



# **THE ORGANIZATIONAL AND OPERATIONAL REGULATION OF BUDAPEST METROPOLITAN UNIVERSITY**

## **FURTHER REGULATIONS, SECTION IV/2 HOUSE RULES**

**Effective from**

**01/06/2017**

1 June, 2017

## Table of Contents

<b>Revision History</b> .....	<b>6</b>
<b>I. The Scope Ratione Personae of the Regulations</b> .....	<b>7</b>
<b>II. The Territorial Scope of the Regulations: the Location of the Buildings</b> .....	<b>7</b>
<b>III. The Business Hours and the Rules for Staying in the Buildings</b> .....	<b>7</b>
The Business Hours of the Nagy Lajos király Street Campus and the Rules for Staying in its Buildings: .....	8
The Business Hours of the Rózsa Street Campus and the Rules for Staying in its Building.....	9
The Business Hours of the Egressy Street Campus and the Rules for Staying in its Building.....	10
The Business Hours of the Hódmezővásárhely Regional Knowledge Centre and the Rules for Staying in its Building .....	10
The Business Hours of the Rottenbiller Street Campus and the Rules for Staying in its Building.....	11
<b>IV. Use of the Area, Buildings and Rooms of the University</b> .....	<b>12</b>
The Use of Offices.....	12
The Use and Reservation of Classrooms.....	13
The Use of Internet Workstations.....	13
The Use of Car Parks and Driving on University Campuses .....	14
Smoking.....	14
Alcohol Consumption and the Prohibition of Drug Use .....	14
▶ The Use of Electronic and IT Devices .....	15
<b>V. The Use of Special Rooms</b> .....	<b>15</b>
The Use of IT and Multimedia Rooms.....	15
The Use of the Classrooms with Special Equipment and Workshops of the Applied Art Institute and the Institute of Media Arts.....	15
The Use of the Gymnasium at the Egressy Street Campus .....	20
The Use of the Demonstration Kitchen .....	20
The Use and Reservation of Conference Rooms .....	20
<b>VI. The Tasks and Services of the Reception Staff</b> .....	<b>21</b>
Luggage.....	21
Cloakroom .....	21
Forwarding of Letters and Other Postal Parcels .....	21
Safekeeping and Maintaining Records.....	21
<b>VII. The Use of the University Announcement Surfaces</b> .....	<b>22</b>
<b>IX. Provisions on Events Organized at the University</b> .....	<b>22</b>
<b>X. The Use of the Furniture and Other Non-Educational Equipment of the University and its Rooms</b> .....	<b>22</b>
The Use of Furniture and Other Non-Educational Equipment .....	22
<b>XI. The Use of Educational Technology Devices</b> .....	<b>23</b>
General Provisions .....	23
Special Rules for Instructors and Employees.....	23
Special Rules for Students .....	24
Special Rules for Delays .....	24
Special Rules for Educational Technology Devices Used in Art Programmes .....	24

<b>Annex 1</b> .....	<b>26</b>
Request Form for Educational Technology Devices .....	26
<b>Annex 2</b> .....	<b>27</b>
Studio class form .....	27
<b>Annex 3</b> .....	<b>28</b>
Occupancy agreement .....	28
<b>Annex 4</b> .....	<b>31</b>
Attendance sheet.....	31
<b>Annex 5</b> .....	<b>32</b>
Receipt.....	32
<b>Annex 6</b> .....	<b>28</b>
Conference Room Reservation Form.....	28
<b>Supplement 1</b> .....	<b>29</b>
<b>Fire Protection Regulation</b> .....	<b>29</b>
1. Operative Clause .....	29
<b>Chapter I</b> .....	<b>30</b>
<b>The Fire Protection Organization of the Budapest Metropolitan University and its Operation</b> .....	<b>30</b>
2. The Fire Protection Organization.....	30
3. The Fire Protection Responsibilities of the Chief Executive Officer or its Designees.....	30
4. Employees' Fire Protection Responsibilities .....	30
5. The Responsibilities of the Labour Safety and Fire Protection Officer .....	31
<b>Chapter II Fire Protection Trainings</b> .....	<b>31</b>
6. Basic Training .....	31
<b>Chapter III Fire Alarms and the Extinguishing of Fires</b> .....	<b>32</b>
7. Fire Alarm by Telephone.....	32
8. Tasks to be Done Following Fire Alarms.....	32
<b>Chapter IV</b> .....	<b>33</b>
<b>The Responsibilities of the Fire Protection Authority and the Fire Department</b> .....	<b>33</b>
9. Scope as Authority .....	33
10. The Responsibilities of the Fire Department .....	33
<b>Chapter V</b> .....	<b>34</b>
<b>The Consequences of the Violation of the Fire Protection Regulations</b> .....	<b>34</b>
11. Accountability .....	34
12. Fire Protection Fines .....	34
<b>Chapter VI The Classification of Hazards</b> .....	<b>35</b>
13. The Establishment of Fire Protection Regulations.....	35
<b>Chapter VII</b> .....	<b>35</b>
<b>Rules Concerning Establishment</b> .....	<b>35</b>
14. General Rules.....	35
<b>Chapter VIII</b> .....	<b>36</b>
<b>General and Special Rules Pertaining to Use</b> .....	<b>36</b>
15. Intended Use .....	36

16.	Fire Protection Regulations Pertaining to Use .....	36
17.	Storage .....	40
18.	Smoking.....	41
19.	Combustion and Heating Devices .....	41
20.	Smoke and Heat Exhaust Systems.....	42
21.	Sewage Systems.....	42
22.	Machinery .....	42
23.	Lighting Apparatuses.....	43
24.	Electric Equipment.....	43
25.	Protection Against Lightning and Electrostatic Discharge.....	43
<b>Chapter IX.....</b>	<b>.....</b>	<b>44</b>
<b>Hot Work.....</b>	<b>.....</b>	<b>44</b>
26.	<b>General Provisions on Hot Work .....</b>	44
27.	<b>Permanent Hot Work at the Workplace .....</b>	44
28.	<b>Occasional Hot Work .....</b>	44
<b>Chapter X.....</b>	<b>.....</b>	<b>45</b>
<b>Fire Extinguishing Devices, Evacuation .....</b>	<b>.....</b>	<b>45</b>
29.	<b>Built-in Fire Alarms .....</b>	45
30.	<b>Fire Alarms .....</b>	47
31.	<b>Quenching Water Supply.....</b>	47
32.	<b>Public Fire Hydrant.....</b>	47
33.	<b>Wall-mounted Fire hydrants .....</b>	47
34.	<b>Public Utilities .....</b>	47
35.	<b>Evacuation Route .....</b>	47
36.	<b>Fire Alarm .....</b>	48
37.	<b>Fire Alarm Plan .....</b>	48
38.	<b>Fire Extinguishers .....</b>	48
39.	<b>Evacuation.....</b>	48
40.	<b>Fire Access Roads and Areas .....</b>	49
<b>Chapter XI.....</b>	<b>.....</b>	<b>49</b>
<b>Inspection, Supervision and Maintenance.....</b>	<b>.....</b>	<b>49</b>
41.	<b>General Provisions .....</b>	49
42.	Fire Extinguishers.....	53
43.	Low-Voltage Heavy-Current Equipment.....	53
44.	The Maintenance and Supervision of Built-in Fire Alarms .....	53
44.1.	Built-in fire alarms and fire-extinguishers may only be operated by trained persons.....	53
44.2.	Any malfunction discovered in the course of operation, supervision or maintenance must be remedied immediately. ....	53
44.3.	All inspections and test prescribed by the manufacturer must be performed in the course of supervisions or maintenance.....	54
44.4.	The operation and maintenance of the built-in fire alarms and the built-in fire-extinguishers must be recorded in a log .....	54
44.5.	The log may only be maintained by persons trained for the operation of the built-in fire	

alarms and built-in fire-extinguishers.....	54
44.6. The person or service designated for the monitoring and operation of the centre of the built-in fire alarm system (remote displays and controllers) by the operator must ensure the following daily concerning the operability of the system:.....	54
45. The Supervision of Fire Hydrants.....	55
46. The Regular Fire Protection Supervision of the Protection Against Electrostatic Charging and Discharge.....	56
<b>Annex 1</b> .....	<b>58</b>
Hazard Classification.....	58
<b>Annex 2</b> .....	<b>59</b>
The Log of the Inspection and Repair of Fire-Extinguishers.....	59
Monthly Inspection of Orientation Lights.....	60
<b>Annex 3</b> .....	<b>61</b>
THE CONDITIONS FOR OCCASIONAL HOT WORK RECORDED IN WRITING.....	61
THE GENERAL FIRE PROTECTION REGULATIONS FOR HOT WORK.....	62
<b>Annex 4</b> .....	<b>63</b>
Legal Regulations on Fire Protection.....	63
<b>Annex 5</b> .....	<b>64</b>
Fire Protection Offences Punishable by Fines.....	64
<b>Annex 6 (Ground-Plan)</b> .....	<b>68</b>
<b>Annex 7</b> .....	<b>69</b>
Internal Regulation on the Protection of Non-Smokers at the Campuses of the.....	69
<b>Annex 8</b> .....	<b>70</b>
Fire Alarm Plan.....	70
<b>Supplement 2</b> .....	<b>72</b>
Rescue Plan.....	72

## Revision History

<b>Edition ID</b>	<b>Edition date</b>	<b>Description</b>
1.0	20/02/2006	Edition 1, Revision 0
2.0	09/11/2006	Edition 2 (new structure)
2.1	29/02/2008	Edition 2, Revision 1 (rules for staying in the building and alcohol consumption)
2.2	30/06/2011	Edition 2, Revision 2 (rules pertaining to the Rózsa Street and Egressy Street buildings and to the BKV headquarters, general overview)
2.3	29/08/2011	Edition 2, Revision 3 (more precise information)
2.4	13/09/2011	Edition 2, Revision 4 (rules and more precise information pertaining to the Hódmezővásárhely Regional Knowledge Centre)
2.5	23/09/2013	Edition 2, Revision 5 (more precise information)
2.6	15/10/2013	Edition 2, Revision 6 (more precise information, rules for the use of IT devices)
2.7	01/06/2017	Edition 2, Revision 7 (change of name, more precise information, Rottenbiller Campus, Art Institutes, Fire Protection Regulation, Evacuation Plan)

To ensure and facilitate the intended use of the buildings, individual rooms and equipment of the University, the Senate of the Budapest Metropolitan University has adopted the following regulation.

### **I. The Scope Ratione Personae of the Regulations**

1. The scope ratione personae of the Scope of the Regulations covers all natural persons staying in or using the buildings of the Budapest Metropolitan University.

### **II. The Territorial Scope of the Regulations: the Location of the Buildings**

1. This Regulation applies to the buildings of the Budapest Metropolitan University (henceforth: University).
2. The University buildings are located at five campuses with the following addresses:
  - a) 1–9 Nagy Lajos király Street, Budapest 1148: ground-plot with buildings;
  - b) 4–6 Rózsa Street, Budapest 1077: ground-plot with building;
  - c) 178/G Egressy Street, Budapest 1149: ground-plot with building;
  - d) 17–19 Rottenbiller Street, Budapest 1077: ground-plot with building;
  - e) 1 Városház Street, Hódmezővásárhely 6800: ground-plot with building;
3. The Nagy Lajos király Street campus of the University (henceforth: Nagy Lajos király Street Campus) consists of three buildings. The Main Building is a building with a rectangular ground-plan along Őrs vezér Street and Nagy Lajos király Street. The Small House is a one-level building within the property. The third building of the University is the Circle Building with a circular ground-plan.
4. The single building at the Rózsa Street campus of the University (henceforth: Rózsa Street Campus) has two wings.
5. There is a single building at the Egressy Street campus of the University (henceforth: Egressy Street Campus).
6. There is a single building at the Hódmezővásárhely campus of the University (henceforth: Hódmezővásárhely Regional Knowledge Centre).
7. There is a single building at the Rottenbiller Street campus at number 17–19 (henceforth: Rottenbiller Street Campus).
8. The territorial scope of this Regulation does not apply to the rooms of the Small House building used by the Maintainer of the University.
9. The buildings specified in Provisions II/3–7 are collectively called University Buildings.

### **III. The Business Hours and the Rules for Staying in the Buildings**

1. The business hours of the University Buildings are specified by this Regulation.
2. While staying at the University Buildings, the employees, students and contractual partners of the University have overall liability for the safekeeping of the University Buildings and any property of the University.
3. Persons violating the provisions of Section III may be expelled from University Buildings. Such persons are called upon to leave the affected building by the reception staff.

4. In relation to Section III, students who are not staying at the University in connection with their student status but due to another status with the University (general student assistant, agency contract etc.) are subject to the same treatment as full-time employees with the difference that outside of business hours they may stay at the University only if supervised by a full-time employee. Reception staff are responsible to verify such cases.
5. Members of the reception and cleaning staff may stay in University Buildings beyond business hours if necessary for performing their tasks.
6. Persons specified by the IT Director or the Director of Facilities Maintenance may stay in University Buildings beyond business hours to perform their educational technology and facilities maintenance tasks. The IT Director or the Director of Facilities Maintenance will identify the persons specified in this Provision to the reception staff at the beginning of terms.

**The Business Hours of the Nagy Lajos király Street Campus and the Rules for Staying in its Buildings:**

7. The Main Building and the Circle Building are open from 7 am. to 9 pm. on weekdays and Saturdays.
8. During business hours (Provision III/7), the following are entitled to enter the Nagy Lajos király Street Campus (grounds and buildings) at any time: employees or instructors of the University, contractual partners of the University in relation to their contract, and University students, persons inquiring about admission to the University and other guests invited.
9. On Sundays, bank and other holidays and beyond the business hours specified in Provision III/7, with the exception specified in Provision III/8, only instructors participating in scheduled teaching activities, participants of such activities, and organizers and participants of scheduled events may stay in the Main Building and Circle Building provided that they hold the special permissions specified in Provision III/11. The study system coordinator will inform the Director of Facilities Maintenance in advance of such cases each week.
10. The employees of legal persons in a permanent contractual relationship or other relationships governed by civil law with the University (henceforth: external partners entitled to the permanent use of offices) may stay at the Nagy Lajos király Street Campus without special permissions on Sundays, bank and other holidays and beyond business hours. The Chief Executive Officer forwards the regularly updated list of such external partners entitled to the permanent use of offices to the Director of Facilities Maintenance monthly. The Director of Facilities Maintenance forwards the list of external partners entitled to the permanent use of offices to the reception staff.
11. Except for persons specified in Provisions III/8–10 and reception staff, all persons need a permission or special notification to stay at the Nagy Lajos király Street Campus beyond business hours. Such permissions may be issued by the Chief Executive Officer of the University or the Director of Facilities Maintenance.
12. Full-time employees may stay in the Main Building beyond business hours on weekdays or Saturdays if they announce it to the reception staff previously during business hours.
13. Full-time employees may stay in the Circle Building beyond business hours on weekdays or



Saturdays if the person they report to requests it in writing or by an electronic message from the Chief Executive Officer or the Director of Facilities Maintenance at least three days prior to the date affected with the name of the person wishing to stay there specified.

14. Full-time employees may stay at the University campus beyond business hours on Sunday, bank and other holidays if the person they report to requests it in writing or by an electronic message from the Chief Executive Officer or the Director of Facilities Maintenance at least three days prior to the date affected with the name of the person wishing to stay there specified.
15. The person specified in Provision III/11 who has issued a special permission to persons to stay in the building must notify the reception staff about the names and expected stay durations in advance. The reception staff will maintain an up-to-date list of the external partners entitled to the permanent use of offices.

### **The Business Hours of the Rózsa Street Campus and the Rules for Staying in its Building**

16. The Rózsa Street Building is open from 7 am. to 10 pm. on weekdays and Saturdays.
17. During business hours (Provision III/16), the following are entitled to enter the Rózsa Street Campus at any time: employees or instructors of the University, contractual partners of the University in relation to their contract, and University students, persons inquiring about admission to the University and other guests invited.
18. On Sundays, bank and other holidays and beyond the business hours specified in Provision III/16, with the exception specified in Provision III/17, only instructors participating in scheduled teaching activities, participants of such activities, and organizers and participants of scheduled events may stay at the Rózsa Street Campus provided that they hold the special permissions specified in Provision III/20. The study system coordinator will inform the Director of Facilities Maintenance in advance of such cases each week.
19. The employees of legal persons in a permanent contractual relationship or other relationships governed by civil law with the University (henceforth: external partners entitled to the permanent use of offices) may stay at the Rózsa Street Campus without special permissions on Sundays, bank and other holidays and beyond business hours. The Chief Executive Officer forwards the regularly updated list of such external partners entitled to the permanent use of offices to the Director of Facilities Maintenance monthly. The Director of Facilities Maintenance forwards the list of external partners entitled to the permanent use of offices to the reception staff.
20. Except for persons specified in Provisions III/17–19, the reception staff and the employees of the company responsible for cleaning the premises, all persons need a permission or special notification to stay at the Nagy Lajos király Street Campus beyond business hours. Such permissions may be issued by the Chief Executive Officer of the University or the Director of Facilities Maintenance.
21. Full-time employees may stay at the University campus beyond business hours on Sunday, bank and other holidays if the person they report to requests it in writing or by an electronic message from the Chief Executive Officer or the Director of Facilities Maintenance at least three days prior to the date affected with the name of the person wishing to stay there specified.
22. The person specified in Provision III/20 who has issued a special permission to persons to stay in

the building must notify the reception staff about the names and expected stay durations in advance. The reception staff is to check which external partners entitled to the permanent use of offices may stay at the building at all times.

