus
Address: 1118 Budapest, Mányoki út 9.
Purpose: mixed use (educational building and dormitory)
Risk class: KK

The building has 4 underground floors + ground floor + 6 floors
The building has 6 fire compartments.
The total floor area is 14,481 m^2.

1.2 Number of occupants in the building

Employees: 100 persons
Students: 544 persons
Dormitory students: 180 persons
Head of Dormitory: 1 person
Reception: 2 persons
Total: 828 persons

1.3 Fire safety devices and equipment

There are 3 above-ground hydrants in the courtyard and 6 public above-ground hydrants around the building.

Access to the building is provided by a key safe at the ground floor entrance to the dormitory (the dormitory reception), which is controlled by the fire alarm control panel.

Smoke tight doors have been installed at the smoke compartment boundaries and fire doors are located at the fire compartment boundaries.

The emergency exits to the open air are equipped with panic bars and emergency openers.

A built-in fire extinguishing system will be installed throughout the main building (due to the lack of a fire-fighting operation area). The sprinkler engine room is planned for level -1, with an outdoor connection to the staircase leading to the courtyard. Adjacent to the sprinkler engine room is an 80 m3 firewater pool.

A pressurised smoke-free staircase with entrance halls has been installed in each part of the Tower building.

Areas affected by mechanical heat and smoke extraction: sports ground (floors -3, -4), Tower A, Tower B, Building B, floor 4

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, next to the dormitory entrance. The controls of the fire alarm system are as follows:

- monitoring the sprinkler system
- the main entrance automatic door opens to its full width;
- the access system becomes free,
- the key safe opens,
- the luminaires of the emergency lighting light up,
- the fire doors close at the fire compartment boundaries;
- the lifts land on the ground floor;
- the sirens sound;
- the mechanical heat and smoke extractors start;

The fire alarm control room, behind the reception, is the room where the fire alarm control panel. This is the place where the disconnection of the power supply and the heat and smoke extraction as well as the fire alarm can be managed.

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

The building has safety lighting.

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

The building's main power cut-off is located in the dormitory reception, and can be operated from the control panel at the reception.

The building has a solar system.

The gas main shut-off valve is located in the gas receiving station.

2. What to do in case of fire

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

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

2.1.2 Signalling the fire via the fire alarm system

A complete fire alarm system has been installed in the building, and the fire is detected by detectors and signalled in the fire alarm control panel located in the reception 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 to ensure that the emergency exits leading into the open air 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. An acoustic signal warns people to leave the building as soon as possible.

2.2 Fire alarm procedures

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

2.2.1 Responsibilities of the workplace executive

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

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

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

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

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

2.2.2 Responsibilities of the employees

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

In all cases, the building must be left via the shortest possible escape route and all employees (and guests) must assemble in the assembly area. (On the outdoor sports field)

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

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

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

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

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

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

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

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

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

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

2.2.4 Responsibilities of the students

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

In all cases, the building must be left via the shortest possible escape route and all students must gather in the assembly area. The assembly area is the outdoor sports field.

In case of emergency, when leaving the building. The escape lights show the way from the upper floors to the pressurised staircases and then into the open air.

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

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

An extinguished fire must also be reported to the receptionist. The extinguished fire may also have caused damage to the electrical system, so it must be examined after the fire has been extinguished.

Visually impaired students must be given assistance to escape. Students should warn their hearing impaired peers of the fire alarm and the need to leave the building immediately and assist their escape. Students using a wheelchair must be given assistance to escape.

2.2.5 Responsibilities of the dormitory residents

The dormitory residents must immediately start to leave the building when the fire alarm sounds and are obliged to act during the Head of Dormitory's working hours and in his/her presence, i.e., when the Head of Dormitory is in the dormitory building, upon the Head of Dormitory’s instructions and in other cases upon those of the receptionist.

In all cases, the building must be left via the shortest possible escape route and all persons in the dormitory, as well as the students (and guests) must gather in the assembly area. (The outdoor sports field)

In case of emergency, when leaving the building, the escape lights must be followed. The escape lights show the way out from the upper floors via the pressurised staircases into the open air.

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

If a student detects fire, he or she will announce it by shouting “Fire! Fire!” to those in the vicinity and trigger a fire alarm for those in the dormitory and the other wings of the building by pressing a nearby manual call point.

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.

2.2.6 Responsibilities of the security guard

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

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

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

The security guard informs the head of service about the actions taken, and manages the fire alarm in the fire alarm control panel to activate the controls and the sirens.

The head of service informs the executives listed in point 2.3.1 of the authenticity of the fire alarm and the need to order evacuation.

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

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

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

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

- the location and address of the fire,
- what is burning, what is at risk,
- whether someone’s life is in danger
- the name of the reporting person,

- the number of the telephone used for calling the fire brigade.

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

The security guard is also responsible for opening the main entrance doors to full width and for ensuring unobstructed passage along the route protected by the access control system.

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

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

- close the fire doors;
- stop the ventilation;
- start heat and smoke extraction;
- he/she disconnects the power;

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

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

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

2.3 Extinguishing the fire

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

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

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

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

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

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

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

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

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

2.4 The evacuation

2.4.1 Persons 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 Persons authorised to manage the evacuation:

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

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

2.4.3 Leaving the fire compartments of the building

The 2 tower buildings have their own pressurised escape staircase. The upper floors and the floors below the ground floor can be left via the staircases, with exits to the open air on the ground floor of the staircases.

