

**MASARYK UNIVERSITY**

**Faculty of Economics and Administration, Lipová 41a, 602 00 Brno**

---

## **Organization of fire safety at the Faculty of Economics and Administration**

Elaborated on: February 18th, 2021

Approved by: doc. Mgr. Jiří Špalek, PhD.

Dean of the Faculty

Purpose

The Organization of fire safety at the Faculty of Economics and Administration defines the organization, management and inspection of fire safety, as well as responsibility and obligations in fire safety.

Obligations within the field of fire safety (hereinafter also referred to as FS)

The Fire Safety Act (hereinafter also referred to as FSA) No. 133/1985, Coll., as amended, implementing the Decree of the Ministry of Interior of the Czech Republic No. 246/2001 Coll., and other regulations governing the obligations in fire safety, stipulate the following obligations in respect of the activities in question:

- a) to provide fire protection means and fire safety equipment in sufficient quantities and types as required for their purpose, and maintain them in working order,
- b) to keep emergency routes clear at all times and ensure unhindered access to emergency exits, electricity distribution equipment, shut-off valves for gas, water and heating pipes, firefighting equipment, fire water supply equipment and manual control devices of fire safety installations;
- c) to place appropriate safety signs, instruction signs, prohibition safety signs and instructions related to fire safety in the workplaces and other relevant places,
- d) to ensure periodic verification of the safety regulations compliance by an FS competent person and fire prevention officers, and correct identified deficiencies immediately,
- e) to publish fire alarm guidelines, fire evacuation plans, rules for fire reporting points and fire safety regulations,
- f) to put appropriate labels on the power distribution equipment, main power switches, shut-off valves for gas and water pipes, emergency exits and evacuation routes,
- g) to ensure permanent access to the telecommunications equipment, and secure its operability and availability for emergency calls;
- h) to report without delay any occurrence of a fire to the operations center of a respective regional fire-rescue department,
- i) to ensure the maintenance, inspection and repair of technical equipment and installations in the manner and within the time limits prescribed by the fire safety regulations or by the equipment manufacturer;
- j) to implement appropriate fire safety requirements for the professional qualifications of persons entrusted with the operation, inspection, maintenance and repair of technical equipment, and who will professionally supervise the performance of works that may cause fire;
- k) to establish a fire prevention patrol,
- l) to process the prescribed fire safety documentation, fulfil the fire safety requirements stipulated therein and maintain it in accordance with the actual state of affairs;

- m) to review the documentation, including an evaluation of its effectiveness, and record the results of the evaluations in the fire safety log book once a year or after each fire, or after any change affecting the content of the documentation,
- n) to ensure the following:
  - periodic training for senior staff and employees in fire safety
  - provision of special training for employees who are members of fire prevention patrols, and for fire prevention officers
- o) inspections of the electrical appliances during their period of use,
- p) maintenance of valid documents proving the safety of the operated equipment and installations (valid and up-to-date audit reports and inspection reports issued by a person authorized to issue such documents),
- q) to ensure the obligations arising from the requirements imposed by the state fire safety authorities are met.

#### Responsibility for ensuring fire safety

The Director is responsible for meeting the obligations in fire safety.

Duties and tasks requiring professional competence in fire safety are performed by a contracting company through an FS competent person pursuant to Section 11 of the Fire Safety Act.

Senior staff at all levels of the management structure are responsible for the fulfilment of duties in fire safety at workplaces under their control

#### Organizational breakdown structure and responsibility for the fulfilment of obligations in fire safety

The organizational breakdown structure and responsibility for the fulfilment of obligations in fire safety is as follows:

- Dean
- Secretary
- Facility & maintenance director
- FS competent person-third party according to Section 11 of the Fire Safety Act
- Senior staff employees (heads of departments, heads of institution and other heads of workplaces)

Dean

- a) approves the processed fire safety documentation,
- b) conducts fire safety audits as part of its management and organizational responsibilities.

Secretary

- a) conducts fire safety audits as part of its management and organizational responsibilities,
- b) convenes consultation meetings on issues related to fire safety,
- c) cooperates with a competent person of the service provider company and informs him or her of all facts and changes in the fire safety area,
- d) discusses the results of the inspections and imposed measures with the state fire inspection authority and submits written reports on the elimination of deficiencies within a set deadline.

