



PÁZMÁNY

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PÁZMÁNY PÉTER CATHOLIC
UNIVERSITY FIRE SAFETY
REGULATIONS

Effective as of August 1, 2024.

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Based on its Organizational and Operational Rules (hereinafter: OOR),
on Act XXXI of 1996 on Protection against Fire, Technical Rescue and the Fire Department,
on Decree 54/2014 (XII. 5.) of the Minister of the Interior on the National Fire Safety
Regulations,
and on Government Decree 23/2011 (III. 8.) on increasing the safety of events involving
music or dancing,
the Pázmány Péter Catholic University (hereinafter: University) hereby enacts the following

FIRE SAFETY REGULATIONS

in the interest of ensuring compliance with fire safety requirements.

CHAPTER I

General Provisions

Purpose of the Regulations

Section 1

The objective of the Fire Safety Regulations (hereinafter: Regulations) is to regulate the tasks and obligations of the persons performing fire safety tasks in relation to the University's operations; the rules pertaining to the tasks, structure, operations, and management order of the fire safety organization; the fire safety rules and requirements pertaining to the University's activities and the locations of such activities; the rules for regular and occasional fire risk activities, and the tasks related to fire safety knowledge, fire safety training, and learning the use of fire safety equipment and tools. The Regulations furthermore specify the fire safety training-related requirements for employees; the tasks and rules of conduct in case of fire; the positions responsible for successful protection against fire; and the tasks involved in fire prevention, the avoidance of the threat of fire and explosion, and the elimination of the consequences of fires, all in compliance with the fire safety regulations laid down by law.

The scope of the Regulations

Section 2

- (1) The material scope of these Regulations extends to all activities and events related to fire safety, as specified by law or practically applied in the course thereof.
- (2) The personal scope of the Regulations:
 - a) the University's faculties and other organizational units (hereinafter: Organizational Units),
 - b) University employees,
 - c) companies, organizations, and persons in other working relationships with the University,
 - d) University students,
 - e) other persons at the University's facilities under any other legal title.(The entities specified in points b), c), d), and e) hereinafter jointly: person concerned.)
- (3) The scope of these Regulations extends to all of the property owned and/or used by the University and listed in Appendix 1 to these Regulations (hereinafter: property or facility). The fire safety activities shall comply with the applicable fire safety laws, standards, technical guidelines, and requirements in respect of all properties, and shall guarantee effective protection of human life, health, bodily integrity, and material assets.

General fire safety rules

Section 3

- (1) Regardless of their positions, the persons subject to the personal scope of the Regulations are required to comply with legislative requirements and the provisions of the Regulations, and to eliminate—in the manner and to the degree expected of them—and report any irregularities or abnormal events they detect in the manner specified in the Regulations.
- (2) University employees authorized to conclude contracts are required to ensure that the

rules set out in these Regulations are enforced in any contracts they conclude.

Interpretative provisions

Section 4

For the purposes of these Regulations:

1. **Fire risk activity:** any activity that creates temperatures that exceed the fire point or flashpoint of the flammable materials in its vicinity or in open flame, or that results in smoldering, sparking, or embers that can be considered to be a source of ignition.
2. **Communal use:** use that does not qualify as residential, industrial, agricultural, or storage (as regards to rooms).
3. **Effective ventilation:** ventilation in any given room shall ensure that the concentration of flammable gases, vapors, and powders does not reach the 20% lower explosive limit.
4. **Outdoor event:** an event organized outside of buildings for more than 1000 persons, excluding an event involving the facility's operating permit.
5. **Risk class:** a class indicating the level of danger, the damages that occur, the seriousness of the loss, and the resulting degree of the danger. Risk classes are:
 - a) very low risk class (class NAK),
 - b) low risk class (class AK),
 - c) medium risk class (class KK),
 - d) high risk class (class MK).
6. **Fire safety technical compliance handbook:** fire safety documentation containing the fire safety data as realized following the construction, redesign, or expansion of a building, and the conditions for use of the building that is safe from the aspect of fire safety.

CHAPTER II

The tasks and competence of persons performing fire safety functions

The Rector's fire safety tasks

Section 5

- (1) As the University's primary responsible leader, the Rector is responsible for the suitable operations of the University's basic functions and for exercising employer's rights over the institution's employees, teachers, researchers, and other staff employed as teachers.
- (2) The Rector ensures that the University employees over which it exercises employer's rights participate in the fire safety training held by the Operations Department fire safety officer and learn the fire safety rules. The Rector also ensures that the institution's students participate in the trainings organized on their behalf and learn the fire safety rules that apply to them.

- (3) The Rector proceeds in the fire safety cases for which he/she bears sole responsibility under law or internal regulations.
- (4) The Rector is entitled to enforce the fire safety requirements specified by law and these Regulations, and ensures that fire safety requirements are enforced and that the provisions of law, standards, and requirements are executed and their application is checked.
- (5) The Rector participates or is represented in the investigation of fires that led to personal injury or material damages.
- (6) The Rector provides the personal, material, and other conditions necessary for performing fire safety work.
- (7) The Rector performs the fire safety management and inspection tasks by way of the University fire safety officer.

The Chief Financial Officer's fire safety tasks

Section 6

- (1) The Chief Financial Officer provides for regulating fire safety-related liability in the contracts concluded with the University. The Chief Financial Officer defines the special fire safety precautions in accordance with local requirements.
- (2) The Chief Financial Officer takes action to implement the specification of the fire safety documentation that forms part of the approved building permits for the construction, expansion, renovation, restoration, modification, updating, and the repurposing of buildings, parts of buildings, structures, parts of structures, and building complexes, and provides the necessary funding.

The Operations Department's fire safety tasks

Section 7

- (1) The Operations Department performs fire safety tasks as specified in the OOR.
- (2) The Operations Department performs the University's tasks involving the determination of fire safety tasks, the management of fire safety activities, the organization of fire and property protection, the improvement of fire prevention, the development of fire safety, and the implementation and inspection of all such tasks.
- (3) The Operations Department has the University's effective fire safety regulations drawn up and ensures those are kept current.
- (4) The Operations Department provides for liaison with authorities and regulatory authorities.
- (5) By way of its authorized officer, the Operations Department is entitled to participate in the inspections carried out by the fire safety authority.
- (6) At least 15 days before making changes that affect the fire safety situation and the conditions for fire-fighting, the Operations Department takes measures to notify the competent district fire department.

- (7) The head of the Operations Department regularly inspects the activities of the fire safety officer.

The fire safety tasks of the heads of organizational units

Section 8

- (1) The heads of the organizational units are obligated to comply with fire safety rules and enforce those in respect of the employees of the given organizational unit.
- (2) They shall provide—in the budget of the given organizational unit—the financial resources for performing the fire safety tasks incurred in the course of the organizational unit's operations.
- (3) The head of the organizational unit is obligated to inform the Operations Department 20 workdays in advance of the place and date of any events organized at the areas of the University for which the organizational unit is responsible, the delivery of assets or chemicals in the case of the use of the facility/property for any purposes other than its intended use (exhibition, presentations, cultural events), and any changes affecting the conditions for fire-fighting.
- (4) In the course of their activities, the heads of the organizational units shall assist in the prevention of fire safety-related abnormal events, in the interest of which they shall carry out and enforce the tasks specified in the Regulations and the Fire Emergency Plan applicable to the facility.
- (5) The heads of the organizational units shall take the measures necessary for eliminating the faults, deficiencies, and irregularities that can be eliminated under their competence, uncovered by the Operations Department and the competent authorities in the course of their inspections.
- (6) The heads of the organizational units shall notify, and obtain the necessary permit from, the University fire safety officer at least 5 days in advance before the start of any occasional fire risk activities in their area of operations.
- (7) The heads of the organizational units shall ensure that subordinated employees participate in fire safety training.
- (8) The heads of the organizational units shall provide for the holding of fire safety training for employees who return to work after unpaid leave or sick leave exceeding six months.
- (9) The heads of the organizational units shall notify the Operations Department in writing of the application of any new technologies, machinery, or chemicals, if the position of a subordinated employee changes, or if any changes take place that affect the fire safety of the property subject to their scope and competence (reconstruction, renovation, the commissioning of new machinery or equipment).
- (10) The heads of the organizational units shall ensure that the employees under their management and supervision participate in fire safety exercises.