Exit from the floors under the basement level is via the main entrance door and the dormitory entrance door on the ground floor.

On hearing the fire alarm, full evacuation of the building must start immediately, following the escape lights.

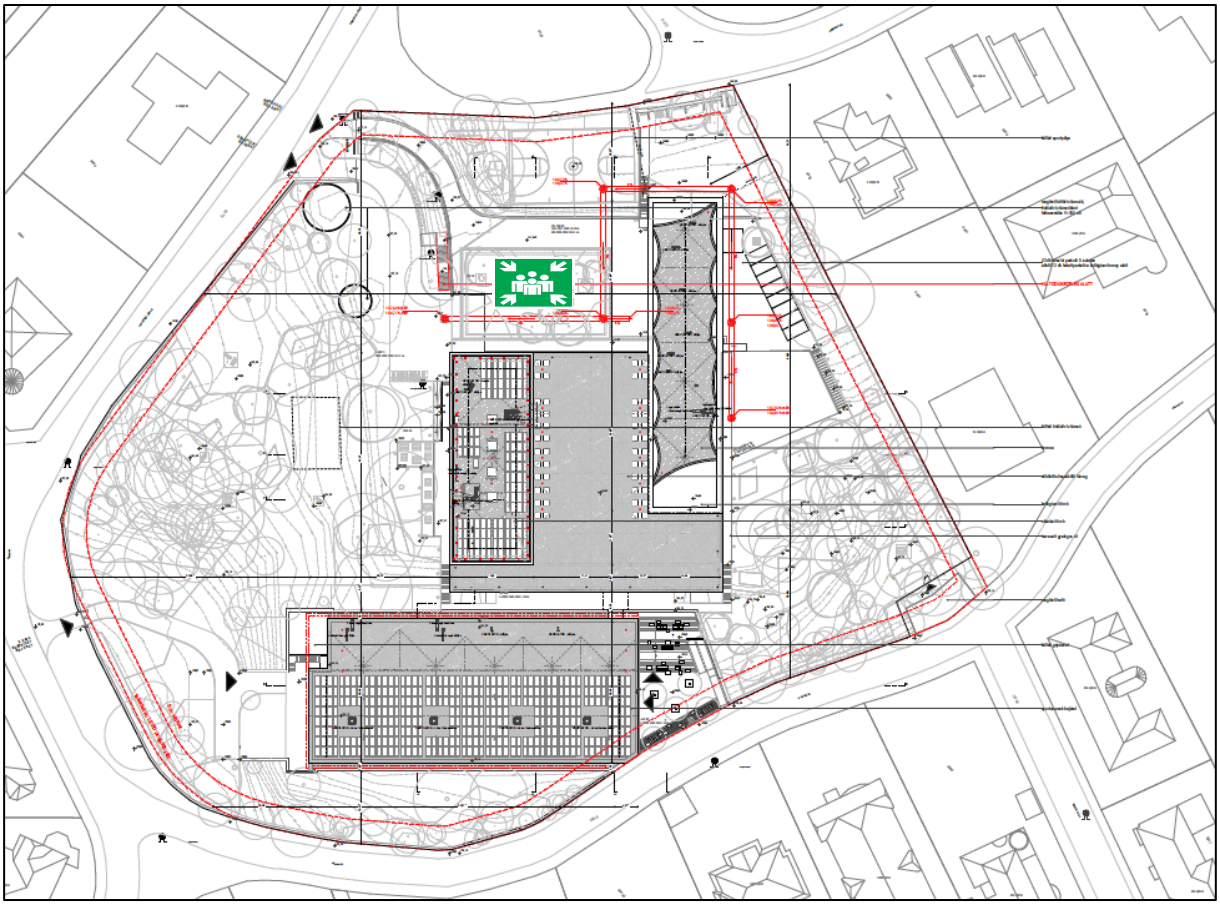
2.5 Assembling

To ensure unhindered access to the building for the fire brigade and for the sake of personal safety, it is not allowed to assemble in front of the entrance of the building.

Unhindered access to the building is ensured by a key safe located outside, next to the dormitory entrance, controlled by the fire alarm system. The location of the key safe is indicated on the site plan in Annex 2.

All persons in the building must go to the assembly area and stay outside the collapse zone of the building. The assembly area is the sports ground.

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



Sign of the assembly area: 

2.6 Rescue of persons with reduced mobility and limited capacity

The escape of visually or hearing impaired employees, students or dormitory residents must be assisted. A visually impaired person must be assisted by a (sighted) fellow resident or employee 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.

Employees, students or dormitory residents using a wheelchair must be given assistance to escape. Students with limited mobility should be escorted to the safety lift by fellow students and employees with limited mobility by other staff members and assisted to leave the building as soon as the lift lands on the ground floor.

3. Main sources of danger

3.1 Smoking

According to the House Rules, smoking is prohibited in all buildings of the University, and pictograms have been posted throughout the building to warn of the smoking ban.

Smoking is only allowed in the designated smoking area. Unauthorised smoking can cause a fire.

