

Approved by Rector's directive No 134 of 18 April 2012
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Entry into force: 24.01.2022

Fire Safety Regulations

1. General provisions

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

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

1.3 The employer's authorised representative in fire safety management at Tallinn University of Technology is 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 "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 Fire Safety Officer of Tallinn University of Technology 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. [entry into force 25.05.2016]

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 are in good working order;

3.1.1.3 it shall be assessed whether the persons working in the structural unit have sufficient knowledge and skills to ensure fire safety and act in the event of fire.

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 of the summary. [entry into force 25.05.2016]

4. Fire emergency plan

4.1 A fire emergency plan is the code of conduct of employees that describes evacuation and the procedure of acting in the event of fire, taking into account the specific features of and the processes taking place in the buildings that are liable to 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. [entry into force 24.01.2022]

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

5.1 A working environment specialist shall:

5.1.1 upon commencement of an employment relationship, provide an instruction on fire safety, in the course of which he/she introduces to the employee the code of conduct in the event of fire.

5.2 A person responsible for fire safety shall:

5.2.1 provide primary fire safety instruction at the workplace, in the course of which the following shall be introduced to the employee:

5.2.1.1 the plan of action for events of a fire:

5.2.1.2 fire risks at the employee's workplace;

5.2.1.3 the location of the basic fire extinguishing equipment;

5.2.1.4 the safety signs used at the workplace and the locations of emergency exits and routes;

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

5.2.3 keep records of the fire safety instructions and trainings provided to the staff of his/her structural unit and enter them in the corresponding records;

5.2.4 conduct refresher training on fire safety.

5.2.5 Refresher training on fire safety shall be organised:

5.2.5.1 if new instructions or legislation regarding fire safety are established or if the applicable requirements are amended;

5.2.5.2 for an employee who is unable to attend fire drills at the scheduled time;

5.2.5.3 for a student who uses flammable or explosive equipment or materials;

5.2.5.4 if a precept issued by a fire safety supervision official.

5.3 The Fire Safety Officer shall:

5.3.1 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 which includes the following topics:

5.3.1.1 the nature and spread of fire;

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

5.3.1.3 possible causes of fire;

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

5.3.1.5 the basic and safety rules for fire extinguishing;

5.3.1.6 notifying people of fire;

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

5.3.1.8 rescuing people from the hazardous area;

5.3.1.9 evacuation of people and principles of safe evacuation;

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

5.3.2 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;

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

5.4 Employees who are unable to participate in the practical part of a fire drill at the scheduled time, shall be provided refresher training on fire safety, within the framework of which the obligations in the event of a fire are explained and the completed fire drill is introduced.

5.5 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.

5.6 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.

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

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

5.9 The fire safety instructions and trainings provided to an employee shall be registered in the employee's corresponding records and the employee shall confirm it by signing the records.

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: [entry into force 25.05.2016]

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

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

6.1.3 observation 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: [entry into force 25.05.2016]

6.2.1 maintenance of the escape doors and locks;

6.2.2 maintenance of the smoke and heat extraction equipment;

6.2.3 inspection and maintenance of ventilation systems;

6.2.4 testing, inspection and maintenance of emergency lighting;

6.2.5 inspection, testing and maintenance of lightning protection.

7. Carrying out works involving open flame

7.1 Works involving open fire shall be carried out in compliance with the requirements laid down by legislation.

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

7.3 The person performing works involving open fire is responsible for fire safety at the time the work is being performed.

8. Liability

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