


# HOUSE OF MUSIC HUNGARY

## FIRE PROTECTION REGULATIONS

2023

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## Contents

1. THE AIM AND SCOPE OF THE FIRE SAFETY REGULATIONS 6
2. THE DUTIES AND OBLIGATIONS OF PERSONS WHO ALSO PERFORM FIRE SAFETY DUTIES 11
  - 2.1 Fire safety responsibilities of the CEO of Városliget Zrt.:
  - 2.2 The fire safety responsibilities of the CEO of the Hungarian House of Music Non-profit Ltd 11
  - 2.3 Fire safety organisation 12
  - 2.4 Responsibilities of the fire safety representative 12
  - 2.5. Operational Division of the Directorate of Operations 13.2.2.
  - 2.6. Operational Directorate fire protection tasks 14.2.2.
  - 2.7. Fire protection tasks of the security service 15
  - 2.8. Rights, duties and obligations of the staff of the Hungarian House of Music Non-Profit Ltd.
3.
  - 3.1. Fire safety training for employees 16
  - 3.2. Fire safety training for new entrants 16
  - 3.3 Procedure for recurrent fire training 17
  - 3.4. Fire safety examinations 17
  - 3.5 Training of persons operating fire alarm and fire extinguishing equipment 17
4. OCCASIONAL ACTIVITIES INVOLVING A FIRE RISK 17
5. FIRE HAZARD AND RISK CLASSIFICATION 19
  - 5.1 Fire hazard classification of materials 19
    - 5.1.1. Classified as high risk of fire or explosion 19
    - 5.1.2. Classified as moderately flammable 20
    - 5.1.3 Not classified as flammable 20
  - 5.2. Classification of the Hungarian House of Music building according to risk class 21
6. GENERAL FIRE SAFETY REQUIREMENTS 21
  - 6.1. General fire safety rules for use 21
  - 6.2 Storage and warehousing 22
  - 6.3 Electrical and lighting installations 23
  - 6.4 Heating installations 23
  - 6.5 Ventilation, heat and smoke extraction 24

6.6 Built-in fire alarm system, Fire extinguisher, equipment	24
7. FIRE SAFETY RULES OF USE RELATING TO THE ACTIVITIES AND OPERATION OF THE HOUSE OF MUSIC HUNGARY	25
7.1 General rules of use	25
7.2 Fire protection of offices, meeting rooms, exhibition spaces and work rooms	26
7.3 Tea rooms	26
7.4 Corridors, passageways, lobbies	27
7.5 Toilets, toilets	27
7.6 Changing rooms	27
7.7. Rest rooms	28
7.8. Medical room, first aid room	28
7.9 Fire protection in warehouses	29
7.10 Fire protection of mechanical and electrical rooms	30
7.11 General fire safety rules for events	30
7.12 Fire safety regulations for indoor music and dance events	32
7.13 General fire safety rules for outdoor events	33
8. DESIGNATION OF SMOKING AREAS	34
9. PROVISIONS RELATING TO THE INSPECTION, MAINTENANCE AND REVIEW OF TECHNICAL FIRE SAFETY ARRANGEMENTS	35
9.1 General provisions	35
9.2 General rules for operator's inspection	36
9.3 General rules for inspection	37
9.4 General rules on maintenance	37
9.5 Inspection and Maintenance of Fire Extinguishers	38
9.6 Inspection, inspection and maintenance of fire extinguisher water sources	39
9.7 Inspection of wall-mounted fire hydrant cabinets	40
9.8 Inspection of above ground hydrants	40
9.9 Inspection, Maintenance and Inspection of Installed Fire Alarm and Extinguishing Equipment	41
9.10 Inspection of fire alarm equipment	42
9.11. Inspection of fire extinguishing equipment	45
9.12 Inspection, Maintenance and Inspection of Security Lighting	46
9.13. Inspection, inspection and maintenance of fireresistant seals	47
9.14. Inspection, inspection and maintenance of heat and smoke protection devices	47
9.15 Periodic Fire Inspection of Low Voltage Electrical Installations	48

9.16. Inspection of lightning protection equipment 48  
10. EVACUATION 48  
10.1 General requirements 48  
11. REFERENCES 51  
APPENDIX 57

**HOUSE OF MUSIC HUNGARY PUBLIC NONPROFIT LTD.**

[Magyar Zene Háza Közhasznú Nonprofit Kft]

**BASIC FIRE PROTECTION DATA**

Asset manager and operator: Városliget Ingatlanfejlesztő Zrt.  
Managing Director: dr. Gyorgyevics Benedek Tamás  
Location: 1146 Budapest, Dózsa György út 41.  
User: Magyar Zene Háza Közhasznú Nonprofit Kft.  
Representative of: Dr. András János Batta, Director  
Address: 1146 Budapest, Olof Palme stny. 3.

- A function museum and other cultural;
- Level: -2P+F+mezzanine+I. floor;
- The height of the top floor ranges from 8.40 m to +9.40 m, the height of the lowest floor of the building is -8.40 m.
- The relevant risk class is: Medium Risk – MR
- The building is equipped with a built-in fire alarm system and a built-in extinguishing system,

The total building/structure and area covered by the simulation has a size/floor area of 9316.37 m<sup>2</sup>, which is divided into five fire compartments:

1. B1 -2 basement level, ancillary rooms, -1 basement level, f. and m. 2.313.97 m<sup>2</sup>
2. B2 -2 basement, permanent exhibition, Sound Dome and machinery 1083.48 m<sup>2</sup>
3. B3 -2 basement level, temporary exhibition and machinery 1109.55 m<sup>2</sup>
4. S Beer garden 119.81 m<sup>2</sup>
5. G -2 - Entrance Hall, ground floor, mezzanine and first floor 4942.43 m<sup>2</sup>

- total 9572.24 m<sup>2</sup>

- The external extinguishing water demand of the fire compartment (ground floor) is 3900 litres/min. The capacity of the internal wet-wall fire mains supply is 150 litres/min, with a total of 300 litres/min for 2 hydrants to operate simultaneously.

Capacity of the building 2602 persons

## 1. The AIM and scope of the fire safety regulations

- 1.1. **The aim of these fire safety regulations** is to ensure the protection of property by defining its fire safety requirements, also to define both responsibilities and delegations of authority. It defines the appropriate actions to be taken in the event of a fire, lays down the general fire safety requirements, and coordinates and regulates the fire prevention, fire-fighting and technical rescue tasks of the establishment.
- 1.2. **The area designated under these Fire Safety Regulations:** the entire area of the House of Music Hungary is designated under these Regulations.
- 1.3. **The persons obligated by the Fire Safety Regulations:** The regulations cover all employees of the House of Music Hungary and, to the extent applicable to them, all those who are present and who carry out activities on the premises of the House of Music Hungary. All parties concerned are obliged to comply with the provisions of the Fire Protection Regulations.
- 1.4. The Fire Safety Regulations shall be made available to the staff of the House of Music Hungary in printed and/or electronic form. The attention of external persons (e.g., visitors) affected by the Fire Safety Regulations must be drawn to the regulations applicable to them by the organisers of events and by staff in contact with external persons.
- 1.5. The Fire Safety Regulations shall be communicated to staff during fire safety training.
- 1.6. The Fire Safety Regulations shall contain the fire safety requirements as they exist at the date of its issue. It shall be revised in order to keep it up to date whenever there are changes affecting the fire safety provisions. Amendments shall be notified to the persons to whom they apply.
- 1.7. In matters not covered by the Fire Safety Regulations, the applicable legislation, national standards, technical specifications, and professional codes of practice shall prevail.
- 1.8 **These Fire Safety Regulations shall enter into force on 20 October 2023 and shall remain in force until revoked**, they may be subject to review annually or as legislation changes and any necessary changes shall be implemented.
- 1.9 **Legal regulatory background**
  - The protection of public property, including fire protection and fire safety, is regulated by, among others, the following laws and regulations: **Act XXXI of 1996** on Fire Protection, Technical Rescue and Fire Brigades, as amended several times
  - **Act XLII of 1999** on the Protection of Non-Smokers and on Certain Rules for the Consumption and Distribution of Tobacco Products.
  - Section II of **Government Decree 259/2011 (7.XII.)** on fire protection fines, as amended several times

- **Decree 45/2011 (XII. 7.) of the Ministry of the Interior** on the occupational branches and jobs subject to fire safety examinations and on the detailed rules of those examinations
- The repeatedly amended **Decree 30/1996 (XII.6.) of the Ministry of the Interior** on the preparation of fire safety regulations and their content requirements
- The amended **Decree 54/2014 (XII. 5.) of the Ministry of the Interior** on the National Fire Safety Regulations (hereinafter referred to as the "OTSZ")
- **Decree 9/2015 (III. 25.) of the Ministry of the Interior** on the professional qualification requirements and professional training of personnel employed by professional disaster management bodies, municipal and facility fire brigades, voluntary fire-fighting associations, and related branches
- **Government Decree 23/2011 (8.III.) on making the operation of music and dance events safer**
- **The Technical guidelines for fire protection (TvMIs) in force**

### 1.10. Basic concepts

- **Basic purpose:** a classification necessary to separate risk units according to their intended purpose and to establish fire protection requirements dependent on them, expressing the primary use of the risk unit, as well as separate building units within the risk unit, which may be:
  - (a) basic industrial-agricultural purposes: the basic purpose of a risk unit that contains an individual building unit for the purpose of industry or agriculture,
  - (b) "basic community purpose means the basic purpose of a risk unit that contains a separate building unit intended for community purposes;
  - (c) residential basic purpose: the basic purpose of a risk unit that contains a dwelling, a holiday unit not classified as accommodation, and any premises intended for such purposes,
  - (d) basic storage purpose: the basic purpose of a risk unit containing a separate building unit intended for use as storage,
  - (e) mixed basic purpose: the basic purpose of a risk unit containing separate building units with various different basic uses;
- **Occasional fire hazard activity:** any activity involving a temperature exceeding the ignition temperature or flash point of combustible material in the immediate environment, or involving open flame, glowing, smouldering, sparking, or other ignition sources, e.g., use of welding equipment, angle grinders, flame cutters, grinders, heat guns, or any activities that changes the concentration of air (burning).
- **Temporary shelter:** A room, group of rooms or any other space designed to provide temporary safety for persons escaping or being evacuated in the event of fire, pending rescue or further escape.
- **Fixed fire detection and fire alarm system:** A fixed system installed in a structure or in the open air that automatically detects, signals, and takes appropriate fire protection action at an early stage in the event of fire developing, and which is approved for such use by the fire authority.
- **Fixed fire-extinguishing system:** A fixed system, other than a fire-extinguishing water source, installed in a building or outdoors, that is used for extinguishing a fire, facilitating

intervention, preventing the spread of fire, and reducing fire damage, whether automatically or manually initiated or both, and which is provided with a permit for use issued by the Fire Authority.

- **Built-in fire containment device:** A built-in automatic fire containment device used in place of a fire-resistant building structure to protect against the spread of fire, one which prevents the spread of fire into that part of the space to be protected by the replaced fire-resistant building structure for a specified period of time.
- **A Fixed fire protection system:** A fixed installation designed to detect, signal, extinguish, and prevent the spread of fire and to remove the heat, smoke and fumes generated during a fire.
- **Safety lift:** A lift that can be operated during a building fire and which may be intended as a fire-fighting lift or an escape lift.
- **Safety sign:** A fixed sign, created by a combination of a defined geometric shape, colour and pictogram, intended for use as an aid in escape, to warn of danger, prohibit activity or behaviour, or indicate the location of equipment and devices for fire detection and extinguishing.
- **Backup power supply:** electricity supply from the backup power source.
- **Safe power source:** A power source that can supply designated consumers for a prescribed period in the event of a failure in the normal power source during a fire.
- **Safe Space:** An external space outside a building where the fire and its accompanying phenomena no longer endanger those persons escaping, and from which the escaping persons can reach the public domain without returning to the building.
- **Safe access:** Exit from the building via an exit into the open air or an external route to the point it reaches the external ground level.
- **Cycle Time:** The maximum permitted interval between two consecutive inspections, review or maintenance.
- **Installation height:** the designated location for installation of safety signs and escape route markings, which may be:
  - (a) a low installation height: at floor level or with the lower edge of the signs or elements not more than 0.4 m above floor level,
  - (b) a medium installation height: between the low and high installation heights, the lower edge of the signs or elements shall be between 1.5 m and 1.8 m above the floor level,
  - (c) a high placement height: the lower edge of the signs or elements is at least 1.8 m but not more than 3 m above the floor,
- **Flame retardant:** a protective agent that ensures the combustible material effectively treated with it – through coating, impregnation, or saturation – is classified in a more favourable fire classification for a specified period of time, up until a scheduled re-treatment period,
- **Life-preservation type protection:** protection provided by a fixed fire detection device that ensure the safety of the occupants of a building or fire compartment through an early warning of fire providing adequate conditions for evacuation,
- **Review:** the totality of all measures and activities carried out by a specific authorised person with the aim of ascertaining the operability and effectiveness of the technical solution concerned, inspection by the operator, maintenance and repair, and documenting those things in writing.



