



BUDAPESTI
METROPOLITAN
EGYETEM

THE ORGANISATIONAL AND OPERATIONAL REGULATIONS OF BUDAPEST
METROPOLITAN UNIVERSITY

ADDITIONAL REGULATIONS IV/2. APPENDIX

HOUSE RULES

March 2022

consolidated as amended

(the footnoted amendments are effective from 1 November 2022)

Tracking modifications:

Issue number	Date of issue	Description
1.0	08 October 2019	1st issue
1.1	08 October 2020	Rules of online etiquette
2.1	March 2022	Rules and regulations of the new buildings
2.2.	1 November 2022	New opening times Building I

The Senate of Budapest Metropolitan University has passed the following Rule in order to ensure and facilitate the proper use of the rooms and the equipment of the University buildings.

Chapter I

THE SCOPE OF THE RULE, THE DESCRIPTION OF THE BUILDINGS

1. The scope of the present Rule of Budapest Metropolitan University (hereinafter: University) covers every natural person who stays in the buildings of the University or use them, and the buildings themselves.
2. The buildings of the University can be found in five campuses, which can be found at the following address each:
 - a) 1148 Budapest, Nagy Lajos király útja 1-9.
 - b) 1077 Budapest, Rózsa utca 4-6.
 - c) 1117 Budapest, Gábor Dénes utca 2.
 - d) 1117 Budapest, Gábor Dénes utca 4.
 - e) 1117 Budapest, Infopark sétány 1.
 - f) 6800 Hódmezővásárhely, Városház utca 1.
3. The building complex of the University's Nagy Lajos király útja consist of three buildings. The main building is the building with a rectangular ground plan from the direction of Őrs vezér tér and Nagy Lajos király útja in the complex. The "Kisház" (small house) is a one-storey building in the complex. The third building of the University is the "Körépület" (Round building) with a round ground plan.
4. On the education premises of the University in Rózsa utca, Infopark C building, Infopark D building there is one building each.
5. In the education location of the University in Hódmezővásárhely (hereinafter: Hódmezővásárhely Regional Knowledge Centre) there is one building.
6. The buildings mentioned in points 3-5 comprise the University buildings.

Chapter II

THE OPENING HOURS OF THE UNIVERSITY BUILDINGS, ENTERING, STAY IN THE BUILDINGS

7. The opening hours of the University buildings on weekdays and on Saturdays:¹
 - a) Main building and Round building from 7:00 am to 21:00 pm.
 - b) Rózsa utca building from 7:00 am to 21:00 pm.
 - c) Infopark C building from 7:00 am to 21:00 pm.
 - d) Infopark D building from 7:00 am to 21:00 pm.
 - e) Infopark I building from 7:00 am to 21:00 pm, Samedi from 7:00 am to 18:00 pm.
 - f) Hódmezővásárhely Regional Knowledge Centre from 7:00 am to 21:00 pm.
8. Beyond the opening hours of the University buildings set in Point 7 you are allowed to stay only with permission or on special notice. The permission can be granted by the Chairperson-CEO or the Director of Facilities and Maintenance. The person authorising the permission for extra stay in the buildings, regarding the persons and the expected length of time, must inform the reception in advance. It is the reception service's task to check the eligibility.
9. On Sunday, all campuses are closed.²

¹ Established by Senate Resolution 38/1026/2022. Effective from 1 November 2022.

² Established by Senate Resolution 38/1026/2022. Effective from 1 November 2022.

10. Beyond the opening hours the reception staff and the cleaning staff on duty can stay in the University buildings.
11. No bicycle is allowed to be taken into the University buildings; bicycles must be left at the bike stands outside the buildings.
12. During their stay in the University buildings the University's employees, students and contracted partners have full responsibility to protect the University buildings and property.
13. The video surveillance system in operation in the University buildings are in compliance with the relevant Data Protection Regulation.
14. Anybody who breaks the regulations of the present Rule might be expelled from the University buildings. The person infringing the regulations of the Rule can be called on to leave the relevant University building.

RULES TO ENTER INFOPARK C BUILDING

15. There are separate entrances for people on the northern, eastern and western sides of Infopark C building. The main entrance of the building is the northern entrance. The main entrance is open every day 24/7. The entrances on the eastern and western sides of the building, marked II and III have a card-operated entry system from 06:00 to 18:00 on working days, apart from that these doors can only be used as emergency exits and be opened from inside.
16. Transport of goods can be done to Infopark C building only via Entrances II and III, after the prior coordination.
17. It is the members of the security services or the receptionist whose task is to enter guests and any other people (couriers, maintenance staff, delivery people, external employees, etc.) in the Infopark C building.
18. A guest can enter Infopark C building only through the reception in business hours.
19. Over business hours, a guest is only allowed to move about the building if accompanied by a colleague of the University.
20. In case of an unusual event or incident, the representative of the facility management company and the members of the competent authority are allowed to enter by using the spare key stored by the security guards and the Director of Facilities and Maintenance must be notified about this.
21. In case of an unusual event or incident, the appointed person on behalf of the facility management company must be notified on +36 30 553 1883 mobile number.

RULES TO ENTER INFOPARK D BUILDING

22. There is an entrance for people on the northern via the main entrance, or via the back entrance on the southern side of Infopark D building.
23. The building has a card-operated entry system. In case a card is lost or damaged, the Director of Facilities and Maintenance must be notified without delay.
24. It is the members of the security services or the receptionist whose task is to enter guests and any other people (couriers, maintenance staff, delivery people, external employees, etc.). There is registration only for those who arrive through the garage, those who arrive on foot are given directions by the receptionist and let them use the lift.

25. In business hours a guest can enter only through the main entrance and the garage, after that through the reception in the lobby.
26. In case of an unusual event or incident, the representative of the facility management company and the members of the competent authority are allowed to enter by using the spare key stored by the security guards and the Director of Facilities and Maintenance must be notified about this.
27. In case of an unusual event or incident, the appointed person on behalf of the facility management company must be notified on +36 80 200 984 number.

RULES TO ENTER INFOPARK I BUILDING³

28. There is an entrance for people on the east side via the main entrance of Infopark I building.
29. There are entrances on the east, north and south sides of the building. The main entrance is card-free.
30. Access to tenements is also provided from stairwells and passenger lifts.
31. Transport of goods can be done to Infopark I building only via entrances on the north and south sides, after the prior coordination.
32. Any major event or event on the common areas of the building may only be held with the consent of the landlord. A list of all persons attending the event who do not have a permanent pass must be submitted to the security service at least two days before the event.
33. In case of an unusual event or incident, the appointed person on behalf of the facility management company must be notified on +36 20 397 1932 number.

Chapter III

THE USE OF THE UNIVERSITY AREA, ITS BUILDINGS AND ROOMS

34. No classroom, office or any other room can be left open unattended. The reception service of the given building is in charge of keeping the rooms out of use closed.
35. The person picking up the key from the reception is responsible for the appliances and equipment of the given room. The person picking up the key must return the key to the reception after finishing their activities.
36. The reception staff is entitled to hand out the keys to the rooms in the buildings. The reception staff of each building must keep a record of the exact time and date of handing out and receiving the keys in the key registration.
37. Based on the recommendations of the Heads of Institute and Heads of Departments, the Dean appoints the instructors being eligible for picking up keys of the given Faculty. The Director of Facilities and Maintenance informs the reception staff about the instructors being eligible for using keys a week before the semester starts. The Study Administration leader is entitled to inform the reception staff without delay of any changes in the eligible persons during the semester.

Use of offices

38. The University employees and external partners having a permanent office use can pick up a security pass or a key for long-term use to their offices from the reception.

³ Established by Senate Resolution 38/1026/2022. Effective from 1 November 2022.

39. After their eligibility to enter particular rooms or offices is over, the entitled personnel must return the keys.
40. The people entitled to enter the office are responsible for keeping that closed. Any damage caused in an unattended office left open is the responsibility of the actual user of the office. Any damage caused in a shared (mutually used) office left unattended is the responsibility of the negligent user of the office, and if this person is impossible to be named, all the users of the particular office are jointly liable.
41. That person who is entitled to enter the office is obliged to lock the shared rooms, who leaves the given room of the University last on that given day.
42. Not full-time employees, instructors - except for classrooms - can pick up a key for other rooms only if they have a dedicated license issued by the President-CEO or the Director of Facilities and Maintenance.