### **The Business Hours of the Egressy Street Campus and the Rules for Staying in its Building**

23. The Egressy Street Building is open from 7 am. to 8 pm. on weekdays and Saturdays.
24. During business hours (Provision III/23), the following are entitled to enter the Egressy Street Campus at any time: employees, instructors or teachers of the University, contractual partners of the University in relation to their contract, and University students, persons inquiring about admission to the University and other guests invited.
25. The employees of legal persons in a permanent contractual relationship or other relationships governed by civil law with the University (henceforth: external partners entitled to the permanent use of offices or rooms) may stay at the Egressy Street Campus without special permissions on Sundays, bank and other holidays and beyond business hours. The Director of Facilities Maintenance forwards the regularly updated list of such external partners entitled to the permanent use of offices to the reception staff monthly.
26. Beyond business hours and on Sundays, bank and other holidays, persons other than those specified in Provisions III/24–25 and the reception staff or the employees of the company responsible for cleaning the premises may stay at the Egressy Street Campus only with permission. Such permissions may be issued by the Director of Facilities Maintenance.
27. The person specified in Provision III/26 who has issued a special permission to persons to stay in the building must notify the reception staff about the names and expected stay durations in advance. The reception staff is to check which external partners entitled to the permanent use of offices may stay at the building at all times.

### **The Business Hours of the Hódmezővásárhely Regional Knowledge Centre and the Rules for Staying in its Building**

28. The building is open from 7 am. to 9 pm. on weekdays and Saturdays.
29. During business hours (Provision III/28), the following are entitled to enter the Hódmezővásárhely Regional Knowledge Centre (grounds and buildings) at any time: employees or instructors of the University, contractual partners of the University in relation to their contract, employees and students of the Hódmezővásárhely Vocational Centre, and University students, persons inquiring about admission to the University and other guests invited.
30. On Sundays, bank and other holidays and beyond the business hours specified in Provision III/28, with the exception specified in Provision III/29, only instructors participating in scheduled teaching activities, participants of such activities, and organizers and participants of scheduled events may stay at the Hódmezővásárhely Regional Knowledge Centre provided that they hold the special permissions specified in Provision III/32. The study system coordinator will inform the Director of Facilities Maintenance in advance of such cases each week.
31. The employees of legal persons in a permanent contractual relationship or other relationships

governed by civil law with the University (henceforth: external partners entitled to the permanent use of offices) may stay at the Hódmezővásárhely Regional Knowledge Centre without special permissions on Sundays, bank and other holidays and beyond business hours. The Chief Executive Officer forwards the regularly updated list of such external partners entitled to the permanent use of offices to the Director of Facilities Maintenance monthly. The Director of Facilities Maintenance forwards the list of external partners entitled to the permanent use of offices to the reception staff.

32. Except for persons specified in Provisions III/29-31 and reception staff, all persons need a permission or special notification to stay at the Hódmezővásárhely Regional Knowledge Centre beyond business hours. Such permissions may be issued by the Chief Executive Officer of the University or the Director of Facilities Maintenance.
33. Full-time employees may stay at the Hódmezővásárhely Regional Knowledge Centre beyond business hours on weekdays or Saturdays if they announce it to the reception staff previously during business hours.
34. Full-time employees may stay at the Hódmezővásárhely Regional Knowledge Centre beyond business hours on Sundays, bank and other holidays if the person they report to requests it in writing or by an electronic message from the Director of Facilities Maintenance at least three days prior to the date affected with the name of the person wishing to stay there specified.
35. The person specified in Provision III/32 who has issued a special permission to persons to stay in the building must notify the reception staff about the names and expected stay durations in advance. The reception staff will maintain an up-to-date list of the external partners entitled to the permanent use of offices.

### **The Business Hours of the Rottenbiller Street Campus and the Rules for Staying in its Building**

36. The Rottenbiller Street Building is open from 7 am. to 10 pm. on weekdays and Saturdays.
37. During business hours (Provision III/36), the following are entitled to enter the Rottenbiller Street Campus at any time: employees or instructors of the University, contractual partners of the University in relation to their contract, and University students, persons inquiring about admission to the University and other guests invited.
38. On Sundays, bank and other holidays and beyond the business hours specified in Provision III/36, with the exception specified in Provision III/37, only instructors participating in scheduled teaching activities, participants of such activities, and organizers and participants of scheduled events may stay at the Rottenbiller Street Campus provided that they hold the special permissions specified in Provision III/40. The study system coordinator will inform the Director of Facilities Maintenance in advance of such cases each week.
39. The employees of legal persons in a permanent contractual relationship or other relationships governed by civil law with the University (henceforth: external partners entitled to the permanent use of offices) may stay at the Rottenbiller Street Campus without special permissions on Sundays, bank and other holidays and beyond business hours. The Chief Executive Officer forwards the regularly updated list of such external partners entitled to the permanent use of offices to the Director of

Facilities Maintenance monthly. The Director of Facilities Maintenance forwards the list of external partners entitled to the permanent use of offices to the reception staff.

40. Except for persons specified in Provisions III/37-39, the reception staff and the employees of the company responsible for cleaning the premises, all persons need a permission or special notification to stay at the Rottenbiller Street Campus beyond business hours. Such permissions may be issued by the Chief Executive Officer of the University or the Director of Facilities Maintenance.
41. Full-time employees may stay at the University campus beyond business hours on Sundays, bank and other holidays if the person they report to requests it in writing or by an electronic message from the Chief Executive Officer or the Director of Facilities Maintenance at least three days prior to the date affected with the name of the person wishing to stay there specified.
42. The person specified in Provision III/40 who has issued a special permission to persons to stay in the building must notify the reception staff about the names and expected stay durations in advance. The reception staff is to check which external partners entitled to the permanent use of offices may stay at the building at all times.

#### **IV. Use of the Area, Buildings and Rooms of the University**

1. Classrooms, offices and other rooms of the University cannot be left open when not supervised. The reception staff of the respective building is responsible for locking unused rooms.
2. The person taking over a key from the reception with a permission to use a room as intended is responsible for the furnishings and equipment of the room. After the persons who took over a key from the reception finish the use of the room, they must return the key to the reception staff.
3. The reception staff may provide keys for the rooms of the buildings to persons entitled. Each building's reception staff must log the handing over and receipt of the keys in a "key log".
4. The scope of instructors entitled to personal use of keys is determined by the General Vice-Rector. The scope of instructors entitled to personal use of keys is communicated to the reception staff by the Director of Facilities Maintenance at least two times per term a week prior to the start of term-time. The reception staff are to be notified of any changes to the above scope immediately after such changes.

#### **The Use of Offices**

5. The employees of the University and the persons entitled to the permanent use of offices may permanently hold keys to their offices.
6. Such persons must return these permanently used keys after their eligibility to the respective rooms ceases.
7. Persons entitled to the regular use of the offices are responsible for locking these rooms. University offices may not be left open unsupervised according to Provision IV/1 of this Regulation. The user of the office is responsible for any damages caused to rooms left unsupervised. If more than one person uses the room, the user who left the office unlocked is responsible for any damages caused to rooms left unsupervised. If the identity of the responsible person cannot be ascertained, the users of the

office have a joint liability for such damages.

8. If more than one person uses a room, the person who left the respective University building last on the day in question is responsible for locking the room.
9. Non-full-time employees and instructors may take up keys to rooms other than classrooms only by the permission of the Chief Executive Officer or the Director of Facilities Maintenance.
10. The use of office telephones is regulated by a separate directive.

### **The Use and Reservation of Classrooms**

11. The provisions specified in Provisions IV/5–9 are to be applied when using classrooms.
12. Keys cannot be provided for the permanent use of classrooms.
13. The General Vice-Rector must communicate the classroom schedules of instructors to the reception staff prior to the start of each teaching period. The reception staff may not modify the classroom schedules without the permission of the General Vice-Rector.
14. The instructors of the University and the organizers of non-class events may pick up the respective keys for the duration of the class or event from the reception staff as specified in Provision IV/15–16. Non-class events include:
  - classroom tests;
  - consultations;
  - student events organized by the Student Union;
  - other events.
15. Except for classroom tests and consultations, the Directorate of Marketing and Communication must be notified of events not in students' schedules. Within two days of the notification, the Director of Marketing and Communication will consult with the Study System Coordinator about it. If there is a scheduling conflict between non-class events and scheduled classes, the General Vice-Rector will decide about the realization, the time and the place of the event or class in question. If there is a scheduling conflict between two events, the Director of Marketing and Communication will decide about the realization, the time and the place of the events in question.
16. The use of classrooms for classroom tests or consultations is permitted by the heads of institutes after a consultation with the study system coordinator affected.
17. The Study System Coordinator of the University maintains records of the reservations for classrooms. Classrooms may not be used for non-class events without permissions.
18. Classrooms are to be locked between classes and other events. The person who took over the key of a classroom has total liability for the equipment and furniture of the classroom.
19. Except for classrooms for which more than one door has to be unlocked for entry, not more than one key may be taken over for one classroom. The keys must be returned after the class (contact hour, workshop practice etc.) immediately.
20. In the case of classrooms with special equipment (e.g. workshops), the person who holds the key is responsible for turning the machines' and devices' power off and leave such instruments in a safe state.

### **The Use of Internet Workstations**

21. The internet workstations in University Buildings are to be used as intended by the employees and instructors of the University, contractual partners of the University in relation to their contract, and University students and other guests invited who are entitled to enter the University Buildings. When using internet workstations, all users must observe the University IT Safety Regulation.

#### **The Use of Car Parks and Driving on University Campuses**

22. Permanent and one-time permissions for the use of the car parks may be issued by the Chief Executive Officer and the Director of Facilities Maintenance. Car parks may be used indefinitely by persons holding permanent permits observing Provision IV/23. One-time permit holders may use the car parks within the period specified by the permit. Persons specified by the Chief Executive Officer or the Director of Facilities Maintenance may receive remote gate opener devices. The regulations of KRESZ (rules of the road) apply to driving on campuses.
23. If persons entitled to the use of car parks wish to leave a vehicle in their possession or use on University campuses beyond business hours, they must notify the reception staff of it during business hours.
24. In the case of the Nagy Lajos király Street Campus, the employees, contractual partners or instructors of the University and other guests invited may park their vehicles in the car park next to the Main Building or in the underground garage. Students of the University may only park bicycles or motor bicycles in the dedicated parking place for bicycles, and they may not enter the campus by other vehicles (cars or vans).
25. Parking at the Rózsa Street Campus is permitted only for the purpose of transportation of goods or materials.
26. Parking at the Egressy Street Campus is permitted only by permanent or one-time permits requested by previous agreement. Requests for one-time parking permits must be addressed to the Director of Facilities Maintenance who is the person entitled to issue permits for parking at the Egressy Street Campus.
27. The employees, contractual partners or instructors of the University and other guests invited may use the car park rented by the University for the Rottenbiller Street Campus on a first come, first served basis. Students of the University may only park bicycles or motor bicycles in the dedicated parking place for bicycles. When there are no more vacant places in the car park rented by the University, no other parking is allowed at the campus except when temporary parking at the campus is necessary for the purpose of renting equipment. In such cases, the Director of Facilities Maintenance may permit parking at the internal court of the campus—even for University students—for the duration of no more than 30 minutes. Requests for such permits must be submitted to the Director of Facilities Maintenance at least two days prior to the event affected.

#### **Smoking**

28. Except for areas dedicated for smoking, smoking is not allowed in University Buildings and its fenced-off grounds.

#### **Alcohol Consumption and the Prohibition of Drug Use**

29. All students are strictly prohibited from the consumption of alcoholic beverages except for the cases specified in Provision IV/30. Alcoholic beverages include all beverages containing alcohol except for alcoholic medicinal herb extracts, products containing such extracts and soft drinks with an alcohol content of 1.2% or less. The possession, use and sale of narcotic drugs is strictly prohibited on all University campuses. Narcotic drugs include herbal or synthetic products evoking pleasant sensations, dozed consciousness, over-sensitivity or altered cognitive functions.
30. At non-regular events previously permitted by the Rector or the Chief Executive Officer, at designated areas of the University, moderate consumption of alcoholic beverages may be permitted. Such beverages may be sold only by vendors licensed to do so.
31. Should a University student violate any of the provisions of this section, disciplinary procedures must be initiated according to Provision I/2 a) of Section 9 of the Student Requirement System (Policy for Disciplinary Procedures and Damage Compensation Actions Concerning Students).

► **The Use of Electronic and IT Devices**

32. On University campuses, it is prohibited to
  - a) disassemble the cabling;
  - b) to disassemble or relocate the IT devices;
  - c) to connect hardware (e.g. pen drives, external hard drives) that are not the property of the University and do not serve the performing of University tasks to University computers and to install software on University computers.

Persons who violate the provisions of the above Provision or who use the computers or other IT devices in a way different from their intended use or who violate the University IT Safety Regulation are fully liable for and must reimburse any damage caused.

## **V. The Use of Special Rooms**

### **The Use of IT and Multimedia Rooms**

1. The provisions specified in Provisions IV/5–9 are to be applied when using classrooms.
2. The instructors of the University may use IT and multimedia rooms in the same way as classrooms, and the rules for managing the room keys apply.
3. In the case of the IT and multimedia rooms of the Main Building, University students may take over keys from the reception staff for the duration of the use of the rooms only if permitted in writing by the Director of IT. Until a key is returned, the student having the key is responsible for the equipment of the respective room and for the use of IT and multimedia devices. Only students in a student status may take keys over.
4. A “key log” must be maintained for each IT and multimedia room about the use and the key of each room. The key log is maintained by the reception staff. The key log must contain especially:
  - the start and end times of key use;
  - the name and ID number of the person taking the key over;
  - the number of the room to be used.

### **The Use of the Classrooms with Special Equipment and Workshops of the Applied Art Institute**

**and the Institute of Media Arts**

5. The classrooms with special equipment and workshops of the Institute of Media and Motion Picture Arts, the Institute of Design and the Institute of Graphic Arts And Design (henceforth: Institutes of Arts) are listed in this Regulation.
6. The classrooms with special equipment and workshops of the Art Institutes at the Rózsa Street Campus:

<b>Building A</b>	
<b>Graphics cellar workshop (1 – Screen/litho workshop)</b>	workshop
<b>Graphics cellar workshop (2 – Letterpress and photogravure workshop)</b>	workshop
<b>Carpentry with machines</b>	workshop
<b>009</b>	lecture hall, graduation project exhibition and creative room
<b>304</b>	small studio/workshop
<b>307</b>	large studio/workshop
<b>401</b>	workshop
<b>402</b>	workshop
<b>403</b>	workshop
<b>404</b>	workshop

<b>Building B</b>	
<b>002, 003</b>	press workshop
<b>004, 005, 006</b>	modeling, plaster and firing workshop
<b>010</b>	photo workshop
<b>101, 102, 103, 104</b>	weaving workshop and storage
<b>106</b>	creative room
<b>109, 110</b>	creative jewellery workshop
<b>111</b>	graphics workshop
<b>201, 202</b>	clothes workshop
<b>203</b>	clothes workshop
<b>205</b>	creative room, clothes
<b>207</b>	clothes workshop
<b>208</b>	knitting workshop
<b>209</b>	consultation room
<b>214</b>	workshop
<b>215</b>	3D workshop
<b>300</b>	model workshop



<b>304</b>	consultation room
<b>305</b>	consultation room
<b>311</b>	photogram room
<b>312</b>	consultation room and teachers' lounge
<b>313</b>	workshop

7. The classrooms with special equipment and workshops of the Art Institutes at the Rottenbiller Street Campus:

<b>M 001</b>	IT office
<b>M 002</b>	IT storage
<b>M 003</b>	IT storage
<b>M 004</b>	cleaning supply storage
<b>M 005</b>	workshop, projector room, consultation room
<b>M 006</b>	community space
<b>M 007</b>	reception
<b>M 008</b>	community space
<b>M 009</b>	janitor's office
<b>M 010</b>	teachers' lounge
<b>M 101</b>	creative room, storage
<b>M 102</b>	workshop, consultation room
<b>M 103</b>	computer room
<b>M 104</b>	kitchenette
<b>M 105</b>	workshop, projector room, consultation room
<b>M 106</b>	computer room
<b>M 107</b>	workshop, animation drawing room, consultation room
<b>M 108</b>	not a separate room; part of M 108
<b>M 109</b>	puppet workshop
<b>M 201</b>	rental storage
<b>M 202</b>	rental
<b>M 203</b>	IT storage
<b>M 204</b>	audio studio
<b>M 205</b>	workshop, projector room, studio, consultation room
<b>M 206</b>	workshop, TV studio
<b>M 207</b>	studio controls
<b>M 208</b>	consultation room
<b>M 301</b>	consultation room
<b>M 302</b>	media design storage

<b>M 303</b>	Institute conference room
<b>M 304</b>	Institute kitchen
<b>M 305</b>	Institute office
<b>M 306</b>	workshop, consultation room, computer room
<b>M 307</b>	computer room
<b>M 308</b>	IT server room
<b>M 309</b>	consultation room
<b>M 401</b>	workshop, editing room
<b>M 402</b>	workshop, announcer room
<b>M 403</b>	workshop, editing room
<b>M 404</b>	lecture hall
<b>M 405</b>	computer room
<b>M 406</b>	computer room

8. The internal spaces in the buildings of the Art Institutes are available to students and instructors only during the teaching times as specified by the schedules of classes with the exception of the following Provisions.
9. This Regulation specifies the following list of workshops and classrooms with special equipment where students may not stay unsupervised by instructors, technicians or student occupational safety and health protection officers and where no work may be conducted without supervision:
  - a) the machines and equipment of the Graphics cellar workshop (1 – Screen/litho workshop) in Building A of the Rózsa Street Campus may not be used unless supervised by instructors or technicians;
  - b) the machines of the Carpentry in Building A of the Rózsa Street Campus may not be used unless supervised by instructors or technicians;
  - c) the room 005 containing the kiln in Building B of the Rózsa Street Campus may be used only if supervised by instructors or technicians;
  - d) the 3D workshop in room 215 of Building B of the Rózsa Street Campus may only be used without instructor or technician supervision by students who had passed a special technical examination on the use of the system;
  - e) the audio studio in room 204 of the Rottenbiller Street Campus may only be used without instructor or technician supervision by students who had passed a special technical examination on the use of the system;
  - f) the workshop and TV studio in room M 206 and the Studio controls in room M 207 of the Rottenbiller Street Campus may not be used unless supervised by instructors or technicians.
10. Student occupational safety and health protection officers receive occupational health and safety training to enable them to perform occupational safety and health protection tasks in workshops and classrooms with special equipment. Student occupational safety and health protection officers are liable for the equipment of classrooms with special equipment and workshops according to the provisions of the Student Requirement System and the damage compensation regulated by the CC.