- **Wall-mounted fire hydrant cabinet:** A storage cabinet with a door that, by means of permanent access, ensures the immediate and effective use of the fire extinguishing appliances stored within it and helps to protect them.
- **Overhead lighting:** A building product or structure intended to illuminate a room or part of a room from above.
- **Warning sign:** A safety sign which draws attention to some potential source of danger.
- **Smoke-free protected stairway:** A stairway in which the possibility of smoke and toxic combustion gases from a fire in the building entering the stairway is limited to such an extent that the **stairway** remains suitable for safe evacuation and rescue for a defined period of time.
- **Protection from heat and smoke:** a combination of solutions to limit the spread of heat and smoke within a building in the event of fire, and to ensure ventilation and smoke extraction.
- **Authorised person:** a person authorised by the operator or designated by the operator, with the necessary qualifications and knowledge, equipment, experience and authorisation to carry out periodic inspections, maintenance and repairs.
- **Maintenance:** The measures and activities all together that are aimed at ensuring the operability and efficiency of the technical solution concerned, preventing its failure and documentation of these things.
- **Special open-air music and dance event:** an event with a capacity of 10000 people or an area of more than 20,000 m<sup>2</sup>, which takes place outside the building and is subject to Government Decree 23/2011 (8.III.) on making the operation of music and dance events safer.
- **Evacuation:** the removal of persons from a building, structure, special structure or open space in the event of fire, from the point of leaving the place of residence until a temporary protected space or a completely safe space is reached,
- **Risk unit:** A part of a building or a part of a building that is defined in terms of fire spread management, within which the conditions determining the risk class are taken into account to the same extent and in the same manner in the design.
- **Risk category:** classification expressing the risk in case of fire, the likely severity of the damage or loss that is suffered, and the degree of further danger due to fire,
- **Person with reduced capacity to escape:** a person who, because of age, mental or physical condition, or physical health, or for some other external limitation, is unable to escape independently.
- **Escape lift:** A safety lift for use by occupants in the event of fire.
- **Escape sign:** A safety sign indicating the location of an exit or an emergency exit for escape and the route toward that exit or emergency exit within a building or structure, or in the open air, and the direction and path of travel (exit).
- **Escape route:** The route used to ensure the safety of those persons escaping the building during the second phase of evacuation in the event of fire – in the case of a mass evacuation – by following the route to the external exit opening for the time period necessary for escape.
- **Measurable risk class:** the classification for the whole of a building or specified part of a building that corresponds to the most stringent of the risk classes of the given risk units.

- **Designated assembly area and crowd occupancy:** a group of persons exceeding 300, including spectator areas, within which the specific occupancy density exceeds 0.5 persons/m<sup>2</sup> outdoors and 1.0 persons/m<sup>2</sup> in buildings and premises,
- **Outdoor event:** an organised event with more than 1000 people outside a building, excluding events linked to the operating licence of the establishment,
- **Open-air event area:** in the case of an event that is naturally or artificially enclosed to restrict movement, the area enclosed by a boundary, and in the case of an area that is not enclosed, the area designated by the event organiser in a responsible manner,
- **Electrical equipment inspection:** A documented inspection of electrical machinery and equipment by a qualified electrician, not requiring instrumentation, to detect basic faults in contact protection. On hand tools and portable safety transformers, this must be carried out annually.
- **Fire mains switch:** A manually or remotely operated switch used to implement shutdown in the event of fire.
- **Fire-fighting staging area:** An area used to service firefighting and rescue operations, which provides the conditions necessary for the proper operation of technical fire-fighting equipment and fire-fighting units required for the intervention.
- **Fire-fighting lift:** A safety lift for use solely by the fire brigade in the event of a fire.
- **Fire extinguisher maintenance organisation:** An undertaking in which a maintenance person is employed to carry out fire extinguisher maintenance, maintaining a workshop for the purpose.
- **Fire extinguisher inspector:** a maintenance person employed to undertake and execute fire extinguisher maintenance, without maintaining a workshop for the purpose and whose National Disaster Management (OKF) identification number is provided by a maintenance organisation.
- **Fire extinguisher keeper:** A person or organisation required by law to keep a fire extinguisher on standby.
- **Fire brigade intervention centre:** a room from which the fire protection equipment necessary for and facilitation of any fire brigade intervention can be controlled, and from which the operational status of the fire protection equipment can be monitored via the surveillance systems in the building.
- **Fire brigade key safe:** A device controlled by a fixed fire detection and alarm system that ensures unhindered access to the building and its premises during any fire brigade intervention.
- **Fire compartment:** a defined area of a building, a special structure, or an outdoor storage area that is designed to be protected from the spread of fire from adjacent structures and spaces
- **Fire hazard activity:** an activity involving any temperature exceeding the ignition temperature or flash point of the combustible materials in its surroundings, or an open flame, or a glow, smouldering or sparking that could be considered to be a source of ignition.
- **Fire safety sign:** A safety sign indicating the location of a fire protection device, appliance or fire extinguisher.
- **Fire Technical Compliance Manual – FTCM:** A fire safety document that, following the construction, alteration or extension of a building, contains the data on fire safety and

the conditions of use that enable the building to be operated safely from a fire safety perspective.

- **Fire protection operational logbook:** Document used to verify the inspection, review and maintenance of fire protection technical solutions.
- **Operator:** The person or organisation responsible for the operation of an installation, a building or part of a building, responsible for ensuring the requirements laid down in **Article 18 of Act XXXI** of 1996 on Fire Protection, Technical Rescue and Fire Fighting.
- **Operator's Inspection:** An inspection by the person performing the operator's inspection or by a legal entity authorised in writing by the operator to do so on their behalf, typically a visual inspection of the operability of the technical solutions concerned and the documentation in writing of that.
- **Operator's inspector:** Person authorised or appointed by the operator to carry out inspections of the operator.
- **Emergency exit:** An exit not used for operational purposes but available for evacuation.

## 2. THE DUTIES AND OBLIGATIONS OF PERSONS WHO ALSO PERFORM FIRE SAFETY DUTIES

It is the duty, obligation and responsibility of all employees and managers to enforce, comply with and enforce this Regulations and the fire safety, fire prevention, use and conduct rules set out in the fire safety regulations.

### 2. Fire safety responsibilities of the CEO of Városliget Zrt.:

- Városliget Zrt., as the owner, is responsible for the fire safety of the House of Music Hungary and the activities carried out there and is therefore obliged to ensure that the relevant fire safety regulations are fully complied with during the operation of the House of Music Hungary.
- It is responsible for the conditions through which emergencies are prevented and averted and for improving fire protection.
- It shall issue the Fire Safety Regulations and their annexes and have them reviewed by an authorised person if there are changes in the fire safety situation, but at least annually.
- It shall ensure the material, objective and organisational conditions for the performance of fire protection duties. During the preparation and implementation of renovations, conversions, investments and the introduction of any new technology, it shall promote the enforcement of fire safety rules and regulations.
- It shall notify the fire safety authority at least fifteen days before the start of any activity that may affect the fire safety situation and that which requires any change in the risk class.

### 3. Fire safety duties of the Director of the House of Music Hungary Nonprofit Kft.

- The House of Music Hungary Nonprofit Kft. – as the tenant – shall ensure that the institution is operated in accordance with the regulations.
- The head of the institution may delegate the implementation of the regulations assigned to him/her, while retaining his/her responsibility, and may appoint staff members under his/her control to carry out certain tasks in accordance with the internal regulation system of the House of Music Hungary Nonprofit Kft.
- During special music and dance events, he/she shall ensure compliance with fire safety regulations and obtain the necessary permits from the municipal notary.
- He/she shall regularly liaise and cooperate with the fire and occupational safety representative and report on the work carried out.
- He/she shall contribute to practice of the fire alarm plan.
- He/she shall participate in the procedures (inspections, reviews, etc.) carried out by the professional fire brigade, ensure the attendance of the representative authorised to take action if he/she is unable to attend, and provide the opportunity and conditions for inspections.
- With advance agreement with the fire brigade, he/she shall allow and, if necessary, assist in on-site exercises.
- He/she shall ensure that new employees of the House of Music Hungary are familiarised with fire safety before they start work and with their duties in the event of fire. To this end, he/she shall organise fire safety training for new recruits and new staff.

#### 4. 2.3. Fire protection organisation

- The task of the fire protection organisation is to plan, organise and carry out the tasks required by fire protection legislation and standards, to enforce the rules of conduct, to operate a reliable record-keeping and control system, to organise training, to carry out inspections and maintenance in a timely manner, to keep records and other documents, to maintain fire prevention activities continuously and correctly.
- Preparation for possible fires, accurate knowledge, practice and implementation of all the tasks contained in the Fire Safety Regulations.
- The primary objective of the fire safety organisation is to protect life and property. The fire prevention organisation shall facilitate the effective implementation of fire prevention tasks. The fire protection tasks falling within the competence of the House of Music Hungary are carried out by the fire and occupational safety advisor of the Városliget Zrt.

#### 5. 2.4 Responsibilities of the fire and safety representative

- The basic task in the area of operation of the House of Music Hungary is to carry out the provision, publication, awareness-raising and education of personal, with material and organizational rules necessary for compliance with and enforcement of fire protection

and fire prevention regulations and regulations, as well as to monitor compliance with related tasks.

- Assisting in the implementation of fire safety duties in accordance with the instructions of the Head of the Institution and the relevant legislation and the provisions of these Fire Safety Regulations.
- Prepares the Fire Safety Regulations of the House of Music Hungary, keeps them up to date, reviews them annually and amends them if necessary.
- Regularly inspects the premises of the House of Music Hungary and in case of deficiencies or omissions takes measures to remedy them and proposes to the Director of the institution to hold the defaulting party accountable.
- Regularly reports on his/her activities and experiences and makes suggestions concerning fire protection to the head of the institution.
- In the event of an occasional fire hazard, he/she shall determine the method of protection and issue a form entitled "Authorisation for occasional fire risk".
- Manages and keeps up-to-date the fire safety records, fire safety operating logs, documents and records of the House of Music Hungary.
- Maintains and documents fire safety training (both for new employees and recurrent training). Organises and participates in the exercise of the fire alarm plan.
- Organises and records the examination of staff in jobs requiring a fire safety qualification.
- Carries out fire safety inspections prior to events, where appropriate, and proposes the conditions and prepares the necessary documentation for those.
- Participates in fire safety reviews, inspections and procedures carried out by the fire safety authority.
- Participates in the designation of smoking areas.

## **2.5. The fire protection duties of the Operational Division Directorate of Városliget Zrt.**

- To ensure a written definition of the conditions for undertaking activities with a fire risk carried out by the staff of the House of Music Hungary on occasion, ensuring supervision, the formulation of regulations, and the monitoring of their observance, as required.
- To ensure the operation of the House of Music Hungary, the maintenance of its fire safety equipment and installations, the carrying out of inspections by the operators and the necessary checks.
- To regularly check and verify the implementation of fire safety rules and regulations on the premises of the House of Music Hungary, taking measures to remedy any shortcomings, and initiate and apply prosecution in the event of fire safety violations.
- To obtain and retain certificates, declarations and other documents attesting to the professionalism of the work and of compliance with the relevant regulations in the event of alterations, modifications, etc., that affect fire safety conditions,
- To ensure the statutory operational inspections of the fire safety equipment (technical solutions) of the House of Music Hungary (The schedule of the operator inspections is set out in Annex 1):

*FIRE PREVENTION REGULATIONS –HOUSE OF MUSIC HUNGARY*

- To carry out fire safety inspections, necessary installation, maintenance and periodic inspections of the electrical equipment of structures and buildings.
- To install, maintain, repair, and carry out periodic inspections of lightning protection systems where required by law,
- To inspect electrical equipment and machinery for contact protection,
- To inspect contact protection in electrical hand tools,
- To carry out operational checks on fire-fighting water sources (hydrants),
- To carry out operational checks on fire extinguishing equipment cabinets and their accessories,
- To carry out necessary operational checks on evacuation audio systems,
- To carry out operational checks on emergency lighting, externally or internally illuminated escape signs, and directional lighting in accordance with extant regulations,
- To carry out operational checks on panic locks, emergency exit locks, emergency exit security systems.
- To install equipotential grids (EPG) and periodically inspect them.
- To maintain operating logs

## 6. The fire protection duties of the operational directorate of Városliget Zrt.

- To notify the fire safety authority at least fifteen days before the start of any activity that affects the fire safety situation and requires a change in the risk class
- To take responsibility for the operation of the House of Music Hungary and the maintenance of its fire safety equipment and installations, operator inspections, and the carrying out of the necessary inspections.
- To regularly check and verify the implementation of fire safety rules and regulations in the area of the House of Music Hungary, to take measures to eliminate any deficiencies, to initiate and apply prosecution in the event of fire safety violations.
- To obtain and retain certificates, declarations and other documents attesting to the professionalism of any work and compliance with the relevant regulations in the event of alterations, modifications etc. affecting fire safety conditions.
- To ensure that the fire protection devices (technical solutions) of the House of Music Hungary are maintained and inspected in accordance with the law: (The cycle time of maintenance and inspections is given in Annex 1)
  - To carry out fire safety inspections of buildings and of electrical equipment, necessary construction, maintenance and periodic inspection in those buildings.
  - To install surge protection systems where required by law, to maintain and repair them, as well as carrying out periodic inspections.
  - To inspect the contact protection of electrical equipment and machinery,
  - To inspect the contact protection of power tools,
  - To carry out maintenance of fire-fighting water sources (hydrants) and priority inspections after technical interventions,

- To carry out maintenance of fire extinguishing equipment cabinets and their accessories, as well as carrying out priority inspections following technical interventions,
- To carry out necessary installation, repair, maintenance and inspection of audio evacuation systems,
- To fit safety lights and escape signs illuminated from inside or outside where required
- To install, repair, maintain and carry out inspections of panic locks, emergency exit locks, emergency exit security, and emergency exit systems.

## **7. Fire safety tasks of the guard and protection service**

- To provide 24-hour live guard protection at the House of Music Hungary.
- To check the fire alarm control panel daily to ensure that it is in working order, and record that daily in the fire alarm system operating log.
- In the event of a fire alarm, to personally verify the authenticity of the fire alarm (3-minute delay), and the fire alarm must be relayed by means of a relay to the location specified by the first-instance fire protection authority, under the supervision of the disaster control authority.
- In the event of an emergency, it is the duty and responsibility of the guard and protection service to ensure the professional evacuation of the building and, as far as possible, to prevent damage and protect property.
- The security guard on duty at the time shall record any incident in the duty logbook and notify the appropriate persons, handing over the recorded report to them.
- The names, addresses and telephone numbers of the persons to be notified in the event of an emergency must be kept in a place known to the duty guard.
- If the alarm warning is deemed to be incorrect, the equipment shall be restored to its pre-event condition and the event shall be recorded in the operating log.
- In the event of a music and dance event where a smoke machine is used, the shift supervisor shall, on the instructions of the supervisor, turn off the required predetermined beacons for the duration of the event. After the smoke machine has been used, he/she shall switch the beacons back on. The event shall in all cases be recorded in the operating log.