The use and booking of classrooms

43. No key can be handed over for a classroom for long-term use. Unauthorised key duplication involves a disciplinary procedure.
44. The reception staff must be informed about the classroom timetable of instructors by the Study Administration leader until the beginning of the given semester the latest. The reception staff is not allowed to modify the classroom timetable without the permission of the Dean.
45. The instructors of the University and the organizers of the extra-curricular events are allowed to pick up a key on an occasional basis for the period of the lesson or event from the Reception.
46. Extra-curricular events are especially:
 - a) consultation,
 - b) an event organized by the Students' Union,
 - c) an event organized by the students (hereinafter: students' event),
 - d) other event.
47. The Head of Institute or Department gives a permission after consulting with the Study Administration leader for using classrooms for writing a test or consultation. The booking of classrooms is registered continuously by the Study Administration leader of the University.
48. Classrooms must be kept locked after classes or other events. The person picking up the key is fully responsible for the appliances and equipment of the given classroom.
49. Except for classrooms opening from one another, only one key is allowed to be picked up at the same time and it must be returned right after the class is over.
50. In case of classrooms the person picking up the key is responsible for unplugging or switching off machines and equipment and leave them safe.

Using internet-connected workstations

51. Using internet-connected workstations placed in the buildings of the University is the right of the University's employees, contracted partners in connection with their contract, the undergraduate students and other invited guests who are entitled to enter the buildings.
52. While using internet-connected workstations every user must keep the University's IT Security Rules.

Using the car parks, traffic on the premises of the University

53. the University's employees, contracted partners and other invited guests can park on the location of Nagy Lajos király campus, next to the Main building and in the Infopark car park, and in the underground car park. The KRESZ (Highway Code) must be kept on the premises.
54. The Chief Financial Officer and the Director of Facilities and Maintenance can issue a permanent or ad hoc permission to use the car park. Having a permanent permit means having unlimited access to the carpark, having an ad hoc permit means being able to use the carpark within the time frame of the permit.
55. University students can leave only their bicycles or motorbikes on the premises of the University at the designated bike stands.
56. In case people entitled to use the carpark wish to leave their vehicle (or the one they drive) on the premises of the University beyond opening hours, they must inform the reception staff in opening hours.
57. All the roads in Infopark Budapest housing the Infopark C and D buildings are private roads open to public traffic where KRESZ (Highway Code) and the set road signs and rules are relevant. It is especially important to keep the regulations set on signs indicating access roads for firefighters. In case of non-compliance, the competent authority has the right to set a fine. The University takes no responsibility for parking illegally, or damages of having the vehicle towed. In a rented car park only the renter and their guests are eligible. You must hold a card to be able to drive in a carpark.
58. The University at Rózsák tere 1., 1077 Budapest, in the Evangelic Secondary School Dormitory (hereinafter: Dormitory) rents 5 places in the car park for the employees of Rózsa campus. The names of eligible employees are selected by the Dean of Art and Creative Industries and forwarded to the Director of Facilities and Maintenance. This list is forwarded to the Dormitory by the Director of Facilities and Maintenance. The parking lot can be used on a first-come, first-served basis. When the five spaces are taken, the available free spaces can be used for the fee defined by the Dormitory. The rented parking spaces can be used by those employees whose number plate is forwarded to the management of the Dormitory. The eligible people receive a parking permission issued for their number plate from the Dormitory which must be displayed on the inner side of the windshield in a visible way, if that is missing, the reception service can revoke their entry. An employee's permission who breaks the parking regulations can be revoked by the Director of Facilities and Maintenance after a reconciliation with the Dean of Art and Creative Industries.

Smoking possibilities

59. Apart from the designated area for smoking in the buildings of the University and the fenced area, smoking is strictly prohibited.

Consuming alcohol

60. Consuming alcohol is strictly forbidden for students - except for point 56.
61. Possessing, using and selling narcotic substances is strictly forbidden on the premises of the University.
62. On temporary events previously approved by the Rector or President-CEO on a designated area of the University during the event a moderate alcohol consumption is

possible, selling alcohol is only allowed if the place (business) selling alcohol has a permit for selling alcohol on special occasions.

63. In case a student breaks any of the rules of the present Rules, they must face a disciplinary procedure in compliance with Point 823 of Student Requirement System (SRS).

Use of electronic and IT devices and equipment

58. It is forbidden on the premises of the University:
- a) - to disassemble the cable network,
 - b) - to disassemble or replace the IT devices,
 - c) - to attach or plug in any hardware device, especially a privately owned pen drive or a hard disk, or install a software on them, which are not University property or serve a function in favour of the University.
59. If a person does not keep the regulations of Point 45, or use computers and IT equipment inappropriately, or does not keep the IT Security Rules of the University and causes damages, they must hold full financial responsibility and must pay a compensation.

Recycling and selective rubbish collection

60. As part of being eco-conscious, the University endeavours to recycle.
61. The University urges everybody to recycle paper, plastic and waste out of production and not to put these into ordinary bins.
62. Hazardous waste (e.g. medicine, chemicals, toners, etc.) can be collected only in designated areas. Used batteries must be kept in a separate container.

Keeping pets

63. It is forbidden to keep or feed an animal or make them get used to the location in the University buildings. An exception to this rule is the guard dog of the security guard in the night shift for securing the outside areas, employed by the Infopark facility management, as well as dogs taken in by the employees working in Infopark C Building.
64. The owners of dogs brought into Infopark C Building by employees must keep the following rules in order to let workers use the common areas of the buildings without disturbances.
- a) They must keep the vaccination records of the dog with them,
 - b) The dog cannot be left alone,
 - c) The dog must be kept on a leash in the common areas of the buildings,
 - d) The dog can use only the designated lift,
 - e) In case the lift is out of order, they must use the stairway.
65. The dog can be brought in Infopark C Building if they meet the following conditions:
- a) house-trained,
 - b) clean and groomed,
 - c) properly socialized and obedient.
66. In every case the owner of the dog is liable to damages caused by the dog.

Chapter IV
USE OF ROOMS FOR SPECIAL PURPOSES

Using IT and multimedia classrooms

67. The instructors of the University can use the IT and multimedia classrooms the same way as the ordinary classrooms, the rules for picking up the classroom keys are relevant here as well.
68. The University students can pick up the key to the IT and multimedia classrooms from the reception, only for the period of occupation, with the written permit of the IT Director. A condition to pick up the key is to have an active student status. The student picking up the key is responsible for the devices and IT and multimedia equipment found in the classroom.
69. A Key Log must be kept for the use of IT and multimedia classrooms and the time of handing out and receiving back the keys. The Key Log is kept by the Reception staff. The Key Log must include especially:
 - a) the starting and finishing time of use,
 - b) the name of the person picking up the key,
 - c) the number of the used room.

The use of special classrooms and workshops of the art institutes and departments

70. Special classrooms and workshops of the art institutes and departments in Rózsa street educational location:

Building A	
Graphics basement workshop (1. screen printing-lithography workshop)	Workshop
Graphics basement workshop (2. Letterpress and photogravure workshop)	Workshop
Joiner's workshop with machines	Workshop
009	Lecture Hall, Degree Exhibition And Creative Room
304	Small Studio/Workshop
307	Big Studio/Workshop
401	Workshop
402	Workshop
403	Workshop
404	Workshop

Building B	
002, 003	Print Workshop
004, 005, 006	Sculpture, Plasterer, Hard Kiln, Workshop

010	Photo Workshop
101,102,103,104	Weaving Workshop And Storage
106	Creative Room
109, 110	Creative Jewelry Workshop
111	Graphics Workshop
201, 202	Clothing Workshop
203	Clothing Workshop
205	Creative Room, Clothing
207	Clothing Workshop
208	Knitting Workshop
209	Consultation Room
214	Workshop
215	3D Workshop
300	Model Workshop
304	Consultation Room
305	Consultation Room
311	Photogram Room
312	Consultation Room And Teachers Common Room
313	Workshop

