

## **Rector's Directive No. 4/2005**

# **Organization of fire safety at Masaryk University**

*(in the wording effective from 4 March 2005)*

*In accordance with the provisions of Section 5 and Section 6 of Act of the Czech National Council No. 133/1985 Coll. on Fire Safety, as amended by subsequent regulations (hereinafter referred to as the "FS Act") and Section 30 of the Decree of the Ministry of the Interior No. 246/2001 Coll. on the determination of conditions of fire safety and state fire supervision (Fire Prevention Decree – hereinafter referred to as the "FP Decree") and pursuant to Section 10 (1) of Act No. 111/1998 Coll., on Higher Education Institutions and on modifications and amendments to other acts (Higher Education Act), hereinafter referred to as the "Act", I issue this Directive, necessary for the performance of duties arising from the FS Act, regulations issued pursuant to it or from other regulations governing duties in the field of fire safety (hereinafter referred to as "FS") at Masaryk University in Brno:*

### Section 1

#### **Basic provisions**

- (1) This Directive defines the organization, management and inspection of fire safety, as well as responsibility and obligations within the framework of Masaryk University in Brno (hereinafter referred to as "MU"). The Directive is binding on all faculties, university institutes, and university facilities (hereinafter referred to as "MU constituent parts" – see Annex No. 2 to MU Statutes). The Rector, the bursar, a faculty dean, a faculty secretary and directors of other constituent parts of MU are entitled to issue other internal standards necessary for the implementation of this Directive, upon a proposal by a person qualified in the field of FS or FS engineer (hereinafter referred to as the "FS specialist") in case they do not contradict FS regulations and this Directive.
- (2) This Directive is part of MU fire safety documentation under Sections 27 and 30 FP Decree. It is one of governing documents, which determines the system of organization, necessary for the performance of duties ensuing from fire safety regulations. The Directive is based on the classification of operations into categories of fire hazard (Section 4 FS Act, Section 28 FP Decree). MU operations include those with increased fire hazard and without increased fire hazard. The classification of an operation according to fire hazard is carried out by a faculty, university institute and university facility independently through a person qualified in the field of FS or FS engineer. The Rector is responsible for the classification of the Rector Office's operations, the dean is responsible for the classification of the faculty's operations, the director or the head is responsible for the classification of operations of the university institute and facility.
- (3) The performance of duties in the area of fire safety in leased premises is based on a contract. In case other legal entities or natural persons conducting business carry out operations in MU premises, the contract shall contain the name of a person who is responsible on behalf of the tenant for the performance of duties in the field of FS. Such person must be provided information about the fire hazards in the leased premises.
- (4) In the case of contractor's operations involving increased fire hazard, the conditions are determined and compliance secured by the legal entity or natural person conducting business who carry out the operations. Such operations are carried out on the basis of conditions regulating fire safety, which are submitted in the printed

form to the relevant head of facility management. Upon their assessment, the head of facility management issues permission to carry out such operations. In case the client requires that certain instructions, legal and other regulations are complied with in order to ensure fire safety in places where the contractor performs operations involving increased fire hazard, such requirements must be raised in writing and confirmed by the contractor.

- (5) Where one-off events are organized, which may affect the application of fire safety conditions determined for standard activities, the determination of and compliance with new conditions are the responsibility of the organizer.

## Section 2

### Responsibility for the fulfilment of FS tasks and organizational structure of FS

#### **(1) Masaryk University**

The Rector is responsible for the performance of duties in the field of FS at MU (Section 2 (2) FS Act). The performance of certain duties under FS Act (Section 8 hereof) is secured by the crisis, FS and OHS manager of the Rector's Office. The office of the crisis, FS and OHS manager is established by the Rector's decision that is part of the Organizational Regulations of 25 January 2005.

The crisis, FS and OHS manager in particular:

- proposes the conception and coordination of fire safety at MU to the Rector,
- provides methodological management and coordination of persons who fulfil tasks in the field of FS at the faculties, university institutes and MU constituent parts, and inspects their jobs.

#### **(2) MU Rector's Office and selected university facilities**

The bursar is responsible for the performance of duties in the field of FS at MU Rector's Office, directors and heads of other constituent parts of MU are responsible for FS duties at their constituent parts in the scope of their positions. The performance of certain duties under FS Act (Section 8 hereof) at the Rector's Office and selected university facilities is secured by the crisis, FS and OHS manager of the Rector's Office.

#### **(3) MU faculties:**

The dean of the faculty is responsible for the performance of duties in the field of FS at the faculty. The performance of certain duties under FS Act (Section 8 hereof) is secured by the FS specialist appointed by the dean.

#### **(4) Common provisions for all MU constituent parts**

- a) All MU constituent parts secure the performance of duties ensuing for them from the FS Act, FP Decree, fire safety regulations and this Directive. Where operations with increased fire hazard are carried out under Section 6 FS Act, they are obliged to comply with the fire safety conditions that must correspond to the state of the art at the time of stipulation of such conditions.
- b) Senior academic staff and MU senior employees at all management levels are responsible for the performance of FS duties at the workplaces under their management in the scope of their positions.
- c) Other academic staff, employees and students are obliged to observe instructions and orders of the head and the duties stipulated in FS documentation (Section 27 FP Decree), in particular fire alarm guidelines, Fire Code and technological procedures, instructions for use, and maintenance and repair instructions for

ensuring fire safety. They take all possible care of their own health and safety, fire safety and also health and safety of other persons on whom their actions or omissions at work have an immediate effect.

- d) Statutory bodies of legal entities and natural persons conducting business or their representatives are responsible for the performance of duties in the field of FS in leased premises. Tenants secure the performance of duties during operations involving increased fire hazard themselves. The performance of FS duties in common parts is secured by the landlord – MU, unless stipulated otherwise in the lease agreement.
- e) The responsibility for securing fire safety cannot be transferred from a senior employee to his/her subordinate, FS specialist or FS prevention officer, FS engineer or a qualified person.

### Section 3

#### Instructions for securing FS

##### **(1) Operations without increased fire hazard**

All MU constituent parts whose operations do not involve increased fire hazard perform duties in particular listed in Sections 2 and 5 FS Act and Sections 7 to 9 FP Decree.

- a) to procure and provide the necessary amount and types of fire protection means and fire safety installations with regard to fire hazard involved in the relevant operation and to maintain them in due and operational condition,
- b) to create conditions for fire extinguishing and for rescue works, in particular to maintain clear access roads and boarding areas for firefighting technology, escape routes and clear access to emergency exits, power distribution facilities, water, gas and heating valves, fire protection means and manual handling fire safety installations,
- c) to observe technical conditions and instructions related to fire safety of products or activities,
- d) to furnish workplaces and other sites with the relevant safety labels, orders, prohibitions and instructions related to fire safety, including places where fire protection means and fire safety installations are located.
- e) to regularly inspect the compliance with FS regulations through a qualified person, FS engineer, or prevention officer and promptly remedy ascertained defects,
- f) to enable the State Fire Inspection Authority inspecting performance of duties in the field of FS, provide it the required documents and information related to fire safety under the FS Act and to adopt measures imposed by that authority within due periods,
- g) to provide the State Fire Inspection Authority with free products or samples necessary for the execution of expert opinion in order to ascertain the cause of a fire,
- h) to promptly inform the fire brigade operation centre with territorial jurisdiction of every fire which occurred during operations in premises that are owned or used by MU constituent parts.