## **8. The rights, duties and obligations of the staff of the House of Music Nonprofit Public Company**

### Rights:

- Employees have the right to demand that the conditions necessary for a safe working environment be created, that is, that fire extinguishers, fire-fighting equipment, tools and equipment necessary to extinguish fires be available and that appropriate fire safety education and training is provided.

### Obligations and duties:

- In order to prevent fires, the employees of the House of Music Hungary are obliged to know and comply with the provisions of the Fire Safety Regulations and the fire safety rules applicable to their activities and employment. They must ensure that the fire safety rules and regulations are enforced even without special measures or instructions.
- They must keep their workplaces tidy and clean and eliminate any conditions that could cause a fire. They must be familiar with and comply with all instructions, rules and regulations relating to their work.
- They are required to carry out the orders contained in these regulations without special notice or action, to cooperate actively in complying with them, and to warn their supervisor and their colleagues if they break the fire safety rules.
- He/she must attend fire safety training annually and acquire the requisite fire safety knowledge for his/her work and duties. For the fire safety qualification examination, the employee performing work activities must prepare for and take the qualification examination required for him/her.
- He/she must know the location of fire-fighting equipment, appliances and tools in his/her area of work, as well as how to be able to use and handle them. He/she must know the fire safety regulations applicable to the installations used in his/her work.
- During his/her work, he/she must ensure that traffic routes are kept clear and that any obstructions are removed.
- In the event of a fire, it is the duty of all employees to report the fire to their immediate surroundings and to their immediate supervisor, who will report it to the 24-hour watchman, who will then make the necessary notification.
- Fires extinguished without the assistance of the fire brigade or extinguished without human intervention must also be reported to the fire brigade and the scene of the damage must remain unchanged pending action by the fire investigation officer.
- Everyone is obliged to cooperate in firefighting and technical rescue – without remuneration – in the way he is expected to do, by personal participation and by providing information,.
- The duties of each member of staff shall be determined by the manager present.
- From the arrival of the professional fire brigade onwards, everyone shall act in accordance with the instructions of the fire chief. At the scene of the fire, no other person shall act without the prior agreement of the fire chief.

## **3. THE FIRE SAFETY TRAINING SCHEME**

### **2. 3.1. Fire safety training for employees**

- The employers shall ensure that their employees acquire the fire safety knowledge related to their job and activities before starting in their employment, and then within the framework of regular fire safety education and training, to become familiar with the tasks to be performed in the event of fire and pass the fire safety examination required of them.



### **3.2 Fire safety training for new entrants**

- All new employees in the workplace must receive fire safety training before starting work and whenever there is a change in the workplace, job, work process or fire safety situation.
- Fire safety training for new recruits and new employees of the House of Music Hungary shall be provided on the day of recruitment, if possible.
- Employees who return to work after an absence of more than six months shall also be considered to be re-employed for the purposes of training and shall automatically receive training.
- Theoretical training shall include the following:
  - the specific and general fire risk characteristics of the building,
  - the relevant provisions of these regulations,
  - the conditions for providing safe working conditions,
  - the method and means of fire detection,
  - the safe manner in which to behave in the event of fire,
  - the location of exits and emergency exits,
  - possible sources of fire and explosion hazards, and special requirements,
  - escape routes and the evacuation procedure, rescue of people and materials,
  - the use of fire-fighting equipment,
  - the consequences of breaching fire safety regulations.

### **3.3. Schedule for recurrent fire safety training**

- Employees shall participate in recurrent fire safety training at least annually, in a manner appropriate to their job role.
- Both the organisation of fire safety training for new employees and recurrent training shall be the responsibility of the director of the institution, and the fire and safety adviser shall be responsible for the conduct and documentation of that training.
- The recurrent fire safety training shall include an introduction to the Fire Safety Regulations and the specific fire safety requirements of the workplace.
- Extraordinary fire safety training shall be given after a fire or in other justified cases, as instructed by the head of the institution, and shall be documented in accordance with the general rules on training.
- In all cases, the training and further training must be documented in the minutes of the meeting as regularly drawn up by the House of Music Hungary and signed by all those present.
- Absences from training sessions should only be permitted in justified cases. For those who are absent, remedial lessons must be held as soon as possible and must also be documented.
- The teaching records must be kept for at least 5 years.

### **3.4. Fire safety examination**

- Only persons holding a valid fire safety certificate may be employed in certain specified occupations and jobs. The occupational branches subject to the professional fire protection examination and other requirements related to the professional fire protection examination are provided for in Decree 45/2011 (XII. 7.) of the Ministry of the Interior.
- On the basis of the information provided by the head of the institution, the occupational safety and fire prevention officer is responsible for keeping records of the fire safety examinations.

### **3.5 Training of persons in charge of the fire alarm and fire extinguishing equipment**

- The fire alarm and fire-fighting equipment control centre shall be operated by members of the guard and protection service. Annual training shall be provided for them by the specialist company responsible for the maintenance and inspection of the fire detection and fire-fighting equipment.

## **4. OCCASIONAL FIRE RISK ACTIVITY**

- Any activity involving a temperature exceeding the ignition temperature or flash point of combustible material in its surroundings, or involving open flames, glowing, smouldering or sparks which may be regarded as a source of ignition, is considered a fire hazard activity.
- Activities involving a fire hazard must not be carried out in places where they may cause fire or explosion.
- No permanent fire-hazard activities may be carried out on the premises of the House of Music Hungary.
- Occasional activities involving a fire hazard may only be carried out under conditions laid down in writing in advance by the person ordering the work, in a suitable place that meets fire safety requirements and in compliance with the relevant regulations. The Head of the House of Music Hungary is authorised to determine the conditions for occasional activities involving a fire hazard and to issue the form "Permission for Occasional Activities Involving a Fire Hazard" (Annex 1).
- The conditions for fire risk activities carried out by an external organisation or person are also laid down by the person ordering the work but must be agreed on by the head of the institution, who will add fire safety provisions, if necessary, in accordance with local specificities. In this case, the external organisation/person ordering the work is responsible for providing the necessary fire-fighting equipment.
- The conditions for occasional activities involving a fire risk must include:
  - the date of the activity,
  - the location and description of the activity,
  - the name of the employee and, in the case of a job requiring a fire safety certificate, the certificate number for that employee,
  - and the relevant fire safety rules and regulations (see Annex 1).
- The head of the institution authorised to determine the conditions of employment must also obtain the written opinion of the fire and safety officer.

- The form must be drawn up in duplicate. The original copy must be given to the employee, who must keep it with him for the duration of the activity, and the other copy must be kept for at least five years as part of the fire safety documentation file.
- For activities involving a fire risk in a fire risk environment, from the outset of the work until its completion, the person who directly instructs the work and directly supervises the activities of the persons carrying out the work or, if there is no such person, the person carrying out the work must provide supervision, if necessary by means of instruments.
- The person directly supervising the work must check the existence and validity of the fire safety certificates of the persons carrying out the work when this is a necessary condition for carrying out the activity. In the absence of that, no instructions to work may be issued.
- A definition of the conditions authorizing the performance of fire hazard activities shall only be issued if the personal and material conditions for safe work are met. The person ordering the work must provide fire-extinguishing equipment and appliances suitable for extinguishing any fire that may arise in that work.
- Only persons holding a valid fire safety qualification may carry out fire risk activities requiring a fire safety qualification, and other fire risk activities may only be carried out by persons trained in fire safety rules and regulations.
- The person ordering the work must ensure supervision, by means of instruments if necessary, from the start to the finish of a fire hazard activity carried out in a flammable environment.
- Following the completion of the activity involving a fire risk, the person carrying out the work must inspect the premises and its surroundings from the fire safety point of view and eliminate any conditions that could cause a fire. The completion of the work must be reported to the person who ordered the work.

#### 4. 5. FIRE HAZARD AND RISK CLASSIFICATION

### 2. Classes of materials according to their fire risk

#### 5.1.1. Those belonging to a class with an increased risk of fire or explosion

- a.) According to **Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures** (hereinafter **CLP Regulation**)
  - aa.) Unstable explosive materials and explosive materials of subdivisions 1.1 to 1.5,
  - ab.) Flammable gases in categories 1 and 2 and chemically unstable gases in Categories A and B,
  - ac.) Aerosols and flammable solids in categories 1 and 2
  - ad.) Category A, B, C or D self-reactive substances and mixtures,
  - ae.) Category 1 pyrophoric liquids and solid materials
  - af.) Substances and mixtures of category 1 or 2 which, in contact with water, emit flammable gases,

- ag.) Oxidising liquids, solids or
- ah.) Organic peroxide of type A, B, C or D,

b.) **Flammable liquids** of categories 1, 2 or 3 under the **classification, labelling and packaging (CLP) regulations**

- ba.) a liquid with an enclosed flash point below 21 °C,
- bb) liquids with a flash point of 21 °C or more indoors and 55 °C or less outdoors, except for aqueous dispersion systems whose flash point cannot be determined by a standard method, and which have a combustible material content greater than 25% and a water content of less than 50%,
- bc) a liquid with an operating temperature exceeding 35 °C and greater than the flashpoint in the open air reduced by 20 °C,  
With the exception of gas oil, fuel oil and kerosene used for lighting purposes, which have an open-air flash point of at least 50 °C,
- c.) substances and mixtures not covered by points (a) and (b) and paragraph 4.1.2 (a) and (b)
  - ca.) combustible gas,
  - cb.) combustible vapours, mists,
  - cc.) explosive mixtures of dust and other small solids with air,
  - cd.) liquids and melt having a flash point below 21 °C in an enclosed space,
  - ce.) liquids and melt having a flash point of 21 °C or more when the flashpoint in the open air is not more than 55 °C, and
  - cf.) liquids and melt having an operating temperature exceeding 35°C and a flashpoint greater than or equal to 20°C less than the open-air flashpoint.

### 5.1.2. Moderate fire risk class includes

a) substances and mixtures falling into one of the hazard classes under the **CLP Regulation**

aa) explosives of Division 1.6,

ab.) oxidising gases of category 1,

ac) self-reactive substances and mixtures of types E, F and G,

ad.) self-refractory substances and mixtures of categories 1 and 2,

ae) substances and mixtures which, in contact with water, emit flammable gases of category 3,

af) oxidising liquids of categories 2 and 3,

ag.) oxidising solids of categories 2 and 3,

ah) organic peroxides of types E, F and G,

b) flammable liquids of categories 1, 2 or 3 from among substances and mixtures classified in one of the hazard classes according to the **CLP Regulation**

ba) a liquid with an open flashpoint greater than 55 °C,

bb) a liquid having an operating temperature above 35 °C and an open flashpoint of at least 20 °C below that flashpoint,

bc.) an aqueous dispersion system whose flash point cannot be determined by a standard method and which has a combustible material content greater than 25% and a water content of less than 50%; and

bd) gas oil, fuel oil and kerosene used for lighting with an open flash point of 50°C or more,

c.) a 5.1.1. substances and mixtures not covered by paragraph 5.1.1(a) and (b) and paragraph 5.1.2(a) and (b)

ca) solid combustible materials that are not classified as highly flammable or explosive,

cb.) gases which do not burn in themselves but fuel combustion, with the exception of air,

cc) building material of reaction to fire class B to F with an ignition temperature above 150 °C, determined in accordance with the relevant technical requirement,

cd.) aqueous dispersion systems whose flash point cannot be determined by a standard method and which have a combustible material content greater than 25% and a water content less than 50%,

ce) liquids and melts having an open flash point above 55 °C,

cf) liquids and melts having an operating temperature above 35 °C and an open flash point of at least 20 °C below that of the melt.

## 5.2. Non-fire-hazardous materials class

- a) a non-combustible material is one not classified as highly flammable, explosive or moderately flammable,
- b) construction material of fire protection class A1 or A2; and
- c) aerosol of category 3 according to the **CLP Regulations**.

## 5.2. Classification of the House of Music Hungary building by risk class

The building is classified as a risk unit with the following risk classes:

- based on the height of the top building level of the risk unit (+7.0 m to +14.0 m, +8.40 m to +9.40 m): AK [low risk]
- based on the height of the lowest building level of the risk units: (-7,0 m to -14,0 m, -8,40 m): KK [medium risk]
- on the basis of the maximum capacity of the rooms of the risk units (over 300 persons): KK
- based on the ability of the occupants to escape: NAK [very low risk](independent escape)

The building's risk units, including the individual risk classes and the relevant risk classes, are as follows:

Row number	Risk unit	Top floor of building	Bottom floor of building	Bottom floor of building	Room with maximum capacity	Escape capability	Materials stored Industrial	Risk class
1.	House of Music Hungary	AK	KK	KK	NAK	-	-	KK
2.	Beer garden	NAK	NAK	NAK	NAK	-	-	NAK
	Standard risk class							KK

## 5. GENERAL FIRE SAFETY REQUIREMENTS

### 6.1 General fire safety rules for use

- The general fire safety rules of use are defined in Section XVIII of the amended Interior Ministry Decree No. 54/2014 (XII.5.) on the National Fire Safety Regulations (OTSZ).

