

APPROVED by the Rector of the University of Tartu Decree no. 29 of 29 October 2012 (effective as of 29.10.2012)

AMENDED by the Rector of the University of Tartu Decree no. 8 of 19 March 2015 (effective as of 01.03.2015)

FIRE SAFETY RULES

Based on clauses 34 2) and 34 16) of the Statutes of the University of Tartu and pursuant to national legislation on fire safety and based on clauses 6.3, 20 and 21 of the University of Tartu Work Rules as approved by Decree no. 24 of 1 September 2009 and amended by Decree no. 7 of 1 June 2011 and Decree no. 21 of 30 December 2011, I establish the fire safety rules of the University of Tartu.

I. General provisions

1. The purpose of the fire safety rules ('rules') is to ensure that fire safety requirements are adhered to and to divide the responsibility arising from the national legislation on fire safety in the University of Tartu ('university').
2. The requirements for an immovable property, building, room, device and their use in ensuring their fire safety are governed by the Fire Safety Act and other legislation on fire safety.
3. To ensure the fire safety of each immovable property and building ('site'), the rules, the site's action plan in case of a fire (Chapter III of the rules), national legislative acts related to fire safety and the precepts of the state fire safety supervision must be followed.
4. In questions not addressed in the rules, the Fire Safety Act and legislative acts enforced on the basis of it along with other legislation governing fire safety apply.

II. Persons responsible for fire safety and their tasks in ensuring fire safety

5. Adherence to fire safety requirements is organised by the director of administration.
6. Responsibility for adherence to fire safety rules lies with the vice rector or the area director in the support units, the dean in the faculties, and the director in non-faculty institutions. [effective as of 01.03.2015]
7. Organising fire safety supervision is the responsibility of the head of the Estates Office.
8. The vice rector, the area director, the dean or the director of a non-faculty institution appoints the person responsible for fire safety in the structural unit, including hazardous sub-units. If a person responsible for fire safety in the structural unit has not been appointed, the tasks provided for in clause 11 of the rules are carried out by the vice rector, area director, dean or director of the institution. [effective as of 01.03.2015]
9. Head of the Estates Office
 - 9.1. organises fire safety instruction and training of persons responsible for fire safety;
 - 9.2. organises the acquisition and installation of firefighting and rescue equipment required on-site by the legislation and the inspection and maintenance of the on-site firefighting and rescue equipment according to the legislation and the requirements provided for in the technical documentation of the equipment and ensures that the equipment is in good working order;

- 9.3. organises on-site adherence to other legislation enforcing fire safety requirements and the precepts of the state fire safety supervision.
10. The building manager, or if there is no building manager, the head of the structural unit or a person appointed by them,
 - 10.1. makes sure that the immovable property, building, room and their use and the technological network installations in the building are safe and meet all the requirements;
 - 10.2. ensures that the required rescue equipment and fire safety installations are present in the building and in good working order;
 - 10.3. together with the person responsible for fire safety in the structural unit, fills in and submits on time the fire safety self-inspection report, verifying the data in the report by signing the report; [effective as of 01.03.2015]
 - 10.4. together with the person(s) responsible for fire safety, organises an evacuation drill and fire training drill for employees at least once a year;
 - 10.5. together with persons conducting work involving open flame, ensures the safety of human life, property and the environment when using heating systems, making a fire outside heating chambers and doing work involving open flame;
 - 10.6. together with the person responsible for fire safety in a structural unit, ensures that fire safety equipment and rescue equipment is available for employees and they know how to use them;
 - 10.7. implements measures for preventing a fire and makes sure that activities which could cause a fire or obstruct safe evacuation are avoided;
 - 10.8. inspects whether the legal and natural persons using the site adhere to fire safety requirements; for this purpose has the right to enter any building(s), rooms and premises in the area under their management;
 - 10.9. makes proposals to the heads of the structural units using the building on how to improve fire safety on the site even further;
 - 10.10. has the obligation to provide any information which the state fire safety supervisor requires for their job and to provide the necessary assistance to the state supervisor;
 - 10.11. compiles proposals to the head of the Estates Office for eliminating any fire safety-related shortcomings and organises the elimination of such shortcomings, if necessary issuing a precept to the head of the structural unit using the site or its part;
 - 10.12. ensures constant supervision in case of work involving open flame and that work involving open flame would only be conducted by persons who have received the appropriate training or have the necessary competence;
 - 10.13. ensures the good working order and uninterrupted operation of fire safety installations;
 - 10.14. ensures that the buildings where it is required by national legislation are fitted with an automatic fire alarm system with the fire alarm signal being transmitted to the alarm centre of the local rescue service ('alarm centre').
 - 10.15. if required, organises the review, inspection and maintenance of fire safety installations and is responsible for the availability of the respective documentation.
 11. The person responsible for fire safety in a structural unit
 - 11.1. introduces the plan referred to in clause 15 to employees of the structural unit;
 - 11.2. organises fire safety training for all employees of the structural unit (corresponding to their job or position before they commence work or change a job) and students who use flammable or explosive devices and/or combustible materials;
 - 11.3. introduces fire safety requirements to employees depending on the type and place of their work;

