

FIRE REGULATIONS

K3 university halls of residence

1. CHARACTERISTICS OF ACTIVITY

It is a detached high-rise building with 1 partial underground floor (UGF) and 12 floors above ground (AGF), which is mainly used for accommodation of students and other individuals in accommodation units.

The K3 building has one main entrance, which is connected to the reception - a reception desk with 24-hour service.

The capacity of the K3 building is 455 persons.

Pursuant to the provisions of Section 4, paragraph 2, letter g), h) and j) of the Fire Protection Act No. 133/1985 Coll., as amended, these are activities with **increased fire hazards and complex conditions for intervention**. Difficult conditions for intervention are further specified in Section 18 (e) administrative and educational buildings with 7 or more storeys and (f) accommodation facilities.

The building is occupied by a large number of people and contains a large number of flammable substances (office equipment, kitchenettes, room furnishings, textiles and printed materials, etc.)

Fires in accommodation facilities are characterized by heavy smoke, high temperatures, reduced orientation of persons, and persons are particularly at risk if the fire occurs during night hours.

Fire can occur through negligence, violation of safety regulations or equipment failure. Fire is caused by ignition of bedding, clothing or flammable rubbish, failure to observe the ban on smoking and handling naked flames.

In order to ensure fire safety, it is the responsibility of each person to comply with the principles set out in these Fire Regulations.

2. FIRE TECHNICAL CHARACTERISTICS

Wood - organic substance

Density 500-700 kg/m³

Calorific value 17 - 21 MJ/Kg

Degree of flammability C II - C III

Fire point 241 °C

Ignition temperature 397 °C

Autoignition temperature 120 °C

Recommended extinguishing agent:

Carbon dioxide, powders, water with wetting agent, heavy, medium and light foam,

Textile - natural fibre

Density	80 kg/m ³
Calorific value	17.5 MJ/Kg
Fire point	210 °C
Ignition temperature	350 - 400 °C
Autoignition temperature	120 °C
Glowing temperature	205 °C

Textile - synthetic fibre

Calorific value	30.8 MJ/Kg
Fire point	220 - 335 °C
Ignition temperature	435 °C

It is a combustible fibrous substance with 94 % alpha-cellulose content.

Recommended extinguishing agent:

Carbon dioxide, powders, water with wetting agent, heavy, medium and light foam,

Carpets - floor covering based on org. substance

Density	800 kg/m ³
Calorific value	30 MJ/Kg
Fire hazard class	3
Degree of flammability	C3
Burning produces toxic gases.	

Recommended extinguishing agent:

Carbon dioxide, powders, water with wetting agent, heavy, medium and light foam,

Polyvinyl chloride (PVC)

Solid - a plastic formed by polymerisation of vinyl chloride

Density	1400 kg/m ³
Decomposition temperature	120 - 150 °C
Burning temperature	> 1000 °C
Lower explosive limit	from 50 g/m

PVC is classified as a non-flammable polymer, but it can also burn under defined conditions. The burning process produces dangerous substances (hydrogen chloride, polychlorinated biphenyls, dioxins) which are toxic and carcinogenic.

Recommended extinguishing agent

Carbon dioxide, powders, sprayed water, heavy, medium and light foam,

Paper stationery and office supplies

Solid substance	solid substance mainly cellulose	
Density	1500 kg/m ³	80 kg/m ³
Calorific value	17 MJ/Kg	17 MJ/Kg
Ignition temperature	185 °C	350 °C
Autoignition temperature	100 °C	100 °C
Degree of flammability	C3	C3

The combustion produces partially irritating gases, with a moderate production of light smoke. Maximum permissible quantity 55 kg.

Recommended extinguishing agent: Carbon dioxide, powders, water, heavy, medium and light foam,

The maximum permissible amount of substances in individual accommodation units is determined by the interior furnishings.

3. DETERMINATION OF FIRE SAFETY CONDITIONS TO PREVENT THE OCCURRENCE AND SPREAD OF FIRE

Every person who carries out activities in the building or is accommodated there is obliged to act in such a way as to prevent the occurrence of fire and must comply with fire safety measures, in particular:

- No smoking in the entire K3 building. Smoking is only allowed in designated areas - in front of the building.
- Own heat and electrical appliances may only be used with the approval of the Halls of Residence Director or Halls of Residence Administration, with responsibility for their operation established. All heat and electrical appliances must be installed and used in accordance with the manufacturer's instructions for use and must be maintained in a fault-free condition and regularly inspected in accordance with the relevant ČSN. Caution: ensure that a kettle is switched off from the power source after boiling water or do not put it back on the stand.
- Repairs to electrical installations may only be carried out by a suitably qualified person.
- It is forbidden to leave switched on electrical appliances unattended in the rooms (hairdryers, PCs, TVs, curling irons, etc.). When leaving the room, it is the accommodated person's responsibility to make sure that the electrical plugs of appliances are pulled out in the room.
- The use of candles or other naked flame lighting is prohibited in the rooms.
- Escape routes and exits shall be marked and permanently clear and free of combustible material.
- All lighting fixtures must be permanently fitted with covers that must not be removed. The distance between lighting fixtures and combustible material must be at least 1 m.
- Ban on the use of fireworks.
- Employees, students and other persons shall be familiar with, follow and comply with these fire regulations, alarm directives, evacuation plan.
- Any defects that arise and endanger fire safety must be reported immediately to the reception - concierge of the K3 building.