##### **(2) Operations with increased fire hazard**

In case that MU constituent parts carry out operations with increased fire hazard, they perform duties under Section 6 FS Act and Sections 2, 3, 7 to 9, 11 to 13, 23

to 25, 27, 30 to 33, 36, 37, 42 and 44 FP Decree. This includes in particular the following duties:

- a) to determine the organization of FS with regard to the fire hazard of the relevant operation,
- b) to determine and comply with conditions of fire safety of the operations,
- c) to secure the maintenance, inspection and repairs of technical and technological equipment in the manner and in periods determined by FS conditions or by the manufacturer,
- d) to determine the requirements for specialized qualification of persons entrusted with the operation, inspection, maintenance and repairs of technical and technological equipment and to ensure that works that might lead to the outbreak of fire are performed only by persons with the relevant qualification,
- e) to have at their disposal the technical and fire safety characteristics of the substances and materials used, processed or stored, which are needed to determine preventive measures in order to protect lives and health of persons and to protect property.

#### Section 4

#### **Duties of the Rector, deans, directors of other constituent parts of MU, other senior employees and staff in the field of FS**

- (1) The Rector (bursar, dean, director) manages, organizes and secures the performance of MU duties in the field of FS within limits determined by fire safety regulations, and in particular discusses in the MU management meetings (faculty management meetings etc.) and with the Rector's Council (Dean's Council etc.):
  - a) analysis of MU FS for the previous calendar year,
  - b) evaluation of inspections for the previous period,
  - c) analysis of reasons for a fine imposed by the State Fire Inspection Authority,
  - d) performs FS inspections as part of his/her management and organizational work,
  - e) assigns concrete FS duties and responsibility for their performance to subordinate senior employees in the scope of their positions,
  - f) stipulates the performance of FS duties as an integral part of the fulfilment of working tasks,
  - g) convenes FS meetings as needed,
  - h) creates conditions for training of all employees in the field of FS, for specialized training of FS prevention officers and employees who are members of fire prevention patrols,
  - i) inspects and signs the fire safety register at least once in three months,
  - j) enables the State Fire Inspection Authority entry into all MU premises and buildings and inspection of FS documentation,
  - k) discusses the inspection results and measures imposed with the State Fire Inspection Authority and files a written report on the remedy of defects in the prescribed period.
- (2) Senior employees are responsible in particular for the fulfilment of the following tasks:

- a) they inspect whether FS regulations, established work procedures and technological discipline are complied with at the workplaces under their management and whether the present employees observe the issued orders, prohibitions and instructions concerning FS (e.g. ban on smoking and handling open fire, storage of gas cylinders etc.),
  - b) they take care that the workplace is in the faultless condition from the point of fire safety after finishing work (e.g. fire valves are closed, appliances are switched off as prescribed etc.),
  - c) they train subordinate employees in fire safety according to thematic plans and timetables unless such duty has been assigned to the FS prevention officer,
  - d) they prepare the Fire Code for workplaces where operations with increased fire hazard are carried out under Section 4 (2) FS Act.
  - e) they adopt the prescribed measures during operations with increased fire hazard,
  - f) they ensure that fire safety defects are promptly remedied in their entrusted unit; if the remedy of defects exceeds their powers, they report to their superior,
  - g) they ensure that contractor's staff who temporarily engage in operations with increased fire hazard or encounter such operations in the workplaces under their management are provably trained in the field on FS.
- (3) For the sake of securing FS, all employees are in particular obliged to:
- a) behave in such manner so as not to cause outbreak of fire; to comply with FS regulations, established work and technological procedures, issued orders, prohibitions and instructions concerning FS; become acquainted with the Fire Code of the workplace, fire alarm guidelines and evacuation plan,
  - b) extinguish a detected fire with the available extinguishing agents and if not possible, to promptly raise fire alarm and call help in accordance with fire alarm guidelines,
  - c) always notify the superior of outbreak of fire at the workplace,
  - d) participate in FS training and specialized training of fire prevention patrols if they are their members,
  - e) know the location of fire protection means (portable fire extinguishers) and to know how to use them,
  - f) take care that the workplace is in the faultless condition from the point of fire safety after finishing work,
  - g) promptly notify the superior senior employee of detected FS defects and if possible, to actively participate in their remedy,
  - h) refrain from smoking and using open fire in places with an increased risk of fire and in rooms intended for accommodation,
  - i) observe the rules of safe handling inflammable liquids, substances presenting fire hazard, open fire and metal gas cylinders,
  - j) refrain from damaging, removing, misusing and otherwise reducing the effectiveness of installations and means for fire protection, including relevant safety signs and inscriptions.
- (4) The provisions regarding the duties of MU employees apply accordingly to persons who, with the knowledge of MU, are present at their workplaces for the purpose of carrying out work involving increased fire hazard or come into contact with dangerous places or activities, as well as to MU students.

Section 5  
**Special qualification under Section 11 FS Act**

**(1) FS specialist**

Persons assigned tasks in the field of FS under Section 2 hereof must have adequate qualification. Under FS Act, fire safety may be secured:

- a) for operations without increased fire hazard – by a person qualified in FS or FS engineer or prevention officer
- b) for operations with increased fire hazard – by a person qualified in FS or FS engineer

In case a certain MU constituent part establishes the position of an FS prevention officer, its establishment is decided by the dean, bursar or director of the MU constituent part upon a proposal by the FS specialist.

The FS prevention officer is entitled to fulfil only the following tasks:

- a) to secure furnishing workplaces and other sites with the relevant safety labels, orders, prohibitions and instructions related to fire safety, including places where fire protection means and fire safety installations are located,
- b) to regularly inspect the compliance with FS regulations and promptly secure the remedy of identified defects,
- c) to provide fire safety training of other staff (Section 16a FS Act),
- d) to inspect the location of and compliance with the content of applicable FS documentation (Section 11 (6) FS Act) at workplaces and in buildings where the manner of compliance with FS conditions is prescribed.

The FS prevention officer performs his/her work on the basis of specialized training (Annex No. 4). Heads of the relevant constituent parts of MU are responsible for the specialized training. The training is provided through a person qualified in FS or FS engineer (Section 16a FS Act and Section 36 FP Decree). The specialized training is held once a year. The documentation is filed with the relevant person qualified in FS or FS engineer.

**(2) Contractor**

Persons obliged to fulfil the tasks of fire safety under Section 2 hereof may be replaced with an outsourced person qualified in FS who performs these activities pursuant to a contract.