*FIRE PREVENTION REGULATIONS –HOUSE OF MUSIC HUNGARY*

- Buildings or parts thereof or open spaces may only be used in accordance with the applicable fire safety requirements.
- Any activity may only be carried out in a place that complies with the fire safety requirements.
- Only materials and equipment necessary for the continuous activity carried out on the premises that comply with the fire protection regulations may be used in buildings, or parts of them, or open spaces.
- Explosive and flammable materials and waste from the premises, open air, machinery, equipment, tools and appliances generated during the activity must be removed continuously, but at least daily and following the completion of the activity.
- During and after completion of the activity, compliance with the fire safety rules of use must be checked and any irregularities must be corrected.
- A safety sign shall be posted in a clearly visible position at the entrance to the premises, including, where appropriate, the building or installation, warning of the fire or explosion hazards and the relevant regulations and prohibiting provisions.
- The opening and closing mechanism of the utility and its open and closed status, the control mechanism of the fire protection technical solution, and the manual call point of the installed fire alarm system shall all be clearly marked.
- The openings of the heat and smoke extraction system and the ventilation system shall not be obstructed.
- Escape route doors to spaces occupied by persons who may require evacuation shall not be locked and shall be capable of being opened from the inside.
- The use of lifts for persons is not permitted in the event of fire; in the event of a fire alarm, the lifts must stop at ground floor level.
- The building shall be used in such a way that in the event of fire or explosion the occupants can leave or be evacuated.
- Next to the main line telephones – the call number of the fire brigade or the single emergency number shall be clearly displayed.
- Smoking is prohibited within the buildings and their premises. Smoking shall be permitted only outside the building in the area marked with the "Smoking area" sign. Burning tobacco, matches and other sources of ignition shall not be placed or thrown where they may cause fire or explosion.
- An ashtray made of non-combustible material or a container filled with water shall be provided for the disposal of used tobacco products or matches in the designated smoking area. The ashtray shall be emptied at appropriate intervals. Before emptying, it must be ensured that the ashtray is free of combustible, incandescent material.

## **6.2. Warehousing and storage**

- Only explosive or flammable substances necessary for the continuous activity carried out on the premises, buildings and open air may be stored in full compliance with the legal requirements.
- Only the quantities of flammable liquids and explosive aerosols of classes I to III as defined below may be stored on the premises of the House of Music Hungary for the

purpose of the activities for which they are intended in the manner prescribed by the regulations:

- 20 litres in a metal cabinet,
  - 50 litres in an explosion-proof cabinet,
  - 60 litres in a fireproof cabinet suitable for storing liquids.
  - outside the cabinets, a maximum of 5 litres of material per room.
- The storage area shall be kept free from combustible waste and, in the open air, free from dry vegetation. Outdoor storage of materials is only permitted in designated areas. Occasional storage elsewhere shall be subject to the permission of the director of the establishment.
  - The electrical switch, the opening and closing mechanism of the utility, the manual call point of the fire alarm, the pressure booster pump and the heat and smoke exhaust controls and openings, as well as the access to and approach from the fire protection equipment, installations and appliances shall be permanently secured and shall not be obstructed even temporarily.
  - Escape routes shall not be restricted, even temporarily.
  - Materials in explosive and flammable categories may not be placed in any passageways and stairways of buildings which are designated as escape routes, and all storage is prohibited. Exceptions shall be made for installed building products and safety signs, and for installations, decorations, carpets, tapestries and other objects not intended for storage, which cover no more than 15% of the surface area of the wall or floor on each level to which they are to be fitted.

### 2. 6.3. Electrical and lighting installation

- Only electrical equipment that does not present an ignition hazard to the environment when used as in the manner prescribed may be used.
- Electrical equipment and devices must be installed, fixed and used and kept at a distance (or insulated) from combustible materials in order that they do not present a fire hazard to the surrounding area.
- The function of grouped electrical switches and fuses and the open and closed positions of these switches shall be indicated.
- Electrical machinery, equipment and other appliances must be switched off when the activity is completed. This requirement does not apply to equipment which, by virtue of its intended use, is designed for continuous operation (for this purpose, the standby status of electronic, information technology and similar equipment is also considered to be switched off).
- Electrical machinery, equipment and other appliances must be disconnected from the electricity supply when out of use.
- Electrical and lightning protection equipment shall be subject to a fire safety (standardization) inspection every 6 years. The director of the establishment is responsible for ordering the inspection.

### 3. 6.4. Heating systems



- The building is heated by district heating via the heat centre.
- When using a temporary heating system, only heating equipment of an approved type that is in good working order and that does not pose a risk of fire or explosion during normal operation may be used.
- When a temporary heater is used, the distance or thermal insulation between any combustible material in its surroundings must be such that the heater does not present an ignition hazard to the combustible material when operating at its maximum heat load.
- The fire safety requirements for the use and maintenance of a temporary heating appliance must be specified by the manufacturer or the person who places the appliance on the market, and the person operating the appliance must comply with those instructions for use (operating instructions) and operate the appliance in accordance with them.

#### 4. 6.5. Ventilation, heat and smoke extraction

- Any activity that could create an explosion hazard must be carried out with effective ventilation.
- Ventilation openings must not be blocked and must be cleaned regularly. Ventilation systems must be maintained at intervals in accordance with the manufacturer's and the operator's instructions.
- The free movement of natural and mechanical smoke ventilation, air supply and smoke exhaust vents shall be ensured at all times and any obstruction of these vents is prohibited. A permanent, conspicuous and legible warning to this effect shall be placed on or adjacent to such openings.
- Installations, decorations and materials shall not reduce the area of openings required for smoke ventilation and air supply, nor restrict the movement or operation of any devices intended for protection against heat and smoke.

#### 5. 6.6. Built-in fire detection and fire extinguishing equipment, accessories

- The owner of the building shall keep the installed fire alarm system in working order at all times.
- The owner of the building shall ensure indoor hand-held radio coverage, i.e., the conditions necessary for the continuous operation of any hand-held radio equipment for the radio communication system in use in the building, at all times by those bodies cooperating in damage control.
- The call number of the fire brigade (105) or the single emergency call number (112) shall be clearly displayed next to public telephones and in sub-centres, or in the absence of such a possibility, next to the main line telephones of the premises.
- The operator shall ensure that the fixed fire detection and fire extinguishing equipment is permanently monitored:
  - by the presence of trained personnel in the room where the fire alarm control panel indicating the signals is installed,

- by automatic transmission of the fire alarm control panel signals to a permanent monitoring location within the installation.
- The number of persons continuously supervising the installation at any one time shall be at least two if they have other duties in addition to the supervision of the means of signalling that may require them to leave the premises. One of the two persons must remain permanently in the room where the signalling device is located at all times.
- During the operation of the installation, it must be ensured that
  - the equipment is in working order,
  - there is continuous monitoring and reception of signals (fire, fault),
  - operator checks are performed,
  - inspection and maintenance are performed,
  - there is repair, cleaning, replacement and maintenance of equipment to maintain or restore operability
  - the documentation required for operation is maintained.
- Planned partial or total shutdown of equipment, including fire and fault alarms, must be reported in writing at least 5 working days before shutdown takes place, and any failure that cannot be rectified within 24 hours must be reported immediately by telephone to the place or persons designated by the first level fire authority.
- In the event of planned stoppage or failure of the equipment, the operator shall ensure safety conditions in accordance with the local risk.
- In the event of a failure of a locally supervised signalling system, supervision of the equipment shall be ensured without delay.
- In order to avoid false alarms, it is possible to disable a sensor, zone or zones for the duration of an effect resembling a fire characteristic to the sensors, if
  - carrying out inspection and maintenance,
  - for repair, cleaning, replacement to maintain or restore working order, and
  - the documentation necessary for the operation is in order.
- Planned partial or total shutdown of equipment, including fire and fault alarms, must be reported in writing at least 5 working days before shutdown, and any failure that cannot be rectified within 24 hours must be reported immediately by telephone to the place designated by the first-level fire authority.
- In the event of planned stoppage or failure of the equipment, the operator shall ensure safety conditions in accordance with the local risk.
- In the event of a failure of a locally supervised signalling system, supervision of the equipment shall be ensured without delay.
- In order to avoid false alarms, it is possible to disable a sensor, zone or zones for the duration of an effect resembling a fire characteristic of the sensors, if
  - the disabled sensor or zone limits the operation of the automatic detectors in the location of the false alarm effect only,
  - the disabled detector or zone does not limit the operation of the manual call points at the location of the false alarm,
  - the circumstances of the zone deactivation are agreed with a technician familiar with the technical design of the equipment in such a way that it does not infringe the rights and obligations associated with the installation, maintenance and inspection of the equipment, and

- the circumstances of the deactivation and restoration of the detector or zone, its responsibilities and the countermeasures are laid down in the Fire Safety Regulations.
- The location and type of fire extinguishers on standby are indicated in the operating logbook.
- Fire extinguishers and fire-fighting equipment shall be placed in a conspicuous and easily accessible position so that they can be used to extinguish a fire in the most unfavourable location in the shortest possible time and shall be kept in a serviceable and operational condition at all times.

## **7. FIRE SAFETY RULES OF USE RELATING TO THE ACTIVITIES AND OPERATIONS OF HOUSE OF MUSIC HUNGARY**

### **7.1 General rules of use**

- The use of the building, part of the building, mixed-use building or open space shall be in accordance with the fire safety requirements for the intended use as laid down in the authorisation for use, operation, functioning and premises.
- All types of activities shall only be carried out in an open space, room, fire compartment, functional unit or building which complies with the fire safety requirements.
- Only material and equipment necessary for the continuous activity carried out on the premises, building and open-air areas may be kept there.
- No storage activity may be carried out within the fire zone. This area shall be kept free of waste and dry undergrowth.
- Doors of rooms used for the evacuation of persons in workplaces and public buildings shall not be locked. Where the nature of the activity requires doors to be kept closed, in the event of danger the external opening of the doors shall be provided in the manner determined by the fire authority. Internal opening shall be dispensed with only where the intended use precludes it.

### **7.2 Fire protection of offices, meeting rooms, exhibition spaces and work rooms**

- Only the materials and equipment necessary for the activities carried out on the premises may be kept there. No combustible materials may be stored or used in quantities or in such a way as to cause a fire hazard, nor may any activity be carried out which is not in accordance with the intended use and which could cause a fire hazard.
- No flammable liquid shall be stored on the premises, even temporarily.
- Only electrical appliances and equipment provided by the employer or the operator and in good working order may be used on the premises. Any electrical heating equipment (radiant heaters, hotplates, etc.) may be used only with the knowledge and permission of the director of the establishment.
- Instructions for the use and operation of office equipment (computer, fax, photocopier, etc.) and other electrical equipment must be fully observed. In the event of malfunction, especially excessive heating, the equipment must be switched off and disconnected from the mains. Repairs to appliances must be carried out by a qualified technician.
- All lighting and electrical equipment and other appliances on the premises, except those in continuous operation, must be switched off at the end of working hours.

- Premises must be arranged and used in such a way that the escape and evacuation routes leading to the exit doors remain clear over their entire width and may not be narrowed, even temporarily.
- After completion of the activity, compliance with the fire safety regulations for use shall be checked and any irregularities corrected.
- The capacity of the exhibition areas and its regulation is as stated in the Annex.

### **7.3. Tea kitchen**

- Only approved equipment in good working order should be used for heating food, making coffee, tea, etc., and care should be taken to avoid overheating.
- The various types of equipment must only be used in accordance with the instructions for use laid down by the manufacturer or the person placing the equipment on the market.
- Entrances, access and escape routes must be kept clear at all times and must not be blocked or narrowed, even temporarily.
- Do NOT store flammable materials or flammable liquids in the kitchen.
- Electrical heat generators must be operated only in accordance with the regulations, on a non-flammable ceramic surface, at a distance from any combustible materials in the environment that do not present a fire hazard.
- Electrical equipment must be cleaned of any dirt that has accumulated during operation. Cleaning must be carried out continuously when the equipment is cold and at least once a day.
- When cooking or baking, the heated vessel must always be placed somewhere where it does not present a fire hazard to its surroundings.
- Electrical equipment (with the exception of refrigerators) and appliances must not be operated unattended. Faulty electrical equipment and appliances must be repaired by a qualified technician only and must NOT be operated incorrectly.
- After use, the room must be inspected for fire safety issues and, if necessary, disconnected from the power supply.

### **7.4. Corridors, passageways, lobbies**

In corridors, passageways and lobbies, storage of any kind, even temporary, is prohibited, except for decorative objects which may be hung on the walls. The exit doors from corridors and vestibules shall be left free over their entire width and shall not be narrowed, even temporarily. The escape routes and exits from corridors, passageways and vestibules shall be kept clear at all times and no chairs, table or other equipment or objects which would obstruct the escape route shall be placed in them.

Electrical cabinets must be kept locked at all times. The placement of decorations on electrical equipment, light bulbs, bars or fittings is forbidden.

No flammable liquids may be used for cleaning.

### **7.5. Washroom, Toilet**

Never touch electrical equipment with wet hands. Electrical appliances must be disconnected from the power supply after use as they could cause a fire.

Only tools and equipment necessary for cleaning and hygiene may be placed in wet rooms, and no other material may be stored in them.

## **7.6. Changing rooms**

- Smoking and the use of open flames is prohibited in the changing rooms, which must be marked in accordance with the relevant legislation. The changing rooms must be used only for changing and storing clothes in accordance with the rules for proper use.
- Only standard, fire-proof lighting and electrical fittings shall be used for the lighting of changing rooms. No other heat generating equipment (heaters, coffee makers, etc.) shall be used in the changing rooms.
- Waste generated during the day's activities must be removed as necessary or during daily cleaning.
- Storage of flammable substances or flammable liquids in the changing room is **FORBIDDEN!**
- Do **NOT** close or lock the changing room doors when people are present.
- Entrances, access and escape routes must be kept clear at all times and must not be blocked or narrowed, even temporarily.
- The above fire safety regulations must be observed by all employees, whether permanent or temporary, and by all persons remaining on the premises for any purpose or carrying out any activity.
- The premises shall be inspected for fire safety at the end of use. The last person to leave the premises or the designated local manager shall be responsible for the fire safety of the changing room.

## **7.7. Rest room**

- Tables and chairs in the rest room shall be positioned in such a way that they do not obstruct free movement towards the exit.
- The storage or disposal of flammable liquids in the rest area is prohibited.
- Any electrical appliances in the room shall be used only if they are fixed.
- At the end of the meal, all waste, rubbish and any combustible materials generated during the meal shall be collected and taken to the designated waste disposal area.
- Electrical equipment and wiring must be in perfect working order and must never be touched with wet hands.
- If chairs and tables are provided in the rest area, they must be used as described below:
  - Tables may be provided with the appropriate number of chairs.
  - Tables shall be positioned in such a way that there is sufficient space between the between persons seated on the corresponding chairs for at least two persons to move safely.
  - In the rest area, tables and chairs shall be so placed as not to obstruct free movement between them and towards the exit.