The Facility & Maintenance Director

- a) checks the compliance with fire safety regulations and established working procedures and makes sure that employees obey the issued orders, bans and instructions related to fire safety,
- b) issues fire alarm guidelines, fire safety and evacuation plans, rules of fire reporting point and fire safety rules,
- c) ensures the elimination of fire safety deficiencies by its own means or through a third-party services provider,
- d) cooperates with a competent person of the service provider company and informs him or her of all facts and changes in the fire safety area,
- e) ensures, through contracted service providers, periodic audits and inspections of technical equipment, fire safety installations and material fire safety equipment within the deadlines set by the applicable legal regulations and standards;
- f) keeps records of the required audits and inspections, maintains and stores valid up-to-date audit reports and inspection reports issued by a person authorized to issue such documents,
- g) makes sure that all areas of the relevant facilities are equipped with a sufficient number of portable fire extinguishers;
- h) implements appropriate organizational and technical measures applicable to performing activities with increased fire hazard. Fire prevention officer
- i) provides fire safety solutions and decisions on changes in the use of the premises.

A competent person within the meaning of Section 11 of the Fire Safety Act – the service provider company

Duties and tasks requiring professional competence in fire safety are performed by a contracted company through an FS competent person pursuant to Section 11 of the Fire Safety Act.

The FS competent person ensures and provides methodological management, directs, coordinates and checks the state of fire safety and protection. The competent person:

- a) elaborates and maintains fire safety documentation in accordance with the requirements of the Decree of Ministry of Interior of the Czech Republic No. 246/2001 Coll.,
- b) checks the documentation, evaluates its effectiveness and records the inspection results in the fire safety log book once a year or after each fire, or after any change affecting the content of the documentation, and provides updates to the documentation if necessary,
- c) conducts preventive fire safety inspections once a month and records the inspection results in the fire safety log book,
- d) maintains a fire safety log book,
- e) provides training for senior staff in fire safety,
- f) provides training for employees that are members of fire prevention patrols,
- g) provides training for employees responsible for fire safety during reduced service hours and during non-working hours,
- h) provides methodological management, coordinates and oversees the activities of fire prevention patrols,
- i) provides his/her comments on all matters and measures which could affect the fire safety;
- j) participates in inspections conducted by the state fire inspection authority,
- k) investigates the causes of fires, processes data for reporting of fires.

Senior staff employees (heads of departments, heads of institution and other managers of respective divisions or offices)

The senior staff employees are responsible for meeting the obligations in fire safety at workplaces under their control.

They shall:

- a) check the compliance with respective fire safety regulations and set working procedures at workplaces under their control, and make sure that employees obey the orders, bans and instructions related to fire safety,
- b) provide training to subordinate employees in fire safety,
- c) ensure that deficiencies in fire safety at workplaces under their control are corrected,
- d) ensure that the workplace is in a fire-safe condition after they leave it (after working hours),
- e) allow a competent person to enter all areas of the facility and ensure that any defects and deficiencies found are eliminated and corrected without delay.

Obligations of employees

In order to ensure fire safety, the employees are obliged to:

- a) act so as not to cause a fire,
- b) participate in training of employees in fire safety,
- c) familiarize themselves with and follow the regulations and instructions in fire safety,
- d) obey the ban on smoking and prohibition of open flames,
- e) report to his or her supervisor without delay any deficiencies that could possibly cause a fire,
- f) comply with orders and observe prohibitions related to fire safety at designated places and meet other obligations in the field of fire safety ordered by their superiors,
- g) start fighting the fire using fire extinguishers immediately after detecting it, carry out the necessary fire-rescue work and, if they are not able to do so, call for assistance in accordance with the fire alarm guidelines,

Employees may not:

- a) carry out any works that can give rise to a fire, if they are not professionally competent in accordance with special regulations to perform such works,
- b) damage or misuse the fire extinguishers or other fire safety installations and equipment.

Students' obligations

The students have the following obligations related to fire safety:

- a) to behave so as not to cause a fire,
- b) to obey orders and observe prohibitions related to fire safety at designated places,
- c) to obey the ban on smoking in the faculty premises,
- d) to report to the dedicated supervisors or to the porters all defects that may cause a fire,
- e) they are obliged to leave the building using the nearest emergency exit when an evacuation is ordered.

Students may not:

- a) damage, remove or destroy instructions, directives and information labels used for fire safety purposes,
- b) use open flames, flammable materials, fireworks and explosives in the faculty area,
- c) damage, abuse or otherwise disable the fire extinguishers, wall hydrants and fire safety equipment.

### Methods of periodic audits

Periodic audits of compliance with fire safety regulations are performed through preventive fire safety audits and verification of documents on the fulfilment of obligations defined by the fire safety legislation.

Preventive fire safety audits are carried out once a month and recorded in the fire safety log book.