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

3.2 Kitchen activity

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

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

3.3 Failure of electrical equipment

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

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

4. Persons to be notified of a fire

Head of Campus Services	**Tamás Dóczi**	**+36 20 9711 305**
Head of Operations and Investment	**György Bálint**	**+36 30 535 3377**
Facility Operations Manager	**Péter Fekete**	**+36 30 082 8771**
Head of Maintenance	**Zsolt Dajkai**	**+36 30 387 4157**
Head of Asset Protection	**Zoltán Pálfi**	**+36 30 210 9048**
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 and the extinguishing system (sprinkler)

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

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

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

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

If repair measures are required (e.g., sprinkler head replacement, sensor replacement), the external operating company will arrange for the repair to be carried out through the contracted maintenance company.

5.2 Extraordinary fire safety training

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

5.3 Removal and replacement of used fire extinguishers

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

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

5.4 Fire safety standardisation review

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

5.5 Reporting fire damage under the property and liability insurance contract

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

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

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

The Fire Alarm Plan must include:

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

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

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

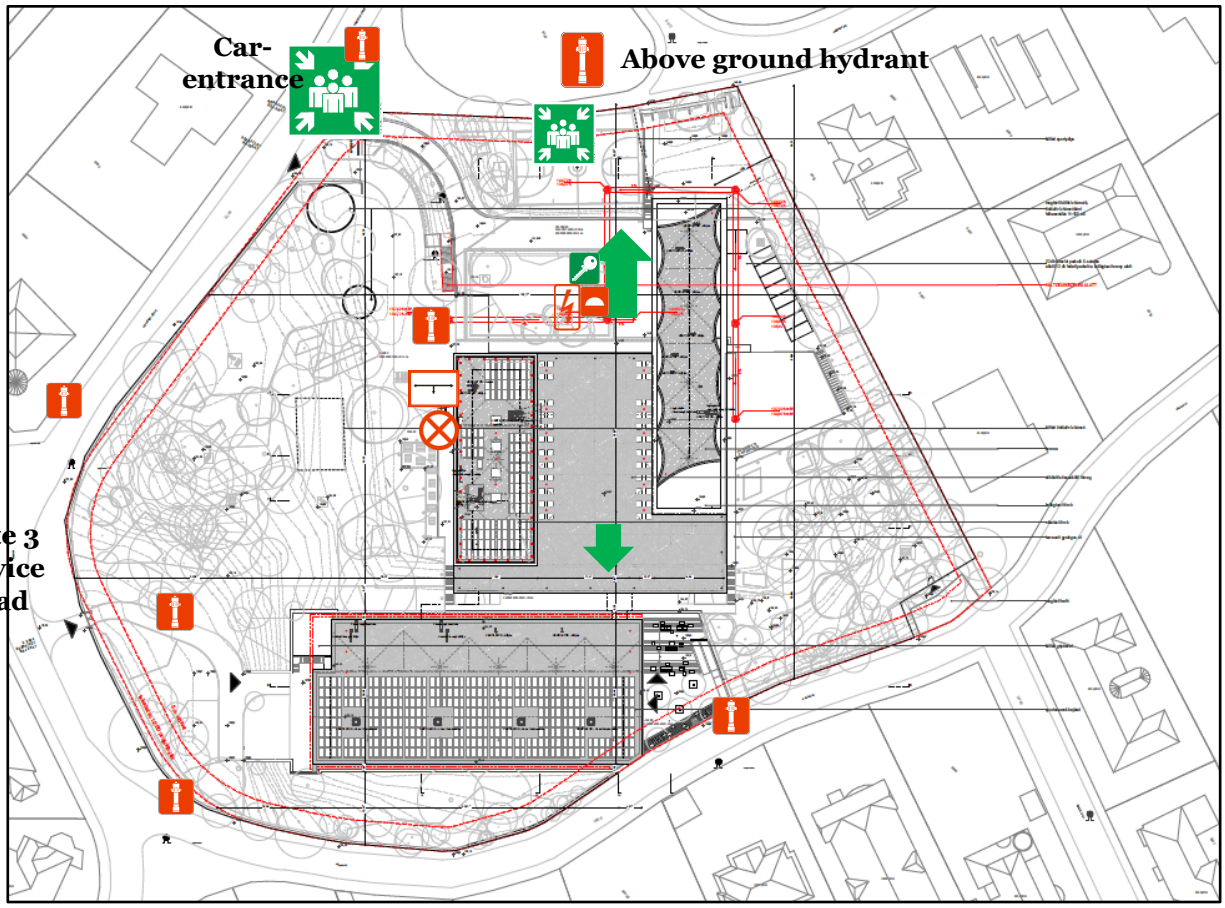
The implementation of the Fire Alarm Plan must be practised with the people concerned as necessary, but at least annually, and the results must be evaluated and recorded in writing.
Any errors or shortcomings found during the drill must be eliminated within 15 days.

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

Annex 2

Annex to the Fire Alarm Plan with drawings

SITE PLAN



The assembly area:

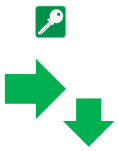
Above ground hydrant

Fire water pool (80m³)

Fire alarm control panel (at the dormitory reception)

Sprinkler cotrol centre

Dormitory entrance



Fire brigade key safe

Main entrance

Annex 3

Interpretative provisions

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

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

Key concepts:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Annex 4

Authorisation (for occasional activities posing fire hazard)

Name(s) of the person(s) carrying out activities posing fire hazard:
.....
Fire safety certificate number or training logbook number:
.....
Description of the activity:
.....
.....
Place of work:
.....
Time of work:
.....