## **7.8 Medical room, first aid station**

6.
    - The use of open flames and smoking in the room is prohibited, taking into account the activity carried out there.
  
  7.
    - Flammable liquid (medical petroleum) can be stored in the room in a maximum quantity of 5 litres, in factory packaging, only one package of identical combustible liquid can be opened at a time.
- Storage must be in a dedicated cabinet made of non-combustible material and can be locked. Storage of the flammable liquids outside the cabinet after the treatment has been completed is forbidden.
  - Care must be taken to ensure that combustible materials and combustible liquids do not come into contact with each other.
  - Electrical equipment in the room must be disconnected or switched off from the mains after use.
  - Waste generated on the premises can only be disposed of in waste containers made of non-combustible material and equipped with a lid, which must be emptied into the common storage after the consultation is completed.
  - A maximum of six people can be in the room simultaneously in the event of a fire hazard they must leave the room unhindered.
  - Placing any combustible material within a distance of 1 metre from the heater and heating equipment in the room is not allowed, beyond that the surface temperature of objects must not exceed the ignition temperature.
  - The medical room must be de-energized by the last person to leave the room at the end of the consultation or work.

## **7.9. Fire protection in warehouses**

- The amount of material that can be stored in each warehouse is determined by the available storage space. Storage is primarily on shelves and racks designed for that purpose. The area between the shelves – the internal circulation routes – must not be used for storage.
- A clearance of at least 0.8 m between shelves and racks must be provided.
- Materials of different fire hazard classes may be stored in groups according to their classification. Storage of explosive materials is not permitted in the storage rooms.
- Smoking or the use of open flames is prohibited in the storage rooms.
- Only materials and equipment necessary for the activities of the House of Music Hungary may be stored in the warehouses. No activities other than storage may be carried out in the storage rooms.

- The disposal and removal of surplus materials must be ensured on an ongoing basis. Combustible waste generated on the premises must be removed continuously, but at least every day.
- Stored materials must be protected from dangerous heating and a distance of at least 0.5 m must be maintained between heaters and combustible materials.
- Lighting fixtures and lamps in storage rooms must be fitted with protective covers and combustible materials must not be placed within 0.3 m of them.
- Materials and goods that cannot be stored on shelves or racks may be stored on the floor, but internal circulation routes must be at least 0.8 m wide.
- Fire exits, circulation routes, fire extinguishers, wall hydrants, fire alarms, controls for heat and smoke exhaust systems, controls for fixed fire extinguishing installations, electrical switchboards, mechanical shut-off devices must be permanently clear and accessible.
- The operation of the fire dampers must not be obstructed even temporarily and their ability to close must be ensured at all times. Accordingly, the storage of materials or blocking of opening doors in the opening zone must not be permitted, even temporarily. Wedging the fire doors is forbidden.
- The general fire safety rules and regulations applicable to storage and warehousing (see National Fire Safety Regulations and Chapter V of these Regulations) shall apply mutatis mutandis.

#### **7.10 Fire protection of mechanical and electrical rooms**

- The doors of the rooms must be kept permanently closed and be clearly marked 'No unauthorised entry'.
- Foreign materials not required for the designated activity must not be kept on the premises, even temporarily.
- The location of the various switches within the premises must be permanently marked and a single line wiring diagram of the electrical system must be provided in the electrical switch rooms.
- Technical safety inspections of the equipment must take place at the intervals prescribed by the manufacturer and shall be carried out by the Operational Division of Városliget Zrt.

#### **7.11. General fire safety rules for events**

- Care must be taken to ensure that only the number of tickets, complimentary slips, invitations, etc., appropriate to the capacity of the room are sold for performances, rehearsals, or events where the public will be present.
- For auditorium-type arrangements of more than 100 persons, chairs must be fixed to each other or to the floor structure.
- Ensure that at performances, rehearsals and other events where an audience will be present, a person responsible for the event (manager, production manager) who is authorised to take action is appointed and present.

- Smoking is prohibited on the premises, as is any activity involving a direct open flame and any activity involving a fire hazard.
- Only electrical and thermal equipment may be used that is separated from its surroundings, combustible materials, heat-resistant material and that does not present a fire hazard to surrounding equipment.
- Rooms must be designed with furniture and fittings in such a way that they do not impede escape in the event of danger.
- Doors leading to electrical equipment switches, controls and fire extinguishing equipment must not be blocked, even temporarily.
- Only events that do not pose a risk to the occupants or the building from a fire protection perspective can be permitted to be held.
- The use of pyrotechnic articles is subject to special legal authorisation.
- If a temporary stage is set up, it must be designed to allow sufficient space for access to exits. Only the amount of furniture, props, etc. necessary for the performance itself may be kept on the stage. Materials not required must be placed in storage.
- Only standard and electrical equipment in good working order shall be used, and installation and repairs must only be carried out by qualified electricians. Electrical equipment must be cleaned regularly of dust.
- After performances at events, the person designated by the organiser of the event must ensure that no conditions or materials are left behind that could subsequently occasion a fire or constitute a fire hazard.
- During the event, the organiser must ensure that there are staff present who are able to action the necessary measures in the event of an emergency. Staff involved in events must be aware of the escape routes, the location and use of fire extinguishers and fire-fighting equipment, the location and operation of utility switches and the rules for fire alarms.
- **In order to avoid false alarms, it is possible to disable a particular sensor zone or zones for the duration of a characteristic effect similar to fire to the sensors, provided that the disabled sensor zone only limits the operation of the automatic sensors in the room of the false alarm inducing effect and the disabled sensor zone does not limit the operation of the manual call points in that room.**
- **Disabling a detection zone (concert hall, auditorium)**
  - A sensor zone can be deactivated if the person responsible for the event gives a specific instruction to the current shift supervisor of the guard and protection service (hereinafter 'shift supervisor') to deactivate the sensor zone during the period of the activity that causes a characteristic effect similar to fire to the sensor (e.g., a smoke machine). After the effect characteristically resembling fire has ceased (clear air condition), the guard and protection service shall reactivate the deactivated sensors at the signal of the person responsible for the event.
  - In all cases, the deactivation and reactivation of the detectors shall be recorded in writing in the operating log.
- **Procedure for deactivating/activating a sensor zone (concert hall, auditorium):**
  - The manager (in his/her absence, the production manager or the person responsible for the running of the event as defined by the Institution) will ask the Guard and Protection Service shift manager to deactivate the required zones;



- The request shall be recorded by the shift supervisor in the fire alarm equipment logbook and at the same time signed by the person requesting the logbook change.
  - The record must include the time (hour, minute) of the disconnection, the zone identification number and the clearly written name and signature of the person requesting the disconnection;
  - At the end of the event (but no later than 1 hour after the event), the shift supervisor (in his/her absence the production manager or the person responsible for the running of the event as defined by the Institution) shall, at the request of the event supervisor, switch the detectors back on and document the time and legible name of the person requesting the switch-off in the fire alarm logbook.
- **For any planned deactivation of a sensor zone**, the Institution must in advance inform – but no later than 48 hours before the sensor zone is to be deactivated – the Asset Manager's Fire and Safety Officer, the Security Officer, the Asset Protection Manager and the Guard and Protection Service by e-mail.
  - In the event that the Institution has not been able to give prior notice of the deactivation of a detection zone due to time constraints, the Guard and Protection Service may only deactivate the detection zones on the basis of the oral or written authorisation from the representative of the Asset Manager!

#### **7.12. Fire safety requirements for special indoor music and dance events**

- Music and dance events may be held only if a permit for the holding of such events (hereinafter referred to as "Permit") is obtained.
- The said authorisation does not exempt the holder from fulfilling any additional conditions laid down by specific legislation for the pursuit of the activity or the marketing of the specified products. An application for a Permit may be submitted together with an application for an operating licence under the legislation on the conditions for carrying on commercial activities and with notification.
- The Permit is issued by the notary of the municipality in which the music and dance event is held, in Budapest by the district municipality, and in the area directly administered by the Municipality of Budapest by the chief notary of the capital (hereinafter referred to as the "notary"). The time limit for processing the application for a permit is 20 days.
- The operator and the organiser shall be responsible for placing the statement on the frequency, dates, start and end times of the music and dance event, the safety plan and the fire alarm plan at the venue of the music and dance event in a place visible and accessible to guests, and for publishing them on the electronic information website.
- The organiser of the music and dance event shall ensure the presence on site of staff trained in first aid.
- The music and dance event will be secured by the number of security staff appropriate to the characteristics of the music and dance event and the venue, as well as to the capacity of the venue.
- If the number of security staff in the approved security plan is ten or more, at least one member of the security staff must be a security officer and at least three members must be bodyguards and property guards.

- The organiser of the event or the member of the security staff must keep the document certifying their qualifications, or a copy thereof, with them at all times during the music and dance event and produce it in the event of an official inspection.

### **7.13. General fire safety rules for outdoor events**

- In order to ensure rapid, safe escape and evacuation from the hazardous area of an outdoor event, escape facilities must be provided. In the case of an event organised by an external organiser, that organiser is responsible for drawing up a safety plan and for complying with the legal requirements
- The escape route from the outdoor event area must be indicated by illuminated escape route signs if the event is open to the public after sunset. The visibility of the markings must be such that at least one marking is visible and recognisable to participants from any point in the outdoor event area for the duration of the event. The minimum size of markings and safety signs shall be 1200 x 600 mm.
- Lighting for traffic routes must be provided in the event area, which may be visited after sunset.
- Evacuation from all points of the outdoor event area must be ensured in such a way that the occupants can leave the 40 m radius of the point in question within 4 minutes, based on the maximum number of people expected to attend.
- The possibility of escape and evacuation must be provided for persons for whom disability restricts their ability to escape from the event.
- The clear width of the escape route within the outdoor event area shall be the width stated in the safety plan.
- Open flame lighting shall not be used on the escape route of an outdoor event.
- During the outdoor event, the number of security staff appropriate to the characteristics of the event and the venue, the ability of the participants to escape and the capacity of the venue, but not less than 1 person for every 200 participants, must be provided, and the organiser of the event is responsible for ensuring that they are available.
- If a projector with a screen of at least 2 metres is installed in the area of the outdoor event, the routes and safety information points of the event area taken into account for escape purposes must be displayed on it at least at the start, during the interval and at the end of the event or concert.
- If a projector with a minimum screen size of 2 metres is not voluntarily installed in the event area, the necessary information must be provided via the public address system, equipment or a public address device independent of the electrical network, together with a description of the action to be taken in the event of fire or other incident of damage.
- The public address system and the independent public address equipment shall be used without delay to prevent panic, to inform those escaping and to direct their movements.
- The sound system for an outdoor event must be such that it can be heard at any point in the planned area for the event participants during the event.
- Access to and within the outdoor event area shall be provided by a suitable route for fire-fighting vehicles, agreed with the fire authority.
- No storage or warehousing is permitted under the stage, only the equipment and devices most necessary for the performance of the function may be stored there, and the way in

which they are positioned must ensure that access with a fire extinguisher will not be hampered or delayed.

- The spectator area of an outdoor event designed with seating, with the exception of benches, may be designed only with seating fixed to the floor, to the ground or within a single row of seats. Seating shall be arranged and escape routes designed so that the length of the routes does not exceed 15 metres.
- Seating shall be so arranged and escape routes so designed that the length of the routes does not exceed 15 metres between rows on level slopes and inclines, and 45 metres horizontally.
  
- At an outdoor event
  - for the protection of the stage, 1 x 34A for every 50m<sup>2</sup>,
  - for the protection of dressing rooms and storerooms, 1 x 34A for every 50m<sup>2</sup> of floor area,
  - for the protection of catering and commercial premises, 1 fire extinguisher with a capacity of 34A, 183B C must be kept ready for every 100 m<sup>2</sup> of floor space occupied.
- For outdoor events, the organiser of the event must specify in writing the relevant fire safety regulations and safety measures, with the exception of music and dance events, under the Government Decree on making the operation of music and dance events safer, and must submit them to the competent first-level fire safety authority for information purposes ten days before the event is due to start.
- The organiser of the event shall ensure that documented fire safety training is provided for all persons performing duties before and during the event and shall be kept on site throughout the duration of the event.
- The organiser of the event must keep the documentation containing the fire safety regulations and safety measures for at least one year after the outdoor event has concluded or following notification of its termination.

## **8. DESIGNATION OF SMOKING AREAS**

- No smoking, electronic cigarettes or electronic devices that imitate smoking are allowed except in designated smoking areas:
  - in premises of a public establishment open to the public,
  - on public transport,
  - in the workplace,
  - in public places
    - underpasses and other enclosed public thoroughfares open to pedestrian traffic, and public playgrounds, and within 5 metres of the outer boundary of playgrounds,
- Smoking areas may not be designated:
  - in enclosed public places,
  - in enclosed workplaces,
  - in public local transport, local railways, buses and coaches operating domestic routes, interurban public transport services, and passenger trains operating on regular services.

- Smoking areas may not be designated within 5 metres of the entrance to a public establishment, except in the case of public establishments providing entertainment and catering services.
- In the case of public places of entertainment and catering services, a smoking area may be designated within 5 metres of the entrance if the conditions for designating an open-air smoking area on the premises of the place of entertainment and catering services are not met beyond a distance of 5 metres from the entrance.