11. On teaching days, students may prepare extracurricular jobs and home assignments in the workshops and classrooms with special equipment of the Art Institutes between 8 am. and 10 pm.
12. Students who wish to use the workshops or classrooms with special equipment of the Art Institutes beyond the times specified by their schedule of classes must notify the Head of Institute or teacher affected at least 2 days in advance. After a consultation with the teacher affected, the Head of Institute may issue a permit for the use of the workshops or classrooms with special equipment of the Art Institutes beyond the times specified by the applicant's schedule of classes. The permit must specify the person appointed to supervise such students. At least one day prior to the time requested, the teacher affected or the institutional administrator must inform students electronically about whether they may use the workshop or classrooms with special equipment according to this Regulation. The deadline in this Provision may be changed under a special permission by the Head of Institute.
13. The keys of workshops and classrooms with special equipment requiring supervision according to Provision V/9 may be handed over to the supervisor. In the case of workshops and classrooms that may be used without supervision, the keys may be handed over to students as well. The reception staff maintains a key log containing the keys handed over and returned and the times and performers of such actions. Supervisors and students can hand keys over to each other if they notify the reception staff immediately. If the reception staff is not informed of this fact, the person entered into the key log has full liability.
14. Returning keys is the responsibility of supervisors and students and they are accountable for failing to return the keys or returning them late. It is the responsibility of the person holding the key to turn the machines' and devices' power off and leave such instruments in a safe state when leaving a workshop or classroom with special equipment.
15. The individual regulations of Art Institutes specify what records are to be kept about the materials and instruments used in the workshops.
16. When students experience that devices in a classroom with special equipment or workshop malfunction or fail to operate, they must notify the supervisor or the reception staff who must record the event in writing. Following this, the supervisor or the reception staff must notify the Director of Facilities Maintenance or the Head of Institute affected.
17. It is prohibited to consume or take food and drink to classrooms with special equipment and workshops. Students violating this provision must reimburse any damage caused.
18. Taking educational technology devices not owned by the University into classrooms with special equipment or workshops may only be done following a previous registration. Connecting such devices to University devices may only be done with the permission of the Director of Facilities Maintenance or the Director of IT and with the cooperation of the staff of the Directorate of Facilities Maintenance.
19. Installing software on computers in classrooms with special equipment or workshops may only be performed if previously permitted by the system administrator in writing.
20. During work in classrooms with special equipment and workshops, the provisions of Section II/11 on Student Accident Prevention Policy of the University Student Requirement System must be strictly followed.

### **The Use of the Gymnasium at the Egressy Street Campus**

21. Students may only use the gymnasium at the Egressy Street Campus during scheduled classes under supervision. Students may use the gymnasium at the Egressy Street Campus beyond scheduled classes without supervision at their own responsibility.
22. The employees and contractual partners of the University may use the gymnasium without supervision by instructors at their own responsibility.
23. The Director of Facilities Maintenance issues the permissions to use the gymnasium.
24. The holder of the key to the gymnasium is liable for maintaining the gymnasium in the state it was when starting to use it, for the integrity of the devices and for adhering to the maximum number of users specified in the permission.
25. Should persons in the gymnasium experience any faults or malfunctions, they are to report it to the reception staff immediately.

### **The Use of the Demonstration Kitchen**

26. The Director of Education is entitled to pass decisions about the educational areas of the demonstration kitchen, the processes performed there and the schedule of classes.
27. The Director of Facilities Maintenance is entitled to pass decisions about the non-educational and service areas of the demonstration kitchen.
28. The Director of Education issues the permissions for the reservation of the demonstration kitchen after a consultation with the study system coordinator.

### **The Use and Reservation of Conference Rooms**

29. Conference rooms are room 214 of the Main Building and room 101 of the Egressy Street Campus.
30. Conference rooms may be used from 8 am. to 5:30 pm. on working days. The use of conference rooms after 5:30 pm. may be permitted by the Chief Executive Officer.
31. The Study Administration Coordinator is responsible for the reservation of the conference room of the Main Building. Requests for the use of the conference room of the Main Building are to be submitted by the conference room reservation form in Supplement 6. The reservation system for the conference room at the Egressy Street Campus may be accessed through Outlook.
32. Reservation of conference rooms is done on a first come, first serve basis.
33. The order of priorities for the reservation of rooms:
  - a) Maintainer;
  - b) Rector, Chief Executive Officer, General Vice-Rector;
  - c) Secretary General;
  - d) full-time employees with external guests;
  - e) full-time employees for the purpose of internal meetings.
34. The keys for the conference rooms may be taken over following the signing of the respective key log at the reception of the respective buildings at the times reserved.
35. Conference rooms may not stay unlocked without supervision. The person taking over the key for a conference room from the reception with a permission to use the room is responsible for the

furnishings and equipment of the room.

36. After the persons who took over a key from the reception finish the use of the room, they must return the key to the reception staff.

## **VI. The Tasks and Services of the Reception Staff**

1. The primary function of the reception staff is the supervision of the buildings. As specified in Provision 3, no unauthorized persons may enter the University. The reception staff is responsible to ensure compliance with this regulation.

### **Luggage**

2. Students may store their possessions temporarily in dedicated luggage lockers. The reception staff is not obliged to store students' possessions.
3. The reception staff may watch over the possessions of the guests of the University in exceptional cases.
4. The handling of unsupervised possessions is regulated in Section 8 of the SER (Security of Persons and Properties Regulation).
5. The reception staff is not responsible for the safekeeping of student documents related to their studies (official documents, tests, requests).
6. Luggage lockers are not available at the Egressy Street Building.

### **Cloakroom**

7. Students may store their overclothes in the luggage lockers in University Buildings as specified in Provision VI/2.

### **Forwarding of Letters and Other Postal Parcels**

8. The handling of letters and other postal parcels is regulated in a separate directive by the Chief Executive Officer.

### **Safekeeping and Maintaining Records**

9. The reception staff must safekeep and maintain the following records:
  - Maintenance log;
  - Operational log for the lift;
  - Operational log for the fire detector;
  - Records about keys handed over for personal use;
  - Key logs;
  - Room supervision logs;
  - Reception log;
  - Event logs for the buildings.

## **VII. The Use of the University Announcement Surfaces**

1. Decoration, signs, and commercial and internal announcements may be placed only on surfaces designated for this purpose in University Buildings.
2. University students may place their announcements on the designated surfaces in the Nagy Lajos király Street, Rózsa Street and Rottenbiller Street Buildings under the permission by the Student Union, the Director of Customer Services and Studies or the Director of Marketing and Communication. University students may place their announcements on the designated surfaces in the Egressy Street Building under the permission by the Director of Marketing and Communication. The issuer of the permission places their seal on the announcement permitted and writes the date of the permission on it.
3. Announcements about internships, job opportunities and other matters related to its scope of activities will have the seal of the Career Centre and will be placed on the surface designated for this purpose.
4. Artistic decorations may be implemented under the permission of the Heads of the Art Institutes.
5. Other decorations, signs and announcements by external parties may be placed on the surface designated for this purpose under the permission by the Director of Marketing and Communication. The Director of Marketing and Communication puts the University seal on the announcements permitted.
6. Under agreements between the University and an external person or organization to post announcements on University campuses, the external party may place their announcements only according to the dimensions and surfaces specified in the agreement.
7. Unapproved announcements will be removed immediately by the reception staff and the Directorate of Facilities Maintenance.
8. The reception staff will act in the same way as specified in Provision VII/7 for expired announcements and those posted more than a month ago.

## **IX. Provisions on Events Organized at the University**

1. Events may be organized only by observing the regulations of the University Events Policy.
2. Political event may not be organized in University Buildings.

## **X. The Use of the Furniture and Other Non-Educational Equipment of the University and its Rooms**

### **The Use of Furniture and Other Non-Educational Equipment**

1. The furniture and other non-educational equipment of the University and its rooms may be used only as intended.
2. Indoor furniture may not be taken from the buildings. Such furniture may only be transported to other rooms in the same or other University Buildings if permitted by the Director of Facilities Maintenance.
3. Outdoor furniture may only be used outdoors at the University campus.

## **XI. The Use of Educational Technology Devices**

This Regulation applies to all natural persons using the educational technology devices of the Budapest Metropolitan University.

### **General Provisions**

1. Educational technology devices may be used by University employees, instructors or students in direct relation to their work and University teaching purposes as specified by this Regulation.
2. Persons intending to use the educational technology devices must register them with the educational technician at least one day before the intended use. Educational technicians maintain records about the educational technology devices and their users.
3. The person to whom the educational technology device is handed over is fully liable for it until its return. The person to whom the educational technology device is handed over will complete and sign a receipt.
4. University educational technology devices may be taken from the Buildings only with permission. Such permissions are issued by the Director of IT (if absent, the Director of Facilities Maintenance).
5. Educational technicians hand over the devices in operable condition while operation is the responsibility of the user.

### **Special Rules for Instructors and Employees**

6. Instructors are to submit requests for devices to be used permanently (with the period and room specified) at least two weeks prior to the actual term-time.
7. Instructors are to submit requests for devices to be used occasionally at least one week prior to the time of the intended use to the institutional administrator on the form specified in Supplement 1 of this Regulation.
8. Institutional administrators are to notify the educational technician about instructors' occasional requests for devices within one day and complete the request form specified in Provision XI/7.
9. The educational technician will provide the requested device if it is available and notify the person intending to use the device or the institutional administrator.
10. The educational technician hands over the educational technology devices in the educational technology room during the break before the class affected. The educational technician will maintain records with the following information in the device logbook: the precise identification of the device(s), the date when they are handed over, the signature of the instructor, the number of the room, the date when the device is expected to be returned and the signatures of the instructor and the educational technology technician upon return.
11. Instructors must operate requested devices by themselves. If needed, they may ask the educational technician for assistance, however, Provision XI/5 still applies.
12. Each term-time, the educational technician provides training for instructors needing assistance to use said devices at a previously announced time. The educational technician will announce the location and time of such training at the University website at least one week prior to the beginning of term-time.
13. The educational technician provides the instructions for use to the user of the devices. These may

be requested from the technician, or, in cases specified in Provision XI/14, from the reception staff.

14. Any malfunction of the devices must be reported to the educational technician immediately but at the time of the expected return of the devices at the latest.

### **Special Rules for Students**

15. University students may request to use educational technology devices necessary for their studies from their teachers. If the teacher supports the request, the student completes the request form specified in Provision XI/7, signs it, and forwards it to the teacher for approval. Students must indicate the intended use and the period of use of the devices on the request form.
16. Following such approval, the teacher forwards the form immediately to the Head of Institute.
17. Within one day of their approval, the Heads of Institute inform the affected teachers and the teachers forward the request to the educational technician.
18. Following this, the special rules for instructors and employees apply.

### **Special Rules for Delays**

19. If persons who have taken possession of devices wish to return them later than agreed, they may apply for the extension of the usage period from the educational technician who may grant it if there are no reservations for the devices in that period.
20. If persons who have taken possession of devices do not return the devices to the educational technician by the expected time of return or if they are not granted extensions and delay in returning them, they must pay a late fine of 5000 forint per day and per device. Late fines are to be paid through the VPOS terminal. The educational technician's accounts of such fees are to be submitted to the Controlling Directorate each month. The Controlling Directorate issues the invoices about the fees to the persons affected.
21. The educational technician must notify persons who delay to return devices by telephone or e-mail (by an ETR message). Should such notifications fail to take place, the late fines are still to be paid.
22. Persons failing to pay the fine within one day of the receipt of the notification specified in Provision XI/21 or failing to return devices may not take over any other devices.
23. Student with outstanding fines towards the University arising from the late return of devices may not sign in and register for subjects.
24. In the case of full-time employees and persons working under agency contracts, the University deducts any late fine from their wages or fees.

### **Special Rules for Educational Technology Devices Used in Art Programmes**

25. The provisions of this Part XI apply to educational technology devices used in art programmes with the differences described in Provisions XI/26–30.
26. In the case of art programmes, the rules pertaining to the use of the classrooms with special equipment and workshops of the Applied Art Institute and the Institute of Media Arts apply.
27. The educational technology devices used in art programmes may be moved from their storage rooms only under the permission of the Director of Facilities Maintenance. In the absence of the Director of



Facilities Maintenance, the Chief Executive Officer or the Head of the Art Institute affected may issue such permissions.

28. The educational technology devices used in art programmes may be handed over only with the permission of the Chief Executive Officer. The Head of Institute affected makes their recommendation on such issues to the Chief Executive Officer.
29. Instructors, employees or students of the University intending to use educational technology devices used in art programmes outside of the Rottenbiller Street Campus or the Rottenbiller Street Campus must inform the institutional administrator affected at least 10 days prior to the intended use, and the institutional administrator must forward such notifications to the Director of IT and the Head of Institute affected. Use outside of the Rózsa Street Campus must be permitted by the Director of IT.
30. If the Director of IT permits the use outside the Rottenbiller Street Campus or the Rózsa Street Campus, the University and the person intending to use the device enter into an occupancy agreement. Supplement 3 of this Regulation contains a template for such agreement.

This Regulation was accepted by the Senate of the Budapest Metropolitan University at their meeting on 1st June, 2017. The provisions of this Regulation are to be applied from the 1st term of the 2017/2018 academic year.

Budapest, 1st June, 2017

**Dr. László Vass**

Rector

**Annex 1**

**Request Form for Educational Technology Devices**

**Request Form for Educational Technology Devices**

..... (name of requesting instructor/student)

..... (personal ID number or student ETR ID)

Precise designation of the educational technology device(s) requested  
(completed by the requestor)

Shelf mark

(completed by the educational technology technician)

1 .....

.....

2 .....

.....

3 .....

.....

4 .....

.....

5 .....

.....

The use of the device(s) from ..... 200... to ... ..... 200...

The purpose of the use of the devices: .....

.....

**Signature of the requesting instructor/student**

**Date:**

---

**The approvals of the persons listed below are to be acquired only if the requestor of the device is a student.**

.....

Head of Institute's approval

Approval date: .....

.....

Teacher's approval

Approval date: .....

**Studio class form**

**Instructor's name:** .....

**Time of class:** year \_\_\_\_\_ month \_\_\_\_\_ day **start time:** \_\_\_ hour \_\_\_ minute **end time:** \_\_\_\_\_ hour \_\_\_ minute

University bachelor's programme  Full-time

Institutional communicator  Part-time

Advertising manager

Other:.....

Purpose of the studio use (short description of class): .....

.....

.....

Devices used during class (please mark the devices used with an "X"):

Device name	Inv. No.	X	Device name	Inv. No.	X	Device name	Inv. No.	X	Device name	Inv. No.

I declare that the information above is true and correct and I am fully liable for the use of the above devices.

.....  
Instructor

### Annex 3

#### Occupancy agreement

entered into by the

**Budapest Metropolitan University** (registered seat: 1–9 Nagy Lajos király Street, 1148 Budapest, institutional identification number: FI33842, tax ID: 18172636-2-42, represented by: dr. Pál István Kiss Chief Executive Officer) as Owner (henceforth: **Owner**)

and

Name:

mother's birth name:

address:

identity card number:

as User (henceforth: **User**) at the location and date as signed below with the following conditions.

#### 1. The Object of the Agreement

- 1.1. The Owner declares that the device specified in the annex of this agreement is their exclusive property.
- 1.2. The owner provides the device specified in the annex of this agreement for use by the Owner at the times specified in the annex of this agreement.
- 1.3. The User will use the device handed over under this agreement outside of the campus for non-class purposes. Should the device be damaged or lost, or should it malfunction, the User is obliged to report it to the Owner.
- 1.4. The Owner declares that no third party has a right to the device provided for use that would limit or prevent the use by the User.

#### 2. The Duration of the User's right to Use the Device

- 2.1. Conforming to the period of the term, from ... (day) ... (month) ... (year) to ... (day) ... (month) ... (year), the parties agree on the use of the named device. The times of the handover/acceptance and the return of the devices will be recorded in the annex of this agreement, taking the orderly operation of the University as an educational institution into account.
- 2.2. During the term of this contract, after the training, the User must return the device in full and undamaged.

#### 3. Operation

- 3.1. Should the device specified in the annex of this agreement and taken over by the User malfunction or be damaged or stolen, the User must notify the Owner immediately.