71. Special classrooms and workshops of the art institutes and departments in Infopark D building educational location:

New room numbers	Name
D201	CHANGING ROOM, STORE ROOM, CLEANING STORAGE ROOM
D202	NEW AMD STUDIO
D203	MD IT ROOM
D204	IT ROOM
D206	IT ROOM
D207	ANIM ROOM
D219	IT CLASSROOM
D209	ANIM WORKSHOP
D211	ANIM IT ROOM
D213	ANIM IT ROOM
D215	ANIM WORKSHOP
D212	ANIM WORKSHOP
D210	ANIM STORE ROOM
D217	ANIM ROOM
D214	CARETAKER,

	WATER MACHINE, MICRO
D208/A	SERVER
	SERVER
D216	STORAGE ROOM
	RECEPTION
	COMMON ROOM
D218	TV CLASSROOM
D220	EDITING ROOM
D222	CLASSROOM
D223	RENTAL
D224	MD STORAGE ROOM
D225	MD STUDIO
D226	EDITOR
D232	NEWSREADER
D234	EDITORS
D236	EDITOR MACHIN ROOM
D237	SOUND STUDIO
D227	CINEMA STUDIO
D229	TV STUDIO
D231	TV STUDIO CONTROL ROOM
D235	GRAND LECTURE HALL
D238	INST KITCHENETTE
D239	INST MEETING ROOM
D240	NEW ADMIN INSTRUKTOR'S ROOM
	LECTURE HALL LOBBY
D208	IT

72. The areas and spaces of the art institutes and departments are only available in the normal education timetable for the students and instructors, except for the following points.
73. The present Rule defines the list of workshops and special classrooms where no student is allowed to stay without an instructor's, technician's or an occupational and health safety specialist for students' supervision or where no work can be done without supervision based on the following:
- a) In Rózsa street educational location Building A Graphics basement workshop (1. screen printing-lithography workshop) the machines and equipment can be used only with the supervision of an instructor or technician;
 - b) In Rózsa street educational location Building A Joiner's workshop can be used only with the supervision of an instructor or technician;
 - c) In Rózsa street educational location Building B Classroom 005 hard kiln area can be used only with the supervision of an instructor or technician;

- d) In Rózsa street educational location Building B Classroom 215 3D workshop can only be used without the supervision of an instructor or technician by such a student who has taken a technician exam to be able to use it;
 - e) In Building C the sound studio can only be used without the supervision of an instructor or technician by such a student who has taken a technician exam to be able to use it;
 - f) In Building C the workshop, TV studio and the Control Room in M 207 classroom can be used only with the supervision of an instructor or technician.
74. The occupational and health safety specialist for students takes the occupational and health safety training which enables them to do supervision in workshops and special classrooms. The occupational and health safety specialist for students is responsible for equipment found in special classrooms and workshops in compliance with the regulations of the Student Requirement System (SRS) and Civil Code compensations regulations.
 75. On education days the students can do their extra-curricular tasks and home assignments in workshops and special classrooms of the art institutes and departments from 08:00 to 22:00.
 76. In that case if the student wishes to use the workshops and special classrooms of the art institutes and departments not in the timetable period, they must inform the relevant Head of Department or instructor about this two working days earlier. After the reconciliation with the relevant instructor, the Head of Institute can give a permission to use workshops and special classrooms of the art institutes and departments not in the timetable period, by appointing a supervisor. The student must be informed electronically by the relevant instructor, or the study administrator at least one working day prior to the defined date and time about the fact whether they can use the special classroom or workshop in compliance with the present Rule. In case of a permission issued by the Head of Institute the deadlines of the present point can be modified.
 77. The key to a special classroom or workshop which can be used only under supervision can be picked up by the supervisor; in case of special a classroom or workshop which can be used without supervision the key can be picked up by a student as well. The Key Log is kept by the Reception staff, including the number of keys taken over and handed back, its date and time, the name of the person(s) picking up and giving back the key. The supervisors or students can give the key to each other but the reception staff must be informed about this without delay. In case the reception staff is not informed about this, the person logged in the Key Log is kept responsible.
 78. It is the supervisor's or the students' responsibility to give back the key, if it is not done or done with a delay, they might be held accountable. It is the person picking up the key whose responsibility is to unplug or switch off the machines and equipment and leave them safe upon leaving the workshop or special classroom. It is strictly forbidden to have the classroom's or machine room's keys cut; anybody who breaks this rule shall be liable to disciplinary action.
 79. The register for materials and tools used during the workshop practice is regulated by the art institutes and departments' own regulations.
 80. In case the student notices a fault, malfunction or breakdown of any equipment or tool in a special classroom or workshop, they are obliged to report it without delay to the supervisor or reception staff, who keeps a record of this. The supervisor or reception staff notifies about this the Director of Facilities and Maintenance and the involved Head of Department.

81. No food or drink is allowed to be taken into a special classroom or workshop or no eating or drinking is allowed. Any damage caused by breaking this regulation must be compensated by the wrongdoer.
82. It is forbidden to bring any education technology equipment in a special classroom or workshop that is not the property of the University or any such thing can be used after prior registration, the user needs to have a permission from the Director of Facilities and Maintenance or the IT Director to connect any such device to the University system or equipment and the contribution of an IT or Facility management colleague is needed.
83. Any software can only be installed on a computer in a special classroom or workshop with the prior written approval of the system administrator.
84. There must be taken extra care to keep the regulations of Student Requirement System (SRS) Chapter VI of Occupational Safety and Health Regulations for Students in a special classroom or workshop.

Using the gym

85. The University's students, employees, contracted partners can use the gym without an instructor's supervision under their own responsibility.
86. The customer relationship deputy CEO can authorize using the gym.
87. The person taking over the key to the gym is responsible for keeping the condition of the gym at the time of the takeover and the safety of equipment, and also for having only the number of authorised people being in the gym.
88. In case anybody in the gym sees any kind of malfunction or fault, they should report this without delay to the reception service.

The use and booking of meeting rooms

89. Meeting rooms are Main building Room 214, Main building Room 314, Round building Room 102, Infopark Building C Rooms 110, 111, 117,119,124, 328, 329 and 331, and Infopark Building D Room 239.
90. Except for the Main building Meeting Room 214, the meeting rooms booking system is accessible in the Outlook system. Bookings for Main building Meeting Room 214 is managed by the Study Administration Coordinator.
91. Bookings for meeting rooms is registered in the order of requests submission.
92. Priority in case of booking a room:
 - a) Owner (Maintainer),
 - b) Rector, President-CEO,
 - c) Deputy CEO,
 - d) Deputy Rector,
 - e) Secretary General,
 - f) Dean,
 - g) Deputy Dean,
 - h) Full-time employee with an outside guest,
 - i) Full-time employee for an in-company meeting.
93. The keys to meeting rooms can be picked up at the appointed time at the reception service by signing the Key Log.

94. No meeting room can be left open unattended. The authorized person picking up the key for the meeting room from the reception is responsible for the appliances and equipment of the Meeting room.
95. The person picking up the key must return the key to the reception after finishing their activities.

Chapter V

THE TASKS AND SERVICES OF THE RECEPTION SERVICE

96. The primary task of the reception staff is to supervise and control the buildings. In compliance with point 88 no unauthorized person can enter the University. It is the reception staff's duty to ensure this.

Keeping packages and luggage

97. The students can use the lockers to store their packages and luggage temporarily. The reception staff is not obliged to keep the students' packages and luggage.
98. The reception staff provides the University guests with keeping their luggage only in exceptional cases.
99. The reception staff do not deal with keeping documents connected with the students' education - among others student's documents, test papers, home assignments or hand-in papers.
100. At Gábor Dénes utca 2 and Gábor Dénes utca 4 the security services are not entitled to take over any mail and they cannot be obliged to do so. In case any mail or parcel is placed at the reception, the security services do not take responsibility for them.

Keeping and managing registers

101. The reception staff must keep and manage the following documentation:
 - a) Maintenance records,
 - b) Elevator operation log,
 - c) Fire alarm operation log,
 - d) Register of keys distributed for long-term personal use,
 - e) Key Log,
 - f) Reception Log,
 - g) Buildings event logs.

Chapter VI

Using the advertisement surfaces of the University

102. On the location of Nagy Lajos király út campus only digital advertisement displays can be used, no paper-based advertising can be used. The University's own announcements and outside promotions can be displayed on the digital advertisement surfaces. The Marketing and Communication Directorate coordinates the promotion cooperation (involving the content control, pricing, signing contracts and full-scale cooperation). On the location of Nagy Lajos király út campus along with the digital advertisement surfaces mobile devices can be displayed in that case if the digital displays are not appropriate to show the content (e.g. urgent messages) The mobile devices must be requested from the colleagues of Marketing and Communication Directorate.

