

Approved by Rector's directive No 24 of 26 June 2024

In force from: 26.06.2024

Fire Safety Regulations

1. General provisions

1.1 The Fire Safety Regulations (hereinafter referred to as "Regulations") set out the fire safety management at Tallinn University of Technology (hereinafter referred to as "TalTech").

1.2 Fire safety management shall comply with the Fire Safety Act, regulations issued on the basis thereof, the legislation of TalTech and other relevant legislation.

1.3 The employer's authorised representative in fire safety management at TalTech is the Fire Safety Officer (hereinafter referred to as "the Fire Safety Officer").

1.4 The representatives of structural units in fire safety management are the persons responsible for fire safety management of the structural units (hereinafter "the person responsible for fire safety").

2. Designating persons responsible for fire safety

2.1 To organise fire safety in a structural unit, the head of the structural unit shall designate a person responsible for fire safety in the structural unit.

2.2 If the head of a structural unit has not designated a person responsible for fire safety, the head of the structural unit shall be responsible for fire safety management in the structural unit.

2.3 The Human Resources Office shall notify the TalTech Fire Safety Officer of termination of an employment contract entered into with a person responsible for fire safety.

2.4 The Real Estate Office shall keep a register of persons responsible for fire safety and make it available on the intranet.

3. Conducting fire safety self-inspection

3.1 A person responsible for fire safety shall:

3.1.1 conduct fire safety self-inspection in the structural unit, in the course of which:

3.1.1.1 the fire safety of immovable property, buildings, premises, devices and the use thereof shall be checked;

3.1.1.2 it shall be verified that the fire safety installations function properly;

3.1.1.3 submit the results of inspection to the Fire Safety Officer in compliance with clause 3.2.

3.2 The results of a fire safety self-inspection shall be documented in writing once a year based on the questionnaire submitted and by the deadline set by the Fire Safety Officer.

3.3 The Fire Safety Officer shall:

3.3.1 prepare a fire safety self-inspection report for the buildings based on the results of the self-inspection received from the structural units and submit it to the local rescue centre;

3.3.2 prepare a written summary of the shortcomings detected in the course of self-inspection and measures for remedying them, the persons responsible and the deadlines for remedying the shortcomings;

3.3.3 submit the summary of the shortcomings detected to the head of the structural unit, the working environment council and the Real Estate Development Director, within a maximum of 10 working days from the preparing thereof.

4. Fire emergency plan

4.1 A fire emergency plan is the code of conduct for employees that describes evacuation and actions to take in case of fire, considering the specific features of the buildings and the processes that may affect fire safety.

4.2 The Security Division shall organise preparation and, if necessary, supplementation of the fire emergency plan in accordance with the requirements laid down in legislation.

4.3 A fire emergency plan shall be communicated to all the employees against a signature.

4.4 A fire emergency plan shall be approved by the Real Estate Development Director.

5. Organising fire safety instruction, training and conducting evacuation and fire training drills (hereinafter "fire drill")

5.1 A person responsible for fire safety shall:

5.1.1 provide primary fire safety instruction at the workplace, in the course of which the following is introduced to the employee:

5.1.1.1 the fire emergency plan;

5.1.1.2 fire risks at the employee's workplace;

5.1.1.3 the location of the basic fire extinguishing equipment;

5.1.1.4 the safety signs used at the workplace and the location of emergency exits and routes;

5.1.2 organise once a year, in cooperation with the Fire Safety Officer, a fire drill for the staff of the structural unit;

5.1.3 keep records of the fire safety instructions and training provided to the staff of his/her structural unit;

5.1.4 conduct refresher training on fire safety.

5.1.5 Refresher training on fire safety shall be organised:

5.1.5.1 when new instructions or legislation regarding fire safety are established or when the applicable requirements are amended;

5.1.5.2 for employees who are unable to attend fire drills at the scheduled time;

5.1.5.3 for students who use flammable or explosive equipment or materials;

5.1.5.4 if a precept is issued by a fire safety supervision official.

5.2 The Fire Safety Officer shall:

5.2.1 organise a fire safety training once a year based on a schedule agreed with the persons responsible for fire safety in the structural units. Participation in a fire safety training is mandatory for all employees. At the fire safety training, the theoretical part of the fire drill is introduced to the employees covering the following topics:

5.2.1.1 the nature and spread of fire;

5.2.1.2 fire related hazards and possible consequences for people, property and the environment;

5.2.1.3 possible causes of fire;

5.2.1.4 the principles of the use of fire safety installations and basic fire extinguishing equipment;

5.2.1.5 the basic and safety rules for fire extinguishing;

5.2.1.6 notifying people of fire;

5.2.1.7 notifying the Emergency Response Centre of fire and content of the notice;

5.2.1.8 rescuing people from the hazardous area;

5.2.1.9 evacuation of people and the principles of safe evacuation;

5.2.1.10 evacuation through the escape routes and following the escape route signs;

5.2.2 organise the fire safety training for the persons responsible for fire safety, which shall be repeated as necessary, but not less frequently than after every two (2) years;

5.2.3 organise, in cooperation with the person responsible for fire safety, the practical part of the fire drill (an evacuation drill). The practical part involves a simulated fire emergency situation and practical exercises to the extent possible.

5.3 Employees who are unable to participate in the practical part of a fire drill at the scheduled time, shall receive refresher training on fire safety covering the obligations in the event of a fire and providing an overview of the completed fire drill.

5.4 The person conducting a fire drill shall prepare a written summary of the fire drill within one calendar month of the end of the drill.

5.5 The written summary of the fire drill shall be made available to the employees within one (1) calendar month of the preparation of the summary.

5.6 The written summary of a fire drill shall be preserved for five years.

5.7 Fire safety training and fire drills shall be conducted based on fire emergency plans.

5.8 The fire safety instructions and trainings provided to an employee shall be registered.

6. Organising maintenance of fire safety installations

6.1 The Real Estate Office shall organise the following in compliance with the requirements laid down by legislation:

6.1.1 inspection, checking and maintenance of the fire extinguishers and fire hose systems;

6.1.2 inspection, checking and maintenance of the automatic fire alarm systems;

6.1.3 checking and maintenance of the automatic fire extinguishing systems.

6.2 The Real Estate Office shall organise the following in compliance with the requirements laid down by legislation:

6.2.1 maintenance of escape doors and locks;

6.2.2 maintenance of smoke and heat extraction equipment;

6.2.3 checking and maintenance of ventilation systems;

6.2.4 testing, checking and maintenance of emergency lighting;

6.2.5 checking, testing and maintenance of lightning protection.

7. Carrying out work involving an open flame

7.1 Work involving an open flame shall be carried out in compliance with the requirements laid down by legislation.

7.2 Work involving an open flame must be performed by persons who hold the certificate for work involving an open flame or the relevant professional certificate.

7.3 A person performing work involving an open flame is responsible for fire safety at the time the work is being performed.

7.4 To perform work involving an open flame, the person performing the work shall submit a work plan, including the following:

7.4.1 the contractor of work: the company, the executor, the certificate number;

7.4.2 the type of work;

7.4.3 the location where the work is performed;

7.4.4 the period of execution of work;

7.4.5 the safety precautions.

8. Liability

An employee who has violated the fire safety regulations or legislation which lays down fire safety requirements may be held liable pursuant to law.