#### **4. The Owner's Other Rights and Obligations**

- 4.1. The Owner or their representative has the right to inspect the device without prior notice, and is entitled to draw the User's attention to the intended use of the device and to request the User to cease any incorrect use.
- 4.2. The Owner must provide for the maintenance of the device and to restore it to operable condition.
- 4.3. The parties agree that if the User does not return the device specified in the annex of this agreement by the deadline specified in the annex of this agreement to the Owner, the Owner is entitled to inflict a penalty on the User. The amount of the penalty is 5% of the inventory value of the device specified in the annex but at least 5000 forint per day.

#### **5. The User's Other Rights and Obligations**

- 5.1. The parties agree that the User may use the device exclusively for study purposes.
- 5.2. The User has a full liability for the device. The User must fully reimburse the Owner for any damages caused by the theft, damage or unintended use of the device. The Controlling Directorate keeps the records of the inventory values of the devices. In the case of theft or damage to the device that prevents further use, the User must pay this amount even if the value of the device had decreased during its use due to natural amortization.
- 5.3. The User is liable for any damage to the device due to unintended use or to any use not permitted under this agreement.
- 5.4. The consequences of the actions performed by the User with the device named (e.g. any damages) are the User's sole responsibility.
- 5.5. Should the device be damaged as a consequence of the User's conduct, the User must reimburse the damage. The User must also pay any expenses incurred.
- 5.6. The parties declare that the User may not pass the device on to a third party.

#### **6. Miscellaneous Provisions**

- 6.1. Hungarian law, especially the effective regulations of the Civil Code apply to all issues not regulated in this agreement.
- 6.2. If any conditions of this agreement become fully or partially invalid, it does not affect the validity of the other parts of the agreement. The parties agree to replace any condition rendered invalid with a condition that complies the best with the purposes of this agreement.
- 6.3. Disputes originating from this agreement between the parties are to be resolved primarily through non-judicial channels. Should such attempts prove futile, the parties subject themselves to the Budapest Metropolitan Court as the body having exclusive jurisdiction.
- 6.4. This agreement has been prepared in three original and identical copies.
- 6.5. The parties have read and understood the agreement and have signed it as proof of their willing consent.

Budapest, 201. ....

-----  
**Owner**

-----  
**User**

**Annex**

**The name of the device and its subsystems, if any:**

**Its inventory value:**

**Inventory number:**

**The time when the device was handed over, and the names of the persons handing it over and receiving it:**

**The time when the device was returned, and the names of the persons handing it over and receiving it:**

**Instruction for use (in Hungarian):**

**Annex 4**

**Attendance sheet**

**—of persons staying in classrooms with special equipment and workshops beyond scheduled classes—**

Number of room:

Date of attendance sheet:

Supervisor's name:

Signature:

Student's name	Student's EHA code	Student's time of arrival	Student's time of leaving	Devices used	Student's signature	Other notes

**Annex 5**

**Receipt**

I, the undersigned .....  
(name, postal address, mother's name, tax ID, birthplace and birth date), as a student of the Budapest Metropolitan University have received the devices listed below ..... for my exclusive use and operation:

	Name	Product ID	Inventory number

I declare that I have ascertained that the devices to be handed over are complete and they correspond in number and identity to the list above. I verify the receipt of these devices to which I raise no objection. I understand that I have the obligation to return these devices and I may only use and operate them myself.

I undertake the obligation to return the devices listed on this receipt to .....

The devices are handed over to the following purpose: .....

The permanent storage location of these devices is ..... The devices may be taken from there only to the above purpose and duration. The handing over of the devices are to be recorded in the acceptance book kept in the office. The receiver is only liable for the devices entered into the acceptance book. The devices may not be taken over party, only as part of the set. The identification of the device groups is included in the table above.

By signing this receipt, I acknowledge my responsibility for any deficiency or damage to the devices listed on the receipt taken over with a return obligation.

Budapest, .....

-----  
**Recipient**

-----  
**Witness 1 (name, postal address)**

-----  
**Witness 2 (name, postal address)**



**Annex 6**

**Conference Room Reservation Form**

<b>Reserver 's name</b>	
<b>Subject of Meeting</b>	
<b>Reservation date (day, month, year)</b>	
<b>Start of reservation (hour)</b>	
<b>Expected end of reservation (hour)</b>	
<b>Number of guests</b>	
<b>Number of external guests</b>	

# Fire Protection Regulation

## The Scope of the Fire Protection Regulation

### 1. Operative Clause

- 1.1. The Senate of the Budapest Metropolitan University regulates the fire protection of its Buildings with this Regulation prepared according to Act XXXI of 1996 on Fire Protection, Technical Rescue and Fire-Services (henceforth: Fire Protection Act), the National Fire Protection Regulation that entered into force by Regulation 54/2014 (5 December) of the Ministry of Interior (henceforth: NFPR).
- 1.2. The Fire Protection Regulation applies to the area of the campuses of the Budapest Metropolitan University and to persons engaged in activities or persons staying there for any reason, including foreign citizens.
  - 1.2.1. If the local fire protection regulations of external sites specify more strict regulations than this Fire Protection Regulation, they are to be observed.
- 1.3. Besides observing this regulation, the operating and maintenance instructions for equipment and devices must be adhered to as specified by their distributor, and the technological and operational instructions issued in work orders must be observed when conducting technological processes.
- 1.4. The Regulation applies to the fire protection of the area specified in Provision 1.2: fire prevention and fire fighting, and lists the tasks necessary for the observation of the fire protection regulations in detail.

Besides this Fire Protection Regulation, all effective legal provisions must be observed, especially the Act on Fire Protection and its implementing regulation and the NATIONAL FIRE PROTECTION REGULATION.

## Chapter I

### The Fire Protection Organization of the Budapest Metropolitan University and its Operation

#### 2. The Fire Protection Organization

- Chief Executive Officer
- the person designated by the Chief Executive Officer

The Chief Executive Officer, the employees and all persons staying at the area of the institution must observe, execute and verify the execution of the fire protection regulations, without being called to do so.

#### 3. The Fire Protection Responsibilities of the Chief Executive Officer or its Designees

- 3.1. The implementation of the material, technical and personal conditions to ensure the safety of the workplace, to enforce the fire protection requirements and for the control of the fire protection activities.
- 3.2. The control, supervision and development of the fire protection organization. Has decision-making power and signatory authority. Its legal status, scope and responsibilities are specified by the legislation in force. Part of its operative responsibilities are carried out by the Labour Safety and Fire Protection Officer by the powers conferred.
- 3.3. Issues hot work permits in accordance with the effective fire protection regulations (e.g. renovation, maintenance).
- 3.4. Organizes the fire protection supervision of electrical equipment and eliminating any deficiencies.
- 3.5. Reports any changes affecting fire protection and the conditions for fire extinguishing in writing to the fire protection authority 15 days prior to such changes. Such reports must include the classification of the hazard associated with the change, if necessary.
- 3.6. Prior to the introduction and use of any new machine, equipment, technology or material posing a fire or explosion hazard, a fire protection investigation must be performed and the necessary certificates must be acquired.
- 3.7. Participates in the inspections by the fire protection authority or if absent, delegates a competent person to act in its stead.
- 3.8. Provides for the remedy of any deficiency exposed by the procedure by the authority.
- 3.9. Ensures that employees understand the fire protection regulations applying to the use of the facilities. Organizes trainings for employees.
- 3.10. Provides for the examination of the fire protection installations, equipment and devices and ensures they are in working order by inspections, repair and replacement.
- 3.11. Ensures that the provisions of the fire protection regulation be enforced on the employees of other employers and to the persons staying at the area.
- 3.12. Maintains the records of the fire protection activities.
- 3.13. Issues the REGULATION and verifies its execution.
- 3.14. Organizes annual fire drills according to the Fire Alarm Plan and prepares reports about it.

#### 4. Employees' Fire Protection Responsibilities

- 4.1. All employees must understand and apply the provisions of the REGULATION during their work, and cooperate in its execution without being called to do so.

- 4.2. Before finishing their daily tasks (shifts), employees must provide for the following in line with the provisions of the REGULATION:
  - keep the emergency routes and the fire extinguisher equipment and devices unobstructed;
  - switch off the power supply (disconnect from the electric network) of heating systems, electric equipment and the lighting; and
  - prevent any conditions that might lead to combustion or explosion.
- 4.3. If a fire is detected, they must notify their leader, the fire services and cooperate in life-saving and the control of damages and fire.
- 4.4. Participate at fire protection trainings.

## **5. The Responsibilities of the Labour Safety and Fire Protection Officer**

- 5.1. Provides for the assembly of the REGULATION and the classification of the hazard and maintains them.
- 5.2. Controls the execution of the REGULATION, provides for the remedy of any deficiencies and verifies the execution of these tasks.
- 5.3. Cooperates in ensuring that employees understand the fire protection regulations applying to the use of the facilities.
- 5.4. Oversees the fire protection supervision of electrical equipment and eliminating any deficiencies.
- 5.5. Examines the fire protection installations, equipment and devices.
- 5.6. Cooperates in the remedy of any deficiency exposed by the procedure by the authority.
- 5.7. Is available to perform specialist fire protection duties.
  - 5.7.1. After consultations with the delegating person, facilitates employees' fire protection training.
  - 5.7.2. Provides expert's opinion on fire protection issues.
  - 5.7.3. Participates in the inspections by the fire protection authority.
  - 5.7.4. Performs the fire protection perambulation at the intervals specified in the perambulation (on average, annually), prepares notes about it, and sends them to the head.

## **Chapter II**

### **Fire Protection Trainings**

## **6. Basic Training**

- 6.1. Employees must participate in fire protection training to familiarize themselves with the fire protection regulations, fire extinguishing and the use of emergency routes and assembly areas. These trainings may be preliminary, routine or occasional.
- 6.2. Theoretical trainings must be held for the following before entering service and before the start of actual work:
  - all new employees;
  - students participating in internship programmes.

6.3. The topics of the training:

- major fire protection provisions;
- instructions for use;
- the workplace (University) Fire Protection Regulation;
- fire signalling system (internal and the notification of the fire services);
- conduct expected in the case of fire;
- the types, operation and location of the manual fire-extinguishers;
- the hazards associated with fire-fighting;
- the consequences of the violation of the fire protection regulations;
- the Fire Alarm Plan (evacuation, escape routes, assembly areas).

6.4. Preliminary and routine trainings are held and documented by the Fire Protection Officer. The fire protection trainings for new employees may be conducted by managers or by the persons they designate and it must adhere to the fire protection training syllabus.

6.5. Completed trainings are to be recorded in the Fire Protection Training Log.

### **Chapter III**

#### **Fire Alarms and the Extinguishing of Fires**

#### **7. Fire Alarm by Telephone**

7.1. All persons detecting fire or imminent fire hazards must report it to the fire services at the **105 telephone number**.

7.2. When reporting a fire by telephone, the following must be included:

- a) The exact location and address of the fire.
- b) What is burning? What damages have occurred, what damages are expected?
- c) Is there a risk to human life?
- d) The name of the person reporting the fire and the number of the telephone used.

In the case of fires, business organizations and citizens are obliged to provide help to report, ask for assistance and provide feedback with all the telecommunication devices and vehicles in their use without compensation.

7.3. Fires extinguished without assistance from the fire services or stopped without human intervention must also be immediately reported to the fire services, and the damage site must be left unaltered until measures are taken by the leader of the fire investigation team.

7.4. The telephone number of the fire services must be displayed next to the telephone at a visible location.

#### **8. Tasks to be Done Following Fire Alarms**

8.1. After a fire has been reported, the responsible fire department will begin its operation.

8.2. The Fire Protection Officer must be notified of the fire and that it has been reported.

8.3. Employees must begin an intervention lead by the Fire Protection Leader or if absent, its delegate.

8.4. The measures to be taken until the arrival of the fire brigade:

- life-saving (primary task);
- preparations for the extinguishing of the fire: disconnecting electric equipment (cutting the current off);
- ensure a quick approach to the areas affected (freeing doors and routes, etc.);
- extinguishing initial fires and preventing the spread of the fire with fire-extinguisher(s).

## **Chapter IV**

### **The Responsibilities of the Fire Protection Authority and the Fire Department**

#### **9. Scope as Authority**

9.1. The primary official authority for fire protection is the Disaster Protection Agency.

9.2. The primary fire protection authority:

- 9.2.1. Supervises compliance with the fire protection rules at the area of the facility, building, room or outdoor area.
- 9.2.2. Prohibits employees who are not familiar with the fire protection regulations concerning their field of work or the use of the fire alarm or extinguishing devices from activities performed at fire sites until they acquire the necessary knowledge.
- 9.2.3. Lays down the fire protection obligations in accordance with the legal regulations.
- 9.2.4. May prohibit operation or activities until the fire protection requirements are enforced for up to 24 hours after an irregularity is ascertained.
- 9.2.5. Acts in the authorization procedures specified by the NFPR that the Regulation does not transfer to the scope of the local or central responsible disaster protection agency.
- 9.2.6. Conducts the on-site inspections of the fire-extinguishers according to the legal regulations of fire protection.
- 9.2.7. Conducts fire investigation procedures.

#### **10. The Responsibilities of the Fire Department**

10.1. Conducts fire-fighting and technical rescue operations and in the case of an immediate fire or explosion hazard, cooperates in the implementation of the safety measures and maintains a continuous stand-by service.

## Chapter V

### The Consequences of the Violation of the Fire Protection Regulations

#### 11. Accountability

11.1. Persons violating the regulation will be held responsible by the University.

#### 12. Fire Protection Fines

12.1. In the case of a violation listed in Annex 5, the fire protection authority may impose a fire protection fine in the amount specified in the Annex. In the case of the violations listed in rows 1–8, 12–16 a), 17–18, 20–24, 29, 30 and 36 of the table in Annex 5, a fire protection fine must be imposed.

12.2. In the case of the repetition of any violations listed in Annex 5 a fire protection fine must be imposed.

12.3. If more than one violation occurs at the same time, the amount of the fine is the sum of the fines for each violation up to 10,000,000 forint.

12.4. The fire protection authority observing the violation (except for the case in row 39 of the table in Annex 5) is entitled to impose the fine at the first instance if the observed violation is directly associated with the given procedure of the authority or if the fire protection authority has the scope and authority for the fire protection inspection of the site of the violation. In the case of the violation in row 39 of the table in Annex 5, the central authority is entitled to impose the fine.

12.5. The payment of the fire protection fine does not exempt the violator from criminal and civil liability and the obligation to remedy the violation in question.

12.6. With the exception of violations that can be remedied instantly, when the state of affairs is unchanged, the fire protection fine may not be imposed again for two months following the announcement of the binding resolution imposing the fire protection fine.

12.7. Due to budgetary reasons, the binding resolution imposing the fire protection fine must be announced to the budgetary institution of the central authority.

12.8. The proceedings for imposing fire protection fines may be initiated within three months of the day when the authority obtained knowledge of the violation or within a year of the day when the violation occurred at the latest. In the case of a continuous violation, the start date of the above deadlines is the day when the violation ceased. If the violation means that a situation or state is not remedied, the deadline may not begin while the situation or state subsists.

## Chapter VI

### The Classification of Hazards

#### 13. The Establishment of Fire Protection Regulations

- 13.1. Fire protection requirements must be established by taking the flammability classifications of the materials, the hazard classification of the unit affected, and the standard hazard classification of the building, stand-alone building part or special structure into account.
- 13.2. To determine the risk influencing the fire protection requirements, the following must be determined:
- 13.2.1. The risk units forming the building, stand-alone building part, the hazard classification of such units, and then the standard hazard classification of the building or stand-alone building part; and
- 13.2.2. in the case of special structures, its hazard classification.
- 13.3. According to the extent of the hazard, the building, stand-alone building part, the special structure and the risk unit is classified as
- a. very low risk: class NAK;
  - b. low risk: class AK;
  - c. moderate risk: class KK;
  - d. high risk: class MK.
- 13.4. The flammability classification of a material facility according to Section 28 of the repealed Act of 2011: "D" – moderately flammable
- 13.5. If an existing building or part of a building is converted, extended, modernized, restored, renovated or if its intended use is changed, the current NFPR must be applied, taking the extent and scope of the conversion and its effects on the fire protection status of the building or building part into consideration.

#### Note:

If the extent of conversion, extension, etc. is enough to affect the fire protection status of the building or building part, it is recommended to have an investigation by a Fire Protection Expert. Fire Protection Experts write up declarations (expert opinions) on whether the effects influencing the fire protection status justify the hazard recategorization of a building, building part or room.

## Chapter VII

### Rules Concerning Establishment

#### 14. General Rules

- 14.1. The fire protection regulations specified in Acts, Hungarian and international standards and technical regulations pertaining to establishment must be enforced by the architects, investors and building contractors without being called to do so.
- 14.2. The architect must attach a declaration on the implementation of the fire protection regulations to the design dossier.
- 14.3. On the fire services' behalf, the body responsible at first instance to participate in the procedure of issuing permissions for building and occupancy is the local Disaster Protection Agency.
- 14.4. The following must be complied with during establishment:



- for electrical establishment, the valid standards from the MSZ EN 2364 and MSZ HD 60364 series of standards;
  - for the use, storage and transport of gas, standard MSZ 6292:2009;
  - for general fire protection and technical considerations, the National Fire Protection Regulation enforced by Regulation 54/2014 (5 December) of the Ministry of Interior (NFPR) and Government Decree 253/1997 (20 December) on National Urban Planning and Building Requirements.
  - for the storage of flammable liquids and gases, the National Fire Protection Regulation.
- 14.5. The Fire Protection Technical Principles (FPTP) include the technical solutions and calculation methods of the required safety level for compliance with the fire protection requirements specified in the National Fire Protection Regulation enforced by Regulation 54/2014 (5 December) of the Ministry of Interior (NFPR).