103. On the location of Nagy Lajos király út campus the advertisements and marketing materials can be shown only on a special digital device, the ticketing advertising surface.
104. Decorations of artistic value can be displayed with the permission of the heads of art institutes and departments after informing the Director of Facilities and Maintenance and Marketing and Communication Director in advance.
105. Any other decoration, signs and outsider's advertisements, marketing materials can be displayed on the designated area with the permission of the Marketing and Communication Director.
106. In case the University signs an agreement with an outside person or organisation to have an advertisement on the premises of the University, the advertisements can be displayed only on the surface and size defined in the agreement.
107. Advertisements without permission shall be removed by the reception staff or Director of Facilities and Maintenance without delay.

Chapter VII
REGULATIONS OF EVENTS ORGANIZED AT THE UNIVERSITY

108. Events can be organized at the University in compliance with the Event Rules.
109. No political event can be held in the University buildings.

Chapter VIII
**USING THE FURNITURE AND OTHER, NON EDUCATION TECHNOLOGY EQUIPMENT
PLACED IN THE UNIVERSITY AND IN ROOMS**

Using furniture and other, non education technology equipment

110. The furniture and other, non education technology equipment placed in the University and in its rooms - including the caravans located in Nagy Lajos király út - can be used only for their intended purpose.
111. No interior furniture of the University is allowed to be taken out. Such interior furniture can be taken from one room to another within a building or moved from one building to another only if the Director of Facilities and Maintenance permits it.
112. Garden furniture can only be used outside the buildings, on the premises of the University.

Using education technology equipment

113. The University's employees and students are allowed to use the education equipment directly connected to their work or for the education purposes of the University in compliance with the present Rule.
114. People using education technology equipment must register the use of education technology equipment one day prior to the use the latest with the education technician. The education technician keeps an up-to-date record of equipment and their handing out.

115. The person taking over the education technology equipment has overall liability for any damages until the equipment is returned. The person taking over the education technology equipment must fill in and sign the receipt detailed in Appendix 5.
116. Any education equipment of the University can be taken out from the building only if that is permitted. The eligible person to issue the permit is the IT Director (or in their absence the Director of Facilities and Maintenance).
117. The education technician hands out the equipment in working order, the operation is the user's duty.

Special rules for the University's employees

118. The requests for equipment used continuously (defined time period, classroom) must be submitted two weeks prior to the start of the given term-time (semester) by the instructor.
119. The occasionally used equipment is requested by the employee one week prior to use from the study administrator in the form defined in Appendix 1.
120. The education technician is informed about the instructor's occasional requests for equipment by the study administrators immediately, or within one working day the latest.
121. The requested equipment is provided from the available equipment by the education technician and the person submitting the request or the study administrator is informed about the booking.
122. The education technology equipment is handed over by the education technician in the education technician's room, in the break before the lesson. An entry must be recorded in the Equipment register of the handout, including:
 - a) the name of the person taking over;
 - b) the exact name of the equipment;
 - c) the exact date of the handout;
 - d) the signature of the instructor;
 - e) the number of the classroom;
 - f) the expected date of return;
 - g) the exact date of the return;
 - h) the technician's signature at the time of taking the equipment back.
123. The equipment to be used must be operated independently. In case the instructor has difficulties in operating the equipment alone, they can ask for help from the education technician. The user of the equipment is provided with the user manual's of each equipment by the education technician.
124. The education technician gives a training on how to use the piece of equipment for those instructors who cannot operate them in a previously defined time and date in every term-time. The education technician gives the exact place, date and time of the training on the website, one week before the beginning of the given term-time the latest.
125. The employee must report any fault or breakdown of the equipment to the education technician immediately or at the time of the expected return the latest.

Special rules for students

126. Students at the University can request the use of education technology equipment to complete tasks connected to their studies from their instructor. In case the instructor supports the use of equipment, the student fills in the relevant form, signs it and submits

to the instructor to be approved. The student must state the purpose and duration of use on the form.

127. Following approval, the instructor sends the request to the Head of Institute or Department without delay.
128. After the approval, within one working day the Head of Institute or Department informs the instructor, who forwards the request to the education technician.
129. Following this, the special rules for instructors and employees must be complied.

Special rules for late returns

130. In case the person taking over the equipment would like to return it later than the original date and time, they can request the prolongation at the education technician as long as there is no new request submitted for the same piece.
131. In case the person taking over the equipment does not return it to the education technician until the set date and time (deadline), they must pay the special procedure fee for the delay set in the Rector's Instructions of Procedural and other service fees. The education technician settles the procedural fees for delays with the Controlling Directorate every month. The Controlling Directorate issues an invoice for the delay fee for the payer.
132. The education technician notifies the person with the delay immediately. The delay fee must be paid even if the notification is not sent.
133. The person who does not pay the delay fee within one working day after receiving the notification defined in point 116 and becoming aware of it or does not return the equipment, is not allowed to take over another piece of equipment.
134. A student having overdue payment of delay fee arising from late return of equipment is not allowed to register for the semester, register for a course, or register for an exam.
135. In case of full-time employees and contracted colleagues, the overdue payment of delay fee is deducted from their salary or contracted fee.

Special rules for education technology equipment used in art education

136. The rules for equipment used in art education are defined and regulated in the rules of classrooms and workshops of art institutes and departments.
137. Equipment used in art education can be removed from the dedicated room of permanent storage only with the prior written approval of the Director of Facilities and Maintenance. In the absence of the Director of Facilities and Maintenance, the permit is issued by the involved Head of art institute or department.
138. The employee or student of the University who wishes to use any equipment used in art education outside Rózsa street and Gábor Dénes educational location must inform the involved study administrator about their intention at least 10 days prior to the planned use, and the administrator forwards the request without delay to the IT Director and the involved Head of the art institute, department. Use outside the education venue can be approved by the IT Director.
139. In case the IT Director approves the use outside Rózsa street and Gábor Dénes educational location, the University signs a Service Contract with the licensee, as of Appendix 3.

Chapter IX
FINAL PROVISIONS

140. The present Rule enters into force on the day it is signed. At the same time the organisational and operational regulations of Budapest Metropolitan University House Rule in IV/2 Appendix Issued on 8th October 2019 shall be repealed.

Budapest, March 2022...

Dr Bálint Bachmann DLA
rector

2. Appendix to the House Rules of Budapest Metropolitan University

3. Form for studio training

Name of instructor:

Date and time of training: year _ month _____ day _____ starting at: _____ o'clock _____ mins finishing at: _ o'clock _____ mins

- Bachelor training programme full-time education
- Institution communicator part-time education
- Marketing specialist

Other:

The aim of using the studio (a brief description of training):

.....

.....

The equipment used in the training/education (Please mark X at the equipment used):

Name of device	Inventory number	X	Name of device	Inventory number	X	Name of device	Inventory number	X

I hereby declare that the above written data are valid, and I have overall liability for any damages for using the equipment.

I

.....
Instructor



3. Appendix to the House Rules of Budapest Metropolitan University y

Service Contract

Between:

Budapest Metropolitan University (registered office: 1148 Budapest, Nagy Lajos király útja 1-9.; OM Number: FI33842, tax number: 18172636-2-42, Representative: Dr Ágnes Tóth, President-CEO) as Owner (hereinafter: **Owner**)

and:

Name:

Neptun code:

As a User (hereinafter: **User**) at the date and place undersigned, on the following conditions.

A subject of the Contract

1. The Owner declares that the equipment defined in the present contract's Appendix is in its sole property.
2. The Owner lends, the User takes over the equipment defined in the Appendix to use at the date and time listed in the present contract's Appendix.
3. The User takes over the equipment at the takeover to be used for out-of-classroom purposes and uses it in a non-educational location. During the legal status for the use, the User must report any damage, loss, fault to the Owner.
4. The Owner declares that there is no third party who holds any right regarding the lent equipment that might limit or prevent the User from using the equipment.

The period of legal status for the Service Contract

5. The Parties, with regards to the term-time (semester) states a definite period, the legal status lasts from _day ___month ___year to _day ___month ___year for using the equipment, and the hand out/take over and the return of the equipment is stated in an up-to-date way in the Appendix of the present contract, taking the education timetable into consideration.
6. During the duration of the present contract, after the education period is over, the equipment must be returned by the User to the Owner fully and in perfect state.