4. POWERS AND DUTIES OF PERSONS IN ENSURING THE SPECIFIED CONDITIONS OF FIRE SAFETY

The director of the accommodation facility is obliged to ensure, organize and check fire protection in all SKM facilities, both in terms of personal and material, so that any detected defects are promptly eliminated.

The fire prevention officer and members of the fire prevention patrol check compliance with fire protection conditions in SKM buildings. When a defect is found, they are obliged to rectify the defect, if this is not possible, they must report the defect to a superior employee who will arrange for rectification.

AND ALSO:

- The workplace must be inspected for fire safety before employees leave and after work is completed.
- Before leaving the room, the accommodated person must check and switch off all electrical appliances
- The head of the accommodation services must demonstrably acquaint the halls of residence users with the fire protection obligations, which are detailed in the accommodation (halls of residence) regulations, as well as with the fire alarm guidelines and the evacuation plan
- In the event of a fire, accommodated persons are to abide by the responsibilities outlined in the fire alarm guidelines, which must be posted on each floor at the entrance to the escape route.
- The K3 building shall be equipped with sufficient suitable portable fire extinguishers (hereinafter referred to as PFE), secured against falling in the prescribed manner. PFE must be permanently free to access.

PFE inspections will be carried out by an authorised person 1 x per year. A report of the inspection will be issued.

- Electrical installation and el. equipment used in the K3 building must comply with fire safety regulations and normative requirements, be in a safe condition, regularly inspected and revised at specified times. Any defects must be reported immediately to the halls of residence administration or reception and repaired immediately.
- The fire alarm is announced from the reception desk using sirens installed on each floor. In the event of a fire, persons are evacuated via stairways that are covered escape routes type B.
- The external access roads to the building must ensure the possibility of rapid firefighting intervention of the fire brigade units (keep entrance areas clear, if provided).

Safety and warning signs

The entrance to the K3 building must be marked with a sign "no smoking and handling of naked flames" and a sign "no unauthorized persons" according to the required CSN. These signs shall be permanently displayed in conspicuous places and maintained in good condition.

The main switches of the electrical switchbox shall be marked with a "main switch, "do not extinguish with water or PFE foam" sign and access to the switches shall be permanently clear and unobstructed. This also applies to all floors.

Escape routes and exits must be marked with a safety sign and must be permanently clear and not blocked.

Lifts shall be marked to indicate which are suitable for use in an evacuation.

5. DANGEROUS PLACES IN TERMS OF FIRE

Due to the height of the building and the significant accumulation of people and the presence of flammable substances, the entire area of the K3 building is considered hazardous, where there is a risk of fire with any occurrence of initiating sources, especially smoking, the use of naked flames (candles, etc.), especially from the surface temperature of heat appliances used in offices and accommodation units, kitchens and common rooms.

6. DETERMINATION OF CONDITIONS FOR SAFE STAY AND MOVEMENT OF PERSONS

- Employees, students and other persons are always in the building, for this reason the administrative and working area is controlled by reception staff and locked after working hours. Only the accommodation part remains in operation.
- Unauthorised persons are not allowed to enter the building.
- The maximum capacity of the complex is 455 persons and this value must not be exceeded.
- Smoking and using naked flames are banned in the entire K3 building. Smoking is only allowed in designated areas, with the proviso that cigarette butts must be extinguished to self-extinguishing ashtrays or fireproof containers.
- Escape routes must remain permanently clear and marked and no objects or materials of any kind may be stored on them. Emergency exits shall be provided with a key in a glass box.
- Elevators that are not suitable for evacuation shall be marked with a sign located both on the outside and inside of the elevator. The evacuation of persons is carried out by side covered escape routes (CER type B).
- Emergency lighting is installed on the escape routes with its own battery power supply and supplemented by escape direction indicators.
- For the initial intervention in case of fire, the K3 building is equipped with fire-fighting equipment according to the annex to these fire regulations. In the event that it is necessary to extinguish a fire on live electrical equipment, no PFE water, hydrant or foam extinguishers shall be used.

- The fire code shall be posted in the lobby area of the building so that it is clearly visible and permanently accessible to all persons.
- The building shall be equipped with functional and appropriate types of portable fire extinguishers (hereinafter referred to as "PFEs"), in sufficient quantity and shall be permanently accessible.
- Electrical cabinets and main switches for electricity, water, steam, etc., shall be kept permanently clear and the main switches shall be marked.
- Wall-mounted fire water mains (hydrant boxes) shall be equipped with a hose and nozzle and all sealed. Dry pipes must be marked and must be permanently free of access.
- The members of the preventive fire watch are obliged to inspect the building at least once a month and report any deficiencies to the fire prevention officer, who will make an entry in the fire book.