## **Chapter VIII**

### **General and Special Rules Pertaining to Use**

#### **15. Intended Use**

- 15.1. The intended purpose of the facility: educational institution
- 15.2. The building, building part, building for miscellaneous use and outdoors area may only be used for the use specified in their occupancy permission, operating licence and site permission complying with the fire protection requirements listed in the above permissions.

#### **16. Fire Protection Regulations Pertaining to Use**

- 16.1. Activities Performed in the Facility:
- senior executives, junior executives, administrators, instructors, maintenance staff, reception staff, cleaners.
- 16.2. The activities and associated tasks listed in Provision 16.1 may only be carried out in the facility in compliance with the safety regulations of the Regulation.
- 16.3. Activities may only be conducted in outdoor areas, rooms, fire divisions, building units and buildings conforming to the fire protection requirements.
- 16.4. Only materials and equipment necessary for the continuous operation of the rooms, institution and outdoor areas may be stored there.
- 16.5. Should there be a change effecting fire protection, Provision 3.6 is to be applied.
- 16.6. No storage activities may be performed within the specified range of potential fires. Such areas are to be maintained free of waste products and dry undergrowth.
- 16.7. The flammable and explosive materials and waste products in the rooms and outdoor areas or on machines, devices and equipment originating from the above activities must be regularly removed and also during each shift and at the end of an activity.
- 16.8. Waste products contaminated with liquids or greases of flammability classification I or II must be collected in a container with a well-fitting lid made of non-flammable material and stored at the location designated for this purpose.

- 16.9. In the case of pipelines transporting or containers storing liquids of flammability classification I or II or gases classified as explosive, flammable or oxidizing, and for all machines, equipment and devices, the leakage of liquids of flammability classification I or II and gases must be prevented. Any material spilled or leaked must be immediately wiped up and stored at the location designated for this purpose.
- 16.10. Liquids of flammability classification I or II may only be used outdoors or in a room with effective ventilation without a source of ignition.
- 16.11. Persons performing work at workplaces must verify the compliance with fire protection usage regulations and remedy all violations during and after work.
- 16.12. Safety signs warning about fire or explosion hazards and about the warnings or prohibitions of the applicable regulations are to be placed at visible locations at the entrances of rooms—and if necessary, institutions and facilities—and in rooms.
- 16.13. The opening and locking devices of the public utilities are to be marked with the open or closed state clearly indicated.
- 16.14. Signs are to be placed to indicate the location of fire hydrants, fire-extinguishers and manual fire alarm devices as specified by the applicable technical requirement.
- 16.15. Wall-mounted and other fire hydrants, fire-extinguishers and manual fire alarm devices must be placed so that they can be freely accessed.
- 16.16. Where the regulations specify the application of “automatic closing devices”, the doors should be kept closed. (If it is not possible due to the nature of the operation or if materials classified as explosive occur in an explosive state, permanent supervision must be provided while such doors are open or the fire alarm system must be enabled to close such doors automatically in case of fire.)
- 16.17. During work processes, the doors of rooms with persons staying there are strictly FORBIDDEN to be locked so that such persons may freely proceed along the escape routes.
- 16.18. The accessibility of the power switches of electric equipment, the opening and locking devices of public utilities, the manual fire alarm devices, the booster pumps and the openings of the control devices of the smoke and heat exhaust systems and the fire protection equipment and fire extinguishing appliances must be continuously maintained and such objects may not be covered or blocked, even temporarily.
- 16.19. Indoor traffic routes, doors and evacuation routes may not be restricted, even temporarily.
- 16.20. Materials classified as explosive or flammable may not be placed on escape routes or stairways. The above restriction does not apply to built-in building materials, safety signs and installations, decorations, carpets, tapestry or other objects not for storage purposes that cover no more than 15% of the wall or floor affected. Installations, decorations or materials placed in escape routes, non-smokeless stairways and basement level rooms may not decrease the efficiency of smoke and heat exhaust systems.
- 16.21. The evacuation routes of the Buildings may not be restricted, even temporarily.
- 16.22. The openings of the ventilation system must not be blocked.
- 16.23. Smoke and heat exhaust systems may be used for general ventilation purposes if no flammable

- materials may be expected to remain, build up or deposit in the system during ventilation.
- 16.24. In the case of buildings whose top used level is higher than 14 m, central ventilation systems and restaurants' kitchen ventilations systems (extractor fans) are to be cleaned regularly and the cleanings are to be recorded in writing. The cleaning intervals may be specified by the manufacturer; otherwise, in the case of residential buildings, it is three years, and for restaurants, it is six months.
  - 16.25. Building owners must maintain the built-in fire alarm devices (fire extinguishers, fire controllers) and the fire service key safe in working order at all times.
  - 16.26. Building owners must provide the circumstances necessary for the continuous operation of manual radio devices.
  - 16.27. The use of electric hotplates, radiators, coffee makers, microwave ovens etc. is prohibited (due to their unascertained protection and fire protection state).
  - 16.28. Only those heat producing electric devices are permitted that had been approved by the operator of the Buildings, bear the CE sign, and are not capable to ignite fire or initiate explosion if used as intended.
  - 16.29. Heat producing electric devices may only be used in the Institution if approved by the operator of the Building. Such devices may only be used in specially designated rooms, placed on a non-flammable surface and under supervision. Precautions must be made for the radiating heat not to cause fire. After working with such devices, students must ensure they are switched off.
  - 16.30. Heat producing electric devices (e.g. coffee makers, radiators, microwave ovens) may only be used if equipped with a power light or used with an electric socket equipped with a power light. Such electric devices and equipment may only be used if supervised.
  - 16.31. All heat producing devices, equipment and light fixtures must be placed at such distance from flammable materials that when such devices operate at maximum output, the heat generated at the surface of the flammable material does not exceed 60 °C. Depending on the heat source, this distance is typically at least 0.5–1 m.
  - 16.32. The storage of flammable materials is prohibited in the proximity of heat producing electric devices.
  - 16.33. The use of faulty electric devices is PROHIBITED.
  - 16.34. Electric equipment, devices and cables may only be installed or repaired by qualified technicians. It is prohibited to apply temporary solutions—with the potential of a fire hazard—when repairing electric equipment, light fixtures and other devices. It is prohibited to place or hang flammable materials (e.g. paper, textiles) on electric cord and fixtures.
  - 16.35. After the daily operation, the last persons leaving a room must switch off all electric devices and equipment with the exception of appliances with continuous operation (e.g. refrigerators). They must also cut the current from heat producing devices.
  - 16.36. Waste products of the daily activities must be removed from rooms as necessary and always at the end of the work each day.
  - 16.37. Waste products must be stored according to the relevant regulations.

16.38. **Work Rooms**

16.38.1. The following emergency telephone numbers must be placed in the institution near the telephone at a highly visible location:

Ambulance – 104

Fire services – 105

Police – 107

General Assistance – 112.

16.38.2. A route at least 1 m in width must be provided from all the rooms of the institution. The route between the hallways and the exit doors must be at least 1.5 m wide.

#### 16.39. **Dining Room, Kitchen (Operator's Responsibility)**

16.39.1. Ovens and cookers may only be used if placed on surfaces that are non-flammable and do not conduct heat.

16.39.2. Ovens and cookers may only be used under supervision.

16.39.3. After use, ovens and cookers must be disconnected from the electric mains.

16.39.4. The last person leaving the rooms must ensure that no fire protection hazard are left in the rooms.

#### 16.40. **Storage Room**

16.40.1. Flammable materials may only be stored on non-flammable stands and shelves.

16.40.2. Liquids of flammability classification I to III and aerosols classified as explosive may only be stored on shelves made of non-flammable materials, in metal cabinets (up to 20 litre), anti-explosive cabinets (up to 50 litre) or in fireproof cabinets suitable for storing liquids (up to 50 litre). The maximum volume of such materials that may be stored outside the above cabinets is 5 litres per room.

16.40.3. A straight pathway of an at least 80 cm width must be provided in storage rooms between containers.

16.40.4. When designing the evacuation routes for storage rooms, the following minimum requirements must be applied:

16.40.4.1. In a room with a width not exceeding 10 m, a route with a longitudinal direction and a width of 1 metre.

16.40.4.2. In a room with a width not exceeding 15 m, a route with a longitudinal direction and a width of 1.2 m.

16.40.4.3. In a room with a width between 15 m and 40 m, a route with a longitudinal direction and a width of 2.4 m and transversal routes each 30 m with a width of 1.8 m.

16.40.4.4. In a room with a width exceeding 40 m, there must be either one route in the middle or two routes at the sides. If the width of the room exceeds 80 m, there must be one straight route for each 40 m of the width. In both cases, the width of the route must be at least 3 m and transversal routes each 30 m with a width of 1.8 m.

16.40.5. The edges of routes not narrower than 2.4 m must be clearly marked. Routes along walls, built-in rows of machinery and equipment need not be marked.

16.40.6. Storage rooms are to be maintained in a clean condition at all times. Waste products of the daily activities must be removed to the designated location as necessary and always at the end of the work each day.

## 17. Storage

- 17.1. Materials classified as explosive or flammable may only be stored in rooms, buildings and outdoor areas if they are needed for the day-to-day operation. The quantity of materials and products stored in buildings must not exceed the quantity calculated at the planning of the building.
- 17.2. No materials may be stored in stairways, entrance halls and hallways.
- 17.3. Materials classified as explosive and not packaged in pressure-proof containers may only be stored in closed containers according to the requirements for materials classified as explosive.
- 17.4. Storage areas are to be maintained free of flammable waste products and dry undergrowth.
- 17.5. Materials classified as explosive and liquids or gases of flammability classification I to III may not be stored in attics. Other solid materials may only be stored in such a way and quantity that they not block access to the trussing and the chimneys and may be easily removed from the flammable elements of the trussing. Furthermore, they must be at least 1 m from the chimney.
- 17.6. It is prohibited to use and store gas cylinders in buildings with more than one level if the supporting structure could collapse in case of a gas explosion.
- 17.7. Aerosols classified as explosive and liquids of flammability classification I or II may not be stored at basement level, in attics and on escape routes.
- 17.8. 17.8. Flammable liquids may only be stored in containers resistant to their effects, not having the potential to ignite the liquid and with a well-fitting lid. Such containers must be stored and transported upright with their opening pointing up and closed securely. The same provisions apply to drained but not cleaned containers. The maximum volume that may be stored is the sum of the volume of all storage containers.
- 17.9. Liquids of flammability classification I to III and aerosols classified as explosive may be stored on shelves made of non-flammable materials or in metal cabinets, anti-explosive cabinets or fireproof cabinets suitable for storing liquids.
- 17.10. Liquids of flammability classification I or II may only be stored in containers not larger than 20 l.
- 17.11. If more than 20 l of liquids of flammability classification I or II are stored in one room, at least one device must be provided for spreading, and
- if the volume of the container does not exceed 1 l, at least 0.02 m<sup>3</sup> absorbent material
  - if the volume of the container exceeds 1 l, at least 0.05 m<sup>3</sup> absorbent material must be provided no farther than 15 m from the storage area.
- 17.12. In the case *of non-commercial* community use, the amounts of liquids of flammability classification I to III and aerosols classified as explosive listed in the table below may be stored for the intended use of the establishment.

Room Area (m <sup>2</sup> )	The maximum permitted volume of liquids of flammability classification I or II and aerosols classified as explosive (litre)	The maximum permitted volume of liquids of flammability classification II (litre)
0–50	10	30
50–500	20	40
500+	30	60

The maximum storage volume of materials is

- 20 l in metal cabinets;

- 50 l in anti-explosive cabinets;
- 60 l in cabinets suitable for storing liquids.

The maximum volume of such materials that may be stored outside the above cabinets is 5 litres per room.

17.13. Materials stored must be placed at least 50 cm from the fire detector.

## **18. Smoking**

18.1. SMOKING IS PROHIBITED in the facility!

18.2. Annex 7 specifies the locations designated for smoking.

18.3. The prohibition of smoking is to be posted by the signs and pictograms specified in the national standard.

18.4. Burning tobacco products, matches and other source of ignition may not be placed or thrown at places where they may cause fire or explosion.

18.5. At the locations designated for smoking, an ashtray of non-flammable material must be provided and such locations must be indicated with the signs and pictograms specified in the national standard.

## **19. Combustion and Heating Devices**

19.1. The heating system of the building must be designed, implemented and used so that when used as intended, it cannot cause fire or explosion.

19.2. During the operation of combustion and heating devices fuelled with liquids of flammability classification I or II, or gases classified as explosive or flammable, supervision must be provided according to the devices' operation classification.

19.3. In the case of devices fuelled with gas or oil without a safety ignition feature, the combustion must be stopped. In iron stoves, the fire must be extinguished and the embers removed. In the case of tile stoves and furnaces, the combustion must be stopped 2 hours before the end of the work, and the door of the heating device must be closed when leaving the room. Persons leaving the workplace must ascertain that the heating devices pose no hazard.

19.4. Between the combustion and heating devices, fume pipes and the flammable materials in the vicinity, a distance must be kept or insulation must be placed so that in the case of operation with the highest heat output, the surface temperature of the flammable material will not be sufficient to ignite it.

19.5. Heating and its supervision may only be conducted by persons familiar with the operation of the heating device.

19.6. Combustion and heating devices with fume pipes may only be connected to chimneys suitable for the device in terms of efficiency and size.

19.7. Only approved combustion and heating devices in a faultless condition may be used as supplementary heating devices.

19.8. For the exhaust fumes, fire tubes must be made of non-flammable material that maintains its solidity at the maximum temperature of the exhaust fumes, and they are to be affixed by metal clamps at

each 1.5 m and connected to the chimney correctly so that it poses no ignition hazard.

## **20. Smoke and Heat Exhaust Systems**

- 20.1. The openings and covers of the natural and mechanical smoke extractors and air inlets must not be covered or blocked from movement. Highly visible signs to the above effect with easily readable font sizes are to be posted on or beside such covers and openings. The above signs and the signs indicating the switches of the smoke and heat exhaust systems must also include foreign language text if necessary due to the needs of the users of the building or building part.
- 20.2. Decorations and materials may not decrease the area of openings necessary for smoke exhaustion and air intake and may not restrict the movement and operation of the heat and smoke protection devices.

## **21. Sewage Systems**

- 21.1. Gases and vapours classified as explosive or flammable, liquids of flammability classification I or II, sewage water containing the solutions of such materials, and gas producing materials reacting with water and thus classified as explosive or flammable must not be disposed into the public sewage system or cesspools.
- 21.2. In buildings where the sewage or rainwater may contain liquids of flammability classification I or II, the sewage system must be divided into segments with water traps while ensuring the uninterrupted operation of the facility.
- 21.3. Any hazardous waste produced must be collected in designated containers and disposed of as specified in the relevant regulations.

## **22. Machinery**

- 22.1. In basement rooms and areas where the presence of flammable or explosive gases and vapours of more than 0,8 relative density may be expected, only such machinery, equipment and devices may be placed that pose no fire or explosion hazards.
- 22.2. In the case of machines where the generation of heat or the pressure increase might cause a fire or explosion, in the technical instructions in addition to technological control solutions, control devices must be used to stop the operation of the machine or eliminate the increase in temperature and pressure over the safety limits specified.
- 22.3. If a foreign material might enter into a machine and cause fire or explosion, such entry must be prevented.
- 22.4. Rotating and grating machine parts and shafts must be prevented from overheating and causing a fire hazard to the machine or its surroundings.

## **23. Lighting Apparatuses**

- 23.1. Light fixtures and apparatuses must be placed, secured and used so as to prevent a fire hazard to their surroundings.
- 23.2. Electric lighting systems must be installed and used according to the applicable national standards (MSZ EN 2364, MSZ HD 60364) and the building permit.
- 23.3. Safety and orientation lights must undergo regular maintenance. If a building is converted, the safety and orientation lighting may not be eliminated and such lights must be installed in the new building parts according to the national standard (MSZ 1600, MSZ 1610).

## **24. Electric Equipment**

- 24.1. The electric equipment of buildings must be designed so that the devices may be disconnected both centrally and in groups.
- 24.2. The electric equipment of the facility must be installed, used and supervised according to the applicable national standards.
- 24.3. The intended purpose and the status (ON or OFF) must be clearly marked for groups of electric switches, main switches and circuit breakers.
- 24.4. Electric equipment may not be used if its intended use poses a fire hazard to its surroundings.
- 24.5. Between all electric equipment and the flammable materials in the vicinity, a distance must be kept or insulation must be placed so that it does not pose a fire hazard to its surroundings.
- 24.6. Electric machines, equipment and devices must be switched off after use. This provision does not apply to devices that are intended to be used continuously. The standby mode of electronic, IT and similar devices may be considered as switched off.
- 24.7. Only qualified personnel may repair, maintain or inspect electric equipment.

## **25. Protection Against Lightning and Electrostatic Discharge**

- 25.1. The maintenance and supervisory tasks concerning the protection against the effects of lightning are the responsibilities of the Director of Facilities Maintenance.
- 25.2. When providing protection against the effects of lightning on buildings, the risks of the loss of human life, the shortfall of public services and the loss of cultural heritage must be taken into consideration.
- 25.3. Lightning protection equipment must be maintained in faultless working condition at all time and inspected at the same time as the supervision of electric equipment. Deficiencies discovered in the course of such inspections must be remedied immediately.
- 25.4. In the case of buildings, outdoor areas, technological processes and equipment where the static discharge might cause a fire or explosion, efficient and adequate protective measures must be taken as prescribed by the national standards.
- 25.5. The protection against electrostatic discharge is considered adequate if the design, implementation, operation and maintenance processes are conducted according to the applicable technical requirement or in other equivalent ways, and the supervisory authority declares it as adequate.