- (11) The heads of the organizational units are obligated to cooperate in the checks and inspections of the fire safety authority and the Operations Department.
- (12) The heads of the organizational units shall take the measures necessary for eliminating the faults, deficiencies, and irregularities that can be eliminated under their competence, uncovered by the Operations Department and the fire safety authorities in the course of their checks and inspections.
- (13) The heads of the organizational units shall provide for the safe storage, transport, and use of the gas cylinders and chemicals in the respective organizational unit.

The fire safety officer's fire safety tasks

Section 9

- (1) The fire safety officer participates in the fire safety authority's inspections and other procedures, defending the University's interests from a technical viewpoint. The fire safety officer regularly inspects whether fire safety rules and regulations are applied at the University, takes the measures required in case of any deficiencies, and initiates measures for their elimination and, if necessary, for accountability.
- (2) The fire safety officer holds fire safety training for employees in accordance with the provisions of these Regulations.
- (3) The fire safety officer organizes ongoing fire safety training and education for employees and ensures those are carried out.
- (4) The fire safety officer prepares fire safety training materials for first-year students.
- (5) The fire safety officer organizes and keeps in order the fire safety documents and documentation pertaining to the facilities owned and used by the University.
- (6) The fire safety officer documents the fire safety inspections (s)he performs.
- (7) The fire safety officer regularly liaises with the heads of the organizational units and with employees, assisting them in their work by providing comments and advice.
- (8) The fire safety officer monitors the fire safety aspect of the condition of the University's technological equipment and, in case of any fault or deficiency, notifies the head of the Operations Department and takes the measures necessary to have such shortcoming remedied. In the course of the preparation and implementation of the development projects at the University, the fire safety officer promotes the enforcement of fire safety rules and regulations.
- (9) The fire safety officer monitors the availability of fire safety tools and equipment and extinguishers and the professional quality and continuity of their inspections and repairs.
- (10) The fire safety officer shall regularly inspect and document the operability of electric escape route signs with the frequency required by relevant legislation.

- (11) The fire safety officer shall organize, hold, and document the fire drill required to be held once a year and notified to the disaster management authority.
- (12) The fire safety officer shall report without delay any fires in the facility to the regionally competent disaster management directorate (fire department). Fires extinguished without the help of the fire department or that go out without human intervention must also be reported. Care shall be taken to ensure that the site of the damages remains untouched until the completion of the investigation.
- (13) The fire safety officer shall provide written authorization for occasional fire risk activities reported to the Operations Department and monitor or prohibit the given activity.
- (14) The fire safety officer shall monitor the validity of the fire safety certificates and, if necessary, initiate the renewal of the certification.
- (15) The fire safety officer shall organize the procurement of fire safety equipment and regularly report to superiors on such activities.
- (16) The fire safety officer is responsible for performing all of the tasks specified, with the contents required by law (on a monthly, quarterly, half-year, or annual basis).
- (17) The fire safety officer is entitled to:
 - a) view and inspect all rooms of the facilities owned or used by the University, gain information on the fire safety applicable to technological processes, take the measures considered necessary, and make recommendations therefor,
 - b) stop the pursuit of any activities, or to make a recommendation for such stoppage, in case of a direct threat of fire or explosion,
 - c) initiate accountability proceedings at the head of the given organizational unit or at the Rector for any violations of the fire safety rules, if necessary.

Fire safety tasks performed by contracted service providers

Section 10

Contracted service providers are required to perform their tasks as set out in relevant legislation and in the valid contract concluded with the University.

The fire safety tasks of University employees and students

Section 11

- (1) Any person performing work at the University under a contractual relationship, based on an ad hoc contract, or under any other contract shall perform such work in compliance with fire safety requirements.
- (2) Persons exhibiting any behavior contrary to these Regulations shall be held liable under labor law, which may be enforced by the exerciser of employer's rights.
- (3) All employees are obligated to:
 - a) be familiar and comply with the tasks prescribed for them in these Regulations, of which they receive information in local training,

- b) participate in compulsory fire safety training,
- c) comply with the instructions for use and maintenance of the machinery and equipment they use in the interest of ensuring their safety,
- d) learn the use and handling of the fire extinguishers, equipment, and devices in their respective work areas,
- e) be aware of the hazards in the direct environment of their work areas and to comply with the applicable safety rules,
- f) do everything in their power and to promptly implement the applicable instructions in the manner expected of them to eliminate the emergency in case of a direct threat of fire or explosion,
- g) start fighting the fire with the equipment available to them. All fires, including those that have been extinguished, must be reported without delay to the competent superior, who shall report it to the Operations Department,
- h) ensure, as the last person to leave the place of work, that there are no conditions in the work area that may cause a fire and, if necessary, turn off the water, natural gas, and electricity networks,
- i) keep the place of work orderly and clean and to eliminate any circumstances that may lead to a fire,
- j) perform any activities requiring a fire safety certificate with a valid certification only.

The fire safety tasks of companies, organizations, and persons in other working relationships with the University
Section 12

- (1) Perform their activities in the facilities owned or used by the University in compliance with the fire safety requirements of law and the University
- (2) Be familiar with and follow fire safety requirements.
- (3) Comply with the instructions for use and maintenance of the machinery and equipment they use in the interest of ensuring their safety.
- (4) Learn the use and handling of the fire extinguishers, equipment, and devices in the areas of their respective activities.
- (5) Be aware of the hazards in the direct environment of the areas of their activities and comply with the applicable safety rules.
- (6) Do everything in their power and to promptly implement the applicable instructions in the manner expected of them to eliminate the emergency in case of a direct threat of fire or explosion.

- (7) Start fighting the fire with the equipment available to them. Report all fires, including those that have been extinguished, without delay to the competent superior, who shall report it to the Operations Department. If the person concerned does not have a superior or such superior cannot be reached, the fire shall be reported directly to the Operations Department.
- (8) The last person to leave the work area or other room shall be obligated to ensure that there is no risk of fire at the work area or other location. If necessary, measures shall be taken to correctly shut off the water, natural gas, or electricity supply.
- (9) Keep the place of their activities orderly and clean and eliminate any circumstances that may lead to a fire.
- (10) Activities that require a fire safety certificate may only be performed by persons with valid certification.
- (11) The University may inspect the performance of the tasks of companies, organizations, and persons in other working relationships with the University as specified in these Regulations, thus including the work safety training under Section 21 and, if any deficiencies are identified, to prohibit the performance of work.

CHAPTER III

FIRE SAFETY TRAINING AND CERTIFICATION

General rules of fire safety training Section 13

- (1) In absence of providing proof of having participated in fire safety training, a student may not commence studies at the University and a dormitory resident may not occupy his/her place at the dormitory.
- (2) Prior to starting employment, all employees shall, in the manner provided by the University, learn the fire safety knowledge necessary for fulfilling the given position and the steps to take in case of fire and shall expand their knowledge as part of regular annual training.
- (3) The head of the employee's organizational unit shall provide for the employee's participation in the fire safety training. The exerciser of employer's rights shall provide the material conditions required for holding/executing e-training (room, projector, computer program, e-learning materials, etc.) by way of the fire safety officer.
- (4) General fire safety and the fire safety related to various technical materials has to be taught to students as part of the curriculum at the University, as well as at vocational training courses and during retraining.
- (5) Compliance with the training and mastery of the training material is confirmed by the signature of the person attending the training and learning the material, or by an online attendance log. The statement shall be retained amongst the fire safety documents and,

upon request, shall be presented during the fire safety authority inspection or supervisory control.

- (6) The persons performing the tasks involved in the operation of the installed fire alarm system, including supervision, operation, and operator control, shall undergo training held by the contractor providing equipment maintenance, prior to the commencement of such activity and in case of any changes to the fire alarm equipment. The training shall be evidenced in the equipment operating log or by taking minutes.

Training new employees

Section 14

- (1) Prior to starting employment, all new employees shall participate in general fire safety training and, if necessary, special fire safety training that contains special elements pertaining to the work environment.
- (2) The topics of general and special theoretical and practical training shall be determined in accordance with the nature and dangers of the work and in a manner that ensures that employees will acquire the necessary fire safety skills and knowledge.
- (3) Prior to starting employment, all employees shall, in the manner provided by the University, learn the fire safety knowledge necessary for fulfilling the given position—as specified in relevant legislation—and the steps to take in case of fire, and shall expand their knowledge as part of regular annual training.
- (4) The fire safety officer shall provide for the organization, holding, and documentation of the fire safety training for new employees.