In such case the contractor fully performs the duties ensuing from FS Act and other regulations issued pursuant to FS Act or to other laws regulating FS duties. In the process of determining the duties, the provisions of FS Act, FP Decree and measures based on FS documentation are taken into account.

The performance of such positions at other constituent parts of MU is decided by the faculty dean, director or head thereof. Copies of documents on outsourcing of certain FS duties and copies of qualification certificates are submitted by MU constituent parts to the crisis, FS and OHS manager of the Rector's Office.

**(3) The crisis, FS and OHS manager of the Rector's Office**

The crisis, FS and OHS manager of the Rector's Office provides methodological management, direction, coordination and inspection of these activities at the university as a whole and is directly responsible for them at the entrusted unit. He/she is authorized to perform these activities by the Rector of MU.

In order to provide the fulfilment of the relevant tasks, the crisis, FS and OHS manager is entitled to:

- a) discuss all matters with the Rector, the bursar, faculty deans and secretaries and directors of other constituent parts of MU and to claim any necessary documents and information concerning the FS activities,
- b) discuss FS issues with senior employees, adopt necessary measures in the field of FS and enter into all buildings and premises of MU in the presence of an appointed employee.

#### Section 6

##### **Fire prevention patrol**

- (1) Fire prevention patrol is established at workplaces where operations with increased fire hazard are carried out provided at least 3 employees work at such place (Section 13 FS Act).
- (2) Members of the fire prevention patrol are appointed by the Rector, the bursar, a faculty dean, a faculty secretary and directors of other constituent parts of MU upon a proposal by the relevant senior employee.
- (3) The fire prevention patrol supervises the compliance with FS regulations; in the event of fire it adopts measures necessary to rescue endangered persons, calls the fire brigade, and participates in firefighting.
- (4) Specialized training of employees included in fire prevention patrols is provided by a person qualified in FS of FS engineer. The specialized training is held once a year (Annex No. 5).

#### Section 7

##### **Operation, inspection, maintenance and repairs of technical equipment and fire safety installations (Section 6 (1) (d) FS Act)**

- (1) Operation, inspection, maintenance and repairs of technical equipment and fire safety installations are carried out under the applicable legal regulations, standards, manufacturer's accompanying documentation, or verified project documentation, if applicable.
- (2) The following documents are considered a proof inspections, maintenance and repairs of technical equipment:
  - a) revision report or inspection report procured in the determined period by a person authorized to perform such works,
  - b) maintenance and repair records.
- (3) The operability of fire safety installations is proved through a document of installation, test of functionality, operability check, maintenance and repairs. In the event that fire safety installations are found to be unfit to perform their function, this must be clearly indicated on the installations and in the place of installation. In such case, steps must be taken to promptly put the installations into operation, and through an FS engineer, person qualified in FS or FS prevention officer to secure substitute organizational or technical measures. Substitute measures are in force until the installations are put into operation again.

- (4) The operation, maintenance and repairs of technical equipment and fire safety installations may only be performed by persons authorized to that end who have special qualification.
- (5) In the case of contractor's operations involving increased fire hazard, the conditions of fire safety during repairs and maintenance are determined and compliance secured by the legal entity or natural person conducting business who carry out the operations.

## Section 8

### Fire safety documentation

- (1) MU is obliged to prepare the prescribed fire safety documentation (Section 15 FS Act), comply with the fire safety conditions stipulated therein and maintain it in accordance with actual situation. The conditions of fire safety for operations with increased fire hazard shall be incorporated into the relevant fire safety documents (Section 27 FP Decree).
- (2) FS documentation at MU consists of (Section 27 FP Decree):
  - a) classification of an operation as an operation with increased fire hazard (Section 28 FP Decree) – prepared by an individual MU constituent part through a person qualified in FS or FS engineer, approved by the Rector, dean or director of the MU constituent part;
  - b) organization of fire safety (system of organization for the performance of duties ensuing from MU fire safety regulations – Section 30 FP Decree) – the crisis, FS and OHS manager, approved by the Rector;
  - c) Fire Code (Section 31 FP Decree) – prepared by a person qualified in FS or FS engineer in cooperation with the head of the unit where operations with increased fire hazard are carried out; as the case may be, the stipulated requirements may be incorporated into other documentation – prepared by a person qualified in FS or FS engineer of a constituent part of MU, approved by the Rector, dean or director of the MU constituent part;
  - d) fire alarm guidelines (Section 32 FP Decree) – prepared by a person qualified in FS or FS engineer, approved by the Rector, dean or director of the MU constituent part;
  - e) fire evacuation plan (Section 33 FP Decree) – is prepared for buildings and premises where conditions for intervention are difficult (Section 18 FP Decree) – prepared by a person qualified in FS or FS engineer of a constituent part of MU, approved by the Rector, dean or director of the MU constituent part;
  - f) firefighting documentation (Section 34 FP Decree) – an operational sheet is usually prepared where difficult conditions for intervention occur in one building – prepared by a person qualified in FS or FS engineer of a constituent part of MU, approved by the Rector, dean or director of the MU constituent part;
  - g) rules of fire reporting point (Section 35 FP Decree) – is prepared in places where a fire reporting point is established – prepared by a person qualified in FS or FS engineer of a constituent part of MU, approved by the bursar, secretary or director of the MU constituent part;
  - h) thematic plans and timetables of staff training and specialized training of fire prevention patrols and FS prevention officers (Sections 23, 24, 25 FP Decree) – prepared by a person qualified in FS or FS engineer of a constituent part of MU, approved by the bursar, secretary or director of the MU constituent part;



- i) documentation of staff training and specialized training of fire prevention patrols and FS prevention officers (Section 26 FP Decree) – prepared by a person qualified in FS or FS engineer of a constituent part of MU, approved by the bursar, secretary or director of the MU constituent part;
  - j) fire safety register (Section 37 FP Decree) – is kept by a person qualified in FS or FS engineer of a constituent part of MU, signed by the Rector, dean or director of the MU constituent part. The number of fire safety registers and indication for which building or facility they are intended, is determined by a person qualified in FS or FS engineer;
  - k) documents of installation, test of functionality, operability check, maintenance and repairs of fire protection means and fire safety installations are usually stored with the facility manager or FS specialist;
  - l) other documents containing fire safety conditions prepared, approved and as the case may be, kept under special regulations (Section 37 FP Decree).
- (3) The FS specialist is responsible for material and formal accuracy of FS documentation prepared by him/her. The author of the documentation – person qualified in FS or FS engineer – is also responsible for the scope and manner of determination of fire safety conditions. The scope and manner of determination of fire safety conditions depend on the concrete operation, i.e. its scope and place (Section 4 FS Act).
- (4) In workplaces and buildings where operations without fire hazard are carried out, the emergency telephone number must be visibly displayed and as the case may be, other instructions on reporting fire must be stated or fire alarm guidelines must be displayed in a clearly visible place.
- (5) Manner of keeping FS documentation (Section 40 FP Decree)
- The **documentation is inspected** by a person qualified in FS or FS engineer at least once a year or after every fire or after every modification that affected its content. The inspection is performed as part of fire prevention checks. A record of documentation inspection is entered into the fire safety register (Section 40 FP Decree).
- The FS documentation must be kept and its counterparts or copies must be stored in such manner so as to be accessible to the staff and persons it may concern, as well as the State Fire Inspection Authority so that the performance of statutory duties may be proved in the event of a fire.
- (6) The content and manner of keeping the FS documentation is stipulated by Sections 28, 30 to 40 and 41 FP Decree.