## **Chapter IX**

### **Hot Work**

#### **26. General Provisions on Hot Work**

26.1. "Hot work" is any activity involving temperatures exceeding the ignition temperature of the surrounding flammable materials, open flames, smouldering, glowing or sparks.

26.2. Hot work may not be conducted where it may cause a fire or explosion.

26.3. Hot work may be conducted:

- 1 – At permanent workplaces designed for such activities.
- 2 – At temporary workplaces not designed for such activities.

26.4. Hot work (welding) may be performed without supervision by persons:

- over the age of 18; and
- suitable to perform such activities according to the applicable legal regulations and to the preliminary and regular medical examinations; and
- hold state-recognized welding and fire protection qualifications.

#### **27. Permanent Hot Work at the Workplace**

27.1. There are no work processes at the workplace involving permanent hot work.

#### **28. Occasional Hot Work**

28.1. If such work activities involve the area of the Workplace, the Labour Safety and Fire Protection Officer must be notified.

28.2. Occasional hot work at the workplace includes:

- maintenance
- conversion
- renovation.

28.3. Occasional hot work may be performed under conditions predetermined in writing by considering the characteristics of the work site (Annex 3). Such conditions are specified by the person requiring the activity to be performed with a direct control of the activity. In the absence of such a person, it is the responsibility of the person performing the activity.

28.4. The person with a direct control of the activity must verify that the person preparing to do said activity has the adequate and valid qualification for fire hazard activities, if it is the prerequisite of the work to be done. If the relevant certificates are not presented, the work permit must not be issued.

28.5. The conditions for hot work performed by an external organization or person must be consulted with the manager of the work site or their delegate who – supplement them with the fire protection provisions applicable for the work site.

28.6. The conditions for occasional hot work permits must include

- the time, place and description of the activity;

- the name of the person performing the activity and in the case of activities requiring fire protection qualifications, the ID of the certificate;
- the applicable fire protection rules and regulations.

28.7. Hot work legally requiring fire protection qualifications may only be performed by persons with a valid fire protection qualification, and other hot work may only be performed by persons with training about fire protection rules and regulations.

28.8. Hot work performed in fire hazard environments must be supervised from the beginning to the end by a person with a direct control of the hot work. In the absence of such a person, it is the responsibility of the person performing the activity.

28.9. Fire-extinguishers suitable to extinguish potential fires must be provided by a person with a direct control of the hot work. In the absence of such a person, it is the responsibility of the person performing the activity.

28.10. Following the completion of hot work, the persons performing it must inspect the work site and its surroundings for fire protection hazards, and eliminate any conditions with a potential to cause fire. The work site must be conveyed by the person with a direct control of the activity or in their absence, to the person performing the activity to the manager of the work site of the facility or their delegate. The time of the acceptance must be recorded on the permit and the permit must be signed by the acceptor.

28.11. Fire permits are issued by the employer of the employee performing the hot work. (Annex 3)

## **Chapter X**

### **Fire Extinguishing Devices, Evacuation**

#### **29. Built-in Fire Alarms**

29.1. The University has a built-in fire alarm system.

29.2. The operator of the establishment provides the continuous monitoring of the built-in fire alarm system by

- the presence of qualified persons in the room with the central display of the fire alarm system;
- automatically transferring the warnings of the fire alarm system to a location with continuous monitoring within the facility; or
- automatically transferring the warnings of the fire alarm system to a location with continuous monitoring outside the facility (remote supervision).

29.3. The number of the persons monitoring the fire detector system is at least two (in case one of the monitors should have any tasks involving leaving the room). One of these two persons must stay in the room where the warnings of the fire detection system are displayed at all times.

29.4. The operation of the fire detector system involves the following mandatory tasks:

- maintaining the system in working order;
- continuous monitoring of the warning signals (fire, error);

- system checks by the monitors;
- regular inspections and maintenance;
- servicing, cleaning, necessary replacements to maintain the system in working order;
- documentation necessary for the operation of the system.

29.5. Should fire alarm systems (including the fire alarm devices and the transfer of error states) need a scheduled, partial or full shutdown, this fact must be communicated in writing at least 5 workdays prior to the scheduled shutdown. Malfunctions that cannot be remedied in 24 hours must be reported immediately.

29.6. In the case of scheduled shutdowns or breakdowns of the fire detector system, the operator of the system must provide for the safety of the site in accordance with the risks associated.

29.7. If such a system is used instead of local supervision and the transmission of the warning signals fails to operate, local supervision must be provided immediately.

29.8. To avoid false alarms, when effects similar to the effects triggering alarm are expected, a single detector, zone or zones may be masked from the system provided that

- such masked detectors or zones limit only the operation of the automatic detectors in the same room as the effect in question,
- such masked detectors or zones do not limit the operation of the manual signalling devices,
- such masking was consulted with persons familiar with the technical design of the system and according to their opinion, such masking does not violate the rights and obligations associated with the implementation, maintenance and inspection, and
- the Fire Protection Regulation regulates the processes, responsibilities and compensations measures associated with the masking of the detector or zone and its restoration.

29.9. The centre receiving fire alarms and error warnings must be maintained in a working order at all times by trained personnel.

29.10. The following must be kept at an easily accessible location in the room receiving fire alarms and error warnings:

- a copy of the certificate of conformity or the declaration of efficiency of the fire alarm system.
- the measures and plans for the malfunction of the fire alarm system, and
- the list of the persons trained to operate the centre receiving the fire alarms and error warnings.

29.11. Records must be maintained in the centre receiving fire alarms and error warnings about:

- the address, name and intended use of the facility with the fire detector system,
- the number of the underground and above-ground levels of the facility with the fire detector system,
- any circumstances that may hinder the extinguishing of fires, especially gas cylinders, flammable liquids (isotopes),
- the location of the locking devices of the public utilities, especially those of gas, water and district-heating pipes and electric cables,

- the location of the external water sources for extinguishing fires (fire hydrants, reservoirs, pools),
- any circumstances that may facilitate the extinguishing of fires including smoke and heat exhaust systems, built-in fire extinguishing apparatuses; the location of the responsible fire service, and the name and telephone number of the contact person.

29.12. The service agreement between the owner, operator, maintainer or user of the facility with the fire detector system and the operator of the remote monitoring centre must provide for the consequences of false alarms such as the turning out or the withdrawal of the fire brigade and specify the acceptable number of such events and the amount, liability and method of the compensation for these events.

29.13. If the remote monitoring site or the site designated by the fire protection authority at first instance changes, the automatic fire signalling must be rerouted to the new site within 90 days, and the fire detector system must be continuously monitored in the interim.

### **30. Fire Alarms**

- to the manager of the workplace
- to the colleagues
- to the fire services (105), >>general emergency number (112)<<

### **31. Quenching Water Supply**

31.1. The supply of quenching water for the facility may be provided by above-ground fire hydrants on public grounds or wall-mounted fire hydrants maintained in the buildings.

### **32. Public Fire Hydrant**

32.1. The location of the (above-ground) fire hydrant: Nagy Lajos király Street, Örs vezér Street

### **33. Wall-mounted Fire hydrants**

33.1. There is a network of wall-mounted fire hydrants in the facility.

### **34. Public Utilities**

34.1. The electric supply may be disconnected in the electric switchboard box with the main switch.

34.2. Curb cock (gas, basement)

### **35. Evacuation Route**

35.1. In the course of classes, examinations or other times when people are present in rooms, the rooms, evacuation exits and emergency exits must not be locked. If doors must be locked for safety considerations, the keys must be kept near the exit at highly visible and accessible locations marked with explicit signs. Revolving, sliding, tipping and shutter doors must not be installed on evacuation routes.

### **36. Fire Alarm**

The number of the fire services (105) and the general emergency telephone number (112) must be posted next to all telephones with trunk lines. All persons must provide their mobiles phones for fire alarms without compensation.

### **37. Fire Alarm Plan**

37.1. The Fire Alarm Plan is a legal requirement.

37.2. See Annex 8 for the Fire Alarm Plan.

### **38. Fire Extinguishers**

38.1. All workplaces must be equipped with the number of fire-extinguishers with the adequate fire-extinguishing agent to extinguish any fires.

38.2. Fire-extinguishers must be placed at highly visible and accessible locations so that they may be utilized in the shortest time possible even in the case of fires at the greatest distance. Fire-extinguishers must be maintained in a working order.

38.3. The number of necessary fire-extinguishers is calculated by the amount of fire-extinguishing agent necessary to extinguish the fire of the given area.

38.4. Extinguishing fires with manual fire-extinguishers:

Manual fire-extinguishers are suitable only for extinguishing initial fires. The operation of fire-extinguishers - is depicted and written on the side of the devices.

Fires may be extinguished more efficiently if more than one device is used at the same time.

The manual fire-extinguishers in the facility are suitable for extinguishing the following fire types:

- flammable, smouldering solids (fire protection class A)
- flammable liquids (fire protection class B)
- flammable gases (fire protection class C)

### **39. Evacuation**

39.1. The facility must be used in such a way that the persons staying in the building when a fire is ignited may easily leave or be removed.

39.2. Escape and evacuation routes:

- the traffic routes in the buildings,
- the doors and exits leading to the outside.

39.3. Indoors traffic and evacuation routes may not be used for storage, even temporarily.

39.4. The evacuation of the facility may be performed within the allowed length of time.

39.5. Assembly area: the side at Örs vezér Street (public area)

## 40. Fire Access Roads and Areas

40.1. The fire access roads and areas and the access routes to the water sources in the facility must be maintained unobstructed and in a condition suitable for the fire vehicles and their operation.

## Chapter XI Inspection, Supervision and Maintenance

### 41. General Provisions

41.1. The operator must provide for the inspection, regular supervision and maintenance of the affected technical solutions by the methods and frequency listed in the table below (Annexes) and any repairs necessary.

41.2. The operator must provide for extra inspections of the affected technical solutions and for the repair of any defects immediately after such conditions or deficiencies come to their attention, or in other cases, within 10 working days if

- the technical solution affected has not fulfilled its fire protection purpose in the course of a fire, fire drill or other event, or
- the technical solution affected is not suitable to fulfil its fire protection purpose.

41.3. The inspection, regular supervision and maintenance must be performed by the operator and documented in writing.

41.4. The manufacturer's instructions for the technical solution affected must be consulted in the course of operator inspection, regular or extra supervision, maintenance or repair.

41.5. The responsibilities of the person performing the operator inspection are:

- the verification of whether the regular supervision and maintenance is due;
- the visual inspection—or if required by this Regulation, the testing—of the functionality of the technical solution affected and the verification of whether the requirements of the next Provision are fulfilled,
- the preparation of the written documentation of the inspection and the recording of the results on site, and
- the written reporting of any conditions hindering the functionality or the unserviceable condition immediately upon the completion of the inspection to the operator.

41.6. Operator inspections include ensuring the following in relation to the technical solution affected:

- it is placed at its designated built-in position,
- it is undamaged,
- it is visible and accessible,
- its controls, labels and signs are visible and correct,
- its sound condition based on the essential displays and status indicators, and
- no soiling or other environmental conditions are present that would directly impede its

functionality or operation (by visual inspection).

41.7. In the course of regular inspections, the person designated to perform it:

- verifies whether the prescribed operator inspection and maintenance has been performed and documented and whether it was necessary,
- performs visual inspections, test or—if necessary—disassembly and reassembly, or by the verification of the readings to ascertain the functionality and effectiveness,
- records the results of the supervision in writing, and
- reports any conditions hindering the functionality, effectiveness or the unserviceable condition immediately upon the completion of the inspection to the operator.

41.8. The person designated to perform an extra supervision performs the regular inspection and investigates the reasons or circumstances that cause the malfunctions or breakdowns of the technical solution affected. They also record the results of the extra supervision in writing and provides 1 copy of it to the operator on site immediately following the supervision or sends this copy to them within 5 working days.

41.9. In the course of the maintenance, the person designated to perform it:

- verifies whether the prescribed operator inspection and regular supervision has been performed and documented and whether it was necessary,
- performs the maintenance tasks as prescribed by the manufacturer, records the results of the maintenance in writing,
- reports any conditions hindering the functionality, effectiveness or the unserviceable condition immediately upon the completion of the inspection to the operator on site, and
- in justified cases, makes a recommendation to the operator to decrease the maintenance periods.

41.10. The operator is required to provide for the remedy of any deficiencies ascertained in the course of operator inspections, maintenance, regular and extra supervisions within a period justified by the severity of the deficiency. Severe deficiencies that must be remedied immediately include:

- a condition involving fire or explosion hazard,
- a condition hindering the fire protection capabilities of the technical solution affected.

41.11. If agreed upon in writing, other persons or organizations may undertake the operator's obligations entirely or in part.

41.12. The person performing the operator inspection must have the expertise and must hold a written permission to carry out adequate inspections.

technical solution affected	operator inspection		regular supervision		maintenance	
	period	type of documentation if necessary	period	type of documentation if necessary	period	type of documentation if necessary
fire extinguisher	3 months	Fire protection operational log	no requirement		6 months 12 months 5 years 10 years	Fire protection operational log
safety lights (orientation lights)	1 month	Fire protection operational log	12 months	Fire protection operational log		Fire protection operational log
wall-mounted fire hydrant, water sources (except natural water sources) booster pump, dry quenching water pipes	6 months	Fire protection operational log	12 months	Fire protection operational log	at the time of the regular supervision	Fire protection operational log
built-in fire alarm device	1 day, 1 month, 3 months	Fire protection operational log	6 months 12 months	Fire protection operational log	at the same time as the regular supervision	Fire protection operational log
built-in fire-extinguisher	1 week 1 month	Fire protection operational log	12 months	Fire protection operational log	at the time of the regular supervision	Fire protection operational log
fire alarm system	1 day	Fire protection operational log	6 months	Fire protection operational log	at the same time as the regular supervision	Fire protection operational log
fire service key safe	1 day	Fire protection operational log	6 months	Fire protection operational log	at the same time as the regular supervision	Fire protection operational log
fire service radio amplifier	no requirement		6 months	Fire protection operational log	at the time of the regular supervision	Fire protection operational log
fire safety lift	3 months	Fire protection operational log	12 months	Fire protection operational log	at the time of the regular supervision	Fire protection operational log
evacuation audio system	1 day	Fire protection operational log	6 months	Fire protection operational log		Fire protection operational log
anti-panic door opener for safety exits, safety exit system	After each event, but at most 3 months	Fire protection operational log	6 months	Fire protection operational log		Fire protection operational log



<b>low-voltage heavy-current electric equipment</b>			6 years	qualifying document		
<b>non-standard lightning protection equipment</b>			6 years	qualifying document		

<b>fireproof closures</b>	<b>fireproof doors and windows</b>	1 month	Fire protection operational log	6 months	Fire protection operational log	at the time of the regular supervision	Fire protection operational log
	<b>fireproof closure elements</b>	no requirement		6 months	Fire protection operational log	at the time of the regular supervision	Fire protection operational log
<b>heat and smoke protection solutions</b>	<b>smoke extractor, air inlet</b>	3 months	Fire protection operational log	6 months	Fire protection operational log	at the time of the regular supervision	Fire protection operational log
	<b>smoke extractor, air inlet fan</b>	3 months	Fire protection operational log	6 months	Fire protection operational log	at the time of the regular supervision	Fire protection operational log
	<b>smoke extractor fan</b>	3 months	Fire protection operational log	6 months	Fire protection operational log	at the time of the regular supervision	Fire protection operational log
	<b>smoke shutter</b>	3 months	Fire protection operational log	6 months	Fire protection operational log	at the time of the regular supervision	Fire protection operational log
	<b>smoke proof door or window</b>	3 months	Fire protection operational log	6 months	Fire protection operational log	at the time of the regular supervision	Fire protection operational log
	<b>mobile smoke apron</b>	3 months	Fire protection operational log	6 months	Fire protection operational log	at the time of the regular supervision	Fire protection operational log
<b>diesel generator for backup power supply</b>		1 months	Fire protection operational log	6 months	Fire protection operational log	at the time of the regular supervision	Fire protection operational log
<b>battery, uninterruptible power supply for backup power supply</b>		1 month	Fire protection operational log	6 months	Fire protection operational log	at the time of the regular supervision	Fire protection operational log

## 42. Fire Extinguishers

42.1. The fire-extinguishers must be visually inspected each 3 months and the inspections must be documented.

42.2. The inspections to be performed by the person responsible for the working order of the safety devices (the operator):

The operator or its representative must check each fire-extinguisher regularly—**at least once each quarter**—for the following:

they are at the prescribed stand-by locations;

- they are mounted safely;
- they are visible, ready to be used and when standing facing them, one can read the instructions for use in Hungarian;
- the instructions for use are intact;
- all of the signals of the pressure gauges and signalling devices are within the area of operation;
- the fire-extinguishers are locked, intact, complete and furnished with the correct fittings.
- the devices' metal or plastic seals, maintenance labels and the maintenance organization's OKF (National Directorate General for Disaster Management) ID are intact.
- the devices' standby locations are marked with recognizable signs;
- the devices are in perfect working order;
- the maintenance times of the devices.

