

APPENDICES

List of properties subject to the Fire Safety Regulations

- 1. 1088 Budapest, Szentkirályi utca 28-30.**
- 2. 1088 Budapest, Szentkirályi utca 26.**
- 3. 1054 Budapest, Veres Pálné utca 24.**
- 4. 1088 Budapest, Mikszáth tér 1.**
- 5. 1084 Budapest, Práter utca 50/a.**
- 6. 1111 Budapest, Műegyetem rakpart 3. Budapest University of Technology and Economics (BME), Building “Z”**
- 7. 2500 Esztergom, Majer utca 1.**
- 8. the dormitory at the address 2500 Esztergom, Kossuth utca 25.**
- 9. 1088 Budapest, Múzeum utca 19. Saint Madeleine Sophie Barat Dormitory**
- 10. the “Balkán Street” dormitory at the address 1107 Budapest, Balkán utca 1/F.**
- 11. 1088 Budapest, Bródy Sándor utca 15.**
- 12. 1054 Budapest, Petőfi Sándor utca 11. 4/18.**

Designated smoking areas at the various properties

1. 1088 Budapest, Szentkirályi utca 28-30.

designated smoking area:

next to the vehicle ramp between buildings 26 and 28,
5 meters in either direction from the main entrance to building 28,
the rear of the gardens around buildings 28 and 30

2. 1088 Budapest, Szentkirályi utca 26.

designated smoking area:

next to the vehicle ramp between buildings 26 and 28,
5 meters in either direction from the main entrance to building 28,

3. 1054 Budapest, Veres Pálné utca 24.

designated smoking area:

5 meters in either direction from the building main entrance, outdoors

4. 1088 Budapest, Mikszáth tér 1.

designated smoking area:

5 meters in either direction from the building main entrance, outdoors

5. 1084 Budapest, Práter utca 50/a.

designated smoking area:

to the right of the building main entrance, at the corner of the building

6. 1111 Budapest, Műegyetem rakpart 3. Budapest University of Technology and Economics (BME), Building “Z”

designated smoking area:

the communal rest areas on either sides of the building main entrance

7. 2500 Esztergom, Majer utca 1.

designated smoking area:

the rest area under the suspended hallway connecting the main building and the hotel behind it

8. the dormitory at the address 2500 Esztergom, Kossuth utca 25. (building closed)

designated smoking area: none

9. 1088 Budapest, Múzeum utca 19. Saint Madeleine Sophie Barat Dormitory

designated smoking area:

5 meters in either direction from the building main entrance, outdoors

10. the “Balkán Street” dormitory at the address 1107 Budapest, Balkán utca 1/F.

designated smoking area:

the terrace at the building rear entrance

11. 1054 Budapest, Petőfi Sándor utca 11. 4/18.

designated smoking area:

to the right of the property entrance, at the end of the suspended hallway

FIRE EMERGENCY PLAN

THE PURPOSE AND OBJECTIVE OF THE FIRE EMERGENCY PLAN

(General provisions)

- One copy of the Fire Emergency Plan shall be held by the person entrusted with fire safety tasks and one copy shall be placed in the building's control room (reception desk), which shall be kept always accessible and current.
- report the fire immediately and professionally to the fire department and disaster management
- alert and inform employees and leaders authorized to take the appropriate measures
- take the technical measures planned for extinguishing the fire, follow the conduct to be displayed in case of fire
- protect life and property, provide safe management of and carry out rescue operations
- provide information of the fire extinguishing equipment and fire extinguishers at the location and use them in a professional manner
- remove any persons in emergency situations, carry out the rescue order, alert the ambulance or other bodies as necessary
- provide the required information, the Fire Emergency Plan, and other information to the person in charge of fire-fighting
- perform the post-fire tasks, secure the site, and inspect the fire

1) Tasks related to execution:

Employees and students shall be informed of their tasks concerning the Fire Emergency Plan at periodic compulsory fire safety training, which shall be repeated annually in accordance with Section 3 (5) of Decree 101/2023 (XII. 29.) of the Minister of the Interior, the results of which shall be documented in writing.