Operation

7. The User must report any fault, damage, or theft that might happen to the taken over equipment detailed in the Appendix of the present contract to the Owner without delay.

Other rights and obligations of the Owner

8. The Owner and their representative have the right to check the equipment without previous notice, furthermore have the right to attract the attention of the User to any improper use and ask to stop the improper practice.
9. The Owner must take care of the maintenance of the equipment and keep or restore the operational condition.
10. The Parties agree that in case the User does not return the equipment detailed in the Appendix of the present contract until the date and time defined in the Appendix of the



present contract to the Owner, the Owner is eligible for a penalty. The amount of the penalty is 5% of the recorded value of the equipment or minimum 1.000 HUF per day.

Other rights and obligations of the User

- 11. The Parties claim that the User can borrow the equipment exclusively for educational purposes.
- 12. The User must take full-scale financial responsibility for the equipment. The User must take responsibility for damages arising from theft, damage, improper use of the equipment and compensate for that. The price of the equipment is recorded by the Controlling Directorate. In case of theft or any damage making further use impossible this amount must be reimbursed by the User even if the book value of the equipment is lower due to depreciation.
- 13. The User is responsible for any damage resulting from improper use or violating the contract.
- 14. The User does any action on the equipment for their own responsibility and risk.
- 15. In case the User causes damage to the equipment due to their behavior, that damage must be compensated by the User. The User must reimburse the arising costs as well.
- 16. The Parties state that the User is not eligible to pass the equipment to a third Party.

Miscellaneous

- 17. For matters not covered by the present Contract, these are governed by the Hungarian Law, especially the provisions of the Civil Code.
- 18. In case certain parts of the present contract becomes partially or fully invalid does not mean other clauses of the contract becoming invalid. The contracting Parties agree that the invalid clause is replaced with such a clause that is most appropriate to the purpose of the present contract.
- 19. The Parties endeavour to settle any legal disputes arising from the present contract through amicable means. In case of failing to do so, their legal disputes are in the scope of authority and jurisdiction of the Central District Court of Budapest.
- 20. The present contract is executed in 2 (two) identical copies.
- 21. The Parties sign the present Contract after understanding it in approval and declare that its contents are in full conformity with their will.

Budapest..... 20...

Owner

User



Appendix to the Service Contract

The name of the equipment - and possible separate parts:

Registered value:

Inventory number:

The date and time of handing over, with signature, names of the person handing over and the name of the person taking over:

The date and time of returning, with signature, names of the person handing over and the name of the person taking over:

User's Manual in Hungarian:



5. *Appendix to the House Rules of Budapest Metropolitan University*

**Acknowledgment of receipt
for using education technology equipment**

The undersigned (name, Neptun code), as the student of Budapest Metropolitan University I have taken over the following pieces of equipment for sole use or operation:

	Name	Serial number	Inventory number

I hereby declare that I have checked the completeness, quantity and identification of the equipment taken over, the action of taking over is proved by my signature.

I acknowledge that I must return the equipment and I am eligible and obliged to use and operate it solely.

I am obliged to return the equipment on the basis of the present receipt to

The equipment has been taken over for

The permanent storage place of the equipment is: The equipment can be taken away from that place only for the above-mentioned reason and duration. The hand out/take over of the equipment must be recorded in the hand out/take over registration. The person taking over the equipment is responsible only for the equipment recorded in the hand out/take over registration. The pieces of equipment can be taken over as a set and not one by one. The group identification of the equipment is listed in the above table.

By signing the present receipt, I acknowledge that I am liable for deficiency or damages caused in the equipment taken over by signing the acknowledgement of receipt to return the objects.

Budapest..... 20...

Person taking over

Witness 1 (name, address)

Witness 2 (name, address)



6. Appendix to the House Rules of Budapest Metropolitan University

THE FIRE PROTECTION REGULATIONS OF BUDAPEST METROPOLITAN UNIVERSITY

**Chapter I
GENERAL PROVISIONS**

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 (hereinafter: Fire Protection Act), the National Fire Protection Regulation that entered into force by Regulation 54/2014 (5 December) of the Ministry of Interior (hereinafter: NFPR), and the decree of 30/1996 (6 December) on making Fire Protection Regulations of the Ministry of Interior.

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).

If the local fire protection regulations of external sites specify stricter regulations than the present Fire Protection Regulation, they are to be observed.

Besides observing the present 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.

The Regulation applies to the fire protection of Budapest Metropolitan University; fire prevention and fire fighting and lists the tasks necessary for the observation of the fire protection regulations in detail.

Besides the present 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 II
THE FIRE PROTECTION ORGANIZATION OF THE BUDAPEST METROPOLITAN UNIVERSITY
AND ITS OPERATION**

1. The Fire Protection Organization

- 1.1. The members of the Budapest Metropolitan University Fire Protection Organization
 - President-CEO,
 - Person appointed by the President-CEO.
- 1.2. 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.

2. The Fire Protection Responsibilities of the Chief Executive Officer or the appointed persons

- 2.1. The Fire Protection Responsibilities of the Chief Executive Officer or the appointed persons:



- 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,
 - The control, supervision and development of the fire protection organization,
 - Decision-making power and signatory authority
 - Their 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,
 - Issues hot work permits in accordance with the effective fire protection regulations (e.g. Renovation, maintenance),
 - Organizes the fire protection supervision of electrical equipment and eliminating any deficiencies.
- 2.2. 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.
 - 2.3. 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.
 - 2.4. Participates in the inspections by the fire protection authority or if absent, delegates a competent person to act as a representative.
 - 2.5. Provides for the remedy of any deficiency exposed by the procedure by the authority.
 - 2.6. Ensures that employees understand the fire protection regulations applying to the use of the facilities. Organizes trainings for employees.
 - 2.7. Ensures the examination of the fire protection installations, equipment and devices and ensures they are in working order (inspections, repair and replacement).
 - 2.8. 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.
 - 2.9. Keeps the records of the fire protection activities.
 - 2.10. Issues the REGULATION and verifies its execution.
 - 2.11. Organizes annual fire drills according to the Fire Alarm Plan and prepares reports about it.

3. Employees' Fire Protection Responsibilities

- 3.1. 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.
- 3.2. 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 fire or explosion
- 3.3. In case of fire, they must notify their leader, the fire services and cooperate in life-saving and the control of damages and fire.
- 3.4. Participate in fire protection trainings.



4. The Responsibilities of the Labour Safety and Fire Protection Officer

- 4.1. Has the REGULATION and the classification of the hazard completed and maintains them.
- 4.2. Controls the execution of the REGULATION, provides for the remedy of any deficiencies, and controls the execution of these tasks.
- 4.3. Participates in ensuring that employees understand the fire protection regulations applied to the use of the facilities.
- 4.4. Checks the fire protection supervision of electrical equipment and observes their validity.
- 4.5. Checks the fire protection installations, equipment, and devices.
- 4.6. Participates in the remedy of any deficiency exposed by the procedure by the authority
- 4.7. Is available to perform specialist fire protection duties.
 - After consultations with the delegating person, facilitates employees' fire protection training.
 - Provides expert's opinion on fire protection issues.
 - Participates in the inspections by the fire protection authority.
 - 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 III Fire Protection Trainings

5. Basic Training

- 5.1. Employees must participate in fire protection trainings (preliminary, routine or occasional) to familiarize themselves with the fire protection regulations, fire extinguishing and the use of emergency routes and assembly areas.
- 5.2. Theoretical fire protection trainings must be held for the following before employment and before the start of actual work:
 - all new employees,
 - students participating in internship programmes.
- 5.3. The topics of the training:
 - major fire protection provisions;
 - instructions for use;
 - the workplace (University) Fire Protection Regulation;
 - fire signaling system (internal and the notification of the fire services);
 - conduct expected in the case of fire;
 - the types, operation and location of the available manual fire-extinguishers and fire protection installations;
 - 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).
- 5.4. 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.
- 5.5. Completed trainings are to be recorded in the Fire Protection Training Log.



