

FIRE REGULATIONS

K1 and K2 university halls of residence

1. CHARACTERISTICS OF ACTIVITY

The University Halls of Residence Building (K1/K2) is a high-rise building used primarily to house students and other individuals in accommodation units. The whole building consists of two buildings, interconnected by a central staircase, into a single whole - a complex.

The complex has one common entrance, a common reception - a reception desk with 24-hour service and equipped with an electric fire alarm (EFA).

The university halls of residence K1 is a building with 1 underground floor (UGF) and 14 above-ground floors (AGF).

The university halls of residence K2 is a building with one UGF and 13 AGF.

The capacity of the complex is 855 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.)

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

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/m³
 Calorific value 17.5 MJ/Kg
 Fire point 210 °C
 Ignition temperature 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/m³
 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/m³
 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 combustion produces hazardous substances (hydrogen chloride, polychlorinated biphenyls and 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 |

Burning produces partially irritating gases, with moderate production of light smoke

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

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 K1/K2 complex. 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 threaten fire safety must be reported immediately to the reception - the building's concierge.

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 K1/K2 building shall be equipped with a sufficient number of 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 K1/K2 building must comply with fire safety regulations and normative requirements, be in a safe condition, regularly inspected and checked 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 by means of an electric fire alarm system (EFAS) and PA, the loudspeakers of which are 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 K1/K2 complex must be marked with a sign "no smoking and handling of naked flames" and a sign "no unauthorized persons" according to the required ČSN. 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.

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 complex of buildings K1/K2 is considered dangerous, where there is a risk of fire at any occurrence of initiating sources, especially smoking, the use of naked flames (candles, etc.), especially from the surface temperature of the thermal appliances used in offices and accommodation units, kitchens and common rooms.

5. 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 **855** persons and this figure must not be exceeded.
- Smoking and using naked flames are banned in the entire K1/K2 complex. Smoking is only allowed in designated areas, with the proviso that cigarette butts must be placed in 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 the side covered escape routes (CER).
- 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 K1/K2 complex 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,

Obligations of persons in ensuring fire protection conditions

In the event of a fire, proceed as follows:

1. Seal off all spaces to prevent air access
2. For first response, use PFE or hydrants designed for fire suppression and attempt to extinguish the fire
3. In the event of a large-scale fire, it is necessary to follow the fire alarm guidelines, turn off the power supply, leave the building immediately, await the arrival of the Fire Brigade and cooperate with the Fire Brigade upon its arrival

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 K1 and K2 in Ústí nad Labem**

The Preventive Fire Patrol (PFP) is appointed consisting of 1 + 3 people (commander and 3 members) from among the employees of the SKM - workplace of the University Halls of Residence 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 | <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 by the elevator in the K1 building |
| 2 x | PG 6 L | On each floor at the entrance to K2 |
| 1 x | PG 6 L | Elevator machine room |

LOCATION OF FIRE SAFETY EQUIPMENT

Fire water pipes

| | | |
|-----|------------------------------------|--|
| 2 x | Wall-mounted fire water supply C52 | On 2 AGF. - 12 AGF K1 (there is only 1 item) |
| 2 x | Wall-mounted fire water supply C52 | On 1 AGF – 13 AGF K2 |
| 1 x | Dry riser | Next to the main entrance to K1 and K2 |

Fire doors

| number | PU type | Location |
|-------------|----------------|--|
| 165 x on K1 | PO 30 DI 30 D3 | 1 AGF entrance to offices, electrical substation, emergency staircase 2 - 13 AGF entrance to accommodation units, kitchens and common rooms |
| 207 x on K2 | PO 30 DI 30 D3 | 1 AGF entrance to the hallway with apartment 2 – 13 AGF entrance to accommodation units |

Emergency lighting

| number | PU type | Location |
|--------|--------------------------------|------------------------------|
| 60 x | Self-powered fluorescent lamps | 1 UGF to 13 AGF on K1 and K2 |

POSITIONING OF SAFETY WARNING SIGNS

| Number | Type (kind) | Location |
|--------|-------------|-----------------------|
| 3 x | Escape exit | On each AGF K1 and K2 |

| | | |
|-----|--|---|
| 1 x | No unauthorised persons allowed No smoking or use of naked flames | Entrance doors, workshop doors, laundry, warehouse, garage, Premises 1 UGF |
| 1 x | Main switch - do not extinguish with water or foam extinguishers | Electrical distribution cabinets and secondary cabinets on each floor |

annex No. 3

LIST OF IMPORTANT TELEPHONE NUMBERS

| | |
|---|-----------------------------------|
| 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 K1 | 475 287 111 or 702 167 222 |