The main requirements regarding the performance of the activity are laid down in Decree No. 54/2014 (5 December) of the Ministry of the Interior.

Provide additional fire extinguishers for the work as follows: .... Remove combustible materials from the area as follows: .... Protect the environment of the activity in the following way: ..... Ensure the supervision of the activity in the following way: ..... Fire alarms can be provided to the fire brigade: ..... Supervision of the area after work: ..... Other duties and special requirements:	Provide additional fire extinguishers for the work as follows: .... Remove combustible materials from the area as follows: .... Protect the environment of the activity in the following way: ..... Ensure the supervision of the activity in the following way: ..... Fire alarms can be provided to the fire brigade: ..... Supervision of the area after work: ..... Other duties and special requirements:	**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 (on behalf of the operating company)**	**Person(s) carrying out the work**	**Fire safety officer of the facility (on behalf of the operating company)**

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

Annex 5

Checks by the Operator, maintenance and review

Sequence no.	A	B		C		D	
1	technical solution concerned	**operator's check**		**periodic review**		**maintenance**	
2		**cycle time**	**the need for and the method of documentation**	**cycle time**	**the need for and the method of documentation**	**cycle time**	**the need for and the method of documentation**
3	fire extinguisher	3 months (+ 1 week)	fire safety operation logbook	no requirement		6 months (+ 1 month) 12 months (+ 1 month), 5 years (+ 2 months), 10 years (+ 2 months	fire safety operation logbook
4	wall hydrant, water sources other than natural water sources, pumps for the operation of the wall hydrant and for the external supply of extinguishing water, dry fire mains	6 months (+ 1 week)	fire safety operation logbook	12 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
5	built-in fire alarm system	1 day, except in the case of automatic control system, 3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week), 12 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
6	built-in fire extinguisher	1 week, 1 month	fire safety operation logbook	12 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
7	fire alarm and trouble signal equipment	1 day except for automatic control system	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
8	fire brigade key safe	1 day	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
9	fire brigade radio amplifier	no requirement		6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
10	firefighter lift	3 months (+ 1 week)	fire safety operation logbook	12 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook

11	evacuation sound system		before each event, but at least 1 month	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
12	safety lighting, escape signs illuminated from the outside or inside, escape lighting according to previous regulations		3 months	fire safety operation logbook	12 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
13	panic lock, emergency exit lock, system ensuring emergency exit		Before each event, but at least 3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
14	fire barriers	fire windows and doors	1 month	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
15		fire barriers containing a moving element	no requirement		6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
16	solutions for protection against heat and smoke	smoke extraction, air replacement equipment	3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
17		smoke extractor, air replacement fan	3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
18		smoke extraction fan	3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
19		smoke damper, shutter	3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
20		smoke-tight doors and windows	3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
21		mobile smoke curtain	3 months (+ 1 week)	fire safety operation logbook	6 months (+ 1 week)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook
22	pressurised smoke-free staircase, pressurised entrance hall air supply system (checking compliance with expected ventilation parameters)		-	-	before putting into service or after modifications affecting efficiency	measurement report	-	-
23	diesel power generator as a back-up power source		3 months (+ 1 week)	fire safety operation logbook	12 months (+ 1 month)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook

24	battery as a backup power source, uninterruptible power supply	3 months (+ 1 week)	fire safety operation logbook	12 months (+ 1 month)	fire safety operation logbook	At the same time as the periodic review	fire safety operation logbook

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

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

General requirements

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

Operator's check

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

- checks whether the periodic review and the maintenance are due,
- verifies the proper functioning of the technical solution concerned by visual inspection and, where stipulated by these provisions, by practical tests, including the checks provided for in subsection (2),
- documents in writing the check and its findings by the deadline for carrying out the inspection; and
- reports in writing to the operator any circumstance adversely affecting the operability and the establishment of non-operability immediately after the check has been completed.

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

- whether it is set up at the designated installation and mounting location,
- whether it is in an intact state,

- whether it can be perceived and accessed,
- whether its actuator, markings and inscriptions are visible and correct,
- the status of the technical solution, based on displays and status signals relevant to its functionality, and
- the presence of any contamination or environmental circumstances that adversely affect the operability or functioning of the equipment.

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

Periodic review by the authorised person

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

Maintenance by the authorised person

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

Procedure for correcting identified defects

- The operator is obliged to ensure that any defects found during the operator's check, maintenance, periodic and extraordinary reviews are corrected within a time period that depends on the severity of the defect.
- **A serious defect that must be corrected immediately** is a defect that causes a fire or explosion hazard or a defect that prevents the technical solution concerned from fulfilling its fire safety function.
- The operator must compensate for the reduced level of protection by suitable solutions during the review, maintenance or repair.
- The operator applies a solution included in the relevant technical requirement or a solution equivalent thereto, as part of the compensation,

- suspends operation, use, or activity until the protection level is restored,
- puts in place back-up technical solutions providing the same level of protection, or
- uses another solution agreed in advance with the fire authority.

- The performance of the operator's obligations may be assumed in whole or in part by another person or organisation by written agreement. The other person or organisation has the same obligations as the operator.
- The person carrying out the operator's check must have the necessary knowledge and a relevant written authorisation issued by the operator to carry out the checks properly.