In addition, members of fire prevention patrols must:

- supervise compliance with fire protection regulations, fire regulations, orders and prohibitions in the workplace, including compliance with the smoking ban,
- ensure that there is free access to fire-fighting equipment, electrical distribution equipment and the main gas and water shut-off,
- ensure that escape routes are always clear,
- ensure that the workplace is marked with appropriate warning and safety signs,
- monitor whether any technical equipment is damaged, including electrical wiring, gas distribution, especially whether there are any flammable materials near the heaters, and to report any identified deficiencies immediately to the head of the workplace,
- supervise the observance of fire safety and compliance with orders, prohibitions and instructions during activities with increased fire hazards throughout the entire duration of the activity (e.g. welding, gluing of floor coverings, etc.) and activities performed on an exceptional, one-off basis,

Responsible senior staff member:

Prepared by: Ing. Věra Výborná professionally competent person in FP cert. No Z - OZO-36/2016

In Ústí nad Labem:

Approved: Ing. Leoš Nergl - Bursar

**Preventive fire patrol
for building K3 in Ústí nad Labem**

The Preventive Fire Patrol (PFP) is appointed in the number of 1 + 3 (commander and 3 members) from among the employees of the SKM - workplace of the University Colleges K1/K2 and K3

Instructions for activity Preventive fire patrols			
First name and surname	Classification in PFP	Duties of preventive fire patrol	
		prevention	Repression
Ludvík Halasz	Patrol leader Fire prevention officer	<ul style="list-style-type: none"> - Collaborates with the head of the technical and operational section in the field of safety issues - Ensures that fire regulations are observed - Responsible for PFP activities - Checks the readiness of basic firefighting equipment 	<ul style="list-style-type: none"> - Checks the sounding of the fire alarm - Until the arrival of the fire brigade, he manages the firefighting operation and organises the evacuation of people and material
Jan Houdek	1. Patrol member Deputy commander	<ul style="list-style-type: none"> - Together with the PFP commander, supervises compliance with fire safety regulations 	<ul style="list-style-type: none"> - Conducts a firefighting operation from a hydrant
	2. Patrol member	<ul style="list-style-type: none"> - When the work is finished, checks that the electrical appliances and other electrical equipment is switched off. - Supervises the readiness of fire-fighting equipment, if safety signs and markers are not damaged 	<ul style="list-style-type: none"> - Performs firefighting intervention with fire extinguishers, hydrants - If necessary, ensures that the main power switch is switched off - Helps with evacuation implementation and control
Jiří Němeček	3. Patrol member	<ul style="list-style-type: none"> - Ensures that escape routes and exits, access to fire-fighting equipment, telephone are free 	<ul style="list-style-type: none"> - Carries out firefighting operations with fire extinguishers - If necessary, ensures that the main power switch is switched off - Helps with evacuation implementation and control
Duties of employees and other persons			
Everyone is obliged to act in such a way as not to cause a fire		They perform rescue and firefighting work until the arrival of the fire brigade according to the instruction of the PFP commander	

PLACEMENT OF PORTABLE FIRE EXTINGUISHERS (PFE)

Number	PFE type	Location
2 x	PG 6 L	On each floor (AGF) near the lift in the K3 building
1 x	PG 6 L	Elevator machine room

LOCATION OF FIRE SAFETY EQUIPMENT
Fire water pipes

2 x	Wall-mounted fire water supply C52	1 UGF - 12 AGF + possibility of using booster pumps
2 x	Dry riser	Next to the emergency exit

Fire doors

number	PU type	Location
	PO 30 DI 30 D3	1 AGF - 12 AGF entrance to accommodation units, kitchens and common rooms

Emergency lighting

number	PU type	Location
60 x	Self-powered fluorescent lamps	1 UGF to 12 AGF K1 and K2

POSITIONING OF SAFETY WARNING SIGNS

Number	Type (kind)	Location
4 x	Escape exit	In the connecting corridor on each floor above ground level
1 x	No unauthorised persons allowed No smoking or use of naked flames	Entrance doors, doors of warehouses, drying rooms, electrical switch rooms, elevator machine rooms, laundry rooms, warehouses and garages + spaces of 1 UGF

1 x	Main switch - do not extinguish with water or foam extinguishers	Electrical distribution cabinets and secondary cabinets on each floor
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Annex No. 3

LIST OF IMPORTANT TELEPHONE NUMBERS
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Fire alarm unit of the Fire Brigade of the Ústí nad Labem Region	150 or 112
Emergency medical assistance	155
Police of the Czech Republic	158
Municipal Police Ústí nad Labem	156
Nearest fire brigade unit - ÚL/Všebořice	950 431 110 -111
Emergency gas service	1239
Emergency water service	840 111 111
Emergency power service	800 850 860
PCO switchboard - UJEP (monitoring centre - permanent service)	6180 - internal line 475 286 180 - landline 739 216 150 - mobile
Technical Operations Department, Fire Prevention Officer	475 287 244 or 602 228 519
Doorman on duty at the reception of the building K3	475 287 222 or 702 167 223