The person responsible for the working order of the safety devices must provide for the remedy of any deficiencies.

Inspections are to be carried out monthly if possible but at least quarterly and documented in the Fire protection operational log attached to the Fire Protection Regulation.

42.3. The fire-extinguisher must be inspected annually by an expert organization.

## 43. Low-Voltage Heavy-Current Equipment

43.1. Unless legal regulations specify it differently, after a piece of electric equipment has been put into service, the operator of the equipment must have it undergo a fire protection supervision every three years if in the room or outdoor area where the equipment is kept manufactures, processes, stores or uses more than 300 kg or 500 l materials classified as explosive; for less capacities, the fire protection supervision must be done each **6 years**. The operator must remedy any deficiencies discovered during such inspections until the deadline specified by the supervisor in the qualification document and must be able to credibly verify it.

## 44. The Maintenance and Supervision of Built-in Fire Alarms

44.1. Built-in fire alarms and fire-extinguishers may only be operated by trained persons.

44.2. Any malfunction discovered in the course of operation, supervision or maintenance must

be remedied immediately.

- 44.3. All inspections and test prescribed by the manufacturer must be performed in the course of supervisions or maintenance.
- 44.4. The operation and maintenance of the built-in fire alarms and the built-in fire-extinguishers must be recorded in a log.
- 44.5. The log may only be maintained by persons trained for the operation of the built-in fire alarms and built-in fire-extinguishers.
- 44.6. The person or service designated for the monitoring and operation of the centre of the built-in fire alarm system (remote displays and controllers) by the operator must ensure the following daily concerning the operability of the system:
- all alarms were recorded in the operation log, and for issues needing measures by qualified personnel (not temporary network downtimes), the maintenance crew was notified;
  - appropriate measures were taken in response to issues that had happened on the previous day;
  - all status indicators of the fire alarm system are in working order.
- 44.7. The purpose of such checks is to ascertain that the on-site audio alarm and the central visual alarm and information displays are in working order.
- 44.8. The check is to be done in accordance with manufacturer instructions.
- 44.9. The person designated for verifying the appropriate operation of the built-in fire alarm system and its appropriate personal, environmental and technical requirements by the operator must ensure the following monthly:
- that the operation log is continuously maintained;
  - that all supervisors of the system underwent appropriate training;
  - that all devices and materials necessary for the printers (paper, toner, printing ribbons) are available.
- 44.10. The person designated for verifying the appropriate operation of the built-in fire alarm system and its appropriate personal, environmental and technical requirements by the operator must ensure the following each three months:
- the check is done in accordance with manufacturer instructions;
  - ascertain whether there were any changes to the use, technology or design of the buildings that affect the operation of the fire alarm system, especially the efficiency of the automatic detectors, the accessibility of the manual signalling devices, the audibility of the audio alarms; and
  - that the statements and diagrams identifying the signals are available and that the graphic display is operable.
- 44.11. Supervisions and maintenance may be regular or extra. Extra supervision must be performed
- after a fire;
  - in the case of a false alarm;

- if there is a system malfunction;
  - if the system is modified;
  - after long shutdown; or
  - if a new contract is entered into with a new maintenance organization.
- 44.12. Daily supervisions may be recorded electronically in systems suitable for track responsibility.
- 44.13. The operator provides for regular and extra supervisions and maintenance, and remedies any deficiencies discovered.
- 44.14. The operator designates a person responsible for the verification of the appropriate operation and the appropriate personal, environmental and technical requirements of the fire alarm system (henceforth: person responsible) and provides for the conduction of all prescribed inspections and the remedy of any deficiencies discovered in the course of inspections. The person responsible performs all of the scheduled necessary inspections and reports any deficiencies in writing in a verifiable manner to the supervisor authorized to take the necessary measures.

#### **45. The Supervision of Fire Hydrants**

- 45.1. The organization responsible for the quenching water network must provide for the operability, accessibility and anti-frost protection of the fire hydrants, and perform the prescribed regular inspections, maintenance, repairs and pressure tests.
- 45.2. Persons holding a valid qualification for the fire protection supervision of fire hydrants may perform such inspections except for the regular check of the cabinets of the wall-mounted fire hydrants which is done by the person responsible.
- 45.3. Fire hydrants (except natural water sources) must be supervised at least each 6 months and a pressure test must be done each 5 years.
- 45.4. The organization responsible for the operation of the facility must provide the inspection of the fire cabinets and their fittings and accessories at least each 6 months and entirely inspected annually.
- 45.5. The inspection intervals are determined depending on the environmental conditions, fire protection factors and risk assessment of the fire cabinets.
- 45.6. The inspection performed at least once **each 6 months** includes the inspection of the following:
- whether the fire cabinet complies with the applicable technical requirement;
  - whether the location of the fire cabinet is unambiguous;
  - in the case of wall-mounted fire cabinets: whether they are mounted securely and appropriately;
  - whether the fire cabinet is undamaged and its door may be opened freely;
  - whether the cabinet contains the prescribed fittings and accessories;
  - whether such fittings and accessories are securely mounted; and
  - whether any deficiencies, corrossions or other damages are discernible on the fire cabinet or on the fittings and accessories within.

- The person performing the inspection checks for any damages on the fittings, accessories and the fire cabinet, refolds the waterproof flat hoses and while doing so, visually inspects the hose, and reports any damage or corrosion of the fittings or the accessories to the organization responsible for the operation of the facility.
- 45.7. The accessories in the fire cabinets (pressure hose fitting, transmission clamp) are to undergo a pressure test each 5 years.
- 45.8. The organization responsible for the operation of the facility must provide the inspection of water containers and pools (henceforth: reservoirs) and other water sources each 6 months and a full survey each 5 years. In addition, they must perform pressure tests on the accessories that are under pressure during operation.

#### **46. The Regular Fire Protection Supervision of the Protection Against Electrostatic Charging and Discharge**

- 46.1. The protection against electrostatic discharge is considered adequate if the design, implementation, operation and maintenance processes are conducted according to the applicable technical requirement, and the supervisory authority declares it as adequate.
- 46.2. Mandatory supervision occasions:
- before putting the facility into operation;
  - after conversions and extensions;
  - after a fire;
  - after the modification of the technology used; or
  - unless the manufacturer or the contractor specify shorter intervals in the technical description or documentation, or in the implementation technological documentation, the protection against electrostatic discharge must be inspected each 3 years in existing buildings and outdoor areas;

1) Annexes:

1) Hazard Classification

2) Fire Protection Operational Log—Fire-Extinguishers

3) Fire Protection Operational Log—Safety Lights—Orientation Lights

Hot Work Permit

4) Legal Regulations on Fire Protection Fire Protection Offences Punishable by

Fines

Ground-Plan

5) Internal Regulation on the Protection of Non-Smokers

Fire Alarm Plan

## Hazard Classification

Budapest Metropolitan University, 1–9 Nagy Lajos király Street, 1148 Budapest						
Floor area:    m <sup>2</sup>						
Serial number	Name and area of risk unit					
		NAK*	AK*	KK*	MK*	

\*NAK: very low risk; AK: low risk; KK: moderate risk; MK: high risk.

The standard hazard classification of the Budapest Metropolitan University

Maximum capacity:

### FIRE PROTECTION OPERATIONAL LOG

#### The Log of the Inspection and Repair of Fire-Extinguishers

Budapest Metropolitan University  
1–9 Nagy Lajos király Street, 1148 Budapest

Inspector's name:.....

No.	Fire extinguisher			Inspection date (quarter)				Repair necessary	Comment
	standby location	type	product number	1	2	3	4		

Signature of inspector



**FIRE PROTECTION OPERATIONAL LOG**

**Monthly Inspection of Orientation Lights**

Inspector's name:.....

Inspection year: .....

No.	Standby location	Month of inspection											
		1	2	3	4	5	6	7	8	9	10	11	12
-	-												

Issued by: ..... No. ....

Copy: .../3

**THE CONDITIONS FOR OCCASIONAL HOT WORK RECORDED IN WRITING**

Time of work: from day .... month ..... year 20.... ....hours  
to day .... month ..... year 20.... ....hours.

Hot work site: .....

Description of the permitted work:

.....

Person(s) performing the hot work: .....  
position(s) .....

ID(s) of the fire protection qualification(s):

.....  
.....

For work to be carried out in flammable environments, the names and positions of the supervisors:

.....

The following fire-extinguishing equipment and devices must be present at the work site:

.....  
.....

Provided that the work complies with the following special provisions and the provisions of NFPR and this Regulation, and the site inspection on day .... month .... year ....

.....

I issue a one-time permit for the hot work described above.

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

.....  
name and position of issuer

I have complemented the provisions listed on the permit with the following on-site regulations:

.....

(If the hot work is performed and permitted by a third party employee.)

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

.....  
facility manager or representative

Under penalty of perjury, I acknowledge the provisions listed in the permit and undertake to comply with them.

.....  
signatures of persons conducting the hot work

The completion of the work must be reported to the issuer of the permit.

Completion of the work: day .... month ..... year 20.... ....hours

Acknowledged by:

.....  
name and signature of issuer

I took the worksite back at day .... month ..... year 20.... ....hours in a condition that does not pose a fire hazard.

.....  
name and signature of issuer

(The permit must be completed in 3 copies.)

## THE GENERAL FIRE PROTECTION REGULATIONS FOR HOT WORK

1. Work must not be started until any fire or explosion hazard has been eliminated.
2. Welders and other persons conducting work that regularly involves the presence of open flames must hold a fire protection qualification.
3. All flammable materials must be removed from a 5 m vicinity of the hot work.
4. When performing occasional hot work, the persons working in the vicinity must be warned to perform their work with special care.
5. After the completion of hot work, the work site and its vicinity must be inspected by the worker for fire hazards and any fire risk factors must be eliminated.
6. In the case of a site inspection, the hot work permit must be presented.
7. The permit form is part of a 90-page block and must be completed in 3 copies.
  - The person conducting the hot work must receive Copy 1, and after the work is completed, this person must hand it back to the issuer. The issuer attaches it to Copy 3.
  - Copy 2 must be sent to the person responsible for maintenance.
  - 3 Copy 3 remains in the block.

### Legal Regulations on Fire Protection

Act XXXI of 1996	on Fire Protection, Technical Rescue and Fire-Services
54/2014. (5 Dec.) Decree of the Ministry of Interior	on the National Fire Protection Regulation
259/2011. (7 Dec.) Government Decree	on Fire Protection Authorities, Fire Protection Fines and the Mandatory Life and Accident Insurance of the Persons Working in Fire Protection
45/2011. (7 Dec.) Decree of the Ministry of Interior	on the Occupations and Positions with Mandatory Fire Protection Qualifications, on Education Administration of Fire Protection Trainings and the Detailed Rules of Fire Protection Examinations
9/2015. (25 March) Decree of the Ministry of Interior	on the Professional Qualification Requirements and Professional Training of the Persons Employed by Disaster Protection Agencies, Community and Facility Fire Services, Volunteer Fire Services and Other Similar Categories
50/2011. (20 Dec.) Decree of the Ministry of Interior	on the Detailed Rules of Initiation and Conduction of Fire Protection Services with the Requirement of Notification
30/1996 (6 Dec.) Decree of the Ministry of Interior	on the Preparation of Fire Protection Regulations

Annex 5

Fire Protection Offences Punishable by Fines

	Fire protection offence	The minimum amount of the fire protection fine (Ft)	The maximum amount of the fire protection fine (Ft)
1	Violation of fire protection regulations if resulting in a fire	10,000	1,000,000
2	Violation of fire protection regulations if resulting in a fire whose extinguishing required intervention by fire services	20,000	3,000,000
3	Violation of fire protection regulations if resulting in immediate fire or explosion hazard	20,000	1,000,000
4	Obstruction of an evacuation exit or emergency exit to the extent that it impeded the necessary throughput for evacuation	20,000	800,000
5	Obstruction of an evacuation exit or emergency exit of a building or building part designed for a large number of people to the extent that it impeded the necessary throughput for evacuation	30,000	1,000,000
6	Obstruction of an evacuation exit or emergency exit that could not be immediately eliminated for the evacuees	30,000	1,200,000
7	Obstruction or closing of an evacuation exit or emergency exit of a building or building part designed for a large number that could not be immediately eliminated for the evacuees	40,000	1,500,000
8	Irregular storage on evacuation routes, operation of electrical equipment unrelated to the operation of the facility without supervision, and extreme obstruction of the evacuation routes resulting in decreased evacuation throughput	20,000	500,000
9	Storage of flammable installations, decorations, carpets, tapestry and other flammable materials on the evacuation routes of buildings, or covering more than 15% of the wall or floor areas with flammable materials (with the exception of built-in building materials and safety signs)	20,000	500,000
10	Exceeding the number of persons allowed at the calculation of evacuation	30,000	3,000,000
11	Elimination, removal or obstruction of the operation of built-in fire- or smoke-proof closure technical solutions prescribed by law or by the authority at the divisions of the fire and smoke segments	30,000	200,000
12	No full access to the fire access roads and areas included in the original plans approved by the fire protection authority	30,000	1,000,000
13	Deficient intensity of quenching water or outflow pressure, or obstruction of quenching water use	30,000	1,000,000
	Obstruction of the intervention of the fire services	20,000	2,000,000

15	Violation of provisions pertaining to the maximum number of persons prescribed by the legal provisions pertaining to community and facility fire services or by an authority decision	50,000	2,000,000
16	No standby fire-extinguishers (except in the case of vehicles transporting hazardous substances)	20,000	50,000
17	Negligence of the maintenance of fire-extinguishers (except in the case of vehicles transporting hazardous substances)	10,000	30,000
18	Deficient standby, maintenance or supervision of built-in fire extinguishing or fire alarm devices prescribed by legal regulations or authorities, or the obstruction of their use, if the area of the protected space is a) not more than 100 m <sup>2</sup> : b) 100–500 m <sup>2</sup> : c) more than 500 m <sup>2</sup> :	50,000 100,000 200,000	400,000 1,000,000 2,000,000
19	Deficiencies in the continuous supervision of the centre of a fire alarm and extinguishing systems or direct fire alarm devices as prescribed by legal regulations or authorities	100,000	1,500,000
20	The lack of verifiable measures to remedy the malfunction of the built-in fire extinguishing or fire alarm devices prescribed by legal regulations or authorities, or the lack of the initiation of such measures if more than 8 days have passed since the deficiency was discovered	50,000	1,000,000
21	The lack of the standby, maintenance, inspection, supervision or pressure test of the technical solution affected prescribed by legal regulations or authorities in the National Fire Protection Regulation and the lack of the remedy for the discovered deficiencies if they cannot be classified into other fire protection penalty categories	30,000	1,000,000
22	The lack of the procurement and standby of fire-extinguishing agents as prescribed by legal regulations or authorities	30,000	1,000,000
23	The conduction and direct control of activities with mandatory fire protection qualifications without valid fire protection qualifications	50,000	50,000
24	Activities involving the education administration of fire protection examinations and operation as an examination committee member or committee chairperson in spite of being prohibited by the authorities	50,000	50,000
25	Performing activities with mandatory fire protection qualifications differently than as prescribed by the technical requirements (natural person or business entity)	50,000	1,000,000
26	Preparation of fire protection documentation without proper authentication	50,000	1,000,000
27	If the architect responsible, the fire protection expert or the fire protection planner has not planned the building according to the applicable legal or authority regulations	30,000	1,000,000

29	If the employer cannot verifiably prove that they have provided for the fire protection training of a new employee, or if the employer is obliged to have a fire protection regulation made, and has not had the new employee understand them, and more than 15 days have passed since the new employees entered into service	30,000	1,500,000
30	If the employer cannot verifiably prove that they have provided for the regular fire protection training or—when such training is prescribed by the fire protection authority—the one-time fire protection training of the employees, or has not had the employees understand the fire protection regulation within the deadline prescribed in legal regulations, in the fire protection regulation or in a decree prescribing the one-time training, and more than 15 days have passed since the deadline.	30,000	1,000,000
31	If the operator cannot document by a signed agreement or order with an appropriate organization or person with fire protection qualification that they employ the services of such organizations or persons to provide fire protection services where it is required by law.	50,000	500,000
32	If the entities required by law do not prepare the prescribed fire protection regulation or have it prepared	50,000	250,000
33	If legally obligatory content is missing from the fire protection regulation prepared by the entities required by law or if such regulation does not reflect a change that affect the fire protection situation	50,000	200,000
34	If the quantity of the materials or products stored in the building exceeds the fire load capacity effective at the building or conversion of the building	30,000	2,000,000
35	The lack of the obligatory regular electric or lightning protection supervision	50,000	1,000,000
36	The lack of the verifiable remedy of the defects discovered in the course of the obligatory regular electric or lightning protection supervision and marked as “fire hazard / to be repaired immediately”	40,000	300,000
37	If foresters do not prepare the legally prescribed fire protection regulation for the forest or its simplified version, or have it prepared	50,000	200,000
38	The lack of the reporting of changes affecting the extinguishing of fires in a community or facility to the professional fire service on standby or to the community or facility fire services	30,000	1,000,000
39	If fire protection services have not been provided according to the legal provisions	50,000	1,000,000

40	Conducting the fire protection inspection, supervision, maintenance or repair of fire protection technical devices or building elements in another manner than specified in the technical documents or in the permission by the fire protection authority or if such activities have endangered such devices or elements, if such activities do not constitute a finable fire protection violation	50,000	1,000,000
41	If no permission has been requested for the distribution of fire protection devices that may only be legally distributed with such permissions	200,000	3,000,000
42	The violation of other provisions of the legal or institutional fire protection regulation	20,000	60,000
43	The violation of the fire protection provisions related to the manufacture, distribution, storage, transport, disposal and possession of pyrotechnic products	20,000	1,000,000
44	Does not provide for the prevention of fires by neglecting the obligations prescribed by the act on the protection of arable land for utilization	40,000	200,000
45	The lack of installing, operation, inspection, supervision and maintenance of the smoke and heat exhaust systems prescribed by legal regulations, or hindering the operation of such systems	50,000	1,000,000
46	The lack of submitting the expert opinion verifying the fire protection characteristics of building structures to the fire protection authority	30,000	100,000
47	If a fire protection expert issues an untruthful opinion about the fire protection characteristics of building structures	50,000	1,000,000
48	Controlled burning without the permission of the fire protection authority	50,000	500,000
49	Violation of the fire protection regulations on occasional hot work and controlled burning in the course of outdoor burning	20,000	400,000
50	Non-compliance with the fire protection regulations of the national standards and the fire protection technical principles without the authority's approval	50,000	1,000,000
51	Non-compliance with a technical solution approved by fire protection authority except if the solution of the legal regulations, national standards or fire protection technical principles have been used instead	50,000	1,000,000



**Annex 6 (Ground-Plan)**

**Internal Regulation on the Protection of Non-Smokers  
at the Campuses of the**

**Budapest Metropolitan University**

**With reference to Act XCIII of 1993 on Occupational Safety and Health Protection and the paragraphs of Act XLII of 1999 on the Protection of Non-Smokers listed below, the Budapest Metropolitan University prescribes the following:**

2 Section 1 Except for the locations designated for smoking and with the difference specified in (3), smoking is prohibited: c) at the workplace,

2 Section 4 Except for the difference prescribed in Section (5), locations may not be designated for smoking b) in confined space rooms of workplaces, except for the cigar rooms of detention facilities, psychiatric institutions and hotels, and the exhibition of tobacco products.