Unscheduled training

Section 15

- (1) Unscheduled training has to be held for an employee who:
 - a) returns to work after an absence of more than six months,
 - b) is exempted from work due to an absence of fire safety knowledge,
 - c) transfers to a new position or workplace within the University and such new position or workplace requires special fire safety knowledge in addition to the general training,
 - d) works in a position that has undergone a significant technological change as regards fire safety,
 - e) is required to undergo such training by the fire safety authority or the supervisory body.
- (5) The fire safety officer shall provide for the organization, holding, and documentation of unscheduled fire safety training.

Periodic fire safety training

Section 16

- (1) Employees shall participate in annual fire safety follow-up training in accordance with

their respective job positions.

- (2) The Operations Department shall provide for the organization, holding, and documentation of periodic fire safety training.
- (3) The University provides periodic fire safety training primarily in a digital format, with the exception of workplaces where practical and visual training is essential.

Fire safety training of students and dormitory residents

Section 17

- (1) Students shall undergo fire safety training at the start of each semester and prior to starting work in a laboratory (with emphasis on the fire safety requirements pertaining to the technologies applied and the chemical agents used); dormitory residents shall undergo fire safety training at the start of each semester, prior to moving in to their dormitory rooms.
- (2) The topic of the training shall be determined in a manner that ensures that students and dormitory residents can acquire the necessary fire safety knowledge and skills.
- (3) All students and dormitory residents shall, in the manner provided by the University, learn the necessary fire safety skills and the tasks to be performed in case of a fire.
- (4) The Operations Department shall provide for the organization, holding, and documentation of the training.

Fire safety training for companies, organizations, and persons in other working relationships with the University

Section 18

- (1) Companies, organizations, and persons in other working relationships with the University are obligated to organize the fire safety training under these Regulations for themselves and for their employees and subcontractors, which fact they are required to document.

Fire safety certificate

Section 19

- (1) Only persons with fire safety certification may be employed in certain jobs and positions.
- (2) Upon passing the technical exam, the organizer of the training shall issue a certificate in line with the decree on the jobs and positions that require a fire safety certificate, on organizing training related to the fire safety certificate, and the detailed rules pertaining to the fire safety certificate.
- (3) The fire safety officer shall have the need for a fire safety certificate assessed at the various organizational units.

CHAPTER IV FIRE CLASSES OF MATERIALS

Section 20

Based on their fire safety characteristics as well as other circumstances, materials can be classified into three fire classes (highly flammable or explosive, moderately flammable, and non-flammable). Familiarity with the fire classes of the materials stored or used regularly or ad hoc at various workplaces is a condition for the employees and students performing work at the facility to comply with the rules of fire safety usage.

CHAPTER V FIRE SAFETY USAGE RULES AND REGULATIONS

General fire safety rules and regulations pertaining to the use of buildings Section 21

- (1) The University's property, facilities, and the open areas adjoining those may only be used according to the fire safety requirements applicable to their intended use.
- (2) Only those materials and equipment may be stored in the property, rooms, and open areas of the University that are necessary for the ongoing activities performed therein, taking into account escape routes.
- (3) Highly and moderately explosive and flammable materials and wastes that are generated during the given activity are to be removed from the University's rooms, open spaces, machines, equipment, tools, devices, etc. continuously but at least once every work shift and after completion of the given activity.
- (4) A sign is to be placed in a prominent location near the door of the room or facility and inside the room in order to call attention to the danger of high flammability or combustibility, which has to include the warnings and prohibitions in line with relevant regulations.
- (5) Doors for evacuating rooms used by people or for traffic, and other rooms subject to use may be locked or kept locked only if they can be opened in an emergency situation. If the intended purpose or nature of the activity being carried out requires that doors be locked from the inside, it must be ensured that the doors can be opened from the outside in the manner specified by the fire safety authorities.
- (6) Access to switches to electrical equipment, fire safety equipment, tools, devices, public utility open and shut off valves, heat and smoke exhaust control equipment and vents, the fire alarm manual switch, the booster pump, fire-fighting water sources, wall-mounted fire hydrants, fire extinguishers, and fire-fighting technical equipment and tools in the building, its rooms, and in open areas is to be guaranteed at all times and may not be blocked at any time, even temporarily. During work and after the end of work, it must be checked whether the applicable fire safety rules were adhered to in the workplace and any identified deficiencies shall be corrected.

- (7) The heat and smoke exhaust control equipment, the manual alarms and initial fittings for the stationary fire protection system, fire and smoke doors, smoke-free staircases, the facility levels adjacent to staircase doors, and safety and/or fireman's elevators in the University buildings shall be clearly marked in the manner specified in these Regulations or as required by law or technical requirements.
- (8) The location of public utility open and shut off valves and whether they are open or locked shall be prominently displayed.
- (9) Fire-fighting water shall be marked in accordance with the applicable technical requirements.
- (10) The locations of doors and windows used for rescue must be indicated on the façade and within the building at the entrance of rooms or groups of rooms containing the door or window used for rescue in a permanent and well-visible manner. Doors may not be locked as long as the building is occupied. If the room used for rescue is locked, the key to the door shall be placed in a key box next to the entrance, or other means shall be used to ensure access can be provided in case of an emergency.
- (11) Furnishings shall be placed in rooms in a manner that ensures that a route of suitable width is always available for both traffic and escape. These routes may not be blocked, even temporarily.

Fire safety rules pertaining to smoking and fire risk activities

Section 22

- (1) Smoking is prohibited in University buildings and their rooms. This prohibition is to be clearly indicated near entryways using safety signage. The designated smoking areas at the various properties are listed in Appendix 2 to these Regulations.
- (2) It is forbidden to place or discard any lit tobacco products, matches, and other ignition sources in any locations where they could cause fires or explosions.
- (3) Wastes contaminated with fat or liquids belonging to the highly flammable and moderate fire risk classes of the fire hazard classification system shall be collected in containers made of non-flammable material and then stored in the designated locations.
- (4) Liquids classified as highly flammable are to be used only from time to time in the open or in rooms with proper ventilation that contain no sources of ignition.
- (5) Clothing, footwear, and equipment that can act as a potential risk of fire may not be used in rooms used to store highly flammable or explosive materials in their explosive state.
- (6) Doors shall be kept closed in locations where law requires the use of self-closing door closers (e.g. fire and smoke doors). If this is not possible due to the nature of operations or if a highly flammable or explosive material is kept in its explosive state, on-site supervision shall be ensured during working hours, or it shall be ensured that the doors close when the fire alarm is sounded.

- (7) Any highly flammable or explosive materials in their explosive state that are kept at the University shall be clearly marked on the doorway to and in the room in which such materials are stored.
- (8) The fire department's phone number and the single emergency number shall be clearly marked at reception desks.
- (9) It is prohibited to empty or pour into public utility sewage systems or reservoirs any highly flammable or explosive or moderately flammable gas or steam, highly flammable or explosive liquid, any wastewater containing either of these in a soluble state, and any materials that enter into a chemical reaction with water or form a highly flammable or explosive or a moderately flammable gas.

General rules on inspection, control, and maintenance

Section 23

- (1) Regular internal fire safety inspections targeted at checking compliance with instructions shall be held:
 - a) by the fire safety officer and the fire safety service provider, at least once a year per facility and building; the inspection may be performed both during and after working hours, in line with the specified competence;
 - b) by the operator as required, or at least monthly in the buildings specified by and agreed on with the Rector;
 - c) by the last employee to leave the workplace, upon completion of the activity, prior to locking the room (e.g. laboratory, office, workshop, etc.).
- (2) Targeted inspections shall be held:
 - a) at the time and organizational unit specified by the Rector;
 - b) following a fire or upon notification from the competent supervisory body or authority;
 - c) during events and in cases justified by circumstances.
- (3) The Rector shall order the leaders involved to conduct fire safety inspections as necessary, also specifying the tasks to be carried out. The competent persons shall report on their findings following the completion of the required activity.
- (4) The Rector shall order an unscheduled inspection if:
 - a) there has been a fire,
 - b) the fire safety situation has deteriorated or the inspection has identified a serious deficiency.
- (5) The inspection to be performed by the employee following the completion of the activity shall—*inter alia*—extend to checking compliance of the following based on the given location and work environment:
 - a) the freedom of traffic routes and the availability of safety signage;
 - b) compliance of the storage of materials;
 - c) eliminating fire in any combustion equipment not equipped with combustion safety controls or automatic switches;
 - d) closing gas cylinder valves;
 - e) ensuring coffee machines and other heating equipment (hot plates) have cooled and are switched off or unplugged;

- f) the safe locking of rooms (doors, windows, etc.);
 - g) switching off and/or unplugging devices, with the exception of those designed to be continuously under power;
 - h) the accessibility of fire-fighting equipment and extinguishers;
 - i) ensuring that the state or condition left behind cannot cause a fire.
- (6) Any non-conformities identified in the course of these inspections shall be eliminated immediately or, if such elimination is not possible, steps shall be taken for its planning and scheduling and the notification of the Rector and/or the operator as necessary.