## Section 9

### Fire prevention inspections

- (1) Regular checks of compliance with fire safety regulations are in the form of **preventive fire inspections** and checks of documents on the performance of duties in the field of FS in the scope stipulated by fire safety regulations.
- (2) Preventive fire inspections are made by the person qualified in FS, FS engineer or FS prevention officer in due frequency. The manner of regular inspections is set forth in Section 12 FP Decree. The aim of the preventive fire inspections is to remedy defects and deviations from the desired state. The periods for remedy are proposed by the person performing the preventive fire inspection.
- (3) The preventive fire inspections are made in the following frequency:

- in premises and buildings where operations with increased fire hazard are carried out, at least once in 3 months;
  - in premises and buildings where operations without increased fire hazard are carried out, at least once in 6 months.
- (4) In buildings and facilities where operations without increased fire hazard are carried out, the preventive fire inspections are made in places where at least three persons who have an employment contract or a similar relationship are simultaneously present, and places visited by general public.
- (5) Written record is made from preventive fire inspections:
- a) as an entry in the fire safety register or
  - b) as a separate report with reference number that is entered in the fire safety register.
- The record on the preventive fire inspection includes the date of inspection, fulfilment of measures from previous inspections, ascertained facts, proposed measures, methods of and deadlines for their fulfilment, name and signature of the person who made the record, name and signature of the senior employee of the inspected unit or another appointed person, and the record of fulfilment of the proposed measures.
- (6) Senior employees of inspected units are obliged to:
- a) create conditions for undisturbed and speedy performance of the inspection,
  - b) become acquainted with the inspection results,
  - c) secure the remedy of ascertained defects within due period.
- (7) The verification of effectiveness of measures in fire alarm guidelines by raising a **fire alarm** in individual MU constituent parts is organized, if so determined by fire assessment or other fire documentation or by decision of management of a certain MU constituent part.

## Section 10 FS training of staff and students

- (1) FS staff training concerns all natural persons who have an employment contract or a similar relationship with MU. Staff training accordingly applies to natural persons whose presence at MU workplaces is occasional, and to MU students. FS staff training is organized separately for staff and for senior employees.
- (2) FS staff training is delivered by the senior employee on the commencement of employment, on each change of unit or job in case the content of facts stated in Section 11 (8), of which the employee should be informed, changes as well. The training is repeated every two years.
- (3) FS training for senior employees is delivered on the commencement of office. The training is provided by a person qualified in FS or FS engineer once in three years.
- (4) The training of persons authorized to secure FS at the time of reduced operation and outside the working hours is delivered by the relevant trained senior employee before the start of operations; such training is repeated every year.
- (5) Natural persons who are occasionally present at MU workplaces with operations involving increased fire hazard or who come into contact with such operations are provided the FS training by the senior employee in the necessary scope (under Annex No. 1 – employees).

- (6) FS training for students is part of instruction in case they engage in operations with increased fire hazard or come into contact with such operations. The training is delivered by the head of the unit (under Annex No. 1 – employees).
- (7) Other students are informed of basic duties in the field of FS through an information leaflet (Annex No. 7) on being admitted to studies. The method of informing and the responsible person are determined by the dean of the faculty.
- (8) FS staff training is in particular focused on informing about:
- a) organization and securing FS and basic duties ensuing from FS regulations,
  - b) fire risks involved in operations with increased fire hazard,
  - c) Fire Code of the workplace, fire alarm guidelines, evacuation plan, and other FS documentation if required for operations and buildings concerned,
  - d) special requirements for operation of and manipulation with installed devices in the case of fire,
  - e) securing fire safety during the period of limited operation or outside the working hours,
  - f) location and manner of use of fire protection means located at the workplace and handling thereof including demonstration,
  - g) functions, and as the case may be, operation of fire safety installations at the workplace,
  - h) location of escape routes and emergency exits,
  - i) issued fire safety orders, prohibitions and instructions,
  - j) access to power distribution facilities, water, gas and heating valves in all premises and buildings owned or used by MU.
- (9) **FS staff training for operations without increased fire hazard** – MU is not obliged to provide fire safety training under Section 16 FS Act to employees who carry out operations without increased fire hazard and who **provably avoid contact with operations involving increased fire hazard** or they are not subject to any protective measures or demands on conduct (action) set by fire safety requirements applicable to operations with increased fire hazard.
- However, the above provision shall not affect the employer's obligation ensuing from the provisions of Section 133 (1) (e) Act No. 65/1965 Coll., Labour Code, as amended by subsequent regulations, to provide employees with training on laws and other regulations to ensure occupational health and safety. Laws and other regulations to ensure occupational health and safety also include fire safety regulations under Section 273 of the cited Act.
- The training is thus provided in accordance with the Labour Code. The training is delivered by the senior employee in charge; on the commencement of employment, by the person qualified in FS or FS engineer.
- (10) The individual types of FS training are specified in Annexes No. 1, 2, 3, 6 and 7.

#### Section 11

##### Fire safety during the period of limited operation or outside the working hours

Fire safety during the period of limited operation or outside the working hours is provided at MU:

- a) through its own staff

b) through contractors

Their work (e.g. tours of buildings and premises) is described in internal instructions which also stipulate duties ensuing from FS regulations; such duties are part of the contract with external companies. The guard's activities must be recorded in the book of services (operation log at the reception etc.).

## Section 12

### Fire reporting points, notification and report

- (1) Individual MU constituent parts decide on the establishment and number of fire reporting points.
- (2) All faculties, university institutes, other units and purpose-built facilities are obliged to promptly notify the regional fire brigade operation centre with territorial jurisdiction of every fire which occurred during operations they carry out or in premises they use; the notification is made through the crisis, FS and OHS manager of the Rector's Office by telephone, fax, e-mail or in person. They are also obliged to notify the Rector, dean, director or head of the MU constituent part.
- (3) The written report about the fire is provided by the crisis, FS and OHS manager of the Rector's Office on behalf of MU upon agreement with the regional fire brigade operation centre.