To facilitate that work conducted in the institution be safe and not endanger human health, smoking is prohibited, and separated locations must be designated for smoking. To protect non-smokers' health, such locations must be designated at the appropriate distance.

Locations are designated for smoking by the operator of the Budapest Metropolitan University. SMOKING IS PROHIBITED in all University rooms and buildings.

Pictograms indicating the prohibition of smoking must be placed at highly visible locations.

**Areas designated for smoking are located outside the buildings at an appropriate (at least 5 m) distance from the entrance.**

**The person responsible for compliance with the above:**

Director of Facilities Maintenance

## Fire Alarm Plan

The purpose of the Fire Alarm Plan is to coordinate the employees' efforts to eliminate fires.

All employees must read and understand the provisions of the Fire Alarm Plan and act accordingly when necessary.

The Fire Alarm Plan must be displayed at highly visible locations.

The execution of the Fire Alarm Plan must be practised as necessary but at least **annually** with the persons affected, and the results must be recorded in writing.

### MAJOR HAZARDS

Non-compliance with the fire protection regulations, negligence, prohibited or careless smoking, irregular use of open flames (e.g. use of welders, cutting torches and pyrotechnic devices) or malfunction, overloading or overheating of electric equipment

**At the University campuses, all persons who detect fire or imminent fire hazards or obtain knowledge of such hazard must immediately report it to:**

- the fire services
- the colleagues
- the responsible manager,
- reception staff.

#### Fire alarm method at University campuses:

- Reporting of the fire by trunk line telephone to the fire service. (105)
- Operation of the manual fire alarm device.
- Fire call to colleagues and persons in the vicinity by shouting "FIRE".

#### The Method of Evacuation

---

- Leaving the campus by the shortest route available for the **Assembly Area** located at a safe distance.

**THE TELEPHONE NUMBER OF THE FIRE SERVICE IS 1 0 5**

#### The location of the trunk line telephones: Reception

The fire services may be notified by mobile telephone.

*When reporting fires to the fire services, the following information must be included:*

- the location of the fire, the address of the facility and the intended use of the outdoor area or building,
- the types of materials on fire, the list of irregular technical processes, technical malfunctions and any hazardous materials that might have escaped, and what is endangered,
- the number of persons in the facility or building whose life or health is endangered and the description of such dangers,
- the name of the person reporting the fire and the telephone number by which the report was done.

#### In the case of FIRE, the following measures must be taken:

- **DISCONNECTION OF THE ELECTRIC NETWORK**

The location of the fire protection main switch: Main Building (electric switchboard box)

- **CLOSING OF THE GAS FAUCETS**

Closing of the gas mains with the gas faucet in the building.

- **SAVING OF LIVES AND PROPERTY**

The operator—in their absence, the person designated— is responsible for the evacuation of the rented property. Their responsibilities include the identification and evacuation of endangered persons, the control of the evacuation and the removal of endangered goods and devices from the vicinity of the fire to a safe location to prevent the spread of the fire. They are also responsible for preventing panic and maintaining order. To filter smoke, a wet cloth should be held in front of the face. The air at floor level is cleaner and contains more oxygen.

-

First aid to any persons injured due to fire must be attempted by all persons on their level of expertise, and all persons are responsible for notifying and receiving the ambulance service. Injured person(s) must be escorted or transported to a safe location where the first aid is to be performed.

- **EXTINGUISHING OF FIRES**

Prior to the arrival of the fire brigade, the fire must be extinguished or prevented from spreading with the devices available. After a fire alarm, all persons must initiate such intervention by exercising due skill with the devices available. As a first step, the intervention must be initiated by the person who has discovered the fire. Burning clothing **MUST NOT** be extinguished with dry chemical fire-extinguishers. Burning clothing may be extinguished using a blanket with no synthetic fibres.

During the attempt to extinguish the fire, the students, employees and instructors must leave the building guided by the reception staff or—if present—the operators, and assemble at the designated assembly area.

After the fire brigade has arrived, all persons participating in the extinguishing of the fire must observe the instructions of the person in control of the operation. Such instructions are obligatory for all persons involved.

If the fire is successfully extinguished prior to the arrival of the fire brigade, the site must be maintained unaltered until the completion of the fire investigation.

Extinguished fires must not be left unattended because they might flare up repeatedly.

- **RECEIVING THE FIRE BRIGADE**

The fire access area and the route to / area around the fire hydrants must be maintained accessible. Access must be provided for the fire brigade to enter the facilities and rooms. The person in control of the fire extinguishing operation must be informed of the activities conducted in the facility, the areas affected by the fire, the expected emergencies and the measure that had been taken.

- **THE FOLLOWING MUST BE NOTIFIED IF NECESSARY**

- AMBULANCE: **104**
- POLICE: **107**
- General assistance:**112**

- **ACCESS TO THE FACILITY**

The facility may be accessed from Nagy Lajos király Street. A fire access area is available, and fire extinguishing vehicles may use a paved road.

## Rescue Plan

The Rescue Plan provides for the management of unusual circumstances that may occur at the workplace in the course of work.

Act XCIII of 1993 on the Management of Unusual Circumstances (excerpt)

“Section 45 (1) For the occurrence of unusual circumstances when the safety provisions pertaining to normal operation cannot be complied with, rescue plans must be prepared in accordance with the characteristics, location, dimensions of the workplace, with the effects of potential hazards and with the persons staying in the vicinity of the work conducted, and the persons necessary for the evacuation must be designated. Legal regulations may specify obligatory provisions to adhere to. The rescue plan may be prepared as a part of a safety, defence, action or other plan prescribed by special legal regulations.

(2) The part of the rescue plan applicable to a specific workplace must be made known to all affected employees.”

### The Purpose of the Rescue Plan

The management of accidents, malfunctions and emergencies related to hazardous materials, saving of human life and property, and the prevention of accidents and work-related health impairment.

### The Procedure

- In the case of any unusual events, the head of the organizational unit—in their absence, the person authorized to intervene—must immediately take the measures necessary to save human lives and property.
- The emergency exits of the buildings must be marked with appropriate signs and the evacuation routes must be kept free. Emergency doors must have a technical design that facilitates evacuation by the ability to be opened towards the outside at any moment. Doors must not be locked. Emergency doors must open towards the outside (the evacuation direction).
- In the case of unusual events, all persons must participate in the rescue and the prevention of further accidents or material damage by exercising due skill.
- Rescue Plans must be prepared for each organizational unit.
- The Rescue Plan form in this Regulation must be completed with the persons necessary for the rescue for each organizational unit and each dotted space must be completed.
- The persons and information needed for the rescue are identified and designated by the head of the organizational unit.
- The part of the Rescue Plan applicable to a specific workplace must be made known to all affected employees.
- The rescue and the evacuation must be practiced at least annually and the completed practise must be documented.
- The head of the organizational unit is responsible for the realization and documentation of the rescue and evacuation practise.
- The head of the organizational unit must involve the occupational safety and health protection organization in the practises.
- The organization of such trainings and the rescue and evacuation according to the type of work conducted at the workplace is the responsibility of the head of the organizational unit.

## RESCUE PLAN

for the management of accidents, malfunctions and emergencies related to hazardous materials

### Budapest Metropolitan University

.....  
(organizational unit)

applicable to the entire area and all subunits of the above

**To be applied by all persons!**

#### **Emergency:**

An abrupt event caused by natural disaster or human activity (e.g. explosion, hazardous substances in the atmosphere, traffic accident, work-related accident at the workplace, damage, violation of a technical regulation, technical malfunction), or an unusual circumstance potentially caused by intentional actions that may extend to a large area and endangers human life, physical integrity and material property.

Leader of the emergency response:

.....

In the absence of the emergency response leader, the substitute:

.....

***The following employees are designated to the following emergency response tasks:***

Life-saving and first aid:

.....

The maintenance of order and prevention of panic:

.....

Methodical rescue of property:

.....

Briefing the rescue units upon arrival:

.....

Persons detecting emergencies (fire, gas escape, etc.) at the work area of the organizational unit or its visible vicinity must alarm the fire services and the persons in the vicinity.

Person detecting other types of emergencies must provide for the notification of the persons cooperating in the emergency response. Other emergencies: the damage to buildings and equipment posing hazards, the malfunction of the electric network, hazardous substances escaping their transport and storage systems, dangerously damaged trees due to weather events, etc.

Persons detecting an emergency must cooperate in the emergency response, the rescue and the prevention of the spread of the emergency according to their skills and the methods and devices available. They must also provide assistance in the case of personal injury.

Each person must cooperate in the elimination of the emergency by exercising due skill. Persons cooperating in the emergency response must not endanger their lives or physical integrity or those of others. No person may be obliged to endanger their lives and physical integrity. When persons are staying at an area affected by an emergency, they must participate in alarming, must leave the area and must cooperate in the rescue, if possible.

## **EMERGENCY TASKS**

### **1. Detection, Signalling, Alarm**

The person detecting an unusual circumstance must immediately signal it to the head, colleagues and persons in the vicinity. Signalling may be done in person, by telephone, and in the case of fire, by using the fire alarm device and/or by other quick methods such as loud shouting to the persons in the vicinity. Special care is to be taken to alarm any persons at an enclosed work area e.g. in the changing room.

Local alarm method:

.....

The location of telephones to be used for alarming:

.....

Other information:

.....

### **2. Notification**

If the fire or other emergency cannot be contained by the persons present, the fire service or other external forces must be notified immediately. External emergency response services: Ambulance, Police, Disaster Protection, Public Utilities (e.g. E.ON Plc. etc.).

The first two external emergency response services to notify are the ambulance and fire services. Any person may notify these services. When persons at a site detect fire, they must immediately notify the fire services of it.

After the persons in the vicinity and the on-site workplace head have been alarmed, the reception and safety staff and the Occupational Safety and Health Manager (in their absence, the substitute) must also be notified. It is the responsibility of the reception and safety staff to gather information about the persons on-site and to verify whether the external emergency response services had been notified. If not, they must notify them immediately.

In the case of a fire, the signalling, alarm and notification must be performed according to the Fire Alarm Plan. It is the responsibility of the reception and safety staff to brief the external emergency response services upon arrival. Fires extinguished on-site must also be reported.

The notification of fires must be done by telephones within the organizational unit, or if it is quicker, by other telephones.

#### **Notifications of fires must include:**

- the exact emergency location;
- the main characteristics of the emergency (e.g. gas escape, fire, etc.);
- whether human life is endangered;
- the type and number of personal injuries;

- the extent of material damage or disaster;
- the dimensions of the hazard zone and the direction and rate of its spreading;
- the name, position and contact information of the person making the report.

The following must be notified: the workplace head, the employees and other persons staying at the unit, the leader of the emergency response designated in the Rescue Plan (if absent, the designated substitute) and the persons designated to work in the emergency response operation (the emergency response team).

**3. The names and contact information of the persons directing the local emergency response efforts:**

NAME	CONTACT INFORMATION
<b>Leader of the emergency response:</b>	
.....	.....
<b>In the absence of the emergency response leader, the substitute:</b>	
.....	.....
<i>The following employees are designated to the following emergency response tasks:</i>	
<b>Life-saving and first aid:</b>	
.....	.....
<b>The maintenance of order and the prevention of panic:</b>	
.....	.....
<b>Methodical rescue of property:</b>	
.....	.....
<b>Briefing of the rescue units upon arrival:</b>	
.....	.....

**4. Depending on the nature of the emergency, the following organizations are to be notified (name, contact information)**

**Emergency telephone numbers:**

Ambulance: 104 or 112

Fire services: 105 or 112

Police: 107 or 112

**5. Intervention**

After a brief evaluation of the situation, the elimination of the emergency must be initiated according to the instructions of the emergency response leader until the arrival of the external emergency response services.



The person who had detected the emergency and those who had received the alarm signal must initiate the elimination of the emergency and the prevention of its spread unless their lives or physical integrity is at danger. If the emergency cannot be expected to cease due to the emergency response efforts, the external emergency response services must be notified.

If the emergency cannot be expected to cease due to the emergency response efforts, the persons staying in the hazard zone must be called to leave it.

**6. Emergency response**

The emergency response leader directs the activities of the emergency response team until this responsibility may be handed over to an authorized internal or external party.

Emergency response activities such as the rescue of material goods where the lack of effective personal protective equipment might cause accidents or health impairment must not be attempted without such equipment.

Rescue and evacuation operations must be carried out in an orderly and careful manner.

The entrances and gateways must be opened and if necessary, the doors fixed. The available escape directions must be determined, and the persons staying at the affected area directed towards the exits and safe areas.

The persons staying in the hazard zone must be called to leave it. All persons not involved in the rescue must leave the hazard zone and assemble at a safe area outside the hazard zone without hindering the rescue and evacuation operations. The person directing the evacuation must ensure that all persons had been made aware of the alarm situation and that they left the hazard zone. The leader of the emergency response and the evacuation must provide for the unlocking of any locked rooms as necessary, for maintaining order, for recording observations and witnesses in writing, for securing the perimeter, for the rescue of the injured and for keeping unauthorized persons from the area.

They must also provide for order and discipline, the safekeeping of property, the transparency of the situation, for preventing panic, for the rescue and first aid of any injured persons and for keeping unauthorized persons from the area.

Any operating machinery at the workplace that might impose further hazards must be stopped.

The electric network must be disconnected with care: cutting the current must not hinder rescue, quick evacuation and must not cause further hazards such as the stopping of artificial ventilation, switching the lights off, switching the power off of landline telephones.

Gas pipes must be closed off and if it may be done without further hazard, hazardous substances and gas cylinders must be removed from the hazard zone. All spilled hazardous substances must be collected with the damage control tools if it may be performed without imposing further hazards.

In the case of a fire, the provisions of the Fire Alarm Plan apply. In the case of initial or small fires, the extinguishing must be attempted with the available manual fire-extinguishers and devices.

The fire services must be notified immediately if the extinguishing of the fire cannot be expected with the devices available. (Extinguished fires must also be reported.)

Upon the arrival of the external emergency response service notified, they must be informed of the emergency, and continue intervention according to their leader.

The emergency response efforts must be continued until the leader of the emergency response team instructs the conclusion of the operation and as long as the cooperation in the emergency response does not pose a danger to human life or health.

**The central locations of the switches to turn of the energy supply:**

Main electric switch: .....

Gas main stopcock: .....

Water main stopcock: .....

Steam main stopcock: .....

**List of the rescue devices available with storage locations** (e.g. fire-extinguishers, fire hydrants, handcarts, personal protective equipment):

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

**Traffic and evacuation routes, emergency exits and assembly area:**

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

**First aid kit location:**

.....

**The person designated for first aid from the organizational unit (name, contact information):**

.....

**The evaluation of the emergency**

---

After an emergency ceases or is stopped, it must be evaluated, the damage assessed and the restoration options considered.

**Special instructions for weekends and holidays:**

The person at the Reception is responsible for the detection, signalling, notification and first response to emergencies. The other necessary emergency response measures are determined by the emergency response arriving on site after the notification.

The name and telephone number of the person to be notified from the organizational unit:

.....

If the above person cannot be contacted, the name and telephone number of the person to be notified:

.....

**7. Responsibility**

The emergency response leader is responsible for directing the emergency response: efforts. All members of the emergency response team must perform their tasks by exercising due skill.

**8. Distribution of the Plan**

Each workplace head will receive one copy of the Plan.

One copy of the Plan must be displayed at each workplace. All employees must be made familiar with the contents of the Plan.

The provisions of the Plan must be practised and documented annually. The storage (safekeeping) location of the copies of this Rescue Plan:

.....

In an emergency, one copy must be handed over to both the external emergency response service and the emergency response leader.

Should there occur any changes affecting the Rescue Plan, it must be modified.