The Fire Emergency Plan may only be issued to the persons concerned:

- the person in charge of fire-fighting,
- the members of the fire safety authority performing inspections,
- persons carrying out internal checks.

Fire-fighting tasks shall be carried out by the employees and students at the University on the given day. Outside school hours, the security guards in the area shall implement the measures they are capable of in the interest of executing the tasks under the Fire Emergency Plan.

The scene of the fire has to be left unchanged until the head fire inspector provides otherwise. It is prohibited to move any furniture or start cleaning. The activities conducted in the building may be recommenced only on the basis of the provisions of the person in charge of fire-fighting or the fire inspector.

2) Evacuation plan

Following the sounding of the fire alarm, employees and students shall, if they are unable to take any steps to fight the fire without endangering their lives, leave the building and proceed

in an orderly manner to the street or courtyard, or to another location where they do not interfere with the operations of the fire fighters and are also protected from any possible explosions. Currently, the building can be evacuated through the front door, as indicated on the attached drawings.

All employees and students are required to familiarize themselves with the tasks specified in the Fire Emergency Plan to the extent they pertain to them. The obligation to report the fire always lies with the person who detects the fire or, if the fire is extinguished without external assistance, the head of the institution.

3) Tasks related to sounding the alarm of fire

Any employee or student who detects a fire or a risk of fire (smoke, flame, explosion, etc.) at the University (or in its direct vicinity) or learns of a fire is required to take the following steps as quickly as possible and without delay, in line with the applicable provisions:

Report the incident by a landline phone or mobile phone to the fire department/disaster management by calling 105 or 112 (reporting the district, street, house number, the location of the fire, what is on fire, what is in danger, whether lives are in danger, and who is reporting the fire from what phone number)

The phone numbers of the fire department/disaster management and the other necessary information shall be posted at the reception desk.

Alert others in the area by calling out “FIRE!” **Any person who fails to report a fire, is late to report a fire, obstructs the raising of the alarm, or raises a false alarm commits a misdemeanor for which (s)he shall be prosecuted under the law and subjected to a fire safety fine.**

4) Responsibilities of the round-the-clock reception service

The dormitory reception service is responsible for notifying the fire department/disaster management, employees, students, and any other persons in the building based on any reports of a fire they receive, in the interest of starting the evacuation of the building.

The reception service provides precise information to the arriving authorities regarding the following:

1. the origin and type of the fire
2. whether occupants have left the building
3. whether the gas and electricity have been shut off
4. whether solar collectors have been disconnected

At the instructions of the authorities, electricity in the building will have to be shut off in sections or entirely.

The data reported to the fire department/disaster management shall be recorded in the event log.

To supplement this information, the fire department/disaster management may ask additional questions when the fire is reported. The person reporting the fire is required to provide answers calmly (as far as possible), as that does not delay the notification of the fire department/disaster

management. The report submitted to the fire department/disaster management shall be repeated back.

The time of the report (month, day, year, hours, minutes) and the name of the person making the report shall be included in the event log.

The reception service prepares the keys to locked rooms and opens doors and emergency exits. When informing occupants in the building to evacuate, the reception service shall provide information on the direction to take.

Spreading panic has to be avoided!

Notify leaders of the events.

Note the names of the persons (strangers) entering and exiting areas near the fire and the times of such movement.

Fire department/disaster management phone number: 112, 105

- the exact location of the fire,
- where is the fire within the building (ground floor, upper floor, etc.)
- what is on fire, what is the extent of the fire, are there any gas lines in the room(s)
- is anyone's life in danger (are there occupants in the room, approximately how many, has evacuation taken place)
- what is threatened by the fire
- the extent of the fire, the approximate size of the room containing the fire, the purpose of the building and the number of floors
- the number of the phone used to report the fire
- the time the fire was reported (day, hours, minutes)

Assist the fire fighters (or other emergency responders) arriving at the scene in their work with a knowledge of the area and other respects, hand over the Fire Emergency Plan upon request.

Executing the measures of the person in charge of fire-fighting.