## **9. PROVISIONS RELATING TO THE INSPECTION, MAINTENANCE AND REVIEW OF TECHNICAL ARRANGEMENTS FOR FIRE SAFETY**

### **9.1. General provisions**

- The Operations Directorate of Városliget Zrt (hereinafter referred to as the Operator) shall ensure that the technical fire protection solutions (fire protection equipment, systems, devices, structures, other systems) are inspected by the Operator and, with the involvement of a specialist company, periodically inspected and maintained in the manner and with the frequency specified in the table in the Annex and repaired as required.
- The operator's inspection, periodic inspection, exceptional checks, maintenance and repair shall take into account the relevant specifications of the manufacturer of the technical solution concerned.
- The persons responsible for carrying out operator inspections, periodic inspections, maintenance and repairs shall be appointed by the Operations Directorate of Városliget Zrt.. The work shall be documented in writing in the operating logbook.
- The fire and safety inspector shall regularly monitor the performance of operator inspections, periodic inspections, maintenance, and repairs.
- In the event of a circumstance that adversely affects the operability of the fire protection technical solution, the operator shall arrange for an extraordinary inspection of that technical solution and the correction of any defects as soon as possible after becoming aware of the circumstance or deficiency that gave rise to the inspection, but not later than 10 working days later. Immediate action shall be required if:
  - the technical solution concerned did not fulfil its fire protection function during a fire, fire drill or other incident,
  - the technical solution concerned is not fit for its intended purpose,
  - there is a failure which creates a fire or explosion hazard.
- The persons carrying out the operator's inspections, periodic inspections and maintenance shall notify the head of the establishment immediately of any defects found and shall arrange for the repair within a time limit depending on the seriousness of the defect and in accordance with the instructions of the head of the establishment.
- The operator shall compensate for the reduced level of protection during inspection, maintenance or repair with suitable solutions. In the context of the compensation, taking into account the advice of the fire and safety adviser, the operator shall
  - apply the solution provided for in the relevant technical requirement,
  - suspend operation, use and activities until the level of protection is restored,

- place in readiness alternative technical solutions providing an equivalent level of protection, or
  - apply another solution agreed in advance with the fire authority.
- Inspections and maintenance shall be carried out in accordance with the current "Inspection, inspection and maintenance TVMI 12.4:2021.07.15".

## 9.2. General rules for operator inspections

### Definitions of terms:

**Operator's inspection:** a verification of the functionality of the technical solution concerned, typically by a visual inspection carried out by the operator's inspector or a legal person mandated in writing by the operator, and documented in writing;

**Operator's designated inspection operative:** a person authorised or appointed by the operator to carry out an operator inspection;

- The person carrying out the operator verification shall have the knowledge of and written authorisation from the operator to carry out the verification properly.
- The person carrying out the operator's inspection shall, during the inspection:
  - a) verify the due dates for periodic inspection and maintenance,
  - b) verify the operability of the technical solution concerned by visual inspection and, where required by this Regulation, by practical tests,
  - c) document in writing, at the site of the inspection, the findings of the inspection for the duration of the inspection; and
  - d) report in writing to the operator any circumstance adversely affecting the operability and any finding of non-functioning immediately after the inspection has been completed.
- The operator's inspection shall include the following for the technical solution concerned
  - a) the location of the equipment at a designated installation or installation site,
  - b) its undamaged condition,
  - c) its detectability and accessibility,
  - d) the detectability and correctness of its operating devices, markings and inscriptions,
  - e) the status of the technical solution on the basis of the displays and status indications relevant to its operability; and
  - f) visual confirmation of the presence of any contamination or environmental conditions which may adversely affect its operability or functioning.
- The operator control may be replaced by an automated control if there is an automated control system
  - a) the person carrying out the operator verification performs his or her task with the required frequency; and
  - b) the performance and results of the inspection are documented in a form that can be presented during an official control.

## 9.3. General rules for verification

### Definitions:

**Inspection:** the totality of all actions and activities carried out by the authorised person with the aim of ascertaining the operability and effectiveness of the technical solution concerned, the operator's inspection, maintenance and repair, and documenting those in writing;

**Authorised person:** a person authorised by the operator or designated by the operator, with the necessary qualifications and knowledge, tools, experience, and authorisation to carry out periodic inspection.

- The authorised person shall, during the periodic inspection
  - (a) verify that the required operator's inspection and maintenance has been carried out, documented, and is necessary,
  - (b) verify the operability and efficiency by visual inspection, field testing, disassembly and assembly as necessary, measurement and evaluation of the measurement results,
  - (c) document in writing the review and its findings; and
  - (d) any circumstance adversely affecting operability or efficiency and any finding of inoperability or inefficiency must be reported to the competent authority upon completion of the inspection
- During the extraordinary inspection, the authorised person shall carry out the periodic inspection, in the course of which he/she shall also examine the causes and circumstances that led to the inoperability or improper functioning of the technical solution concerned. He/she shall document the extraordinary review in writing and provide 1 copy to the operator on the spot or within 5 working days following its completion.

#### **9.4. General rules on maintenance**

##### Definitions of terms:

**Maintenance, repair:** the totality of all measures and activities aimed at ensuring the operability and effectiveness of the technical solution concerned, preventing its failure and, where necessary, repairing, replacing, or substituting fire protection technical systems, equipment, machinery, installations, equipment and documenting them.

**Authorised person:** a person authorised by the operator or designated by the operator, with the necessary qualifications and knowledge, equipment, experience and authorisation to carry out the maintenance.

The authorised person shall, during maintenance

- (a) examine whether the required operator inspection, periodic inspection has been carried out, documented and necessary,
- (b) carry out the maintenance tasks required by the manufacturer,
- (c) document in writing the performance and findings of the maintenance,
- (d) report in writing to the operator at the site of the inspection, for the duration of the inspection, any condition that adversely affects operability or efficiency and any finding of inoperability or inefficiency; and

(e) where justified, propose to the operator an increase in the frequency of maintenance.

## **9.5. Inspection and maintenance of fire extinguishers**

### Inspection

The operator shall carry out quarterly checks that the fire extinguishers kept in readiness are

- a) in the prescribed stand-by position
  - b) are securely fixed,
  - c) are visible,
  - d) the instructions in Hungarian are legible when facing the fire extinguisher,
  - e) there are no obstacles to its use,
  - f) all pressure gauges or indicators are located in the operating zone,
  - g) it is fitted with complete fittings,
  - h) its metal or plastic seal, sealing seal, maintenance tag, maintenance organisation OKF identification mark are intact,
  - i) whether maintenance is due,
  - j) a security mark indicating its location of readiness is visible, recognisable and
  - k) is in good working order.
- If the inspector finds any deficiency during the above inspection, he shall ensure that it is rectified.

### Maintenance

- The operator shall ensure the maintenance of the fire extinguishers kept on standby at the intervals specified in the table in the Annex and the refilling of partially or fully emptied fire extinguishers.
- The maintenance of the fire extinguishers shall be carried out by a company registered by the authority and complying with the legal requirements, on the basis of a contract, and shall be the responsibility of the company, which shall ensure that the maintenance of the fire extinguishers is carried out by maintenance personnel holding a valid fire safety certificate.

### Operational logbook

- For fire extinguishers, the fire extinguisher manager shall keep a fire safety logbook of the inspections and fire extinguisher maintenance carried out by him, which shall include
  - (a) the name and address of the installation,
  - (b) the type of fire extinguishers,
  - (c) a clear identification of the fire extinguishers by their location of readiness or by the serial number of the fire extinguisher,
  - (d) the degree of inspection or maintenance of the fire extinguishers (on-call control, basic maintenance, intermediate maintenance, full maintenance) and the date,
  - (e) the name and signature of the person who carried out the inspection or maintenance of the fire extinguishers.

## **9.6. Inspection, review and maintenance of water sources for fire-fighting**

### General tasks

- The head of the institution shall ensure that water sources for fire-fighting are in good working order, accessible, protected against frost, and that the required regular checks, maintenance, repairs and pressure tests are carried out.
- Inspections shall be carried out by a company with a valid fire safety certificate for the inspection of water sources for fire-fighting.
- When carrying out an inspection of fire-fighting water sources, the person carrying out the inspection shall in all cases
  - a) examine
    - (aa) the presence, accuracy and integrity of the fire water source signs,
    - (ab) the presence and legibility of the prescribed inscriptions and signs,
    - (ac) the accessibility of fire-fighting water sources (outdoors) by fire-fighting vehicles at all times of the year, the accessibility of fittings, the proper use of fittings and accessories,
    - (ad) the integrity of corrosion protection,
  - (b) carry out
    - (ba) in the case of fire-fighting water sources operating from the water mains, flushing the mains until water free from mechanical impurities appears; and
    - (bb) in the event of damage to the corrosion protection, to notify the organisation responsible for maintenance in writing.
- The operator shall, on the basis of the inspector's report, ensure that the deficiencies detected by the inspection are remedied, taking immediate action, if necessary, to repair and, if necessary, replace the defective fire-fighting water sources and their fittings.

## **9.7. The review of wall-mounted hydrant assembly cabinets**

### Semi-annual review

- The operator shall ensure that the wall-mounted hydrant assembly cabinets and their fittings and accessories are reviewed at least every six months.
- The half-yearly review is in accordance with 7.1. in addition to the general tasks defined in
  - a) does the assembly cabinet meet the requirements of the relevant technical requirement,
  - b) is the location of the assembly cabinet clearly marked,
  - c) in the case of wall suspension, is the suspension solid and suitable for the purpose,
  - d) the assembly cabinet is undamaged and its door can be opened freely,
  - e) whether the prescribed fittings and accessories can be found,



f) are the fittings and accessories fixed and

g) is there any observable deficiency, damage caused by corrosion or any other damage either on the assembly cabinet or on the assemblies and accessories inside.

- The maintenance person carrying out the review checks that the stored fittings, accessories and the fitting cabinet are free of damage, folds the watertight flat hoses placed as accessories, visually checks the condition of the hose during the folding and notifies the organization responsible for maintenance in writing of corroded or damaged fittings and accessories.

#### Annual, full review and maintenance

- The full review of the wall-mounted fire hydrant fittings cabinets and their fittings and accessories shall be carried out annually – based on contract – by a company authorized to do so, with staff possessing a valid fire protection examination certificate for the review of fire extinguishing water sources.

- During the annual comprehensive review, in addition to the general tasks defined above and the semi-annual tasks, the person performing the review checks the conditions defined in the OTSZ, performs the maintenance prescribed by the manufacturer, and notifies the operator in writing of any fittings and accessories deemed inadequate during the inspection.

### **9.8. Review of above ground hydrants**

#### Semi-annual review

- The operator ensures that the above-ground hydrants are reviewed at least every six months.
- The half-yearly review must be reviewed based on the manufacturer's regulations and the above.

#### Annual full review

- The annual, full review of the above-ground fire hydrants – on the basis of a contract – is provided by a company authorized to do so, with staff in possession of valid fire protection examination certificates for the review of fire-fighting water sources.

- During the annual full review of above-ground hydrants, in addition to the tasks of the semi-annual review, the person conducting the review checks

a) the condition and tightness of the terminal blocks,

b) the integrity and condition of the seals,

c) the condition and fit of the cap clips,

d) in the case of a cap clip with a seal, the integrity and condition of the seal,

e) the existence of insurance against loss,

- f) the condition, opening and closing of the security house or houses,
- g) after removing the cap clips, by operating the fire hydrant valve, the operability of the fire hydrant,
- h) the static pressure that can be measured in the hydrant,
- i) the outlet pressure of the fire hydrant at an outlet cross-section of 200 mm<sup>2</sup> or the water flow rate of the hydrant and
- j) the operation of the dewatering system.

## **9.9. Inspection, maintenance and revision of built-in fire alarm and fire extinguishing equipment**

### **General tasks**

- The operator shall ensure the safe and efficient operation of the installed fire detection and fire alarm system, and shall monitor the proper functioning of the system, its personnel, environmental and technical conditions.
- The operation of the fixed fire detection and fire alarm system shall be carried out only by persons who have received documented training in its operation from the system maintainer.
- During inspection and maintenance, all the tests and checks prescribed by the manufacturer must be carried out.
- The review, inspection and maintenance findings must be recorded in the operating log. Any observations or suggestions concerning the operation and performance of the equipment shall be reported in writing to the operator by the person concerned, including the person supervising the fire alarm control panel, the person responsible for the inspection and the person carrying out the inspection and maintenance, if they require further action.
- Any defects found during operation, inspection or maintenance shall be corrected without delay. The operator shall arrange for the repair.

### **Operational logbook**

- A logbook shall be kept for the operation and maintenance of fixed fire alarms and fixed fire-extinguishing systems, which shall include

- (a) the main details of the equipment,
- (b) the names of the operators,
- (c) the dates and findings of operator inspections,
- (d) the specification to which the maintenance was carried out,
- (e) the defects detected and corrected,

(f) the activation and cause of the fixed fire alarm and fire extinguishing system and the time of failure (hours, minutes),

(g) the times of switching on and off (day, hour, minute); and

(h) the name, signature and contact details of the organisation or person carrying out the inspection or maintenance.

- The logbook shall be kept for at least five years from the date of the last entry, in the archives.
- The logbook shall be kept only by persons trained in the operation of the fixed fire alarm and fixed fire-extinguishing system.
- The instructions for use of the fixed fire detection and fire-extinguishing system and the operating log shall be kept and shall be produced to the authority on inspection.
- A logbook of the operation and maintenance of the fixed fire detection and fire-extinguishing equipment shall be kept with the equipment.

## **9.10. Inspection of fire alarm equipment**

### **Daily check**

- The control centre of the built-in fire alarm system and/or the person entrusted with the supervision and management of the remote display and remote-control unit (a member of the Guard and Protection Service) checks daily that
  - if the system is not at rest, whether the displayed error has been recorded in the operation log, and if the error requires qualified intervention – it is not a question of a temporary outage of the network – has the maintenance person been notified,
  - whether or not appropriate measures were taken for the error registered the previous day,
  - whether all status indicators of the fire alarm centre are working.
- The purpose of the check is to establish whether the internal buzzer, light indicator and information displays of the centre are working properly.
- The inspection is carried out as recommended by the manufacturer.

### Inspection takes place every three months

- The operator checks every three months:

a) daily inspections have been completed,

b) whether there have been any changes in the use, technology, or design of the building that affect the operation of the fire alarm system, in particular the detection ability of automatic detectors, the accessibility of manual alarms, the audibility of buzzers and

c) whether reports and drawings for the identification of signs are available, whether the graphic display device is operational,

d) whether the tools and materials necessary for the operation of the printers (paper ink, ink ribbon) are available.