Maintenance and review of the built-in fire alarm system

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

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

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

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

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

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

- the performance of daily checks,

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

An extraordinary review must be carried out

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

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

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

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

- carries out the semi-annual maintenance tasks,

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

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

After a fire

- irrespective of whether the fire was indicated by the fire alarm system, a full visual inspection of the venue of the fire and its surroundings for any damage or failure affecting the operation of the system is necessary,
- it must be checked whether the fire alarm system detected the fire and displayed it in the correct form and detail,
- it must be checked whether the fire alarm system carried out the necessary operations – control, acoustic signal, alarm transmission, and
- if the check reveals any damage, breakdown or deterioration in the equipment that would require intervention, the necessary repair or replacement must be carried out, subject to the conditions laid down in the legislation.

In case of false alarm

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

In case of a failure of the fire alarm system

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

After signing a contract with a new maintenance contractor

- the existence of the necessary documents must be checked and,
- an annual regular review must be carried out.
- **As part of the documentation, the findings of the check and review must be recorded in the fire safety operation logbook. Any comments or suggestions concerning the operation or functioning of the equipment must be reported in writing by the persons affected – the person supervising the fire alarm control panel, the person carrying out the operator's check and the authorised person. If further action is required, a written report must be submitted to the person authorised to take action.**
- Daily checks can also be recorded electronically, if that is suitable for monitoring responsibility.
- The operator shall designate a person (hereinafter referred to as the "responsible person") to check the proper functioning of the fire alarm system, the personal, environmental and technical conditions, and ensures that the required checks are carried out and that any deficiencies found during the checks are eliminated.
- The operator ensures that regular and extraordinary reviews and maintenance are carried out and that any shortcomings found are eliminated.
- The responsible person carries out the necessary checks at specified intervals and, taking into account the findings, reports the shortcomings in writing to the executive authorised to take action, in a certified manner.
- The authorised person carries out reviews and maintenance with the frequency specified in the service contract, reports any shortcomings in writing to the executive authorised to take action, taking into account the findings, and carries out repairs and replacements if the operator so requests.
- In case of deviation from, disregard of or breach of the contract for the provision of review and maintenance services, the fire alarm system will not be considered to have been reviewed and maintained.
- The maintenance and, where necessary, repair of the built-in fire alarm system will be carried out in accordance with the law and the instructions issued by the manufacturer.

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

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

Check and maintenance of fire extinguishers

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

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

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

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

Regarding fire extinguishers, the person keeping them operable will record the checks and the maintenance of the units conducted by him/her in a fire safety operation logbook.

With the exception of carbon dioxide extinguishers and propellant cylinders, the service life of fire extinguishers and components may not exceed 20 years.

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

Review of fire-fighting water sources

Operator's check

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

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

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

This person must in all cases

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

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 apparatus, all circuits operating at voltages above 1,000 V from electrical equipment of maximum 1,000 V, in particular, discharge lamp lighting, electrostatic filtering circuits, telecommunications, signalling, fixed power transmission, high-voltage power supply of control and
- all consumer equipment installed outdoors.

- parts of the network.

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

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

Review of lightning protection

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

- Periodic review of existing non-standard lightning protection must be carried out in accordance with the relevant technical requirement in force at the time of installation. Existing non-standard lightning protection equipment will, unless otherwise required by law, be reviewed in terms of fire safety
  - at least every 3 years in the case of industrial or storage buildings or outdoor spaces containing rooms for manufacturing, processing or storing more than 300 kg or 300 litres of substances belonging to the highly flammable or explosive category,
  - otherwise at least every 6 years,
  - after any extension, alteration, repair or change in lightning protection (LPS and SPM) or the protected building or structure or its environment, which may alter the effectiveness of lightning protection,
  - any damage, severe corrosion, lightning strikes and any other phenomenon detected, which may adversely affect the effectiveness of the lightning protection must be inspected, and any shortcomings found must be eliminated by the deadline specified in the certification document, and this must be certified in a credible way.
- The review of the lightning protection of lightning protected structures and open spaces subject to the technical requirement for lightning protection according to the standard shall be performed
  - during installation, before covering up the parts that will be covered up later,
  - after installation, before delivery,
  - at least every 3 years for LPS I and LPS II,
  - otherwise at least every 6 years, and,
  - following the alteration or extension of lightning protection or the structure and a special event covered by the relevant technical requirement.
- For the purposes of the lightning protection review, 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. This should occur with the frequency set out in Annex 4.

- Conditions for operator's checks:
  - The satisfaction of the following conditions will ensure that operator's checks, maintenance and repair works are carried out at a consistently high professional level. This will enhance the operational safety of equipment and help to avoid the risk of unexpected events arising from operation.
  - Pressure tests of pneumatic actuation systems are recommended to be carried out with carbon dioxide, nitrogen or dried air to avoid internal corrosion that is difficult to control. The manufacturers' specifications for the technologies, time and pressure values used are authoritative.
  - The response time of the person carrying out the maintenance and repair should be as short as possible in order to maintain continuous operability and to mitigate possible damage (e.g. leaks, wind damage) following operation.
  - The person carrying out the maintenance or repair must be familiar with the manufacturer's instructions for the systems he/she is repairing or maintaining.

- The instrumental measurements are carried out with calibrated measuring instruments. The type and characteristics of the measuring instruments required can be selected according to the manufacturer's instructions for each system.
- Special tools for maintenance and repair must be used by the person carrying out the work in accordance with the recommendations and specifications of the manufacturer of the system concerned. This is particularly important for devices used for calibration and resetting.
- The authorised person has the safety technology data sheet for the dangerous devices (pressure vessels, pyrotechnic devices, batteries) used by him/her. After their removal, they will be properly disposed of or made harmless.