Chapter IV FIRE ALARMS AND EXTINGUISHING FIRES

6. Fire Alarm by Telephone

- 6.1. All persons detecting fire or imminent fire hazards must report it to the fire services at the **105 telephone number.**
- 6.2. When reporting a fire by telephone, the following must be included:
 - The exact location and address of the fire.
 - What is burning? What damages have occurred; what damages are expected?
 - Is there a risk to human life?
 - The name of the person reporting the fire and the number of the telephone used.
- 6.3. 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.
- 6.4. 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.
- 6.5. The telephone number of the fire services must be displayed next to the telephone at a visible location.

7. Tasks to be Done Following Fire Alarms

- 7.1. After a fire has been reported, the responsible fire department will begin its operation.
- 7.2. The Fire Protection Officer must be notified of the fire and that it has been reported.
- 7.3. Employees must begin an intervention led by the Fire Protection Leader or if absent, its deputy or substitute.
- 7.4. The tasks 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 V THE RESPONSIBILITIES OF THE FIRE PROTECTION AUTHORITY AND THE FIRE DEPARTMENT

8. Public authority

8. 1. The primary official authority for fire protection is the Disaster Management Agency.
- 8.2. The primary fire protection authority:
 - 8.2.1. Supervises compliance with the fire protection rules at the area of the facility, building, room or outdoor area.
 - 8.2.2. 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.
 - 8.2.3. Lays down the fire protection obligations in accordance with the legal regulations.
 - 8.2.4. May prohibit operation or activities until the fire protection requirements are enforced or at least up to 24 hours after an irregularity is detected.



- 8.2.5. 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 management agency.
- 8.2.6. Conducts the on-site inspections of the fire-extinguishers according to the legal regulations of fire protection.
- 8.2.7. Conducts fire investigation procedures.

9. The Responsibilities of the Fire Department

- 9.1. 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 VI

THE CONSEQUENCES OF VIOLATING THE FIRE PROTECTION REGULATIONS

10. Accountability

- 10.1. Persons violating the regulation will be held responsible by the University in their own scope of authority.

11. Fire Protection Fines

- 11.1. 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.
- 11.2. In the case of the repetition of any violations listed in Annex 5 a fire protection fine must be imposed.
- 11.3. If more than one violation occurs at the same time, the amount of the fine is the sum of each fine for each violation, but the total amount cannot exceed 10,000,000 HUF.
- 11.4. 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.
- 11.5. 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.
- 11.6. 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.
- 11.7. Due to budgetary reasons, the binding resolution imposing the fire protection fine must be announced to the budgetary institution of the central authority.
- 11.8. 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 exists.



Chapter VII CLASSIFICATION OF HAZARDS

12. The Establishment of Fire Protection Regulations

- 12.1. 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.
- 12.2. To determine the risk influencing the fire protection requirements, the following must be determined
 - 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
 - in the case of special structures, its hazard classification.
- 12.3. According to the extent of the hazard, the building, stand-alone building part, the special structure and the risk unit is classified as
 - very low risk: class NAK;
 - low risk: class AK;
 - moderate risk: class KK;
 - high risk: class MK.
- 12.4. The flammability classification of a material facility according to Section 28 of the repealed Act of 2011: (6 September) “D” – moderately flammable.
- 12.5. 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.
- 12.6. Remark: 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 VIII RULES CONCERNING ESTABLISHMENT

13. General rules

- 13.1. 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.
- 13.2. The architect must attach a declaration on the implementation of the fire protection regulations to the design dossier, the building contractors - until the project is completed - must provide a statement of the implementation of fire protection requirements detailed in the plans.
- 13.3. 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 Management Agency.
- 13.4. 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.

13.5. 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 IX GENERAL AND SPECIAL FIRE PROTECTION RULES OF USE

14. Normal use

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

15. Fire Protection Regulations Pertaining to Use

- 15.1. **Activities Performed in the Facility:** senior executives, junior executives, administrators, instructors, maintenance staff, reception staff, cleaners.
- 15.2. 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.
- 15.3. Activities may only be conducted in outdoor areas, rooms, fire divisions, building units and buildings conforming to the fire protection requirements.
- 15.4. Only materials and equipment necessary for the continuous operation of the rooms, institution and outdoor areas may be stored there.
- 15.5. Should there be a change effecting fire protection, Provision 3.6 is to be applied.
- 15.6. 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.
- 15.7. 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.
- 15.8. 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.
- 15.9. 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.



- 15.10. Liquids of flammability classification I or II may only be used outdoors or in a room with effective ventilation without a source of ignition.
- 15.11. Persons performing work at workplaces must verify the compliance with fire protection usage regulations and remedy all violations during and after work.
- 15.12. 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.
- 15.13. The opening and locking devices of the public utilities are to be marked with the open or closed state clearly indicated.
- 15.14. 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.
- 15.15. Wall-mounted and other fire hydrants, fire-extinguishers and manual fire alarm devices must be placed so that they can be freely accessed.
- 15.16. 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.
- 15.17. 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.
- 15.18. 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.
- 15.19. Indoor traffic routes, doors and evacuation routes may not be restricted, even temporarily.
- 15.20. 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.
- 15.21. The evacuation routes of the buildings may not be restricted, not even temporarily.
- 15.22. The openings of the ventilation system must not be blocked.
- 15.23. 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.
- 15.24. 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.
- 15.25. 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.



- 15.26. Building owners must provide the circumstances necessary for the continuous operation of manual radio devices.
- 15.27. The use of electric hotplates, radiators, coffee makers, microwave ovens etc. is prohibited (due to their unascertained protection and fire protection state).
- 15.28. 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.
- 15.29. 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 nonflammable 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.
- 15.30. 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.
- 15.31. 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.
- 15.32. The storage of flammable materials is prohibited in the proximity of heat producing electric devices.
- 15.33. The use of faulty electric devices is PROHIBITED.
- 15.34. Electric equipment, devices and cables may only be installed or repaired by qualified technicians.
- 15.35. 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.
- 15.36. 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.
- 15.37. Waste products of the daily activities must be removed from rooms as necessary and always at the end of the work each day.
- 15.38. Waste products must be stored according to the relevant regulations.
- 15.39. **Work Rooms**
 - 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.



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.

15.40. **Dining Room, Kitchen (Facility Manager's Responsibility)**

- Ovens and cookers may only be used if placed on surfaces that are non-flammable and do not conduct heat.
- Ovens and cookers may only be used under supervision.
- After use, ovens and cookers must be disconnected from the electric mains.
- The last person leaving the rooms must ensure that no fire protection hazard are left in the rooms.

15.41. **STORAGE ROOM**

- Flammable materials may only be stored on non-flammable stands and shelves.
- 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 60 litre). The maximum volume of such materials that may be stored outside the above cabinets is 5 liters per room.
- A straight pathway of an at least 80 cm width must be provided in storage rooms between containers.
- When designing the evacuation routes for storage rooms, the following minimum requirements must be applied:
 - In a room with a width not exceeding 10 m, a route with a longitudinal direction and a width of 1 meter.
 - In a room with a width not exceeding 15 m, a route with a longitudinal direction and a width of 1.2 m.
 - 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.
 - 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.
- 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.
- 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.

16. Storage

- 16.1. 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.
- 16.2. No materials may be stored in stairways, entrance halls and hallways.



- 16.3. 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.
- 16.4. Storage areas are to be maintained free of flammable waste products and dry undergrowth
- 16.5. 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 do 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.
- 16.6. 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.
- 16.7. 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.
- 16.8. 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.
- 16.9. 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.
- 16.10. Liquids of flammability classification I or II may only be stored in containers not larger than 20 l.
- 16.11. 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 m³ absorbent material, if the volume of the container exceeds 1 l, at least 0.05 m³ absorbent material must be provided no farther than 15 m from the storage area.
- 16.12. 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 ²)	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

- 16.13. 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.



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

16.15. Materials stored must be placed at least 50 cm from the fire detector placed on the ceiling.

17. Smoking

17.1. SMOKING IS PROHIBITED in the facility!

17.2. Annex 7 specifies the locations designated for smoking.

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

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

17.5. 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.

18. Fire and Heating Devices

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

18.2. During the operation of combustion and heating devices fueled 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.

18.3. In the case of devices fueled 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.

18.4. Between the fire 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.

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

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

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

18.8. 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.

19. Smoke and Heat Exhaust Systems

19.1. 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.

- 19.2. 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.