## Section 13

### Final provisions

- (1) This Directive repeals "Directive No. 4/96 Organization, management and inspection of fire safety at Masaryk University" of 24 September 1996, ref. No. 1812/1996.
- (2) In the event of a change in MU's activities, change in the use of premises used by MU, installation of new technical and technological systems, or as the case may be, other changes associated with fire safety of buildings and workplaces owned or used by MU, such changes must be consulted with the person qualified in FS or FS engineer.
- (3) The compliance with this Directive may be inspected by the Rector, the bursar, deans, directors or heads of MU constituent parts and the crisis, FS and OHS manager of the Rector's Office. The manager shall interpret this Directive in the case of doubt or shall determine a substitute procedure. He/she also proposes updates hereto.
- (4) The Directives becomes valid and effective on 4 March 2005.
- (5) The following annexes form an integral part hereof:
  - No. 1 – Thematic plan and timetable of staff training in fire safety
  - No. 1a – Record of staff training in fire safety
  - No. 1b – Attendance list
  - No. 2 – Thematic plan and timetable of senior staff training in fire safety
  - No. 2a – Record of senior staff training in fire safety
  - No. 2b – Certificate of completing senior staff training in fire safety

- No. 3 – Thematic plan and timetable of fire safety training of persons authorized with securing fire safety during the period of limited operation or outside the working hours
- No. 3a – Record of fire safety training of persons authorized with securing fire safety during the period of limited operation or outside the working hours
- No. 4 – Thematic plan and timetable of specialized training of fire safety prevention officers
- No. 4a – Record of specialized training of fire safety prevention officers
- No. 5 – Thematic plan and timetable of specialized training of employees included in fire prevention patrols
- No. 5a – Record of specialized training of a fire prevention patrol
- No. 6 – Staff training in fire safety during operations without increased fire hazard
- No. 7 – INSTRUCTIONS FOR MU STUDENTS on fire safety

In Brno on 4 March 2005

*Petr Fiala*  
*Rector*

*Thematic plan and timetable of staff training in fire safety*

<b>Thematic part</b>	<b>Period of instruction</b>
<b>1. Organization of fire safety and basic duties ensuing from fire safety regulations</b>	
<ul style="list-style-type: none"> <li>- Act No. 133/85 Coll. on Fire Safety, as amended by subsequent regulations (creating conditions for an effective protection of citizens' lives, health and property against fire, duty to report fire, duty to train employees, basic duties of natural persons, personal and material help, fines and offences)</li> <li>- Decree of the Ministry of the Interior No. 246/2001 Coll. on the determination of conditions of fire safety and state fire supervision (Fire Prevention Decree)</li> <li>- internal inspections of compliance with fire safety regulations</li> </ul>	<i>5 minutes</i>
<b>2. Fire risks involved in operations with increased fire hazard</b>	
<ul style="list-style-type: none"> <li>- method of determining fire safety conditions</li> <li>- requirements for safe stay and movement of persons including orders, prohibitions and signs</li> <li>- requirements for measures preventing outbreak and spread of fire</li> <li>- operational requirements for technical equipment and technological processes</li> </ul>	<i>10 minutes</i>
<b>3. Fire safety documentation</b>	
<ul style="list-style-type: none"> <li>- fire alarm guidelines (content and aim)</li> <li>- Fire Code of the workplace (basic rules and content)</li> <li>- organization of fire safety</li> <li>- documentation of training</li> <li>- other documents on fire safety conditions and documents proving the compliance with technical requirements and instructions concerning fire safety of products and activities</li> </ul>	<i>10 minutes</i>
<b>4. Special requirements for operation of and manipulation with installed devices in the case of fire</b>	
<ul style="list-style-type: none"> <li>- operability and availability of telephone for emergency calls (fire reporting point to call help)</li> <li>- labelling main power switches and main water and gas valves</li> <li>- manner of closing main gas valves and main power switch</li> <li>- permanent accessibility of fire water storage (hydrants)</li> <li>- equipment of fire escape routes (functional doors, emergency lights)</li> </ul>	<i>10 minutes</i>
<b>5. Fire safety during the period of limited operation or outside the working hours</b>	
<ul style="list-style-type: none"> <li>- organization of receptionists or security guards (fire reporting point)</li> <li>- knowledge of local specifics, mode of checks</li> </ul>	<i>5 minutes</i>
<b>6. Location and use of fire protection means at the workplace</b>	
<ul style="list-style-type: none"> <li>- portable fire extinguishers (types, location at the workplace and in the building)</li> </ul>	<i>10 minutes</i>
<b>7. Functions and operation of fire safety installations at the workplace</b>	
<ul style="list-style-type: none"> <li>- electronic fire alarm system (automatic alarm)</li> <li>- fire hydrants (sources of water)</li> <li>- devices preventing the spread of fire (fire flaps, fire doors – importance)</li> </ul>	

- demonstration of use of fire safety installations at the workplace

10 minutes

---

TOTAL:

60 minutes

Staff training in fire safety applies to:

- all natural persons who have an employment contract or a similar relationship with MU
- persons who engage in operations with increased fire hazard at MU workplaces and do not have an employment contract or a similar relationship with MU (e.g. contractors' work involving open fire or other ignition sources in the proximity of inflammable substances – solid, liquid or gas)
- students in case they engage in operations involving fire hazard or come into contact with such operations at workplaces or buildings (e.g. laboratories)

*Staff training is delivered by a trained senior employee or FS prevention officer (if such office has been established at the workplace) on the commencement of employment and on each change of unit or job in case the FS requirements change as well.*

*Training for persons who are occasionally present at MU workplaces and come into contact with operations involving increased fire hazard (depending on the classification of the operation) shall be provided in the necessary scope (e.g. basic information about fire hazard in the place, manner of reporting fire, location of portable fire extinguishers, escape routes).*

*A record of the training is made using the relevant form. The training is repeated every two years. The content of the training must correspond to the specific position and job of the employees; the topic has to be adapted to local conditions.*

Prepared by: .....  
Person qualified in FS, FS engineer

Approved by: .....  
MU bursar

Žerotínovo nám.9, 601 77 Brno

**R E C O R D**

***staff training in fire safety***

*under Decree of the Ministry of the Interior No. 246/2001 Coll. Section 23 (†)*

Date of training: .....

Workplace – building: .....

Content:

1. Organization of fire safety and basic duties ensuing from fire safety regulations
2. Fire risks involved in operations with increased fire hazard
3. Fire safety documentation
4. Special requirements for operation of and manipulation with installed devices in the case of fire
5. Fire safety during the period of limited operation or outside the working hours
6. Location and use of fire protection means at the workplace
7. Functions and operation of fire safety installations at the workplace

I confirm that I was informed of fire safety regulations in the scope as per the content of the training and my knowledge was verified in an interview.

Employee's job: .....

.....  
Name and surname of employee

.....  
signature

I confirm that I am qualified to deliver the training under Section 16a (1) (c) Act No. 133/85 Coll. on Fire Safety, as amended by subsequent regulations.

.....  
senior employee

.....  
signature






In Brno on .....