Safety power supply

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

Operator's check

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

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

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

Fire windows and doors

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

Operator's check

- The operator is obliged to check and have checked the fire doors and windows of the building on a regular basis in accordance with the NFSC.
- The check should include a visual inspection of the windows and doors to see if there has been any damage or irregularities since the previous review. Whether the door/window is operable, whether deformation or the presence of foreign material prevents the automatic closing.
- If the operator detects an anomaly during an operator's check (not previously recorded in the fire safety operation logbook), the operator must order the repair or restoration to working order by a maintenance or repair organisation of its/his/her choice (maintenance organisation).
- Personnel requirements for operator's checks: A designated person acting on behalf of the operator/operating organisation, who has knowledge of the location and control of fire and smoke-tight doors and windows in the facility, including the definitions of these Fire Safety Technical Directives. The person who carries out the visual inspection is entitled to make an entry in the fire safety operation logbook.

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

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

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

Operator's check

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

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

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

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

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

Content of the review:

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

Sprinkler

Care must be taken to protect against frost. The temperature of pipe sections filled with water must not drop below 4 °C unless the pipe is filled with antifreeze.

In the case of installed fire extinguishers, the trained personnel of the operator
a) visually checks the quantity of extinguishing medium and the values of the operational indicators on a weekly basis and, in the event of an extinguishing medium shortage greater than the permitted level, follows the operating instructions,
b) carries out monthly visual inspections of the condition of nozzles, piping and extinguishing centres and checks the training of employees in contact with the extinguishing equipment,
c) keeps the piping and fittings of the extinguishing system clean, removes any dirt that may accumulate on them, and
d) leaves sufficient clearance between the extinguishing medium outlet and the material to be protected to allow the extinguishing medium to enter.

The operators of the automatic water-based equipment
a) weekly check among others the following
aa) the water and extinguishing medium supply,
ab) the pressure and water levels,
ac) obvious deficiencies,
ad) the efficiency of the antifreeze heating and if the condensate collectors are drained,
ae) the test pressure by opening valves,
af) the automatic and manual starting and restarting of pumps, pump test run, at least 15 minutes for electric drive, at least 20 minutes for internal combustion engine, including the foam priming pump, and
ag) the flow and pressure of water supplied from the mains,
b) monthly check among others the following
ba) the internal combustion engine hose connections for leaks; and
bb) the backup power source.

It is appropriate to keep an operation logbook that includes at least the following:
a) the main data of the equipment,
b) the names of the operators,
c) the dates and findings of the operator's checks,
d) the specification to which the maintenance was carried out,
e) the errors detected and corrected,
f) the activation and cause of activation of the fire extinguishing system installed and the time of failure (hours, minutes); and g) the times of activation and deactivation (day, hours, minutes).

Content of the periodic review:
a) checking if the system is unchanged.
b) removing objects in the way of the free flow of water.
c) inspecting pipelines and their fixings.
d) checking the nozzle cap fastenings, the cleanliness of the nozzles and the presence of the nozzles.

e) cleaning of contaminated nozzles and protective caps.
f) checking that the required markings, seals and labels are intact.
g) checking the pumping unit according to the manual.
h) carrying out a load test of the diesel aggregator together with the zone valve test.
i) securely locking the valve levers in the closed position after closing the zone test valves.
j) testing the zone valve from the fire alarm system, started and stopped.
k) checking and measuring the value of the trigger signal.
l) checking for the perfect closure of the zone valve after the zone valve test has been carried out with the drain valve of the intermediate line section in the closed position and the zone and test valves in the open position.
m) returning the mechanical locks to the open position and replacing them on the test valves, and attaching a lock pin to the drain valve in the closed position.
n) re-connecting the electrical connector of zone valve 1A and affixing a seal.
o) after the zone valve testing is completed, performing the due maintenance of the pumping unit according to the manual.
p) sealing the unit and placing it on standby. q) requesting the release of the prohibition of transmissions

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.

The person carrying out the operator's check shall inspect, on a daily basis, the proper marking of the key safe, the presence of the afterglowing sign and that the key safe is in an undamaged and accessible condition.

When checking the operability of the fire brigade key safe, the authorised person shall ensure that the key safe control signal is issued and that signals from the key safe are correctly received by the fire alarm system.

Smoke-tight door
The check should include a visual inspection of the windows and doors to see if there has been any damage or irregularities since the previous review. Whether the door/window is operable, whether deformation or the presence of foreign material prevents the automatic closing.

If the operator detects an anomaly during an operator's check (not previously recorded in the fire safety operation logbook), the operator must order the repair or restoration to working order by a maintenance or repair organisation of its/his/her choice (maintenance organisation).

Documentation of the operator's check:
The check/visual inspection must be documented in the fire safety operation logbook by providing the following information:
- the name and signature of the person who carried out the check/visual inspection, the date of the inspection,
- a list of the fire doors/windows in the building, indicating which door(s) have an anomaly and a brief description of the anomaly,

- the date of notification of the maintenance organisation in the event of a malfunction.