20. Sewage Systems

- 20.1. Gases and vapors 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.
- 20.2. 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.
- 20.3. Any hazardous waste produced must be collected in designated containers and disposed of as specified in the relevant regulations.

21. Machinery

- 21.1. In basement rooms and areas where the presence of flammable or explosive gases and vapors 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.
- 21.2. 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.
- 21.3. If a foreign material might enter into a machine and cause fire or explosion, such entry must be prevented.
- 21.4. Rotating and grating machine parts and shafts must be prevented from overheating and causing a fire hazard to the machine or its surroundings.

22. Lighting Apparatuses

- 22.1. Light fixtures and apparatuses must be placed, secured and used so as to prevent a fire hazard to their surroundings.
- 22.2. Electric lighting systems must be installed and used according to the applicable national standards (MSZ EN 2364, MSZ HD 60364) and the building permit.
- 22.3. 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).

23. Electric Equipment

- 23.1. The electric equipment of buildings must be designed so that the devices may be disconnected both centrally and in sections.
- 23.2. The electric equipment of the facility must be installed, used and supervised according to the applicable national standards.
- 23.3. The intended purpose and the status (ON or OFF) must be clearly marked for groups of electric switches, main switches and circuit breakers.



- 23.4. Electric equipment may not be used if its intended use poses a fire hazard to its surroundings.
- 23.5. 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.
- 23.6. 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.
- 23.7. Only qualified personnel may repair, maintain or inspect electric equipment.

24. Protection Against Lightning and Electrostatic Discharge

- 24.1. The maintenance and supervisory tasks concerning the protection against the effects of lightning are the responsibilities of the Director of Facilities and Maintenance.
- 24.2. 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.
- 24.3. Lightning protection equipment must be maintained in faultless working condition at all times and inspected at the same time as the supervision of electric equipment. Deficiencies discovered in the course of such inspections must be remedied immediately.
- 24.4. 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.
- 24.5. 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 X Hot Work

25. General Provisions on Hot Work

- 25.1. "Hot work" is any activity involving temperatures exceeding the ignition temperature of the surrounding flammable materials, open flames, smoldering, glowing or sparks.
- 25.2. Hot work may not be conducted where it may cause a fire or explosion.
- 25.3. Hot work may be conducted:
 - At permanent workplaces designed for such activities.
 - At temporary workplaces not designed for such activities.
- 25.4. 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.

26. Permanent Hot Work at the Workplace

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

27. Occasional Hot Work



- 27.1. If such work activities involve the area of the Workplace, the Labour Safety and Fire Protection Officer must be notified.
- 27.2. Occasional hot work at the workplace includes:
 - maintenance
 - refurbishment
 - renovation.
- 27.3. 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.
- 27.4. 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.
- 27.5. 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.
- 27.6. 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.
- 27.7. 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.
- 27.8. 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.
- 27.9. 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.
- 27.10. 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.
- 27.11. Fire permits are issued by the employer of the employee performing the hot work.(Annex 3)

FIRE EXTINGUISHING DEVICES, EVACUATION

28. Built-in Fire Alarms

- 28.1. The University has a built-in fire alarm system.
- 28.2. 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).
- 28.3. 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.
- 28.4. 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.
- 28.5. 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.
- 28.6. 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.
- 28.7. 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.
- 28.8. 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 signaling 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.
- 28.9. The center receiving fire alarms and error warnings must be maintained in a working order at all times by trained personnel.
- 28.10. 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 center receiving the fire alarms and



error warnings.

- 28.11. Records must be maintained in the center 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.
- 28.12. 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 center 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.
- 28.13. If the remote monitoring site or the site designated by the fire protection authority at first instance changes, the automatic fire signaling must be rerouted to the new site within 90 days, and the fire detector system must be continuously monitored in the interim.

29. Fire Alarms

- 29.1. to the manager of the workplace
- 29.2. to the colleagues
- 29.3. to the fire services (105),
- 29.4. >>general emergency number (112)<<

30. Fire Fighting Water Supply

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

31. Public Fire Hydrant

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

32. Wall-mounted Fire hydrants

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

33. Public Utilities

- 33.1. The electric supply may be disconnected in the electric switchboard box with the main switch.
- 33.2. Curb cock (gas, basement)

34. Evacuation Route

- 34.1. 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.

35. Fire Alarm

- 35.1. 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.

36. Fire Alarm Plan

- 36.1. The Fire Alarm Plan is a legal requirement.
36.2. See Annex 8 for the Fire Alarm Plan.

37. Fire Extinguishers

- 37.1. All workplaces must be equipped with the number of fire-extinguishers with the adequate fire extinguishing agent to extinguish any fires.
- 37.2. 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.
- 37.3. The number of necessary fire-extinguishers is calculated by the amount of fire-extinguishing agent necessary to extinguish the fire of the given area.
- 37.4. 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 devices are used at the same time.
 - The manual fire-extinguishers in the facility are suitable for extinguishing the following fire types:
 - flammable, smoldering solids (fire protection class A)
 - flammable liquids (fire protection class B)
 - flammable gases (fire protection class C)

38. Evacuation

- 38.1. 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.
- 38.2. Escape and evacuation routes:
 - the traffic routes in the buildings,
 - the doors and exits leading to the outside.
- 38.3. Indoors traffic and evacuation routes may not be used for storage, even temporarily.
- 38.4. The evacuation of the facility may be performed within the allowed length of time.
- 38.5. Assembly area: the side at Órs vezér Street (public area)

39. Fire Access Roads and Areas

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



Chapter XII INSPECTION, SUPERVISION AND MAINTENANCE

40. General Provisions

- 40.1. 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.
- 40.2. 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.
- 40.3. The inspection, regular supervision and maintenance must be performed by the operator and documented in writing.
- 40.4. 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.
- 40.5. 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.
- 40.6. 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).
- 40.7. 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.
- 40.8. 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.

- 40.9. 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.
- 40.10. 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.
- 40.11. If agreed upon in writing, other persons or organizations may undertake the operator's obligations entirely or in part.
- 40.12. 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 Extinguishers	3 months	Fire alarm operation log	No requirement		6 months 12 months 5 years 10 years	Fire alarm operation log
Safety lights (orientation lights)	1 month	Fire alarm operation log	12 months	Fire alarm operation log		Fire alarm operation log
wall-mounted fire hydrant, water sources (except natural water sources) booster pump, dry quenching water pipes	6 months	Fire alarm operation log	12 months	Fire alarm operation log	at the time of the regular supervision	Fire alarm operation log
built-in fire alarm device	1 day, 1 month, 3 months	Fire alarm operation log	6 months 12 months	Fire alarm operation log	at the time of the regular supervision	Fire alarm operation log
built-in fire-extinguisher	1 week 1 month	Fire alarm operation log	12 months	Fire alarm operation log	at the time of the regular supervision	Fire alarm operation log
fire alarm system	1 day	Fire alarm operation log	6 months	Fire alarm operation log	at the time of the regular supervision	Fire alarm operation log
fire service key safe	1 day	Fire alarm operation log	6 months	Fire alarm operation log	at the time of the regular supervision	Fire alarm operation log



fire service radio amplifier	No requirement		6 months	Fire alarm operation log	at the time of the regular supervision	Fire alarm operation log
fire safety lift	3 months	Fire alarm operation log	12 months	Fire alarm operation log	at the time of the regular supervision	Fire alarm operation log
evacuation audio system	1 day	Fire alarm operation log	6 months	Fire alarm operation log		Fire alarm operation log
anti-panic door opener for safety exits, safety exit system	Before each event, but at most 3 months	Fire alarm operation log	6 months	Fire alarm operation log		Fire alarm operation log
low-voltage heavy-current electric equipment			6 years	Qualifying document		
non-standard lightning protection equipment			6 years	Qualifying document		



fireproof closures	fireproof doors and windows	1 months	Fire alarm operation log	6 months	Fire alarm operation log	at the time of the regular supervision	Fire alarm operation log
	fireproof closure elements	No requirement		6 months	Fire alarm operation log	at the time of the regular supervision	Fire alarm operation log
heat and smoke protection solutions	smoke extractor, air inlet	3 months	Fire alarm operation log	6 months	Fire alarm operation log	at the time of the regular supervision	Fire alarm operation log
	smoke extractor, air inlet fan	3 months	Fire alarm operation log	6 months	Fire alarm operation log	at the time of the regular supervision	Fire alarm operation log
	smoke extractor fan	3 months	Fire alarm operation log	6 months	Fire alarm operation log	at the time of the regular supervision	Fire alarm operation log
	smoke shutter	3 months	Fire alarm operation log	6 months	Fire alarm operation log	at the time of the regular supervision	Fire alarm operation log
	smoke proof door or window	3 months	Fire alarm operation log	6 months	Fire alarm operation log	at the time of the regular supervision	Fire alarm operation log
	mobile smoke curtain	3 months	Fire alarm operation log	6 months	Fire alarm operation log	at the same time of the periodic review	Fire alarm operation log
diesel generator for backup power supply		1 months	Fire alarm operation log	6 months	Fire alarm operation log	at the same time of the periodic review	Fire alarm operation log
battery, uninterruptible power supply for backup power supply		1 months	Fire alarm operation log	6 months	Fire alarm operation log	at the same time of the periodic review	Fire alarm operation log