- The inspection is carried out by house technicians, the person in charge of the facility, and the fire and occupational safety representative.

### **Semi-annual regular review and maintenance of fire alarm equipment**

- In the case of fire alarm equipment, during the six-monthly regular inspection and maintenance – based on a contract – the employee of the company entitled to inspection and maintenance is responsible for:
  - a) checking the personnel conditions for the operation of the fire alarm equipment (remote control, remote display unit),
  - b) check the entries in the operation log and take the necessary interventions to ensure the correct operation of the equipment,
  - c) evaluate the experience of the inspection carried out by the operator, make a proposal to restore the correct operation of the equipment if necessary,
  - d) operate at least one detector or manual alarm in each zone and check that the fire alarm centre correctly detects and displays events, sounds the alarm signalling devices (sound, light indicators) and operates the control functions, the damage is life-threatening or in order to avoid damage (evacuation of vaccine), appropriate procedures must be applied,
  - e) check the operation of the primary and secondary power sources,
  - f) check the operation of the fault signalling functions of the fire alarm centre (remote control, remote display unit),
  - g) in the case of fire and fault signalling equipment, check the connection to the receiving stations (joint duty, fire department, remote monitoring station) and
  - h) carry out all additional checks and tests prescribed by the installer, distributor or manufacturer.

### **Annual regular inspection and maintenance of fire alarm equipment**

- During the regular annual inspection and maintenance, the operator must ensure at least annually that the company authorized for inspection and maintenance – based on the contract -
  - a) performs the half-yearly inspection,
  - b) checks that all sensors operate correctly according to the manufacturer's recommendations, taking into account the number of automatic sensors and manual indicators; the inspection of all sensors can be split up and divided into half-yearly (if agreed) or quarterly

reviews and maintenance, if during these inspections 50-50% (25-25%) of the sensors are checked,

c) visually checks whether all the wiring fittings and equipment are securely fixed, undamaged and adequately protected,

d) during a visual inspection and taking into account the data provided by the operator, specifies whether there have been any changes in the purpose, use, or technology of the building or premises affecting the proper functioning of the fire alarm equipment – in particular the appropriateness of the placement of automatic detectors, manual alarms, buzzers, light indicators – in building structures and building engineering elements.

### **Emergency inspection and maintenance of fire alarm equipment**

- During exceptional inspection and maintenance, the operator ensures that the company authorized for inspection and maintenance performs the necessary tasks.

- After a fire

a) a complete visual inspection must be carried out at the scene of the fire and its surroundings – regardless of whether it was indicated by the fire alarm equipment – to see if there has been any damage or failure affecting the operation of the equipment,

b) ascertain whether or not the fire alarm device detected the fire and whether or not it displayed that in the appropriate form and detail must be checked,

c) whether or not the fire alarm equipment performed the necessary operations – control, sound signal, alarm transmission – must be checked, and

d) if during the inspection the equipment is found to have been damaged, malfunctions, or changes requiring intervention, the necessary repairs or replacements must be carried out – in compliance with the conditions laid down in the law.

- In the event of a false alarm

a) it is necessary to examine what objective and subjective circumstances led to the false alarm,

b) if the circumstances causing the false alarm can be established, a proposal must be made to prevent them from occurring again,

c) in order to prevent the occurrence of a condition that causes a false alarm, the necessary conversion, repair, or replacement must be carried out – in compliance with the conditions laid down in the law.

- In the event of a failure of the fire alarm system

a) it is necessary to examine the circumstances and reasons that led to the failure,

b) it is necessary to examine the consequences of the failure regarding the operation of the fire alarm system and

c) the conversion, repair, or replacement necessary to eliminate the defect must be carried out – while maintaining the conditions set forth in the law.

- In the event of a change in the fire alarm system, the annual regular review must be carried out for the changed parts and area.

- After a complete shutdown (long shutdown) of more than 30 days, an annual regular inspection must be carried out.

- After a new maintenance contract begins

a) the existence of the necessary documents must be checked and

b) the regular annual review must be carried out.

## **9.11. Inspection of fire extinguishing equipment**

### **Operator's inspection**

- When putting aerosol extinguishing systems into operation, the contractor provides training to the persons who come into contact with the extinguishing system, which also includes information essential for explaining and operating the system.

- From the point at which the extinguishing system comes into use, the operator is responsible for checking the operational status of the system at specified intervals. In order to carry out the checks, it is necessary to have an adequate level of knowledge of what is described in the operating instructions issued by the manufacturer.

### **Weekly check:**

a) checking the in-service condition of the extinguishing control centre according to the manufacturer's specifications;

b) to check the cover of the extinguishing generator (which could result in improper operation) and the undamaged condition of all elements of the system,

c) to check the closedness of the space to be protected by visual inspection (closed condition of doors and windows, etc.)

### **Monthly check:**

a) to check the operational capability of the extinguishing control centre,

- b) to keep the elements of the extinguishing equipment clean, to remove any dirt that has accumulated on them,
- c) to keep the outlet openings of the generators free (observing the safety distance specified in the manufacturer's instructions),
- d) the participation in training of persons coming into contact with the system, with special regard to new employees,
- e) to visually check the closedness of the space to be protected (that doors and windows are closed, etc.)

**Periodic review and maintenance:**

- a) for the integrity of the generator cover and ignition control centre,
- b) to secure the generators,
- c) for generators to be corrosion-free,
- d) to check the lifetime of the generator,
- e) to check the operation of the disconnect switch of the system,
- f) to check the devices (e.g.: sensor, extinguishing centre, resistance of extinguishing generators, switches, wires, etc.) and test their operation,
- g) to check transmissions (error, fire, extinguishing),
- h) to check the power supply (condition of the batteries),
- i) to check the protected area, (whether there has been any architectural, technological, or changes in the area's closure that affect the effective operation of the automatic extinguishing system),
- j) to maintain operator training (if the operator changes, new training is required),
- k) to reactivate and check the system's operational status.

**9.12. Inspection, maintenance and revision of safety lighting**

**Three-monthly (quarterly) inspection**

- The operator is obliged to check the operation and functionality of the safety lighting and illuminated escape direction indicators every month, and to document that in the fire protection operation log.

- The monthly operator inspection is carried out in accordance with MSZ EN 50172 standard 7.2.3. and in accordance with the monthly inspection according to point:
  - all luminaires and all internally illuminated exit signs shall be switched to backup lighting mode by simulating failure of the normal lighting supply for a period of time sufficient to ensure that all lights are illuminated,
  - during the inspection, the existence, cleanliness and correct operation of the lamps and signals must be checked,
  - at the end of the test period, the power supply of the operational lighting must be restored and all indicator lights or signalling devices must be checked to make sure that they indicate the return of the operational power supply.
- In addition, the person performing the inspection:
  - a) visually checks that the fixtures are fixed and detectable, the existence and the accuracy of the escape direction signs, as well as the existence of their identification number,
  - b) in the case of a system with a central power supply, visually inspects the integrity and stability of the power supply cabling.

### **Annual review, maintenance**

- The review must be carried out by a qualified specialist in accordance with the requirements of the MSZ EN 50172 standard.
- Annual maintenance is carried out in accordance with the manufacturer's specifications and with tools.
- During operation, the following documents form the basis of inspection, review, and maintenance:
  - a) Documentation recording the implemented state of the safety lighting system, with floor plans showing the luminaires and safety signs

*Note 1: It is advisable that the alignment of the evacuation routes on the drawings be indicated, as this helps to check the correct orientation of the directional signs.*

*Note 2: In the event that the wiring of some parts of the central power supply system is not protected against fire (due to the limited size of the area lost from lighting in the event of a power supply failure), then the extent of the individual parts must be indicated on the drawings.*

- b) power supply documents,
- c) manufacturer's operating/maintenance instructions.

### **9.13. Inspection, review and maintenance of fireproof seals**

- The operator must check the automatic closing of the fire doors and windows every month.



- Inspection and maintenance of the fire-stop closures (doors, windows, closing elements) every 6 months must be carried out by the operator and a licensed specialist.
- Inspection, revision and maintenance must be recorded in the fire protection operation log. The logbook must be kept by persons performing inspections, reviews, and maintenance.
- Maintenance can be documented on the relevant product-specific maintenance list for fireproof doors and windows. If this is not available, maintenance can also be documented by completing a general maintenance list.
- Deficiencies and errors experienced during inspection, review, maintenance, and measurement must be corrected out of sequence and the completion of the repair must be certified in writing.
- The operator takes care to eliminate any deficiencies revealed on the basis of the review, and must immediately take measures to repair or, if necessary, replace the defective devices.

#### **9.14. Inspection, review and maintenance of heat and smoke protection equipment**

- The heat and smoke exhaust system and any smoke removal devices must be checked, reviewed and maintained according to the relevant technical requirements and manufacturer's instructions.
- The heat and smoke removal system and smoke removal devices must be checked every 3 months and reviewed and maintained every 6 months, the measurement of smoke-free stairwells with positive pressure ventilation must be repeated every 5 years.
- Regarding operation, handling and maintenance, as well as inspection, the contractor's or manufacturer's operating instructions must be considered as the guide.
- Inspection, review and maintenance of the heat and smoke protection equipment, as well as pressure measurement, must be carried out by an authorized specialist commissioned by the operator.
- Inspection, revision and maintenance must be recorded in the fire protection operation log. The logbook must be kept by persons performing inspections, reviews, and maintenance.
- Deficiencies and errors experienced during inspection, review, maintenance, and measurement must be corrected out of sequence and the completion of such repairs must be certified in writing.
- The operator will take care to eliminate any deficiencies revealed on the basis of the review, and immediately take measures to repair or, if necessary, replace the defective devices.

#### **9.15 Periodic fire protection review of low-voltage high-current electrical equipment**

- With regard to the electrical equipment of buildings defined in § 276 of the OTSZ, the operator shall conduct a fire protection review of the electrical equipment at least every 6 years, and eliminate any deficiencies found in the certification documentation by the deadline specified by the reviewer, which fact must be verified in a creditable manner.
- The calendar day must be taken into account for the fire protection review.
- In the course of conversion or change of purpose, which is subject to a plant or operating permit or notification, the operator of the equipment shall perform a fire safety inspection on the electrical equipment located in the premises or building, if the legislation specifies a more frequent inspection for the new purpose.
- The fire protection review of the electrical equipment and the qualification of the equipment are carried out in accordance with the relevant technical requirements valid at the time of installation.
- Part of the review is the assessment of the environment around electrical equipment and clarification of the explosive zone classification of the location.
- The review also covers portable equipment that, according to the operator's statement, is regularly used due to the technology.

#### **9.16. Review of lightning protection equipment**

- In the case of a new building, protection against the effects of lightning strikes must be provided with standard lightning protection (designation: NV).
- In the case of buildings and open spaces equipped with lightning protection that fall under the scope of the technical requirement on lightning protection according to the standard, the review of lightning protection:
  - a) during construction, before covering the parts that will be covered later,
  - b) after establishment, before handover,
  - c) in the case of LPS I and LPS II, at least every 3 years,
  - d) in other cases that do not fall under c) at least every 6 years, and

d) must be carried out after the transformation, expansion of the lightning protection or the structure and the special event included in the relevant technical requirement.
- The calendar day must be taken into account for the lightning protection review.

## **10. EVACUATION**

### **10.1. General regulations**

- The primary purpose of escape is to ensure an exit from the endangered space of the building to a safe space or meeting place in the event of a fire or any other unexpected event (e.g., bomb alarm, terrorist threat).
- Evacuation strategies cannot be based exclusively on the help of those involved in the rescue (police, fire department, ambulance service). The purpose of the buildings, their risk class and the mobility of the people inside greatly influence escape and rescue. The strategy must be chosen with this in mind.
- Anyone who notices or becomes aware of a fire or its immediate danger must report it without delay.
- The fire alarm inside the facility is primarily the so-called it is done by operating hand signals. Hand-held fire alarms are devices installed on traffic routes, the protective cover of which can be used to signal a fire.
- If the use of manual alarms is not possible for some reason, the fire must be reported to the guard and protection service.
- operating instructions for the equipment's must be placed next to the fire alarm centre and its contents must be fully observed!
- Members of the Guard Service must ensure permanent and continuous supervision of the fire alarm centre.
- The operator of the fire alarm centre – if possible – must arrange for the cause of the alarm to be ascertained on site as soon as possible. In order to do this, the security guard on patrol must be sent to the location of the signal.
- The security guard arriving at the scene must immediately inform the head of the Guard and Protection Service about the validity of the signal.
- In the event of a fire or an unverifiable fire alarm, the dispatcher must notify the fire department without delay!
- The evacuation of the building is appropriate if the occupants can leave the building within the time allowed by law.

### **Determination of acceptable maximum evacuation times:**

The standard risk class of the building is KK [medium]. The evacuation level times are according to Table 2 of Appendix 7 of the OTSZ based on this:

- **Stage 1** is 1.5 minutes, however, the increase in the level time of the first stage with built-in fire alarm equipment is +0.2, and with the installation of built-in extinguishing equipment +0.4 minutes, i.e., 2.1 minutes; we did not use the option of increasing multi-directional evacuation, as

the heat and smoke exhaust was not designed to provide a reduced smoke (smoke-poor) air layer anywhere.

- **Stage 2, 8.0 minutes.**

The evacuation strategy is simultaneous.

### **Protection of evacuation routes**

- Staircase doors and exits open on the escape route.
- The doors of rooms with a capacity of more than 50 people have no threshold or the spaces separated by them are designed with a height difference of no more than 15 mm.
- The doors of rooms with a capacity of more than 300 people (permanent and temporary exhibitions in the basement, the ground-floor lecture halls and the lobby) and those escape routes can also be opened manually with a single movement.

### **Escape options for people with reduced mobility**

The capacity of the building is expected to be 2021 people.