Rules pertaining to the use of traffic routes, escape routes, and emergency exits
Section 24

- (1) The traffic routes and areas used to access the University's facilities, for transportation, and for fire-fighting, including the access roads leading to extinguishing equipment and materials, are to be kept free at all times in a condition suitable for the use and operation of fire-fighting vehicles, regardless of weather conditions. Roads shall be continuously maintained. It is forbidden to even temporarily block the switch to the electronic equipment, the open and shut off valves of public utilities, manual fire alarms, the key safe, the booster pump controls, the fire alarm controls, the controls to and valves of the heat and smoke ventilation systems, fire extinguishing equipment and facilities, wall-mounted fire hydrants, and fire extinguishers, or to hinder any access in interior hallways, through doors, and to emergency exits in buildings, rooms, and open areas.
- (2) The escape routes in University buildings may not be used for storing highly flammable or explosive or moderately flammable materials. Built-in construction products, safety signs, and the installations, decorations, carpets, wall furnishings, and other objects not used for storage that cover no more than 15% of the floor or wall area in question of the given floor and that are in connection with the purpose of the given room are exceptions to the above.
- (3) The installations, decorations, and materials placed in any hallways, non-smoke-free staircases, and basement rooms taken into consideration as escape routes may not have any negative impact on the efficiency of heat and smoke extraction.
- (4) After working hours and during breaks in teaching and/or operations, appropriately marked room keys shall be stored at the front desk to ensure easy access by participants in the fighting of any possible fires.
- (5) As far as possible, escape routes leading outdoors or to any protected areas shall be marked with lighting or photoluminescent signage along escape routes, next to the emergency exits of rooms (if this was not a requirement during the construction phase of the building).
- (6) The deficiencies and faults uncovered in the course of inspection, control, maintenance, and measurements shall be rectified promptly by the fire safety officer, and the performance of the repair shall be documented in writing.
- (7) The doors and openings for ventilation along escape routes and the replenishment of fresh air must be kept free and unobstructed. A permanent, high visibility and legible sign indicating this fact has to be placed on the door or window.

- (8) Smoke doors have to be labelled with a permanent inscription or sign “Smoke compartment boundary! Do not obstruct the automatic operation of the door!” in a highly visible and legible size and manner.
- (9) Fire doors at fire compartment borders have to be labelled with a permanent inscription or sign “Fire compartment boundary! Do not obstruct the automatic operation of the door!” in a highly visible and legible size and manner.

Lighting and electrical equipment, back-up power source

Section 25

- (1) The fire safety control of the electrical equipment at University facilities shall be performed:
 - a) at least every 3 years in the case of rooms or open spaces serving for the processing, storage, or use of highly flammable or explosive materials exceeding an amount of 300 kg or 300 l,
 - b) in other cases, at least every 6 years, and the deficiencies established by the qualification document shall be repaired by the deadline set by the inspector, the performance of which has to be credibly certified. The control includes an evaluation of the environment of the electrical equipment and a definition of the location’s explosive zone classification. The calendar day is governing as regards the dates of fire safety control.
- (2) The loads on the electricity network and equipment shall not exceed the permitted normal loads. High performance electrical equipment may be used on an ad hoc basis after consultation with and authorization obtained from the Operations Department.
- (3) Electrical machinery, equipment, and other apparatus are to be turned off when not in use, or, if they will not be used for prolonged periods of time, they must be disconnected from the electrical power grid.
- (4) When in use, a distance shall be kept between electrical equipment and flammable materials that ensures they do not pose a risk of fire.
- (5) Electrical construction and maintenance work may only be performed in accordance with the applicable laws, standards, regulations, etc., by professionals with the required qualifications able of providing a statement on the repair work performed.
- (6) The operator shall provide for the operational condition, the operator’s inspection, control, and maintenance of the batteries, uninterruptible power supplies, and diesel generators that qualify as fire safety power sources.

Lightning protection

Section 26

- (1) According to the effective National Fire Code, a distinction can be made between standard and non-standard lightning protection equipment in terms of design, construction, and control. The lightning protection system on the building is standard if the building permit procedure has to conform to the lightning protection system requirements developed under the MSZ EN 62305 series of standards (hereinafter: standard series).

- (2) The lightning protection system shall be considered non-standard if it was designed or built prior to the introduction of the standard series.
- (3) Unless specified otherwise in relevant legislation, University buildings with standard lightning protection systems shall undergo a fire safety control
 - a) at least every three years in case of classes LPS I and LPS II,
 - b) at least every six years in all other cases,and the deficiencies identified shall be eliminated by the deadline specified in the qualification document. Credible proof shall be provided of compliance with this requirement.
- (4) The calendar day is governing as regards the dates of fire safety control. Only persons certified as an “inspector performing periodic control of lightning protection” and having the qualifications specified in relevant legislation are entitled to perform control inspections and carry out work affecting the substance of lightning protection.
- (5) Minutes shall be drawn up of the control, based on which a qualifying document shall be prepared with the contents specified by relevant legislation.
- (6) The periodic inspection of existing non-standard lightning protection systems has to be performed in accordance with the technical requirements applicable as of their installation (e.g. MSZ 274 standard series).
- (7) Unless specified otherwise in relevant legislation, the fire safety control of non-standard lightning protection systems shall be carried out
 - a) at least every 3 years in the case of buildings containing any rooms or open spaces serving for the processing or storage of highly flammable or explosive materials exceeding an amount of 300 kg or 300 l,
 - b) at least every 6 years in all other cases, and the deficiencies identified shall be eliminated by the deadline specified in the qualification document. Credible proof shall be provided of compliance with this requirement.
- (8) A fire safety control shall also be carried out in the case of any expansion, redesign, repair, or changes to the environment of the lightning conductor system, as well as in case of any damages, strong corrosion, lightning strikes, and all other phenomena that could have a negative effect on the effectiveness of lightning protection. The deficiencies identified shall be eliminated by the deadline specified in the qualification document, the performance of which has to be credibly certified.

Protection against electrostatic discharge

Section 27

- (1) Protection against electrostatic discharge shall be provided in the areas, outdoor areas, and explosive zones where materials classified as explosive are produced, processed, used (excluding changes to physical characteristics only), stored, or sold and the electrostatic discharge leads to the risk of fire or explosion.
- (2) Documented protection shall be put in place in the phases of planning and design to prevent electrostatic discharge, and the electrostatic risk shall also be determined.

- (3) The electrical design and construction shall ensure the provision of electrostatic earthing of adequate safety and quality for anti-static enclosures and electrostatic equipotential bonding in all locations where electrostatic discharge is not permitted.
- (4) Protection against electrostatic discharge shall be considered adequate if design, installation, operation, and maintenance carried out in accordance with the applicable technical requirements or in a manner that at least provides equivalence, and protection against electrostatic discharge, are certified as being appropriate by the inspector following control thereof.

Rules for using heating equipment

Section 28

- (1) Only those burners and heating equipment may be used that are licensed, are in faultless technical condition, and have undergone maintenance with the frequency specified by the manufacturer.
- (2) Supervision appropriate to the class of handling must be provided during the operation of a combustion appliance or heating appliance operated with a liquid of the highly flammable or explosive or moderately flammable classes or with a gas of the highly flammable or explosive or moderately flammable classes.
- (3) The supervision of burners and heating equipment may be provided only by suitable persons who are familiar with the operation of the equipment.

General rules for warehousing and storage

Section 29

- (1) Highly flammable or explosive materials may not be stored at all in the attics or basements of University facilities or in quantities exceeding 300 liters or 300 kilograms, respectively, in any other rooms not designed for storage. Highly flammable or explosive aerosols and liquids of fire classes I and II may not be stored in basements or attics or along emergency escape routes.
- (2) No highly flammable or explosive materials may be stored in attics. Other flammable materials may only be stored in the attics of buildings in a manner and quantity that does not block access to the roof structure and the chimneys, that ensures they can be separated from the flammable materials used in the roof structure, and that keeps a distance of at least 1 meter from chimneys.
- (3) Materials susceptible to spontaneous combustion shall not be stored together with other highly flammable or explosive materials or with materials that could cause heat or could ignite or explode if they react with each other. The temperature of materials susceptible to spontaneous combustion has to be checked at least daily or, if necessitated by the characteristics of the material, on a regular basis, and any dangerous heating is to be stopped.
- (4) Materials classified as highly flammable or explosive are to be packaged and stored in accordance with the regulations set forth by legislation or, in absence thereof, in areas without ignition sources and where proper ventilation is ensured.