In justified cases, calling:

Ambulance	104 or 112
Police	107 or 112

If the fire has been extinguished or has gone out by the arrival of the fire department/disaster management, this circumstance shall also be reported.

5) Alerting leaders

The following shall be notified of the fire:

Head of the Operations Department
Deputy Head of the Operations Department
Fire safety officer
Building caretaker

6) Conduct in case of fire

All employees, students, and occupants are required to participate in raising the alarm of fire, fighting the fire, and the rescue activities, as long as these do not endanger life.

1. The first person to detect a fire is required to immediately notify the fire department (or the reception desk), employees, students, and all other occupants in the building.
2. Provide access to the rooms in the building.
3. Evacuate and leave the area in question in a calm, orderly manner without causing a panic.
In case of a threat to life, rescue endangered people and get them to safety.
4. Start extinguishing the fire with the available fire-fighting equipment and determine the source of the fire. **Fire hydrants may only be used after the electricity has been shut off.**
5. Continue fire-fighting without interruption until the fire has been completely extinguished, as far as possible without endangering life, until the intervention of the fire department/disaster management.
6. In case of electric fires, the first step is to shut the power off; in case of gas fires, the main shut off valve has to be shut off.
7. Keep spectators away from the fire.
8. After the arrival of the fire department/disaster management, provide assistance at the site of the fire by extinguishing or preventing the continued spread of the fire. Inform the fire-fighters of who or what is in danger, what is on fire and where, whether the room(s) contain any explosive materials, where the fire hydrants are located, where the power and gas can be shut off, how the room can be safely accessed.
9. In case of fire, only those people may remain in the University building who are engaged in fighting the fire or rescuing people; all other employees are to proceed to a safe location.
10. After the arrival of the fire-fighters, the instructions provided by the commander shall be carried out in full.
11. Heat and smoke extraction openings can be opened when instructed by the person in charge of fire-fighting.
12. Elevators may not be used for escaping in case of fire—they must be brought to the ground floor and switched off.

If possible without endangering life, the security guards shall start extinguishing and identifying the source of the fire. Prepare for the arrival of fire-fighters: prepare the necessary keys and the Fire Emergency Plan and open the doors and emergency exits necessary for rescue.

7) Tasks following a fire

After extinguishing the fire, the persons participating in fighting the fire shall return the fire-fighting equipment, fire extinguishers, etc. to their locations and collect used equipment in one location.

The fire safety manager shall examine the site of the damages, order replacements for used equipment and extinguishers, etc.

Participants in the official investigation conducted after the fire shall provide all the help they can and disclose all the data requested.

The person in charge and the fire safety officer shall participate in the investigation.

The site after the fire has been extinguished shall be left undisturbed; any repairs may be started only with the permission of the fire inspector.

The circumstances of the fire and its extinguishing shall be recorded in minutes by the fire safety officer.

The fire safety manager shall prepare an analysis report for the University fire policy officer on the fire, the evacuation, extinguishing, investigation, etc.

8) Location of public utility shut off fittings

Electrical main switch: as per the attached drawings

Solar collector main switch: as per the attached drawings

Wall-mounted fire hydrants: as per the attached drawings

External fire hydrants: as per the attached drawings

Gas main shut-off valve: as per the attached drawings

9) General tasks and obligations of the guard service

- learn the basics of fire prevention and extinguishing at the given workplace
- be familiar with the storage rooms and methods of storage of flammable materials in the area
- be familiar with locations for obtaining water, fire hydrants, and manual fire extinguishers
- be familiar with traffic routes, access roads, gates, and emergency exits, open them as necessary
- be familiar with the use and operation of the fire extinguishing equipment provided in the building for fighting fires
- informing arriving leaders of events
- handing over the Fire Emergency Plan to the person in charge of fire-fighting upon the arrival of the fire department/disaster management
- providing detailed information to the person in charge of fire-fighting on the situation and the materials, equipment, etc. threatened in the vicinity of the fire. Then proceed according to the instructions provided by the person in charge of fire-fighting and the arriving leaders.