The Evacuation c. Based on TvMI, the following escapes should be counted as limited (numbers smaller than 1 and non-integer numbers have been rounded up for each level):

## 11. REFERENCES

XXXI of 1996 Act on Fire Protection, Technical Rescue and Fire Brigade,

239/2011. (XI. 18.) Government Decree on the rules regarding the contribution to the maintenance of municipal and facility fire brigades, as well as professional fire brigades, municipal fire brigades and volunteer fire brigade associations,

259/2011. (XII. 7.) Government Decree on organizations performing fire protection official duties, on fire protection fines and on mandatory life and accident insurance for those engaged in fire protection

10/2008. (X. 30.) ÖM Decree on the professional qualification requirements and professional training of professional disaster prevention bodies, fire brigades, and those employed in this field,

15/2010. (V. 12.) ÖM decree on the applicability of fire protection technology related to fire-fighting and technical rescue activities,

39/2011. (XI. 15.) BM decree on the general rules of firefighting and technical rescue activities of the fire brigade,

42/2011. (XI. 30.) BM decree on the range of services that can be performed by professional fire brigades, as well as the rules for the utilization of real estate and equipment for professional fire brigade purposes aimed at utilizing capacity

43/2011. (XI. 30.) BM decree on the area of competence of disaster management branches

44/2011. (XII. 5.) BM decree on the rules for the investigation of fire incidents

45/2011. (XII. 7.) BM Decree on occupations and jobs subject to the fire protection specialist exam, the organization of education related to the fire protection specialist exam and the detailed rules of the fire protection specialist exam

54/2014. (XII. 5.) BM Decree on the National Fire Protection Regulations

EC Regulation 1272/2008 on the classification, labelling and packaging of substances and mixtures (hereinafter: CLP Regulation)

6/1990 on the technical conditions for putting road vehicles into circulation and keeping them in circulation. (IV. 12.) KöHÉM decree

MSZ EN 12845:2015+A1:2020 standard

Authorization of occasional fire-hazardous activities

Safety Regulations

Unified House Rules

Fire safety training diary

Fire extinguisher operation log

Built-in fire extinguisher operation log

Built-in fire alarm equipment operation log

A	B		C		D	
Affected technical solution	Operator's Inspection		Periodic review		Maintenance	
	Cycle time	Necessity and method of documentation	Cycle time	Necessity and method of documentation	Cycle time	Necessity and method of documentation
Fire extinguisher	3 month (+ 1 week)	fire protection operation log	no requirements		6 month (+ 1 month) <sup>1)</sup> 12 month (+ 1 month), <sup>2)</sup> 5 év (+ 2 month), 10 év (+ 2 month)	fire protection operation log
Wall-mounted fire hydrant, water sources other than natural water sources, booster pump, dry fire water line	6 month (+ 1 week)	fire protection operation log	12 month (+ 1 month)	Fire protection operation log	At the same time as the periodic review	fire protection operation log
Built-in fire alarm system	1 day, except in the case of an automatic control system, 3 month (+ 1 week)	fire protection operation log	6 month (+ 2 week), 12 month (+ 1 month)	fire protection operation log	At the same time as the periodic review	fire protection operation log
Built-in fire extinguishing system	1 week, 1 month	fire protection operation log	12 month (+ 1 month)	fire protection operation log	At the same time as the periodic review	fire protection operation log
Smoke and fault signalling equipment	1 day except in the case of an automatic control system,	fire protection operation log	6 month (+ 2 week)	fire protection operation log	At the same time as the periodic review	fire protection operation log
Fire brigade key safe	1 day	fire protection operation log	6 month (+ 2 week)	fire protection operation log	At the same time as the periodic review	fire protection operation log
Fire brigade radio receiver	no requirements		6 month (+ 2 week)	fire protection operation log	At the same time as the periodic review	fire protection operation log
Fire-fighter's lift	3 month (+ 1 week)	fire protection operation log	12 month (+ 1 month)	fire protection operation log	At the same time as the periodic review	fire protection operation log

Affected technical solution	Operator's inspection		Periodic review		Maintenance	
	Cycle time	Necessity and method of documentation	Cycle time	Necessity and method of documentation	Cycle time	Necessity and method of documentation
Evacuation sound system	For each event, but at least 1 month	fire protection operation log	6 month (+ 2 week)	fire protection operation log	At the same time as the periodic review	fire protection operation log
Safety lighting, externally or internally illuminated escape route signs, and such as according to previous regulations	3 month	fire protection operation log	12 month (+ 1 month)	fire protection operation log	At the same time as the periodic review	fire protection operation log

panic lock, emergency exit lock, emergency exit securing system		Before each event, but at least 3 months (+ 1 week)	fire protection operation log	6 month (+ 2 week)	fire protection operation log	At the same time as the periodic review	fire p oper
fire-resistant doors	fire-resistant windows and doors	1 month	fire protection operation log	6 month (+ 2 week)	fire protection operation log	At the same time as the periodic review	fire p oper
	fire barriers containing a movable element	no requirements		6 month (+ 2 week)	fire protection operation log	At the same time as the periodic review	fire p oper
at and smoke protection systems	fume extraction, air replacement system	3 month (+ 1 week)	fire protection operation log	6 month (+2 week)	fire protection operation log	At the same time as the periodic review	fire p oper
	fume extraction, air replacement device	3 month (+ 1 week)	fire protection operation log	6 month (+2 week)	fire protection operation log	At the same time as the periodic review	fire p oper
	Fume extraction fan	3 month (+ 1 week)	fire protection operation log	6 month (+2 week)	fire protection operation log	At the same time as the periodic review	fire p oper
	smoke damper, shutter,	3 month (+ 1 week)	fire protection operation log	6 month (+2 week)	fire protection operation log	At the same time as the periodic review	fire p oper

Affected technical solution		Operator's inspection		Periodic review		Maintenance	
		Cycle time	Necessity and method of documentation	Cycle time	Necessity and method of documentation	Cycle time	Nece me docur
	smoke-proof door and window	3 month (+ 1 week)	fire protection operation log	6 month (+2 week)	fire protection operation log	At the same time as the periodic review	fire p oper
	mobile smoke curtain	3 month (+ 1 week)	fire protection operation log	6 month (+2 week)	fire protection operation log	At the same time as the periodic review	fire p oper
pressurized smokeless staircase, pressurized foyer air supply system (checking compliance with required ventilation parameters)		-	-	Before use or following efficiency conversion	Measurement report	-	
diesel generator as a backup power source		3 month (+ 1 week)	fire protection operation log	12 month (+ 1 month)	fire protection operation log	At the same time as the periodic review	fire p oper
safety battery power supply, uninterruptible power supply		3 month (+ 1 week)	fire protection operation log	12 month (+ 1 month)	fire protection operation log	At the same time as the periodic review	fire p oper

1) Basic maintenance of fire extinguishers manufactured to the MSZ 1040 standard series (except carbon dioxide extinguishers)

2) Basic maintenance of fire extinguishers manufactured to the MSZ EN 3 standard series, MSZ EN 1866 standard series and carbon dioxide fire extinguishers manufactured according to the MSZ 1040 standard series



AUTHORIZATION OF OCCASIONAL FIRE RISK ACTIVITIES

1. Date of the activity:

20.... year ..... month ..... on ..... from .....

20.... year ..... month ..... on ..... until .....

2. Precise definition of the location of the activity:

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

3. Description of the activity to be performed:

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

4. Name of worker(s): Number/validity of professional examination certificate:

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

5. Medical, physical, and mental fitness:

Workers assigned to the work, in particular workers of over 18 years of age who perform skilled welding activities, **have/do not have** a valid medical fitness examination and are in a **satisfactory/unsatisfactory** physical and mental condition. (Underline as appropriate!)

6. The fire protection regulations to be observed during work:

Based on the provisions of the National Fire Protection Regulations .....

.....

.....

.....

7. Ensuring the availability of necessary protective equipment:

- Depending on the nature of the work, a fresh air device, if it is necessary to work in an air space with insufficient oxygen or an unknown composition. In such airspace, the use of an air-space analyser and the completion of the Boarding Permit are also mandatory.
- Due to the nature of the work, in the case of work performed at height or depth, Boarding permit and the protective equipment prescribed therein.

(Insured devices must be ticked!)

....., 20 years ..... snow ..... sun

8. Declaration of the employee performing the planned fire-hazardous activity

I have taken note of the fire protection regulations applicable to the work, and I assume responsibility for observing them. The above-mentioned protective devices are provided, and the fire-hazardous work can begin. After finishing the fire-hazardous activity, I inspect the site, eliminate any fire hazard and report the completion of the activity to the person ordering the work.

....., 20 .... year ..... month .. ..... Sun

..... .

the signature of a person performing fire-hazardous work

9. Declaration of completion of work:

The requested fire hazard activity was carried out in ..... year ..... and finished on the day of the month ..... at ..... hours ..... minutes. I complied with the prescribed fire protection regulations, after the completion of the fire-hazardous activity, I inspected the site and eliminated the fire hazard. No extraordinary events occurred during the work.

The following extraordinary event occurred during fire-hazardous work:

.....  
.....

(The appropriate statement must be ticked or filled in!)

....., 20 .... year ..... month ... ..... day

..... .

the signature of a person performing fire-hazardous work

I have taken note of the performance of the ordered fire-hazardous work as stated above.

Due to the extraordinary event that occurred, I took the following measures:

.....  
.....

(The appropriate statement must be ticked or filled in!)

....., 20 .... years ..... months ..... Sun

.....

the signature of the person ordering the work

## APPENDIX

The House of Music Hungary will be realized as a new building within the framework of the Városliget project. The preservation of the existing stock of trees is of prime importance in the design of the building. The National Directorate General for Disaster Management of the Ministry of the Interior (1149 Budapest, Mogyoródi út 43.) issued an official resolution No. 35000/2143-1/2016.ált. dated 29 February 2016, in which it agreed to the issuance of the building permit with conditions, as stated in the operative part of the resolution:

"At the request of the Building and Heritage Protection Department of the V. District Office of the Budapest Capital City Government Office (1052 Budapest, Városház u. 7.) with reference number above, based on the request of Városliget Ingatlanfejlesztő Zrt. (1146 Budapest, Dózsa György út 41.), the Budapest XIV. district, Olof Palme Sétány no. 3 (hrs.: 29732/1), I consent to the granting of the building permit for the Bartók Centre – House of Music Hungary, which is being realized within the framework of the Liget Budapest project, from a fire protection perspective, with the following conditions.

1. The documents certifying the fire protection compliance of any fire-extinguishing technical product, construction product, fire or explosive device, machine, equipment used during the construction – for which the law imposes a requirement – and their installation declarations must be presented before they are put into use.
2. Before the commissioning procedure, the electrical equipment must be visually inspected and tested based on the MSZ HD 60364-6 standard, and the fact of this must be documented – taking into account the annexes of the standard.
3. The adequacy of the lightning protection equipment must be reliably verified during the commissioning procedure.
4. The amount of extinguishing water required for the subject building must be provided from hydrant(s) and/or from a fire water reservoir constructed in accordance with the relevant regulations. At the time of commissioning, the presence of extinguishing water must be verified with the simultaneous water flow measurement protocol of the fire hydrants and/or the review of the fire water reservoir.
5. The existence of the extinguishing water intensity of the wall-mounted fire hydrant network must be verified with a measurement report until the commissioning procedure.
6. The installation of a 90-minute operational fire department radio receiver for use in the event of fire must be verified with an inspection report prepared after the installation of the building's doors and windows and mechanical equipment until the facility is put into use.
7. Markings in accordance with the relevant regulations must be placed at the points where electrical or mechanical cables are routed through the wall or ceiling.

8. The fire performance of supporting structures designed using structural analysis shall be determined using the calculation methods in the design specification. Where the compliance of building structures not covered by Regulation (EU) No 305/2011 is to be demonstrated by the entry in the construction logbook of the responsible technical manager of the design of the building structure in accordance with the relevant Eurocode standards, the corresponding document shall be submitted to the competent fire authority before the building is put into service.

9. The adequacy of the safety lighting must be verified by means of a light technical measurement and the measurement protocol prepared for it until it is put into use. The measurement must be taken after dark.

10. Before starting construction, it is necessary to discuss the following with the competent fire protection authority in a verifiable way:

- a) placement of a key safe,
- b) type and location of fire hydrants and wall fire hydrants,
- c) place and method of disconnection,
- d) design and start-up options for heat and smoke exhaust,
- e) the creation of protected spaces,
- f) accessibility of the building,

11. A barrier against the spread of fire must be established on the roof, in line with the fire section boundaries.

12. A contractor's statement, a layer thickness measurement report and a copy of the technical examination certificate of the contractors must be submitted to the competent fire protection authority at the time of authorization for use.

13. The fire protection requirements for the installation and disconnection of solar panels must be enforced.

14. The fire alarm system planned for the subject area must be approved by the competent fire protection authority until the building is put into use.

15. A copy of the fire protection examination certificate of the contractors relating to the activities performed in the occupations or jobs that require a fire protection qualification in the subject building must be submitted to the competent fire protection authority prior to the commissioning procedure.

Only standard electrical equipment in good working order may be used, and installation and repair work can only be carried out by a qualified electrician. Electrical equipment must be regularly cleaned of dust.

After performances at events, the person designated by the organiser of the event must ensure that no conditions or materials remain that could subsequently cause a fire or constitute a fire hazard.

During the event, the organiser must ensure that there are staff present who are able to take the necessary measures in the event of an emergency. Staff involved in events must know the means of escape, the location and use of fire extinguishers and fire-fighting equipment, the location and operation of utility switches and the rules for fire alarms.

In order to avoid false alarms, it is possible to disable the relevant detection zone or zones for the duration of an effect resembling fire characteristics to the detectors, provided that the disabled detection zone only limits the operation of the automatic detectors in the room of the effect causing the false alarm and the disabled detection zone does not limit the operation of the manual call points in the room of the effect causing the false alarm.

Disabling a detection zone (concert hall, auditorium)

Disabling of the detection zone is possible if half of the event organiser is responsible for the event during the time of the activity that produces an effect similar to the fire characteristics of the detector (e.g., smoke machine).