The objective of the preventive fire safety audits is to verify the following aspects:

- the timeliness of the posted fire-safety documentation
- compliance with the fire safety requirements defined by the fire safety rules
- the state of emergency routes, the signs for emergency routes directions and emergency exits (escape exits)
- checking that there is free passage through the corridors that are part of the emergency routes and that there is clear access to emergency exits
- checking that there is free passage through the access routes leading to electrical switchboards and main utilities shut-off valves
- checking that the power distribution equipment, main power switches, shut-off valves for water and other utilities are properly marked by appropriate signs
- checking that there are clear access routes to manual control devices of fire safety equipment and installations
- checking that the workplaces with a fire hazard are marked with appropriate information and warning signs
- checking that the maintenance works, inspections, technical audits and repairs of technical and fire safety equipment are provided

### Orders, prohibitions and instructions to ensure fire safety

The premises have to be marked with relevant safety signs, orders, banning signs and instructions related to fire safety. Marking is provided by the Facility Manager. Safety signs, orders, banning signs and instructions related to fire safety are binding and have to be observed.

Appropriate requirements have to be set for professional qualification or competence of persons in charge of the operation, inspection, maintenance and repair of technical and fire safety equipment and persons in charge of carrying out work that may cause fire.

Only authorized fire safety personnel may operate the fire safety equipment. These persons have to be trained by the manufacturer of a particular type of fire safety equipment or service partner authorized by him.

Only persons duly authorized to that end may perform maintenance works and repairs of technical and fire safety equipment.

The person responsible for checking the operability of the designated fire safety equipment as well as the inspection, maintenance and repair works of the fire water supply and fire extinguishers must meet the requirements defined by legal regulations, standards and accompanying documentation of the manufacturers of particular types of fire safety equipment or fire extinguishers.

Only persons over 18 years of age with a valid welding license are allowed to perform welding operations. These persons may only carry out the types of work stated in their welding license. Other persons are prohibited from carrying out welding works.

#### Operation, maintenance, inspection and repair of technical equipment and fire safety equipment

Operation, maintenance, inspection and repair of technical equipment and fire safety equipment are carried out in line with the requirements defined by the relevant regulations, standards, accompanying documentation of the equipment manufacturer or according to approved project documentation.

The following shall be considered as evidence of performed inspections, maintenance and repair of technical and fire safety equipment:

(a) revision report or inspection report provided within the set deadline by a person duly authorized to carry out these activities,

If the fire safety equipment is found to be unfit for its intended purpose, this shall be clearly indicated on the equipment itself and in the room where the equipment is installed. In such a case, appropriate measures as well as alternative organizational or technical measures through a competent person (to the extent necessary) must be taken to put it into operation immediately. The alternative measures remain in place until the equipment is put back into operation.

If external contractors carry out works with increased fire risk on repairs and maintenance of technical equipment, a legal entity or a contracted natural person shall ensure the setting and observance of the fire safety requirements.

When working with open flame, the requirements on fire safety stipulated by the Decree of the Ministry of the Interior of the Czech Republic No. 87/2000 Collection of Laws, must be met.

#### Fire prevention patrol

Pursuant to Section 13 (1) subsection (a) of Act on Fire Safety No. 133/85 Coll., as amended, a preventive fire patrol shall be established.

The preventive fire patrol shall be established for a permanent period.

The duty of the fire prevention patrol is to supervise the observance of fire safety regulations and, in the event of a fire, the patrol takes part in the fire-fighting operation and evacuation of persons.

The members of the preventive fire patrol ensure that there are clear emergency routes and clear access to emergency exits, fire extinguishers, hydrants and manual control devices of fire safety equipment.



If there are activities performed with open flame, the fire prevention patrol shall be established for the duration of any activity that can pose fire hazard.

When there are works being carried out that can pose fire hazard, the fire prevention patrol shall:

- a) check, before the work commences, whether the measures required by the order have been met,
- b) check the compliance with working procedures, and if any non-compliance is found out that can cause fire, the patrol orders the work to be stopped and immediately notifies the relevant supervisor, and proceeds similarly if unexpected changes occur during the work that can cause fire.

#### Fire safety documentation

A person professionally qualified in the field of fire safety (FS competent person) elaborates the fire safety documentation. The fire safety documentation includes data such as the place and scope of validity, date of issue, name and professional competence of the issuer of the documentation.

The director (head) of the facility approves the fire safety documentation.