- (5) Highly flammable or explosive materials and moderately flammable liquids are to be stored and transported at the University in closed packaging or containers.
- (6) Only the quantity of highly flammable or explosive liquids and aerosols may be stored in the University's communal buildings that is necessary for the activities performed therein, namely the following:
 - a) 20 liters in metal cabinets,
 - b) 50 liters in explosion-proof cabinets,
 - c) 60 liters in fireproof cabinets suitable for storing liquids,
 - d) and no more than 5 liters may be stored in each room outside of the above cabinets.
- (7) The maximum quantities specified in paragraph (6) are also dependent on the size of the given room, as specified below.

Room floor area (m²)	Permitted quantity of highly flammable or explosive liquid or aerosol	Permitted quantity of class III flammable liquid
0-50	10	30
50-500	20	40
500-	30	60

- (1) Gas cylinders may not be used or stored in buildings with more than a ground floor where any possible gas explosion may result in the collapse of the supporting structure.
- (2) Fire barrier halls and lobbies and pressurized stairwells and halls may not be used for storage.
- (3) The area used for storage has to be kept free of flammable waste and dry plant materials.
- (4) Storage is permitted outdoors in the manner specified in relevant legislation, taking into account the applicable separation distances.

General rules for using fire-fighting tools, equipment, alarm systems, and extinguishers

Portable fire extinguishing equipment Section 30

- (1) Portable fire extinguishers shall be kept at the ready at the following locations in the University:
 - a) on at least every floor in independent building units,
 - b) in the cases specified in the Education and Exam Regulations,
 - c) in the cases defined in relevant legislation, as set out below.
- (2) In addition to the above, law, national standards, or the fire safety authority may require the installation of additional fire-fighting tools, equipment, and materials. The fire safety service provider is required to track any changes affecting these requirements and to prepare a modification proposal regarding these changes and submit the proposal to the organizational unit competent for amending the Education and Exam Regulations.

- (3) University facilities have manual fire extinguishing equipment at the ready to fight ABC-type fires. It is prohibited to block fire extinguishers and to remove them from their designated locations, even temporarily, except for the purposes of their intended use.
- (4) Fire extinguishers shall be clearly marked by a photoluminescent or illuminated safety sign placed at a height of 1.8 to 2.5 meters.
- (5) All the fire extinguishers at the University that meet the MSZ EN 3 standard shall have basic, intermediate, and full maintenance performed by a maintenance expert or organization authorized to perform maintenance. The Operations Department shall control the due dates of maintenance tasks and inform the person or organization competent for performance.
- (6) The operator of University facilities, or the persons authorized by them, shall perform a visual inspection every quarter to ensure that every fire extinguisher:
 - a) is at the required location,
 - b) is safely secured,
 - c) is visible,
 - d) has Hungarian instructions for use legible when standing in front of the fire extinguisher,
 - e) can be used without any obstructions,
 - f) is functional as indicated by all pressure gauges and meters,
 - g) has all the necessary fittings,
 - h) has the metal or plastic seal, cover seal, label certifying that maintenance has been carried out, and the OKF [Directorate General for Disaster Management] ID of the maintenance organization, and the above are undamaged and whole,
 - i) is due to have maintenance performed,
 - j) is marked by a visible and recognizable safety sign, and
 - k) is in a faultless state ready for use.
- (7) If the party performing the inspection on behalf of the operator identifies any deficiencies during the inspection, (s)he shall be obligated to take the steps necessary to rectify the situation.
- (8) The fire safety operation log specified in Annex 1 to the Education and Exam Regulations shall be kept for fire extinguishers, the inspections performed, and the maintenance of fire extinguishers.

Wall-mounted fire hydrants

Section 31

- (1) The wall-mounted fire hydrants in the University's facilities are operated and maintained by the Operations Department in accordance with the provisions of relevant legislation. Wall-mounted fire hydrants shall be clearly marked by a photoluminescent or illuminated safety sign placed at a height of 1.8 to 2.5 meters.
- (2) The supervisor shall keep records of wall-mounted fire hydrants; the person conducting the inspection shall keep a log of inspections, control, and maintenance; the supervisor shall keep a fire safety operations log stored in the facility's fire safety archives.

Safety lighting Section 32

- (1) The Operations Department shall provide for the maintenance of the safety lighting system, the escape route guidance system, and the fire safety signage. The operation and/or operability of luminaires shall be checked monthly, with control and maintenance tasks performed annually, the results of which shall be recorded in the operation log. Replacements and repairs shall be carried out in a documented manner.

Installed fire alarm equipment Section 33

- (1) It is prohibited to cover fire detectors or to place any materials, structures, equipment, shelves, etc. that influence the flow of smoke or heat within 0.5 meters of the detector. The operating conditions for the components responsible for detecting and extinguishing fires and preventing its spread and that make up the installed fire alarm, fire extinguishing, and fire protection equipment shall be continuously ensured in the environment of the components, and their efficacy may not be limited or reduced by covering, blocking, or any other manner.
- (2) Deactivating a fire alarm in case of zone/sensor:
 - a) in the interest of avoiding false alarms, a given zone/sensor may be deactivated for the period of any effects resembling a fire (dust, mist, smoke, etc.) in the following manner:
 - aa. the deactivated zone shall limit the operation of the automatic sensors in the room containing the cause of the false alarm,
 - ab. the deactivated zone shall not affect the operation of the manual fire alarms in the room containing the cause of the false alarm,
 - ac. the circumstances of deactivating the zone have been agreed on with an expert familiar with the technical parameters of the equipment in a manner that does not violate any rights or obligations in connection with installation, maintenance, or control, and
 - ad. the circumstances and the responsibility of deactivation and reactivation of the zone and the counter measures comply with the requirements of the Education and Exam Regulations,
 - b) the zone sensor may be deactivated and reactivated using the fire alarm center or by using a protective cover,
 - c) the deactivation of the zone sensor has to be properly documented,
 - d) personal supervision shall be provided in the areas in question for the duration of the zone sensor deactivation, either continuously or with intervals of no more than 10 minutes.
- (3) Control and maintenance of the fire alarm system installed and operating in the University's buildings shall be carried out by an authorized person at the required frequency.
- (4) The Operations Department controls the due dates of control and maintenance tasks, and informs the competent inspector thereof.

- (5) The person responsible for the control and management of the University buildings' fire alarm system center (remote display and remote control unit) shall perform daily checks of the following as part of inspecting operability:
- a) if the system is not in stand-by mode, then whether any faults indicated have been entered in the operations log and, if the fault requires expert intervention, whether the fault was due to the network being temporarily down and whether the responsible person was notified,
 - b) have suitable measures for any faults logged the previous day,
 - c) whether all of the fire alarm center's status indicators are operational, and
 - d) if constant control is ensured by way of remote control, the connection with the center and the system status as specified in point c).
- (7) Regular and unscheduled controls are carried out between control and maintenance tasks. The objective of regular controls is to check the correct operation of the fire alarm system under normal conditions. An unscheduled control shall be carried out in case of:
- a) a fire,
 - b) a false alarm, except if the specific physical cause thereof can be unequivocally determined on site immediately following the false alarm,
 - c) a system error,
 - d) any changes to the system,
 - e) downtime exceeding half a year, or
 - f) a contract concluded with a new maintenance provider.
- (8) The above checks of the installed fire alarm system shall be logged in the fire safety operations log. The operations log has to contain:
- g) the main equipment data,
 - h) the names of the operators,
 - i) the date and the findings of operator inspections,
 - j) the specifications based on which the maintenance was performed,
 - k) the faults detected and repaired,
 - l) the activation of the installed fire alarms and fire extinguishing equipment, the reason therefor, and the time (hours and minutes) of the fault,
 - m) the time the system was turned off and on (day, hours, minutes), and
 - n) the name, signature, and contact information of the person or organization performing inspection and maintenance.
- (9) The log shall be retained for a period of 5 years from the date of the last entry.

