

Fire Regulations for external renters regarding the Student Union house

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Everyone who rents the premises or part of it shall know the procedures and rules that apply to the premises, which can be found in this attachment.

By signing the premises contract the renter confirms that they have taken part of these regulations, which form an annex to the contract and must be followed strictly.

House manager at the rental will control that the renter fulfil their obligations according to these regulations.

External renter shall obtain any permits required for the current event, e.g. concert, gathering for religious practice, fireworks, dance, fair, market.

One person appointed by the renter shall be the renters designated person for fire protection during the rental. This person shall be sober and know these regulations well. This designated fire protection person shall, together with house manager (who are usually accountable as MFs fire protection person) at the current event, see to that all personal at the event get relevant information about the regulations in these attachment and they all know how to react in case of fire and evacuation of the premises. The personal that works at the event are all responsible to help with the tasks provides in the section "In case of fire and evacuation".

The renters designated person for fire protection shall together with the house manager before the rental, do a check-up of the fire protection on the premises. The check-up shall include that the emergency ways are free, that the emergency exits can be opened, that the furnishing does not aggravate evacuation, that the fire extinguisher are refilled, that the fire alarm are up-and-running and that the rules and routines are being followed.

Fines can be given by fire protection officer to renters who violate these regulations. The amount of fines can be 100 SEK to 5000 SEK depending on the severity of the violation.

General rules and procedures for fire protection regarding the Student Union House

Order

Statistically, it has been seen that many fire incidents start in areas where there is disorder or where there are no procedures for this. Bad order with items placed in wrong spaces may also prevent evacuation opportunities in case of fire. The Administration Committee strives to limit or eliminate the fire risks with explicit safety rules.

The renter of the Student Union House shall comply following the rules:

- Flammable garbage should be taken directly to the garbage room or, in exceptional cases, outdoor garbage containers.
- Flammable stockpiles in corridors and other emergency exits are forbidden.
- Fire doors must never be opened or blocked so that they do not automatically open when the fire alarm is triggered.
- Evacuation doors, escape routes, stairs, power stations or fire tools must never be blocked, not even temporarily. Signage regarding this must be followed strictly.
- Never use fire tools for anything other than extinguishing fires (or training).

Smoking

- Tobacco smoking and other smokable drugs is forbidden inside the Student Union House.
- According to the law (2018:2088) about tobacco and such products, smoking are therefore forbidden on the patios and terraces, because they constitute as outdoor seating, and closest outside the Student Union Houses entrance, because all of the Student Union House are comprehended by the non-smoking law.
- Besides tobacco "smoking" also includes:
 - Inhaling tobacco that has for example been evaporated
 - Inhaling herb products for smoking
 - Usage of e-cigarettes
 - Usage of enjoyment preparations which, in the manner of use, correspond to smoking but which do not contain tobacco, e.g. e-cigarettes that does not contain nicotine and therefore are not to consider e-cigarettes according to the law.



Open fire

- Indoor candles must not be left unattended. The light must always stand on in/on non-combustible materials. For example, candles must be in metal candlesticks or candle lanterns and not stand loose on paper dish.
- Outdoors firing can be done in grills and gas heaters by lighting with torches and marshals. The fire must be supervised. Outdoor torches must not be placed near walls, furniture, protruding ceilings and where people will be walking.
- Indoors firing may only occur in the fireplace in the Club floor. The operating instructions allocated to the fireplace must be strictly followed. The fire must be kept under constant surveillance.

Containers and garbage handling

It is common, and becomes even more common with fires in containers and garbage cans. The fires are mainly caused by carelessness and bad procedures but can also depend on founded fires. The Administration Committee strives to limit or completely eliminate fire risks with explicit fire rules regarding containers and garbage handling.

Renters of the premises must comply with following rules:

- Garbage containers should, if possible, be placed at least 6 meters from the façade and not under the roof. Whenever possible, garbage containers should be kept locked.
- Garbage bins shall be in the garbage room, which will be kept locked. Garbage bins that does not fit in the garbage bins shall if they are 160-370 l large stand at least 2 meters from the outside wall and garbage bins that are 660 l shall stand at least 3 meters from the outdoor wall. No garbage bins may be left under a roof or protruding eaves.
- No combustible material may be stored on the cargo dock or in the goods reception.

Assembly hall

In the premises where people dwell in at the same time, the fire risks are greater and it is therefore extra careful that there are explicit rules for the fire protection of these premises. They who work at the events in the premises need to continuously control that the rules are being followed.

- For events with sitting guests, it is forbidden for guests to sit or stand in the aisles between the chair rows. These must be kept for evacuation to take place quickly.