Note: Only to be attached to the Record of retraining of employees in FS

*Thematic plan and timetable of senior staff training in fire safety*

<b>Thematic part</b>	<b>Period of instruction</b>
<p><b>1. Basic fire safety regulations</b></p> <ul style="list-style-type: none"> <li>- Act No. 133/85 Coll. on Fire Safety, as amended by subsequent regulations – (duties of legal entities in the field of FS, basic duties of natural persons, personal and material help during firefighting, state administration, State Fire Inspection Authority, Czech Fire Brigade, fines and offences)</li> <li>- Decree of the Ministry of the Interior No. 246/2001 Coll. on the determination of conditions of fire safety and state fire supervision (Fire Prevention Decree) – (securing fire safety, responsibility of senior employees, staff training)</li> </ul>	<i>45 minutes</i>
<p><b>2. Operations with increased fire hazard</b></p> <ul style="list-style-type: none"> <li>- method of determining fire safety conditions – classification of the operation (assessment of evacuation of persons, animals and property)</li> <li>- fire prevention inspections</li> <li>- technical conditions and instructions (fire safety of products or activities)</li> <li>- determining the method of effective fire extinguishing, proposal for measures</li> <li>- description of the operations, qualification, professional supervision</li> </ul>	<i>20 minutes</i>
<p><b>3. Fire safety documentation</b></p> <ul style="list-style-type: none"> <li>- documentation of training</li> <li>- fire alarm guidelines (content and aim)</li> <li>- Fire Code of the workplace (basic rules and content)</li> <li>- fire evacuation plan (procedure during evacuation of persons, animals and property)</li> <li>- firefighting documentation (operational sheet)</li> <li>- fire safety register (method of keeping, records)</li> <li>- rules of fire reporting point</li> <li>- other documents on fire safety conditions</li> </ul>	<i>15 minutes</i>
<p><b>4. Fire protection means and fire safety installations</b></p> <ul style="list-style-type: none"> <li>- portable fire extinguishers (types and suitability)</li> <li>- fire water storage (types, description, use)</li> <li>- devices preventing the spread of fire (fire flaps, fire doors, functionality)</li> <li>- heat and smoke exhaust</li> <li>- emergency lights</li> <li>- authorized persons (installation, repairs, inspections, revisions)</li> </ul>	<i>15 minutes</i>
<p><b>5. Organization of fire safety at MU</b></p> <ul style="list-style-type: none"> <li>- staff training (content, scope, dates)</li> <li>- fire prevention patrols</li> <li>- responsibility of senior employees</li> <li>- person qualified in FS, FS engineer, FS prevention officer</li> </ul>	<i>15 minutes</i>

- orders, prohibitions and instructions issued in the field of fire safety
- escape routes, emergency exits, power distribution facilities, main water and gas valves,

*15 minutes*

**6. Location of extinguishing agents and handling including practical demonstration**

- location of portable fire extinguishers at the workplace and in the premises
- handling and use

*5 minutes*

*TOTAL:*

*120 minutes*

*Senior staff training is intended for:*

- the Rector, the bursar, deans, faculty secretaries and directors of MU constituent parts
- other senior employees (Section 9 Labour Code)

*The content of the training must correspond to the specific position and job of the employees; specifics of individual MU units in the area of fire safety are therefore taken into account and the topic is adapted to the local situation; the main points must be maintained. The period of instruction is set as minimum and may be extended if necessary.*

*Training for senior employees is delivered on the commencement of office. The training is provided by a person qualified in FS or FS engineer once in three years.*

Prepared by: .....  
 Person qualified in FS, FS engineer

Approved by: .....  
 MU bursar

Žerotínovo nám. 9, 601 77 Brno

**R E C O R D**

***of senior staff training in fire safety***

**under Decree of the Ministry of the Interior No. 246/2001 Coll. Section 23 (3)**

Date of training: .....

Workplace – building: .....

Content:

1. Basic fire safety regulations
2. Operations with increased fire hazard
3. Fire safety documentation
4. Fire protection means and fire safety installations
5. Organization of fire safety at Masaryk University
6. Location of extinguishing agents and handling including practical demonstration

*Knowledge was verified through an interview in the scope of thematic plan and timetable of the training.*

Employee's job: .....

.....  
Name and surname

.....  
signature

I confirm that I am qualified to deliver the training under Section 16a (1) (a) Act No. 133/85 Coll. on Fire Safety, as amended by subsequent regulations.

.....  
Name and surname

.....  
certificate No.:  
(Person qualified in FS  
or FS engineer)

.....  
signature

Žerotínovo nám. 9, 601 77 Brno

Registration No. ....

***C E R T I F I C A T E***

**of completion of senior staff training in fire safety**

**under Section 23 (3) Decree of the Ministry of the Interior No. 246/2001 Coll.**

First name, surname, title: .....

Date of birth: .....

Job title: .....

The above person completed senior staff training in fire safety and his/her knowledge was verified in an interview.

The certificate is valid for all constituent parts of Masaryk University in Brno for three years of the date of issue.

Name and signature of instructor: .....

Certificate No.: .....  
(Person qualified in FS, FS engineer)

In Brno on .....

Žerotínovo nám. 9, 601 77 Brno

***Thematic plan and timetable of fire safety training of persons authorized with securing fire safety  
during the period of limited operation or outside the working hours***

<b>Thematic part</b>	<b>Period of instruction</b>
1. Organization of fire safety and basic duties ensuing from fire safety regulations <ul style="list-style-type: none"> <li>- Act No. 133/85 Coll. on Fire Safety, as amended by subsequent regulations (creating conditions for an effective protection of citizens' lives, health and property against fire, duty to report fire, duty to train employees, basic duties of natural persons, personal and material help, fines and offences)</li> <li>- Decree of the Ministry of the Interior No. 246/2001 Coll. on the determination of conditions of fire safety and state fire supervision (Fire Prevention Decree)</li> <li>- internal inspections of compliance with fire safety regulations</li> </ul>	<i>5 minutes</i>
2. Fire risks involved in operations with increased fire hazard <ul style="list-style-type: none"> <li>- method of determining fire safety conditions</li> <li>- requirements for safe stay and movement of persons including orders, prohibitions and signs</li> <li>- requirements for measures preventing outbreak and spread of fire</li> <li>- operational requirements for technical equipment and technological processes</li> </ul>	<i>5 minutes</i>
3. Fire safety documentation <ul style="list-style-type: none"> <li>- fire alarm guidelines (content and aim)</li> <li>- rules of fire reporting point (basic principles, content)</li> <li>- fire safety register (information of its keeping)</li> <li>- documentation of training</li> <li>- other documents on fire safety conditions and documents proving the compliance with technical requirements and instructions concerning fire safety of products and activities</li> </ul>	<i>5 minutes</i>
4. Special requirements for operation of and manipulation with installed devices in the case of fire <ul style="list-style-type: none"> <li>- operability and availability of telephone for emergency calls (fire reporting point to call help)</li> <li>- labelling main power switches and main water and gas valves</li> <li>- manner of closing main gas valves and main power switch</li> <li>- permanent accessibility of fire water storage (hydrants)</li> <li>- equipment of fire escape routes (functional doors, emergency lights)</li> </ul>	<i>10 minutes</i>
5. Fire safety during the period of limited operation or outside the working hours <ul style="list-style-type: none"> <li>- organization of receptionists or security guards (fire reporting point)</li> <li>- knowledge of local specifics, mode of checks</li> </ul>	<i>10 minutes</i>
6. Location and use of fire protection means at the workplace <ul style="list-style-type: none"> <li>- portable fire extinguishers (types, location at the workplace and in the building)</li> </ul>	<i>10 minutes</i>
7. Functions and operation of fire safety installations at the workplace <ul style="list-style-type: none"> <li>- electronic fire alarm system (automatic alarm)</li> <li>- fire hydrants (sources of water)</li> </ul>	<i>10 minutes</i>