Other fire safety equipment

Section 34

- (1) In case of storing more than 20 liters of highly flammable or explosive liquid within a single room, at least 1 tool for dispersing a fire-fighting agent and
- a) at least 0.02 m³ of absorbent material when using a container with a capacity of no more than 1 liter,
 - b) at least 0.05 m³ of absorbent material when using a container with a capacity exceeding 1 liter shall be kept at a distance of no more than 15 meters from the place of storage.

- (2) In garages with more than 4 parking spaces, at least 1 tool for dispersing a fire-fighting agent and at least 0.05 m³ of absorbent material shall be kept in an accessible location.

CHAPTER VI

GENERAL RULES FOR OCCASIONAL FIRE RISK ACTIVITIES

Fire risk activity

Section 35

- (1) It is prohibited to conduct fire hazard activities in areas of the University's facilities where they could cause fires or explosions.
- (2) Regular fire risk activities may only be performed in places suitable and designed or created for the purpose and which meet the fire safety requirements.
- (3) Occasional fire risk activities may only be conducted at the University's facilities in accordance with the written conditions and permit set out in writing in advance. As a general rule, the conditions shall be determined by the person ordering the work or the fire risk event or activity. The fire safety officer shall specify the conditions in writing should any employee or student of the University conduct any fire risk activities at any University facilities.
- (4) Should any external organization or person conduct any fire risk activities at the University, the Operations Department shall issue the permit for the occasional fire hazard activity. The presentation of a copy of the fire safety certificates to the Operations Department is a prerequisite for the issuance of the permit. The person directly supervising the work shall be obligated to check whether the persons performing the work have valid fire safety certificates, if such is required for the performance of the given activity. The work instruction may not be issued and the fire risk activity may not be started in case of a deficiency.
- (5) The permit for the occasional fire risk activity is to include the time and description of the activity, the person carrying out the work and, in the case of work for which a fire safety specialist examination is required, the number of the fire safety certificate, as well as the applicable fire safety rules and regulations.
- (6) The form for obtaining a permit for the occasional fire risk activity is included in Appendix 3 to the Education and Exam Regulations.
- (7) Only persons with a valid fire safety examination are allowed to conduct the fire risk activities set forth in relevant legislation and only persons with training regarding fire safety rules and regulations are allowed to conduct other fire risk activities.
- (8) The person ordering the fire risk activity is obligated to ensure the availability of fire extinguishing facilities or fire-fighting equipment suitable for the extinguishing of any fires in the area.
- (9) After the fire risk activity has been completed, the person conducting the work is obligated to inspect the location and its vicinity from the aspect of fire safety and to terminate all conditions that could cause a fire.

- (10) Fires may be started outdoors only during the day and if there is no wind. Fires and operated combustion equipment may not be left unattended. The fire shall be extinguished immediately if it is no longer necessary or in case of danger.
- (11) Tools and equipment suitable for stopping the spread of fire and for extinguishing the fire shall be kept at the ready at the site of outdoor fires and when using combustion equipment.
- (13) Welding may only be started and performed with standard welding equipment in a faultless state. Work may not be performed using a leaky hose or fittings with unstable connections.
- (14) Arc and flame welding may only be performed by persons with valid welding qualifications and a fire safety certificate.
- (15) Openings in the ceiling and walls of the room and the openings for pipes passing through more than one floor shall be completely sealed with fire-resistant material.
- (16) In rooms where the flooring is flammable, any flammable waste shall be cleaned from the flooring and the flooring shall be watered.
- (17) All flammable materials shall be moved at least five meters from the place of work or, if this is not possible, they shall be protected from sparks with a wet blanket.
- (18) A protective barrier shall be created using a fireproof material (metal plating) to prevent the spread of sparks. If necessary, fire safety supervision shall be provided for.
- (19) It is prohibited to handle oxygen cylinders with hands or rags contaminated with oil or fat and to smoke and use open flame when joining fixtures to cylinders. Gas cylinders shall be secured to prevent tipping.
- (20) When welding, it shall be ensured that the electrode does not become an ignition source by way of heat transfer or radiation.
- (21) It is prohibited to leave a smoldering or hot electrode or an electric electrode unattended or to place such electrode on flammable material; electrodes may be placed in storage only after they have cooled.
- (22) The completion of the work has to be reported to the issuer of the permit.

CHAPTER VII
FIRE SAFETY RULES FOR THE AD HOC USE OF ROOMS,
STRUCTURES, AND OPEN AREAS

Offices, technical rooms, cash rooms, workrooms
Section 36

- (1) Only those activities can be performed in the room that are in accordance with its intended nature.

- (2) Only those flammable materials may be stored in the room that are necessary for the ongoing activities performed therein. It is prohibited to overcrowd the room.
- (3) Only those electrical equipment may be used in offices that are for the intended purpose. The use of electrical heaters, hot plates, and coffee machines is prohibited—these may only be used in tea kitchens, under supervision, on a heat insulating underlay.
- (4) No flammable materials or liquid that do not belong in the room may be stored in the room, even temporarily. Open flame is not permitted, except for occasional fire risk activities.
- (5) Technical electrical and gas appliances may only be used with their intended purposes, as agreed on with the Operations Department.
- (6) In the event of a malfunction of an electrical or gas appliance, the fault must be repaired by a competent technician.
- (7) It is prohibited to use faulty electrical or gas equipment.
- (8) Offices shall be cleaned daily, and any paper waste shall be placed in the designated location.
- (9) After work, the last person to leave the office is required to ensure that there is no risk of fire at the work area or other location. Any circumstances identified as a possible source of fire shall be eliminated or the appropriate measures shall be taken. Any electrical appliances not required for safe operations shall be switched off or unplugged.

Hallways, vestibules, stairwells, traffic routes

Section 37

- (1) Hallways, vestibules, stairwells, and traffic routes shall be furnished and used in a manner that ensures that all traffic routes, exits, escape routes, public utility shut-off valves, and fire safety equipment can be freely accessed and used.
- (2) Hallways, vestibules, stairwells, and traffic routes may not be used for storage, even temporarily; it is especially prohibited to store furniture (or other objects).
- (3) All lighting equipment in these areas must be standard and in faultless condition. Repairs may only be performed by competent technicians.

Archives

Section 38

- (1) With the exception of smoking and occasional fire risk activities, open flames, space heaters, hotplates, electric heaters, and all other fire risk equipment are prohibited. It is prohibited to use any flammable materials to clean or to store any flammable liquids or gasses in archives, even in small quantities.

- (2) Electrical and lighting equipment shall be operated in a manner that ensures they do not pose a threat of ignition for the flammable materials in their vicinity.
- (3) It is prohibited to block or to use for storage the archive's entranceways or traffic routes. Stored documents shall be kept in an orderly fashion in the archives.
- (4) The last employee to leave the archives area at the end of working hours must switch off or unplug the electrical equipment and lighting, and switch off or eliminate any conditions or anomalies that could lead to a fire. The door to the room must be kept closed at all times, except when in use or working.

Classrooms (lecture halls and seminary rooms), lounges, club rooms

Section 39

- (1) Only those activities can be performed in the rooms that are in accordance with their intended nature.
- (2) Only those flammable materials may be stored in the room that are necessary for the ongoing activities performed therein. It is prohibited to overcrowd the room.
- (3) Technical electrical and gas appliances may only be used with their intended purposes, as specified in their respective instructions for use and user manuals.
- (4) The electrical educational materials used in lecture halls (projectors, recording equipment, etc.) have to be turned off after use.
- (5) The teacher using the educational materials is required to notify the Operations Department or the IT Department of any malfunctions.
- (6) It is strictly prohibited to lock the doors to a classroom while it is occupied or to narrow or block the escape and traffic routes, even temporarily.
- (7) It is prohibited to store or bring any flammable liquids or gas cylinders in classrooms, even temporarily.

Reading room, library, bookstore

Section 40

- (1) Smoking and open flame is prohibited in all rooms.
- (2) No materials other than books and documents may be stored in book and document storage rooms.
- (3) The distance between stands and shelves shall be at least 80 cm. The packaging materials used for transport shall be immediately removed from the room after unpacking.
- (4) It is prohibited to use faulty electrical equipment.

- (5) Only the central heating system may be used to generate heat. It is prohibited to use any additional heating equipment.