- 11.4. informs employees of a possible fire hazard, fire prevention measures and employees' responsibilities in case of a fire;
 - 11.4¹. by 1 March each year, fills in the part in the fire safety self-inspection report concerning fire safety training of employees of their structural unit, instruction on action in case of a fire, instruction on the use of the building's extinguishing equipment, rescue equipment and fire safety installations and the storage and processing of explosive or self-combustible materials, verifying the data in the report by signing the report; [effective as of 01.03.2015]
 - 11.5. ensures that rescue equipment is used as required for its intended purpose.
12. To ensure fire safety, each employee and student must
- 12.1. adhere to the action plan in case of a fire established for the site;
 - 12.2. know the fire and explosive hazard properties of substances and materials used, processed, produced and stored and the fire safety requirements for working with them;
 - 12.3. in case of an activity or process involving a fire or explosive hazard, use working equipment, appliances, devices, etc. which are in good working order, follow its user manual and guidelines of the person responsible for fire safety in the structural unit;
 - 12.4. take measures to prevent a fire from spreading and the primary measures for extinguishing a fire;
 - 12.5. apply fire prevention measures when using open flame or smoking and to refrain from other activities which could result in a fire or an explosion;
 - 12.6. know their responsibilities in case of a fire or accident;
 - 12.7. know the location of communication and rescue devices (incl. extinguishing equipment) on the site or in the close proximity of their working area and know how to use them;
 - 12.8. upon the discovery of a fire, accident or other dangerous situation, e.g. a threat to people's life and health, immediately notify the building manager and/or the head of the structural unit and the alarm centre on the general emergency number 112 and the in-house security service of the Estates Office on 737 5111 (24h).
13. After fire safety training, each person will receive an entry in the workplace safety book, where the person legibly writes their first and last name and gives their signature on being acquainted with fire safety requirements and the date of the training. In the same book the instructor legibly writes their first and last name and signature and the name and number of the training materials on the basis of which the training was conducted.
14. The workplace safety training book must always be accessible to the authorised person for conducting fire safety supervision in the structural unit.

III. Compiling an action plan in case of a fire on the site

- 15. The director of administration approves an action plan in case of a fire on each site ('plan').
- 16. In devising the action plan in case of a fire on the site, the building manager works together with the persons responsible for safety in the structural units using the building. The plan must be devised taking into account the specifics of the site, processes going on there and the fire and explosion hazard level of the devices used.
- 17. The person responsible for fire safety in a structural unit organises the introduction of the plan referred to in clause 15 of the rules to employees of the structural unit.

IV. Fire safety special conditions in the university buildings

- 18. Smoking in the university buildings, rooms and premises is permitted only in the designated smoking rooms and smoking areas, excl. in places prohibited by law.

19. When the site or any rooms are given into the use of third persons, the fire safety obligations and responsibilities of the university and the user of the site or a room are determined in the contract for use; in case of short-term use of the rooms the person requesting to use the rooms confirms to take responsibility for fire safety requirements in their application for using the rooms.
20. The obligations and responsibility of the university and the contractors in ensuring fire safety in case of construction work carried out on the site are determined in the contract for the construction services.
21. The user of the device or installation is responsible for ensuring that using a device or installation is safe to people's lives, property and the environment.

V. Work involving open flame

22. Work involving open flame (welding, soldering, metal cutting, heating, burning of waste and garbage, etc.) may be conducted only by a person who has a professional certificate or certificate for work involving open flame, who must take responsibility for the safety of the work involving open flame.
23. Work involving open flame is permitted on the site only if the building manager or, in case of their absence, head of the structural unit using the building has been notified and has agreed to it.
24. After the work or any other activity ends, the person conducting the work involving open flame inspects their room of location from the aspect of fire safety, takes any necessary measures to prevent a violation of fire safety requirements and informs the building manager or the head of the structural unit of the measures immediately.

VI. Operational requirements in case of a fire

25. In the outbreak of a fire, it is important to ensure the safety and rapid evacuation of people or their rescue from an unsafe site.
26. First and foremost the person who has discovered a fire must
 - 26.1. immediately notify the alarm centre on the general emergency number 112, the building manager and/or the head of the structural unit and in case of buildings located in Tartu, also the in-house security service of the Estates Office on 737 5111 (24h) and activate the fire alarm system button to engage the fire alarm on the site;
 - 26.2. close any doors and windows, turn off any working ventilation and electricity at the place of the fire, excl. for any devices which are needed;
 - 26.3. start extinguishing the fire with primary extinguishing equipment as much as possible;
 - 26.4. conduct other operations listed in clause 15 of the rules.

V. Final provisions

27. The person who is guilty of violating the requirements of the state fire safety regulations and/or these rules bears disciplinary, administrative, civil and criminal liability as provided for in the legislation of the Republic of Estonia.
28. I repeal the fire safety instructions of the University of Tartu approved by Decree no. 5 of 8 March 2004 and amended by Decree no. 6 of 4 February 2005, Decree no. 9 of 6 April 2009 and Decree no. 8 of 5 April 2010.