- Persons with disabilities that impair mobility, vision or hearing should have personal assistance in the event of evacuation.
- Every assembly room has a regulation on the number of persons allowed to stay in the room at the same time. There should be an appropriation in each assembly room about how many people may be staying in the room at the same time. At events where many guests are expected, the number of in and out passes should be counted for so there is always control over the number of people in the room.
- For every wheelchair or other being brought to an assembly room, there total number of people that dwell in the room must be reduced by 10 people in order to be able to evacuate safely.

Overnight

- In accordance with the Regulations for Medicinska Föreningens premises, overnight stay in the Student Union House is forbidden. The Administration Committee may decide on an exception and may thereby decide on the conditions to apply to the exception.
- Conditions for dispensing from the prohibition on overnight accommodation should be that in every room where overnight accommodation takes place there must be at least one person who is awake at all times, who is thoroughly aware of how evacuation should occur and who can alert and wake up everyone for evacuation in case of danger. Who has the opportunity to immediately alarm 112 if fire or any other danger would occur. There shall also be enough space between the sleeping guests to facilitate evacuation.

Fire alarm

- Evacuation shall occur as soon as the fire alarm goes off. Read further ahead how the process shall look like.
- The fire alarm central is located at the main entrance. The house manager can operate the fire alarm and locate where the fire alarm has been triggered.
- The siren may only be silenced after the entire building has been evacuated or after it has been established that danger is over, i.e. when the fire has been put out or when it has been established that there are no fire and that it is no longer any risk of fire.

Flammable or explosive gas or liquids

- Organization of fireworks or usage of other pyrotechnic performances demands permission from both the fire department and the police.



- Handling and storage of flammable gases and liquids and explosive goods at the premises must not occur without the permission from fire protection officer. In case of professional public operation the may be 60 l of gas at the most, provided that no part of it occurs inside. Otherwise, permission from Fire defence department of Stockholm (MSBFS 2013:3) are needed. A maximum of 2 l may be used indoors without permit.

In case of fire and evacuation

The basic rule for prioritizing when fire occurs is to:

- SAVE those who are in immediate danger
- WARN your surroundings and start evacuation
- ALERT the emergency services by calling 112
- EXTINGUISH and LIMIT the fire if possible

The fire protection

Fire Protection Officer shall be mentally prepared on how the evacuation shall occur. It is especially important with larger events in the Student Union House. This includes, among other things, knowledge which rooms in the premises that people dwell in, approximately how many dwellers in each room, which fire risks there are during the event and who in the available staff are adequate to the task required in case if fire and evacuation.

During a rental, the house manager shall immediately be made aware if a fire occurs or is suspected to have occurred, regardless of the size of the fire or the suspicion.

When a fire or suspected fire has occurred, work must be carried out according to the following paragraphs. The person who is responsible for the fire protection during the rental must divide personnel into different tasks so that they can cover more ground. If specific evacuation managers are appointed, they shall participate in completing the tasks below. Warning vests should be worn by those leading the evacuation.

Save persons that are in immediate danger

In the event of fire, it is important to first of all save the people who are in immediate danger. Keep in mind that children and persons with a functional impairment that impair mobility, vision or hearing and other functional variations that can impair the ability to respond adequately in an emergency situation need special help. Person that are in immediate danger must immediately be moved away from the danger and preferably directly to the evacuation gathering point.

Alert the surroundings and start evacuating

Start the evacuation alarm/fire alarm if it has not already been done automatically. The evacuation alarm is started by the push buttons that are installed in some spaces in the house. Attendant personnel and elected representatives shall be responsible for the evacuation to commence and being performed. Special vests should be used to easily separate those who may be able to help. Keep in mind that children and persons with a functional impairment that impair mobility, vision or hearing and other functional variations that can impair the ability to respond adequately in an emergency situation need special help. Those who are not needed to organize evacuation, save or take care of injured, locate the fire or put it out and limit the fire shall immediately leave the premises.

The evacuation gathering point is the hill of grass behind the Student Union House. Personnel and people active in the union, as well as clients and guests who has evacuated the Student Union House shall gather on the hill.

Anyone who is responsible for fire protection during a rental must ensure that the evacuation continues, that no one stays in the building and that no one returns to the premises.

Alert the emergency services

The fire alarm is connected to a guard that will investigate whether or not the emergency service should be called in. If it is immediately clear that there is a fire or if there is a strong suspicion (for example, through established smoke development), the emergency services must be alerted immediately on telephone number 112.

The person calling in should be able to answer following questions:

- What has happened?
- Where are your location?
- From which phone number are you calling?
- How many injured are there?

If you do not call 112 immediately in case of fire, it will take so much longer time for the fire brigade to arrive, otherwise it will only happen after the security company has contacted our on-call person and then possibly sent out guards to the premises to the Student Union House. The person responsible for fire protection must ensure that someone with local knowledge encounter the fire brigade.