41. Fire Extinguishers

- 41.1. The fire-extinguishers must be visually inspected each 3 months and the inspections must be documented.
- 41.2. 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 designated 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 signaling 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.
- 41.3. The person responsible for the working order of the safety devices must provide for the remedy of any deficiencies.



- 41.4. 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.
- 41.5. The fire-extinguisher must be inspected annually by an expert organization.

42. Low-voltage heavy-current electric equipment

- 42.1. 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.

43. The Maintenance and Supervision of Built-in Fire Alarms

- 43.1. Built-in fire alarms and fire-extinguishers may only be operated by trained persons.
- 43.2. Any malfunction discovered in the course of operation, supervision or maintenance must be remedied immediately.
- 43.3. All inspections and test prescribed by the manufacturer must be performed in the course of supervisions or maintenance.
- 43.4. The operation and maintenance of the built-in fire alarms and the built-in fire-extinguishers must be recorded in a log.
- 43.5. The log may only be maintained by persons trained for the operation of the built-in fire alarms and built-in fire-extinguishers.
- 43.6. The person or service designated for the monitoring and operation of the center of the built-in fire alarm system (remote displays and controllers) by the operator must ensure during the **daily** inspection concerning the operability of the system:
 - if the system is not in a standstill, whether the faults displayed 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.
- 43.7. 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.
- 43.8. The check is to be done in accordance with manufacturer instructions:
 - 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 **on a monthly basis**:
 - that the operation log is kept in an up-to-date way,
 - that all supervisors of the system underwent appropriate training;
 - that all devices and materials necessary for the printers (paper, toner, printing ribbons) are available.
- 43.9. 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 **in every three months**:
 - The check is to be 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 signaling 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.
- 43.10. Supervisions and maintenance may be regular or extraordinary. Extraordinary 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.
- 43.11. Daily supervisions may be recorded electronically in systems suitable for track responsibility.
- 43.12. The operator provides for regular and extra supervisions and maintenance, and remedies any deficiencies discovered.
- 43.13. 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.

44. The Supervision of Fire Hydrants

- 44.1. 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.
- 44.2. 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.
- 44.3. Fire hydrants (except natural water sources) must be supervised at least each 6 months and a pressure test must be done each 5 years.
- 44.4. 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.
- 44.5. The inspection intervals are determined depending on the environmental conditions, fire protection factors and risk assessment of the fire cabinets.
- 44.6. 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, corrosions or other damages are discernible on the fire cabinet or on the fittings and accessories within.
- 44.7. 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.
- 44.8. The accessories in the fire cabinets (pressure hose fitting, transmission clamp) are to undergo a pressure test each 5 years.
- 44.9. 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.

45. The Regular Fire Protection Supervision of the Protection Against Electrostatic Charging and Discharge

- 45.1. 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.
- 45.2. Mandatory supervision must be executed:
- 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. Annex: Hazard Classification
2. Annex: Fire alarm operation log - Fire Extinguishers, Fire alarm operation log - Safety lights - orientation lights
3. Annex: Permission to do hot work
4. Annex: Legislation involving fire protection
5. Annex: Fire protection fines
6. Annex: Ground plan
7. Annex: Regulation on protection of non-smokers
8. Annex: Fire Alarm Plan
9. Annex: Rescue plan



3. *Annex To The Fire Protection Regulations Of Budapest Metropolitan University*

Issuer: Number:

Copies: .../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.

Place of work:

Description of the authorized activity:

.....

Name(s) of worker(s):

position

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:

.....

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.

- 1. 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.
- 2. Copy 2 must be sent to the person responsible for maintenance.
- 3. Copy 3 remains in the block.



4. *Annex To The Fire Protection Regulations Of Budapest Metropolitan University*

Legislation involving 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. 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. 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. 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. 30/1996 (6 Dec.) Decree of the Ministry of

Interior on the Preparation of Fire Protection Regulations



5. Annex To The Fire Protection Regulations Of Budapest Metropolitan University

Fire protection fines

	Fire protection offence	The minimum amount of the fire protection fine HUF	The maximum amount of the fire protection fine HUF
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



14.	Obstruction of 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 ² : b) 100–500 m ² : c) more than 500 m ² :	50 000 100 000 200 000	400 000 1 000 000 2 000 000
19.	Deficiencies in the continuous supervision of the center of a fire alarm and extinguishing systems or direct fire alarm devices as defined 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
28.	If the building contractors or the construction engineering supervisor issues a false statement	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	40 000	300 000



	obligatory regular electric or lightning protection supervision and marked as “fire hazard / to be repaired immediately”		
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	50 000	1 000 000



	the legal regulations, national standards or fire protection technical principles have been used instead		
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6. *Annex To The Fire Protection Regulations Of Budapest Metropolitan University*

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7. Annex To The Fire Protection Regulations Of Budapest Metropolitan University

**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:

Except for the locations designated for smoking, smoking is prohibited: at the workplace,

locations may not be designated for smoking: in confined space rooms of workplaces,

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 Facility and Maintenance



8. Annex To The Fire Protection Regulations Of Budapest Metropolitan University

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 practiced 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 line 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:

- **DISCONNECT THE ELECTRIC NETWORK**

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



SWITCHING OFF THE GAS MAINLINE

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

• SAVING OF LIVES AND PROPERTY

The facility manager - 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 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 |
| ➤ Emergency number: | 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.



9. *Annex To The Fire Protection Regulations Of Budapest Metropolitan University*

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 practised 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

Applicable by everybody

Cause of 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. 1 Detection, Signaling, Alarm

The person detecting an unusual circumstance must immediately signal it to the head, colleagues and persons in the vicinity. Signaling 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 signaling, 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.

The notification must include:

- the exact location of the emergency;
- 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

AVAILABILITY

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:

.....

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:

Main gas switch:

Water main stopcock:
.....



Main steam 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.



7. Appendix to the House Rules of Budapest Metropolitan University

Codex of online behaviour for the METU* citizens

1. Sign in being appropriately prepared!

Dress up as if you were going to the University! Make sure that your face can be seen properly in the camera. If necessary, use proper positioning and lighting that not only your silhouette can be seen. Before signing in the online space, get prepared for that. Sit close to the computer, check the technology and make sure to be in a relaxed environment.

2. Be punctual at an online event as well.

Arrive on time and do not make others wait, try to fit in the available time. Time spent together is precise, appreciate that!

3. Bear your name and face. Use your real name and switch on the camera.

Be identifiable based on your name and be seen by switching on the camera. If you do not wish your room to be seen, use a virtual background. Recording the voice or visual images during the education can be done exclusively if the people involved have given their consent to that in advance.

4. Do not forget that what you do in front of the camera, can be seen by the others.

It is possible that events happening around you might be distracting. Even in such a situation refrain from doing anything that you would not do in a face-to-face lesson.

5. Be careful with using the microphone properly.

Use muting and switching back the microphone actively during online lessons and meetings. Only that person has the microphone switched on who is actually speaking so the possible background noises do not disturb the others. If you wish to speak, use the "raised hand" icon or the chat.

These are five easily manageable requests. If we all keep them, we can cooperate well in the online space as well. Please keep them as basic conditions when participating in an online event.

• **University citizen:** the community of students, employees like the instructors and non-educational employees, also people working under the regulations of other legal status, e.g. on assignment.