The following fire safety documentation is to be elaborated and maintained:

- \* Incorporation into the category of activities depending on the degree of fire risk
- \* Organization of fire safety
- \* Fire alarm guidelines
- \* Fire evacuation plan (in graphical and textual form)
- \* Rules for fire reporting points
- \* Fire-fighting documentation - operative card
- \* Fire safety codes
- \* Instructions for fire prevention patrols
- \* Curriculum of initial training in fire safety for new employees
- \* Thematic plan of senior staff training in fire safety
- \* Thematic plan of training in fire safety for employees
- \* Thematic plan of professional training for members of fire prevention patrols
- \* Thematic plan of professional training for employees providing fire protection and safety during reduced service hours and during non-working hours,
- \* Record of training of senior staff, employees, and specialized training for fire safety patrol members and employees responsible for FS during reduced service hours and during non-working hours

- \* First year students training in fire safety
- \* Fire safety log book
- \* Fire safety conditions for carrying out works with open flame
- \* Order issued to carry out welding operations and works with open flame
- \* Copy of evidence of inspections, maintenance and repairs of technical equipment and fire safety equipment carried out in accordance with the requirements stipulated by legal regulations and manufacturer's documentation.

Inspection of the fire safety documentation, including recording of its results in the fire safety log book, is carried out within the preventive fire safety inspections at least once a year or after every fire event or after any change affecting the content of the documentation.

#### Training and education of employees and training of first-year students in fire safety

The obligation to provide staff training in fire safety, professional training of employees who are members of fire prevention patrols and fire prevention officers arises from Section 16 of Act on fire safety No. 133/85 Collection of Laws, as amended.

The scope and content of the professional training and education shall be appropriate to the activities carried out and the occupation of the staff.

The documentation of employee training and education for the members of fire prevention patrols consists of a thematic plan and a copy of the record of the professional training and education completed including the company name, date of training, content of the training, manner of verification of acquired knowledge or evidence of such verification, duration of the training, signatures of trained persons, names and signatures of persons who have carried out the professional training or education, including a declaration of eligibility to conduct training courses according to Section 16a of Act No. 133/1985 Coll., as amended.

Thematic plans of employee training in fire safety and training of the members of fire prevention patrols must be prepared pursuant to the requirements of the Decree of the Ministry of the Interior of the Czech Republic No. 246/2001 Collection of Laws,

Following training shall be provided:

- a) initial training in fire safety for all employees at the start of employment,
- b) periodic training for senior staff and employees in fire safety and professional training of persons who are members of fire prevention patrols, for fire prevention officers, and training of employees responsible for FS during reduced service hours and during non-working hours,
- c) first year students training at the beginning of the semester.

Management and senior staff deliver initial training in fire safety at the start of employment.

A competent person delivers training of senior staff in fire safety. The senior staff training is delivered on taking up the office and shall be repeated at least every 3 years.

Senior staff deliver employee training in fire safety. The employee training is delivered at the start of employment and at every change of workplace or job title of the employee. The training shall be repeated at least once every 2 years.

A competent person performs the professional training of the employees who are members of fire prevention patrols and fire prevention officers. The professional training of the employees who are members of fire prevention patrols and fire prevention officers shall be repeated at least once a year.

The FS competent person provides training for employees responsible for fire safety at the time of reduced service hours and during non-working hours. The training shall be repeated at least once a year.

The first-year students training in FS is provided through self-study. After being acquainted with the conditions of fire safety by self-study, the students will print out a Record of the first-year student training and submit on signed copy to the Study office of the faculty at the semester beginning.

#### Fire safety log book

The Fire safety log book is kept for recording all important facts related to fire safety, such as fire prevention inspections carried out, completed employee trainings, trainings of the members of fire prevention patrols and fire prevention officers, fires, inspections of fire safety documentation completed, etc. The Fire safety log book log is maintained by a competent person.

The record in the Fire safety log book contains information such as the date of the record, identification of workplace, established facts, proposed measures, determination of the methods of the measures and deadlines for their fulfilment, name and signature of the manager of the inspected workplace or other designated person and a record of compliance with the proposed measures.

#### Ensuring fire safety outside working hours

The employees at the gatehouse (information point) who are trained in providing fire safety outside working hours, ensure the fire safety outside working hours.

#### Fire reporting point

Fire reporting points are established at the gatehouse (information point) . The fire reporting points must be marked with a label bearing the words “Fire reporting point”.

#### Fire incident reporting

Any fire incident must be reported to the regional Fire fire-rescue service without any delay. A fire report on each fire must be prepared and sent to the Fire fire-rescue service. A competent person shall prepare the fire report.

#### Final Provisions

This Organization of fire safety becomes effective on the day of its approval.