Panic lock, emergency opening

When testing control devices, the complete operating cycle must be examined.
a) visual inspection of the condition of the control panels and manual emergency opening devices (corrosion resistance, fixing, positioning, mechanical protection, etc.)
b) determination of the availability of control centres and manual emergency opening devices.
c) performance of maintenance tasks according to the manufacturer's specifications.
d) checking the integrity of seals and control stickers and their information content.
e) performance of a manual opening test.
f) performance of an automatic opening test.
Remark: It is advisable to coordinate this with the maintenance of the installed fire alarm system.
g) checking and, if necessary, providing and replacing labels containing the manufacturer's instructions. h) dusting and cleaning of electromagnetic modules in accordance with the manufacturer's instructions.
i) checking the resetting.

For mechanical emergency opening devices, test tasks in addition to the general tasks: Checking of the Bowden's winding direction.

In the case of electrical emergency opening devices, test tasks in addition to the general tasks:
a) testing of 1A electrical cables and wiring.
b) measuring the output and input voltage of the remote control.
c) checking the comfort ventilation function by operation. Remark: Where comfort ventilation and heat and smoke extraction form a single system.

Annex 6

Applicable legislation, decrees and laws

- Decree No. 101/2023 (29 December) of the Ministry of the Interior on the fire safety regulation, fire safety house rules and fire safety training
- Decree No. 54/2014 (5 December) of the Ministry of the Interior, as amended, on the National Fire Safety Code
- Act XXXI of 1996 fire prevention, technical rescue and fire brigades
- Decree No. 30/2019. (26 July) of the Ministry of the Interior on the amendment of the National Fire Safety Code
- Government Decree 253/1997 (20 December) on national settlement planning and building requirements
- Decree No. 45/2011 (7 December) of the Ministry of the Interior on occupations and jobs subject to the fire safety examinations, on the organisation of education related to fire safety examinations and on the detailed rules of the fire safety examinations
- Decree No. 9/2015 (25 March) of the Ministry of the Interior on the professional qualification requirements and professional training of personnel employed by professional disaster management bodies, municipal and facility fire brigades, voluntary fire-fighting associations and related branches
- Fire Safety Technical Directives

Annex 7

Evacuation calculation

Rooms with a capacity of more than 50 persons:

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

Determining the standard time:
Standard times: t_{1meg}=**1.5 min**
t_{2meg}=**6 min**

Ground floor auditorium: 280 persons
-4th floor gym: 285 persons
-**1 floor** buffet: 220 persons
-**1st floor** lounge: 200 persons
-4th floor auditorium: 63 persons
-6th floor rooftop cafe: 36 (terrace) 44 persons (interior)

Ground floor auditorium:
Classroom door width: 1.6 m+ 1.6 m + 1.6 m +1.6 m + 1.6m = 9.6 m

Distance of the least favourable point from the exit: 14 m.

Capacity: 280 persons.

Area: 361.05 m²

Headcount density: D=N/A= 280 persons /361.05 m²=0.77

Passage speed down the stairs: $\mathbf{23.00}\ \frac{\boldsymbol{m}}{\boldsymbol{s}}$

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

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{14m}{23\frac{m}{s}} = 0.608\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{280persons}{65 * (1.6\,\mathrm{m} + 1.6\mathrm{m} + 1.6\mathrm{m} + 1.6\mathrm{m} + 1.6\mathrm{m})} = \frac{280\ persons}{624}$$

$$= 0.445\,min \rightarrow suitable$$

-4th floor gym
Gym door width: 1.8m+1.8m=3.6m
Distance of the least favourable point from the exit: 16 m.

Capacity: 285 persons.
Area: 598.52 m²
Headcount density: D=N/A= 285 persons /598.52 m²=0.476

Horizontal passage speed: $\mathbf{37.00}\ \frac{m}{s}$ (I've calculated the worse speed for a safe escape.)

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

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{16m}{37\frac{m}{s}} = 0.432\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{285\,persons}{65 * (1.8m + 1.8m)} = \frac{285\,persons}{234} = 1.2\,min \rightarrow suitable$$

-1st floor buffet
Outdoor door width:2 m + 2 m = 4 m

Distance of the least favourable point from the exit: 23 m.

Capacity: 220 persons.

Area: 392.72 m²

Headcount density: D=N/A= 220 persons /392.72m²=0.561

Horizontal passage speed: $\mathbf{37.00}\ \frac{m}{s}$ (I've calculated the worse speed for a safe escape.)

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

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{23m}{37\frac{m}{s}} = 0.621\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{220persons}{65 * (2m + 2m)} = \frac{220\,persons}{260} = 0.846\,min \rightarrow suitable$$

-1st floor lounge
Classroom door width: 2.4 m.

Distance of the least favourable point from the exit: 32 m.

Capacity: 200 persons.

Area: 351 m²

Headcount density: D=N/A= 200 persons /351m²=0.569

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

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

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{32m}{37\frac{m}{s}} = 0.864\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{200\,persons}{65 * 2.4} = \frac{200\,persons}{156} = 1.282\,min \rightarrow suitable$$

4th floor auditorium

Classroom door width: 1.5 m.
Distance of the least favourable point from the exit: 15 m.
Capacity: 63 persons.
Area: 172.8 m²
Headcount density: D=N/A= 63 persons / 172.8m²=0.364

Horizontal passage speed: $\mathbf{37.00}\ \frac{m}{s}$ (I've calculated the worse speed for a safe escape.)