- devices preventing the spread of fire (fire flaps, fire doors – importance)
- demonstration of use of fire safety installations at the workplace

*15 minutes*

---

*TOTAL:*

*60 minutes*

*The training in fire safety applies to:*

- natural persons who have an employment contract or a similar relationship with MU and are in charge of reception or security service
- persons who are contractors of the reception or security service and do not have an employment contract or a similar relationship with MU

*The training of persons authorized to secure fire safety at the time of reduced operation and outside of working hours is delivered by the relevant trained senior employee before the start of operations.*

*On the commencement of employment of new staff and on each change in the contractor's personnel, the appointed senior employee (usually the head of facility management) shall provide the training in cooperation with the contractor's person in charge. The above fact is confirmed in the training record.*

*A record of the training is made using the relevant form. The training is repeated once a year.*

Prepared by: .....  
 Person qualified in FS, FS engineer

Approved by: .....  
 MU bursar



**R E C O R D**

***Record of fire safety training of persons authorized with securing fire safety***

***during the period of limited operation or outside the working hours***

**under Decree of the Ministry of the Interior No. 246/2001 Coll. Section 23 (4)**

Date of training: .....

Workplace – building: .....

Content:

1. Organization of fire safety and basic duties ensuing from fire safety regulations
2. Fire risks involved in operations with increased fire hazard
3. Fire safety documentation
4. Special requirements for operation of and manipulation with installed devices in the case of fire
5. Fire safety during the period of limited operation or outside the working hours
6. Location and use of fire protection means at the workplace and in the building
7. Functions and operation of fire safety installations at the workplace

*I confirm that I was informed of fire safety regulations in the scope as per the content of the training and my knowledge was verified in an interview.*

Employee's job: .....

.....  
Name and surname of employee

.....  
signature

Training delivered by:

.....  
senior employee

.....  
signature

***Thematic plan and timetable  
of specialized training of fire safety prevention officers***

<b>Thematic part</b>	<b>Period of instruction</b>
<p><b>1. Organization of fire safety and basic duties ensuing from fire safety regulations</b></p> <ul style="list-style-type: none"> <li>- Act No. 133/85 Coll. on Fire Safety, as amended by subsequent regulations (creating conditions for an effective protection of citizens' lives, health and property against fire, duty to report fire, duty to train employees, basic duties of natural persons, personal and material help, fines and offences)</li> <li>- Decree of the Ministry of the Interior No. 246/2001 Coll. on the determination of conditions of fire safety and state fire supervision (Fire Prevention Decree)</li> <li>- internal inspections of compliance with fire safety regulations</li> </ul>	<i>10 minutes</i>
<p><b>2. Fire risks involved in operations with increased fire hazard</b></p> <ul style="list-style-type: none"> <li>- method of determining fire safety conditions</li> <li>- requirements for safe stay and movement of persons including orders, prohibitions and signs</li> <li>- requirements for measures preventing outbreak and spread of fire</li> <li>- operational requirements for technical equipment and technological processes</li> </ul>	<i>15 minutes</i>
<p><b>3. Fire safety documentation</b></p> <ul style="list-style-type: none"> <li>- documentation of classification as an operation with increased fire hazard</li> <li>- fire alarm guidelines (content and aim)</li> <li>- Fire Code of the workplace (basic rules and content)</li> <li>- fire safety register (information of its keeping)</li> <li>- documentation of training</li> <li>- other documents on fire safety conditions and documents proving the compliance with technical requirements and instructions concerning fire safety of products and activities</li> </ul>	<i>15 minutes</i>
<p><b>4. Special requirements for operation of and manipulation with installed devices in the case of fire</b></p> <ul style="list-style-type: none"> <li>- operability and availability of telephone for emergency calls (fire reporting point to call help)</li> <li>- labelling main power switches and main water and gas valves</li> <li>- manner of closing main gas valves and main power switch</li> <li>- permanent accessibility of fire water storage (hydrants)</li> <li>- equipment of fire escape routes (functional doors, emergency lights)</li> </ul>	<i>10 minutes</i>
<p><b>5. Fire safety during the period of limited operation or outside the working hours</b></p> <ul style="list-style-type: none"> <li>- organization of receptionists or security guards (fire reporting point)</li> <li>- knowledge of local specifics, mode of checks</li> </ul>	<i>5 minutes</i>
<p><b>6. Location and use of fire protection means at the workplace</b></p> <ul style="list-style-type: none"> <li>- portable fire extinguishers (types, location at the workplace and in the building)</li> </ul>	<i>10 minutes</i>
<p><b>7. Functions and operation of fire safety installations at the workplace</b></p> <ul style="list-style-type: none"> <li>- electronic fire alarm system (automatic alarm)</li> </ul>	

- fire hydrants (sources of water)
- devices preventing the spread of fire (fire flaps, fire doors – importance)
- other fire safety installations designed in the construction project or ensuing from similar documents (if installed)
- demonstration of use of fire safety installations at the workplace

*10 minutes*

**8. Method and frequency of preventive fire inspections, method of keeping the fire safety register**

- duty to carry out preventive fire inspections in the prescribed frequency
- checks of marking the workplace and other places with the relevant signs related to fire safety
- requirements for measures preventing outbreak and spread of fire
- remedy of ascertained defects
- making records and method of keeping the fire safety register

*15 minutes*

---

*TOTAL: 90 minutes*

*The fire safety prevention officer is knowledgeable of all premises and workplaces where preventive fire inspections are carried out. Such preventive fire inspections are made in buildings and facilities where operations with increased fire hazard are carried out, once in 3 months; in buildings and facilities where operations without increased fire hazard, once in 6 months.*

*A record of the specialized training is made using the relevant form. The specialized training of fire safety prevention officers is held before the commencement of their work and is repeated once a year.*

*The content of the specialized training of fire safety prevention officers must correspond to concrete activities performed.*

Prepared by: .....  
 Person qualified in FS, FS engineer

Approved by: .....  
 MU bursar

**R E C O R D**

***of specialized training of fire safety prevention officers***

**under Decree of the Ministry of the Interior No. 246/2001 Coll. Section 25**

Date of specialized training: .....