Extinguish and limit the fire

The person responsible for the fire protection shall divide people who trying to extinguish and limit the fire if they deem it possible. There are fire hydrants, fire extinguisher and fire blankets that will be used for this. It is important to try and isolate the fire. All doors in the house, especially those closest to the fire, shall therefor be closed as soon as possible in regard to the evacuation. Ensure that doors to flammable liquid and explosive goods are closed. If it is possible in a safe way, move these out of the building to a secure

place. Compartments holding gas cylinders are marked and if possible these shall be moved to a secure place. If there are gas cylinders, flammable liquids or explosive goods still in the building give this information to the emergency services always.

Specific information about the different premises

The Lecture Hall (Aulan)

Emergency exits: When evacuating this room you may evacuate through the blue doors in the lecture hall or through the hallway and main entrance. The shelf above the Lecture Hall (Gubbhyllan) may evacuate in both ends. The evacuation plan is set outside the Lecture Hall in the entrance. Evacuation signs with green light marks the way out. Walking routes between the tables and towards walls must be at least 1,5 meters. Gathering spot for evacuation is behind the Student Union House on the hill of grass.

Extinguishing Equipment: Fire hydrants are places in the corridor by the lodges and in the Lecture hall next to the bar. Fire extinguisher are placed behind the stage, behind the DJ-booth and next to the bar. Fire blankets are places in the kitchen behind the bar. First aid kit are placed behind the bar counter.

Rules of order: The Lecture Halls can hold 300 sitting or 850 standing and sitting persons. The shelf above the Lecture Hall (Gubbhyllan) can hold 30 both sitting and standing persons. In case of fire, do not use the elevator.

Evacuation plan is placed at the entrance to the Lecture hall (Aula).

Entrance

Emergency exits: Evacuation should go through main entrance or the back entrance (the red door next to the elevator). In case of fire, do not use the elevator. Gathering spot for evacuation is behind the Student Union House on the hill of grass.

Extinguishing equipment: There is a fire hydrant behind the plate door that leads down to the cellar corridor, next to the Reception entrance. There is also a first aid kit behind the door and a fire extinguisher next to the door.

Rules of order: The plate door is an evacuation route from the basement and must not be blocked. The gate can block the evacuation from the pub if it is closed and may therefor never be closed if there are any people in the pub. The premises can hold 150 standing or sitting people.

Evacuation plan is placed in the lock between the entrance doors.

"Klubbvåningen", library and upper foyer

Emergency exits: Evacuation can take place via the large stairs, down to the main entrance, via the terrace behind the Student Union House which is connected with stairs



or via the spiral staircase in the committees' deck. Gathering spot for evacuation is behind the Student Union House on the hill of grass. In case of fire, do not use the elevator.

Extinguishing Equipment: There is a fire extinguisher just inside the door from the stairs to the upper foyer, inside the door from the upper foyer to the "klubbvåning", in the kitchen, in the Africa Room and in the committees' deck. Fire blankets are placed in the kitchen in the "klubbvåning" and in the committee' deck kitchen.

Rules of order: When firing in the fireplace always make sure that the smoke extraction is on, the damper open and that there is always someone who is responsible for the fire. When rearranging the furniture make sure that exists are still open so that possible evacuation will not be a problem. The rooms in the "klubbvåning" can hold a total of 150 people, but the larger room can hold 100 persons at most and the smaller rooms can hold 30 persons at most each. In case of fire, do not use the elevator.

Evacuation plan is placed in the library and in the committees' deck.

The "Gasque"

Emergency exits: Evacuation can take place via the door that goes from the "gasque" corridor or kitchen corridor and then up via the neighbouring house or using the spiral staircase and out through the Lecture halls corridor and main entrance. Gathering spot for evacuation is behind the Student Union House on the hill of grass.

Extinguishing Equipment: There is a fire extinguisher in the "gasque". Fire extinguisher and fire blankets are placed in the kitchen.

Rules of order: The premises can hold 120 sitting or 200 sitting and standing persons. In case of fire, do not use the elevator.

Evacuation plan are placed to the right after the entrance to the "gasque".

The Pub

Emergency exits: Evacuation is possible via the "gasque" corridor and out via the neighbouring house, via the large stairs up to the main entrance or via the evacuation stairs opposite the elevator on the pubs top floor. Gathering spot for evacuation is behind the Student manage on the hill of grass.

Extinguishing Equipment: Fire extinguisher and fire blanket are placed in the bar. The pub are equipped with a fire sprinkler that triggers in case of fire on the premises.

Rules of order: The pub can hold 150 persons but at most 130 sitting people.

Evacuation plan are placed next to the door to the accessible toilet.