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

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{15m}{37\frac{m}{s}} = 0.405\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{63\,persons}{65 * 1.5} = \frac{63\,persons}{94.5} = 0.666\,min \rightarrow suitable$$

6th floor rooftop cafe

Terrace door width: 0.79 m+0.79 m =1.58m
Distance of the least favourable point from the exit: 12 m.
Capacity: 36 persons.
Area: 130 m²
Headcount density: D=N/A= 36 persons / 130m²=0.276

Horizontal passage speed: $\mathbf{40.00}\ \frac{m}{s}$

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

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{12m}{40\frac{m}{s}} = 0.3\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{36\,persons}{65 * (0.79\,\mathrm{m} + 0.79\,\mathrm{m})} = \frac{36\,persons}{102.7} = 0.350\,min \rightarrow suitable$$

Compartment II from the terrace to the covered part

Door width: 1.5 m.
Distance of the least favourable point from the exit: 12 m.
Capacity: 44 persons+36 persons=80 persons
Area: 134.04 m²
Headcount density: D=N/A= 80 persons / 134.04 m²=0.596

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

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

- based on the length of the routes:

$$t_{1a} = \sum_{i=1}^{n} \frac{s_{1i}}{v_i} \rightarrow \frac{12m}{37\frac{m}{s}} = 0.324\,min \rightarrow suitable$$

- based on the exit capacity of the doors:

$$t_{1b} = \frac{N_1}{k * \sum_{i=1}^{n} l_{1szi}} \rightarrow \frac{36\,persons + 44\,persons}{65 * 1.5} = \frac{80\,persons}{97.5} = 0.820\,min \rightarrow suitable$$

The evacuation calculation was prepared by:

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Highly qualified fire safety specialist
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

19 October 2023

Annex 8

Authorisation

to carry out operator's checks of fire safety devices and equipment

I hereby authorise
_____ (name, position) to carry out the operator's check of the following fire safety technical solutions in accordance with Section 248 of the National Fire Safety Code issued by Decree No. 54/2014 (5 December) of the Ministry of the Interior as follows:

- ☐ quarterly operator's check of fire extinguishers
- ☐ semi-annual operator's check of fire-fighting water sources
- ☐ quarterly operator's check of safety lighting
- ☐ quarterly operator's check of the emergency exit system, the panic lock, the emergency opening devices
- ☐ 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 and smoke-tight doors
- ☐ monthly operator's check of fire doors
- ☐ weekly, monthly check of the sprinkler system

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 switching on/off fire alarm system zones

Venue, description and date/time of the event: The switching on/off of the fire alarm system during the event to be held on the Corvinus Gellért Campus of the Corvinus University of Budapest (1093 Budapest, Mányoki út 9.) from .....20..... to .....202..... **(applies to the zones of the event area and also includes the central upper floors due to the smoke rising from the event area.)**

- Is possible under the following conditions:

if the event organiser wishes to switch off the fire alarm system zone (use of smoke machine), the security company providing the security services to the University must be requested to make available for performing fire safety tasks additional staff acting as fire watchers for the duration of the event as a basic condition:

.....
Operations Manager of NEO-FM

Zones of the fire alarm system can be switched off and reconnected by a University employee (expediter) trained by the company maintaining the fire alarm system (person on 24-hour duty).

It is a fire safety requirement that switching off and reconnecting must be documented in writing.

person switching off the system: .....

person reconnecting the system .....

shift manager of Internal Security Service .....

Budapest,.....

Annex 10

Major fire safety features of the Corvinus Gellért Campus

MAJOR FIRE SAFETY FEATURES OF THE CORVINUS GELLÉRT CAMPUS
Address: 1093 Budapest, Mányoki út 9.

Fire compartments: 6 fire compartments
Built-in fire alarm system: Installed, the fire alarm control panel is located at the dormitory reception
Built-in fire extinguisher: Installed, the sprinkler engine room is accessible from the courtyard
Solar panel: Installed
Fire hydrants: Installed, there are wall-mounted fire hydrants per floor and 2 above-ground hydrants in the courtyard and 6 public hydrants outside the building perimeter
Fire extinguisher: available
Lightning conductor: installed
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: installed
Location of the fire safety main switch: It can be managed on the fire alarm control panel at the dormitory reception
Firewater pool: available, 80 m3, adjacent to the sprinkler engine room
Booster pump: installed
Safety lift: none
Fire-retardant entrance hall: available
Safety lighting: available

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 CORVINUS GELLÉRT CAMPUS of the CORVINUS UNIVERSITY OF BUDAPEST on the basis of Decree No. 101/2023 (29 December) of the Ministry of the Interior.

Date: ..... day ..... month ..... year

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

Data of the evacuation drill:
The person who ordered the evacuation: .....
Time of ordering evacuation: ..... hour ..... minute
Start of evacuation: .....hour ..... minute
Number of employees participating in the drill: ..... persons
Number of students present during the drill: ..... persons
Time required to carry out the evacuation: ..... minutes
Was the drill reported in advance to the competent
Disaster Management Branch? yes no
Did the disaster management units participate in the drill? yes no

Checking the performance of the tasks in the Fire Alarm Plan
Did the receptionist require the students and employees to evacuate the area calmly
but quickly? yes no
Was the alerting the fire brigade practised? yes no
Did the receptionist check if people had left all rooms? yes no
Did the receptionist secure the main entrance door? yes no
Was the shutting off of public utilities practised? 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)