Workshops Section 41

- (1) The machinery and equipment used in these rooms may only be used in accordance with the user manuals, instructions for use, and maintenance instructions provided by the manufacturer or distributor.
- (2) It is prohibited to conduct any activities using highly flammable or explosive materials that result in a direct threat of fire or explosion.
- (3) All traffic routes in the rooms are to be kept free at all times. Any surplus or unnecessary materials shall be stored using a system that ensures they do not obstruct employees in their work or in their free movement along traffic routes.
- (4) There is no work area specifically designated for welding activities. Any welding performed in the facility qualifies as an occasional fire risk activity. Such activities may only be carried out on the basis of a prior written authorization and in strict compliance with the conditions set out therein. The fire safety rules subject of the fire safety training shall also be applied during welding, and supervision shall always be ensured (e.g. welding fire safety rules).
- (5) It is prohibited to store flammable liquids or gas cylinders in workshops. Gas cylinders may only be stored in the designated gas cylinder storage area.
- (6) The workshop floor is to be kept clean at all times.
- (7) Clean and oily rags shall be stored separately from each other, in a covered container made of non-flammable material. The oily rag storage container shall be labelled accordingly. The storage container shall be emptied at least once a day, following the completion of work.
- (8) Flammable liquids may be used to clean parts only with adequate ventilation.

Boiler room Section 42

- (1) No flammable materials not required for operations or liquids belonging to an explosive fire class may be stored in the room, even temporarily.
- (2) When decommissioning the boiler room (e.g. after the heating season), all electrical equipment and other devices have to be switched off. The main gas valve has to be shut off.
- (3) All equipment must be licensed, be of a standard type, have undergone suitable inspections, and be in faultless technical condition.

- (4) An additional 21A and 113B class C fire extinguisher shall be kept ready at the location of a gas burning appliance with a unit capacity of 140 kW or more or a total capacity of 1400 kW or more, in a readily accessible position from inside and outside the room.
- (5) During the period of operation of the boilers, adequate supervision shall be ensured in accordance with the applicable class of operations. Supervision and operation shall be carried out by qualified personnel who are familiar with the operation of the appliance and trained in fire safety regulations.
- (6) Both natural and artificial ventilation shall be provided during operation.
- (7) A main shut-off valve shall be installed—preferably outdoors—on the pipeline leading to the room of the combustion equipment.

Laboratories Section 43

- (1) Smoking and open flame is prohibited in the room.
- (2) In laboratories where gas cylinders are used, special attention shall be paid to strict compliance with fire safety regulations.
- (3) Only gas cylinders connected to equipment may be kept in the room. Empty gas cylinders must be removed from the room immediately to a designated location, in accordance with safety and fire regulations.
- (4) Open flame is prohibited in the vicinity of work involving highly flammable or explosive materials (e.g. transferring or loading).
- (5) Up-to-date records of hazardous materials and preparations (e.g. moderately flammable liquids) shall be kept in the laboratory. The records shall be kept in accordance with relevant legislation.
- (6) Any spillage from broken glass containers and all other spillage must be soaked up and placed in a dedicated hazardous waste container.
- (7) All lighting equipment in laboratories must be fitted with protective covers.
- (8) Work with flammable materials shall be performed under a chemical hood with effective ventilation. There should be no open flame in the vicinity.
- (9) It is prohibited to heat flammable materials that evaporate easily over an open flame. Instead, a water, oil, or electric heater shall be used.
- (10) When leaving the laboratory, any conditions that could cause a fire hazard must be eliminated and all utilities must be shut off.

Computer rooms (labs)

Section 44

- (1) Only the closed central heating system can be used for heating. It is prohibited to use any additional heating equipment.
- (2) Electrical equipment shall meet the requirements of relevant standards.
- (3) Repairs and maintenance of the equipment may only be performed by competent technicians.
- (4) Only non-flammable cleaning agents may be used for the maintenance and cleaning of equipment.
- (5) Traffic routes and escape routes in the rooms are to be kept free in their full width and may not be blocked for any amount of time.
- (6) Each computer room shall contain a CO₂ fire extinguisher at the ready with the extinguishing agent contents suited to the size of the room, but no less than one 2 kg fire extinguisher.

Fire safety rules for elevators

Section 45

- (1) Smoking and open flame is prohibited in elevators.
- (2) The required periodic safety and other control and maintenance tasks shall be performed.
- (3) The instructions for use must be clearly displayed.
- (4) In the event of a fire, it is prohibited to use elevators (with the exception of the fire elevator). A warning to this effect shall be posted on each floor with a sign in Hungarian and at least two foreign languages next to the elevator door. The fire elevator must be clearly marked with a sign.
- (5) One CO₂ fire extinguisher with a minimum charge of 2 kg must be kept at the ready in each of the elevator wheel and machine rooms, near their entrances.

Restaurant, dining room, tea kitchen (kitchenette), kitchen, buffet

Section 46

- (1) Only standard and faultless electrical equipment may be used in the rooms. Repairs may only be performed by authorized technicians.
- (2) All equipment and appliances installed in the rooms must be used and maintained in accordance with the instructions for use and maintenance instructions provided by the manufacturer or distributor.

- (3) Care shall be taken regarding the draining and dripping of edible fats and oils. Any fat or oil that has spilled or dripped must be cleaned up immediately. The resulting waste contaminated with fat or oil should be taken to the designated collection point as necessary, but at least at the end of the shift.
- (4) It is forbidden to store moderately flammable liquids in the kitchen, with the exception of the amount of fat and oil essential for daily use.
- (5) It is prohibited to pour fat or oil from any container into another container over or near the stove.
- (6) It is forbidden to place flammable substances (fat, oil, etc.) near gas or electrical equipment.
- (7) The extraction equipment used in the room must be cleaned regularly to remove any dirt.
- (8) Before leaving the room, the last person to leave after the end of use must make sure that the kitchen appliances and equipment are switched off.

Dormitory living quarters Section 47

- (1) The use of hotplates, electric ovens, electric cooking appliances, electric kettles, electric radiators, and irons is prohibited in living quarters. Only the room designated for the purpose (hereafter: room) may be used for cooking or heating food.
- (2) When leaving the room, the lights, radio, television, and all other electrical appliances must be switched off.
- (3) No flammable materials or decorations may be placed on lighting equipment or electrical wires.
- (4) Furniture in the room must be so placed that it does not impede escape in the event of a fire.
- (5) Open flames (candles, tealights, candles for Advent wreaths, sparklers, fireworks) and smoking are prohibited in the rooms.
- (6) Increasing the fire load in the living rooms must be avoided at all costs. Accordingly, the rooms must not contain any objects or materials other than those necessary for living in the room.

Reception desks and rooms Section 48

- (1) Only standard and faultless electrical equipment corresponding to the fire hazard class of the room may be used. It is prohibited to use faulty electrical equipment. Repairs of the equipment may only be performed by a technician with suitable qualifications.

- (2) No flammable materials or liquids may be stored in the room, even temporarily.
- (3) The phone numbers for the general emergency service (112), fire department (105), ambulance (104), and the police (107) are to be posted next to main line phones.

Changing rooms, sports changing rooms, coatrooms
Section 49

- (1) Smoking and open flame is prohibited in the dressing rooms and coatrooms. This prohibition has to be prominently displayed with a suitable sign.
- (2) Lockers and hangers shall be placed in a manner that ensures that traffic routes of suitable width remain at all times.
- (3) No moderately flammable liquids or clothing contaminated with such substances may be stored in lockers.
- (4) It is prohibited to place flammable materials (e.g. clothing) on heating or electrical equipment.
- (5) It is prohibited to overcrowd the room.
- (6) The use of flammable liquids is prohibited in the room, even for cleaning purposes.

CHAPTER VIII
FIRE SAFETY RULES FOR WORK PROCESSES

Fire safety for events
Section 50

- (1) When planning events (exhibitions, celebrations, music and dance events, etc.) to be held in the University's facilities, which events differ from the purposes specified in the occupancy permit, full compliance shall be ensured with the provisions of the National Fire Code and the government decree on increasing the safety of events involving music or dancing.
- (2) The Operations Department shall be notified of the event at least 20 days in advance.
- (3) During events, special attention shall be paid to the accessibility and clearance of doors and gates leading to escape routes and safety equipment (fire extinguishers, power cutting facilities, fire alarms, fire hydrants, etc.). It is prohibited to block or to prevent access to those, even temporarily.
- (4) The electrical supply system used for the event (wiring, power strips, switches, consumer equipment, etc. brought to the event and owned by the event organizer) must be subjected to a contact safety inspection by the contractor before the opening of the event. The contractor shall be required to provide a statement on the fire safety standard of their design.