Content:

1. Organization of fire safety and basic duties ensuing from fire safety regulations
2. Fire risks involved in operations with increased fire hazard
3. Fire safety documentation
4. Special requirements for operation of and manipulation with installed devices in the case of fire
5. Fire safety during the period of limited operation or outside the working hours
6. Location and use of fire protection means at the workplace
7. Functions and operation of fire safety installations at the workplaces
8. Method and frequency of preventive fire inspections, method of keeping the fire safety register

*I confirm that I was informed of fire safety regulations in the scope as per the content of the training. The knowledge was verified in an interview.*

.....

Name and surname

.....

signature

*I confirm that I am qualified to deliver the training under Section 16a (1) (a) Act No. 133/85 Coll. on Fire Safety, as amended by subsequent regulations.*

.....

Name and surname

.....

certificate No.:  
(Person qualified in FS  
or FS engineer)

.....

signature

***Thematic plan and timetable of specialized training  
of employees included in fire prevention patrols***

<b>Thematic part</b>	<b>Period of instruction</b>
1. Information of fire hazard involved in the relevant operation <ul style="list-style-type: none"> <li>- knowledge of fire hazards involved in the operations carried out</li> <li>- compliance with regulations stipulating duties in the field of fire safety</li> <li>- information about fire protection means and fire safety installations (means of communication, electronic fire alarm system)</li> <li>- clear escape routes and emergency exits (devices preventing the spread of fire, heat and smoke exhausts, emergency lights etc.)</li> </ul>	<i>10 minutes</i>
2. Method of raising fire alarm <ul style="list-style-type: none"> <li>- fire alarm guidelines for the workplace or building</li> <li>- cooperation with the fire reporting point</li> <li>- observing instructions of the fire prevention patrol commander</li> </ul>	<i>5 minutes</i>
3. Calling fire brigade <ul style="list-style-type: none"> <li>- management of firefighting before the arrival of the fire brigade</li> <li>- cooperation with commanding officer</li> </ul>	<i>5 minutes</i>
4. Providing help related to firefighting <ul style="list-style-type: none"> <li>- information to the intervention commanding officer</li> <li>- information about the method of evacuation of persons</li> <li>- assistance in rescue operations</li> </ul>	<i>5 minutes</i>
<b>Practical part</b>	
5. Information about location and use of fire protection means and fire safety installations <ul style="list-style-type: none"> <li>- portable fire extinguishers at the workplace and in the premises</li> <li>- fire water storage</li> <li>- electronic fire alarm system</li> <li>- escape facilities</li> </ul>	<i>10 minutes</i>
6. Method, conditions and option of firefighting <ul style="list-style-type: none"> <li>- raising fire alarm (calling, telephone, siren, EFAS, etc.)</li> <li>- distribution of concrete tasks and actions among members during firefighting</li> <li>- practical demonstration of all important points and places (e.g. main power switches and main water and gas valves)</li> </ul>	<i>5 minutes</i>
7. Evacuation of persons, animals and material <ul style="list-style-type: none"> <li>- knowledge of escape routes and emergency exits and their opening</li> <li>- tasks and actions of members during evacuation</li> </ul>	<i>5 minutes</i>

---

TOTAL: 45 minutes

*Specialized training of employees included in fire prevention patrols is held once a year at the relevant workplace or building. The specialized training is provided by the person qualified in FS or FS engineer. In cooperation with the senior employee or head of facility management, he/she informs the fire prevention patrol of the specifics of the operation concerned.  
The record of specialized training is filed with the person qualified in FS or FS engineer.*

Prepared by: .....  
Person qualified in FS, FS engineer

Approved by: .....  
MU bursar

**R E C O R D**

*of specialized training of a fire prevention patrol*

**under Decree of the Ministry of the Interior No. 246/2001 Coll. Section 24**

Date of specialized training: .....

Workplace – building: .....

Content:

**Theoretical part:**

1. Information of fire hazard involved in the relevant operation
2. Method of raising fire alarm
3. Calling fire brigade
4. Providing help related to firefighting

**Practical part:**

5. Information about location and use of fire protection means and fire safety installations
6. Method, conditions and options of firefighting
7. Evacuation of persons, animals and material

*I confirm with my signature that I was informed of tasks and duties of the fire prevention patrol in the above scope. The knowledge was verified in an interview.*

Name and surname:

Signature:

.....  
.....  
.....

.....  
.....  
.....

*I confirm that I am qualified to deliver the specialized training under Section 16a (1) (a) Act No. 133/85 Coll. on Fire Safety, as amended by subsequent regulations.*

.....  
Name and surname

.....  
certificate No.:  
(Person qualified in FS  
or FS engineer)

.....  
signature

Žerotínovo nám. 9, 601 77 Brno

***Staff training in fire safety  
during operations without increased fire hazard***

Date of training: .....

Workplace – building: .....

Content:

1. Act No. 133/85 Coll. on Fire Safety, as amended
2. Decree of the Ministry of the Interior No. 246/2001 Coll. on the determination of conditions of fire safety and state fire supervision (Fire Prevention Decree)
3. University directive “Organization of fire safety at Masaryk University”
4. Risks of fire in premises and buildings of MU
  - fire protection means and fire safety installations
  - emergency numbers
  - requirements for firefighting and rescue operations
5. Discussion

*I confirm that I was informed of fire safety regulations in the scope as per the content of the training and my knowledge was verified in an interview.*

Employee’s job: .....

.....  
Name and surname of employee

.....  
signature

.....  
Name and surname of instructor

.....  
signature



Žerotínovo nám. 9, 601 77 Brno

## *INSTRUCTIONS FOR MU STUDENTS*

### **on fire safety**

*Under Act No. 133/85 Coll. on Fire Safety, as amended by subsequent regulations, you are obliged to always act in such manner so as not to cause fire, in particular to:*

- adhere to the instructions and observe the prohibitions concerning fire safety in designated areas
- if you detect fire safety defects in any part of the faculty or other school facilities, to report the defects to a supervising teacher or to facility management
- if you detect fire, to take steps to rescue endangered persons and measures to stop the fire from spreading
- in firefighting to provide adequate personal help upon a call of the intervention commanding officer, unless you risk the lives and health of yourself or a related person
- be knowledgeable of **emergency telephone numbers** or **fire safety guidelines** (located in visible places inside buildings)
- if you use portable fire extinguishers to stop a starting fire, to exercise caution and always use the suitable means for the type of substance on fire
- if fire breaks out, keep calm and leave the endangered building by the escape route according to instructions.

It is forbidden to:

- carry out works that may lead to the outbreak of fire, unless you have the required qualification for such works
- damage, misuse or otherwise prevent the use of fire extinguishers or other fire protection means and fire safety installations
- smoke and handle open fire in the premises of the faculty or other school facilities (except those reserved to such purpose)

*I confirm that I was informed of the above instructions and I shall observe them.*

Surname, first name .....

Faculty .....

Student's signature .....

In Brno on .....