- (5) During the television broadcast of an event, the person in charge of the broadcast or recording shall be fully responsible for compliance with the fire safety rules of use, for the preparation, conduct and retrieval of the broadcast or recording, and for the fire safety training and the participation of the persons involved. The University shall provide due notice of this fact. When installing cameras, lights, cables, and other equipment, care must be taken to ensure that traffic routes (escape routes in the event of fire) are not blocked or narrowed, even temporarily. Exceptions to this rule are permitted only if the entire width of the traffic route can be fully cleared within 10 seconds by a permanent and trained technical staff.
- (6) The person in charge of the event is fully responsible for full compliance with the fire safety rules of use in the area under his/her control and for having fire safety training held for persons under his/her control.
- (7) The person in charge of the event, the organizer of the event or, in the case of an event inside a building, the operator shall inspect the event venue every day before the opening and after the closing of the event for the duration of the event, and shall eliminate any conditions that could cause a fire.

CHAPTER IX
Fire hazard and risk classification, Fire Safety Technical Compliance
Manual

General provisions
Section 51

- (1) Materials shall be classified according to fire class for the purpose of establishing and applying fire safety provisions. The risk class of the risk unit shall be used to determine the standard risk classifications of installations and buildings.
- (2) Fire classes:
 - a) Explosive
 - b) Flammable
 - c) Non-flammable
- (3) The following shall be examined when determining the risk affecting fire safety requirements:
 - a) the purpose of the risk unit,
 - b) the occupancy limit of the risk unit,
 - c) the location of the risk unit (compared to the entrance floor) and the connections between the individual rooms,
 - d) the ability of the persons in the room to escape and their familiarity with the location,
 - e) the equipment and staff required for rescue,
 - f) the quantity, fire hazard features, and ability to extinguish the materials produced or used,
 - g) the circumstances that influence the fire hazards of production and use,
 - h) the characteristics of existing structures,
 - i) the circumstances of the activity,
 - j) the availability of an installed fire alarm and fire extinguishing equipment.

- (4) The risk unit may be:
 - a) an independent unit,
 - b) a group of neighboring independent units,
 - c) a special structure, or
 - d) a part of the building, independent building section, or special structure defined by the person responsible for preparing the fire safety documentation, taking into account the provisions of paragraph (3).
- (5) The classification of construction materials in fire classes for the purposes of fire safety requirements is based on the measurement data obtained in the fire hazard material testing, certain specific parameters, and the classification criteria specified in the technical requirements for classification.
- (6) The applicable technical requirements (standard MSZ EN 13501-1:2007) contain the factors on which classification is based, in the form of a table. The applicable technical requirement distinguishes between 7 classes each among floor coverings and pipe insulation, as construction materials.

CHAPTER X

Evacuation

Section 52

- (1) The adequacy of the evacuation of rooms, fire compartments, structures, and outdoor public events shall be demonstrated by an evacuation calculation. The fire safety regulations shall specify the maximum capacities, which shall also be demonstrated by an evacuation calculation.
- (2) No revolving doors, sliding doors, tilt doors, or overhead doors can be used on the route used as an escape route. Manual operation shall be provided for all doors operated via control.
- (3) The doors used to evacuate rooms with an occupancy exceeding 50 persons and the doors used by occupants for escaping shall:
 - a) open in the direction of evacuation or shall be suitable for installation along an escape route irrespective of the direction of opening,
 - b) shall be suitable for installation along escape routes, as regards their opening,
 - c) have a threshold no higher than 15 mm.
- (4) Manual operation shall be provided for all doors used for evacuation and operated via control.
- (5) Curtains and windbreaks may be installed at doors along the escape route only if they do not narrow the width when fully opened. Curtains may not reach the level of the floor and their inner edges shall be marked with a strip of different coloring.
- (6) With the exception of fire elevators, no slides, elevators, escalators, and slopes with a gradient of more than 25% may be taken into consideration for the purposes of evacuation.

- (7) Key boxes may be used to house keys for doors used as emergency exits and that are regularly kept locked if:
 - a) each door is equipped with one lock, the key to which is kept in the key box,
 - b) the key box is in a location accessible to escaping persons, is no more than 0.5 meters from the door, and is marked with safety signage,
 - c) no more than 50 people will be using the door for escape,
 - d) there is a single door provided for escape in the given location.
- (8) It must be possible to open the doors to rooms used by large numbers of people and along escape routes from such rooms with a single motion.
- (9) The doors to rooms used by large numbers of people shall be without handles and shall remain open by default.
- (10) No thresholds higher than 0.15 meters or steps may be used at doors to rooms used by large numbers of people.
- (11) The doors for evacuating rooms of workplaces and social buildings in use by persons may not be locked. If the nature of the activity being carried out requires that doors be locked, it must be ensured that the doors can also be opened from the outside in the case of an emergency, in the manner specified by the fire safety authorities. It shall not be possible to open doors from the inside only if such possibility is excluded by the applicable provisions.

CHAPTER XI
Fire Emergency Plan
Section 53

- (1) The possibility to raise the alarm of fire must be provided in all of the University's buildings, structures, and organizational units, and the call number of the fire department (105 or 112) must be clearly displayed.
- (2) In buildings with installed fire alarm systems, the exact determination of the fire, evacuation, rescue, and fire-fighting may be started after the alarm of fire has been raised using a manual fire alarm or by the fire alarm sensor (uninterrupted or intermittent siren).
- (3) Employees who detect a fire or an immediate risk of fire are obligated to act in accordance with the Fire Emergency Plan.
- (4) Fires should be reported to the fire department by calling 105 or the international emergency number 112.
- (5) The operators of fire alarm centers directly linked to the fire department are obligated to provide the fire department with the necessary information after establishing the parameters of the fire.
- (6) The call to the fire department is free from all networks and receives priority over all other calls.

- (7) The report of the fire shall include the following:
- a) the exact location (street, house number, name of the organizational unit) and accessibility of the fire,
 - b) the materials on fire, the faulty technological process, technical fault, or escape of hazardous substance that led to the fire, and what is in danger,
 - c) the threat to the lives and health of the persons in the building or facility, and the approximate number of persons,
 - d) the name and phone number of the person reporting the fire.
- (8) All organizational units shall have a Fire Emergency Plan for the purposes of saving employees, patients, students, other persons, and materials.
- (9) The Fire Emergency Plan under Appendix 4 to these Regulations forms an annex to the fire safety instructions issued per facility.
- (10) The Fire Emergency Plan is closely linked to the floor plans and site plans of the facilities, which include the following information and equipment necessary from the aspect of fire safety:
- a) fire extinguishers,
 - b) fire hydrants,
 - c) fire alarm system and controls,
 - d) fire extinguishing equipment and controls,
 - e) heat and smoke extraction system and controls,
 - f) gas shut-off valves,
 - g) electricity shut-off switches,
 - h) flammable and explosive liquids,
 - i) gas cylinders,
 - j) radioactive materials,
 - k) evacuation directions,
 - l) assembly points.
- (11) The drawings for the escape plan are prepared as an annex to the building's Fire Emergency Plan.
- (12) All employees are required to familiarize themselves with the Fire Emergency Plan as part of fire safety training.
- (13) Exercises shall be held once a year under the Fire Emergency Plan, which shall be documented under Appendix 5 to these Regulations.
- (14) The fire alarm and rescue plan shall be posted in visible, accessible locations at the buildings' reception desks.

CHAPTER XII

Fire Safety Fine

Section 54

- (1) The fire safety authority shall impose a fine for fire safety infractions.
- (2) Government Decree 259/2011 (XII. 7.) specifies the irregularities for which a fire safety fine shall be imposed.

- (3) The University shall initiate accountability proceedings against any natural persons who violate the fire safety regulations at the University.

CHAPTER XIII
Final and enacting provisions
Section 55

- (1) All University employees shall be notified of these Regulations. The Regulations shall be published on the University website, and all of the University's teachers, researchers, students, other employees, and all interested parties shall have access to it.
- (2) At the same time as the entry into effect of these Regulations, the Pázmány Péter Catholic University's Fire Safety Regulations issued in January 2022 and all previous Fire Safety Regulations shall lapse.
- (3) The Rector may amend the appendices to these Regulations at his/her discretion.
- (4) Valid: from August 1, 2024

Acceptance clause:

The University Council of the Pázmány Péter Catholic University has adopted this amendment with **Decision 65 of July 22, 2024.**

Data protection status: **public**

Date: Budapest, July 25, 2024

[Signature]

Dr. Géza Kuminetz

Rector

President of the University Council

[round seal:

PÁZMÁNY PÉTER CATHOLIC UNIVERSITY

RECTOR

BUDAPEST]