



**SLEZSKÁ  
UNIVERZITA  
V OPAVĚ**

Rector's Directive No. 20/2018

**On Ensuring Fire Protection  
at the Silesian University in Opava**



## Rector's Directive No. 20/2018

# **On Ensuring Fire Protection at the Silesian University in Opava**

### **Article 1**

#### **Introductory provisions**

- 1) The Directive is prepared as a fire protection documentation addressing the determination of the organisation of fire protection at the Silesian University in Opava (hereinafter referred to as the FP Directive) in accordance with the requirements of the Fire Prevention Decree and applies to all employees and students of the Silesian University in Opava (hereinafter referred to as the University).
- 2) The obligation to comply with this Directive applies to employees in an employment or other similar relationship to the University and to the extent that they have been demonstrably acquainted with the Directive (in writing), students (in the parts that directly affect them) and natural persons, employees of legal entities and natural persons engaged in business, if they work in the buildings, workplaces or facilities of the University.
- 3) List of buildings of the Silesian University in Opava:
  - Na Rybníčku 626/1, Opava
  - Olbrichova 625/25, Opava
  - Bezručovo nám. 885/14, Opava
  - Bezručovo nám. 1150/13, Opava
  - Masarykova str. 343/37, Opava
  - Hauerova 728/4, Opava
  - Hradecká 665/17, Opava
  - Vávrovická 244/44, Vávrovice part of Palhanec
  - Komárovská 2613/25, Opava
  - University Square 1934/3, Karviná - Fryštát
  - Na Vyhlídce 1079/1, Karviná - New Town

### **Article 2**

## **Responsibility for the fulfilment of obligations in the field of fire protection**

- 1) Ensuring fire protection, the performance of tasks and obligations in the field of fire protection, including the immediate elimination of identified deficiencies is an integral part of the management activities of all senior employees.
- 2) All employees and students are obliged to comply with fire protection regulations and to act in such a way as not to cause a fire or endanger the life and health of persons, animals or property. In the event of fire, natural disasters and other emergencies, they shall provide appropriate personal and material assistance, unless doing so would place themselves or a person close to them in serious danger or jeopardy.

### **Article 3**

#### **Obligations of the University in the field of fire protection**

- 1) University:
  - a) procures and secures in the necessary quantities and types of material fire protection equipment and fire safety equipment with regard to the fire hazard of the activities carried out and maintains them in working order; for material fire protection equipment and fire safety equipment, except for products specified under special regulations, it installs and uses only the approved types,
  - b) creates conditions for firefighting and rescue work, in particular maintains free access roads and entry areas for firefighting equipment, escape routes and free access to emergency exits, electrical power distribution equipment, water, gas and heating shut-offs, to material fire protection equipment and manual operation of fire safety equipment,
  - c) complies with technical conditions and instructions relating to the fire safety of products or activities,
  - d) marks workplaces and other places with appropriate safety signs, orders, prohibitions and instructions in relation to fire protection, including places where there is material fire protection equipment and fire safety equipment,
  - e) regularly inspects, through a professionally qualified person (Section 11(1) of the Fire Protection Act, as amended (hereinafter referred to as "the Act") and fire prevention officers (Section 11(6) of the Act), compliance with fire protection regulations and promptly corrects any defects found,
  - f) enables the state fire supervision authority to carry out an inspection of the fulfilment of obligations in the field of fire protection, provides them with the required documents, documentation and information relating to the provision of fire protection in accordance with the law and complies with the measures imposed by them within the set deadlines,
  - g) provides to the state fire supervision authority the products or samples necessary to carry out a fire-technical examination to determine the cause of the fire free of charge,
  - h) promptly notifies the territorial operational centre of the fire brigade of the region of any fire arising from activities it carries out or in premises it owns or uses,
  - i) provides financial resources for the performance of fire protection tasks resulting from Article 3 of this FP Directive, legislation and technical standards related to fire protection,
  - j) allows access to properties owned (used) by the University to carry out a fire protection unit drill, if this is strictly necessary; the property owner must be notified by the fire brigade of the region 24 hours before the start of the drill,
  - k) allows access to real estate owned (used) by the University to carry out measures necessary to fight a fire or to prevent its spread, or to carry out other rescue work, in particular to clear

or allow the land to be cleared, remove or allow the removal of buildings, parts thereof or vegetation.

- 2) The University is an operator of activities with increased fire hazards (libraries, archives, assembly areas, accommodation...), and therefore further:
  - a) establishes the organisation of fire protection with regard to the fire hazard of the activity being carried out,
  - b) trains all staff and students in accordance with the requirements of this FP Directive and to the extent specified in the thematic plan and timetable for staff training and training of fire prevention watches and fire prevention officers (Appendix 2),
  - c) carries out training of persons assigned to fire watches and fire prevention officers in accordance with the requirements of this FP Directive and to the extent specified in the thematic plan and timetable for training of employees and training of fire prevention watches and fire prevention officers (Appendix2),
  - d) keeps fire protection documentation to the extent specified in this Directive and maintains it in accordance with the actual state,
  - e) establishes and complies in a demonstrable manner with the conditions of fire safety of activities, technological processes and equipment operated, where the conditions for the operation of activities and the maintenance and repair of equipment are not laid down by special legislation,
  - f) ensures the maintenance, inspection and repair of technical and technological equipment in the manner and within the time limits laid down by the fire safety conditions or the manufacturer of the equipment,
  - g) establishes, from the point of view of fire safety, the requirements for the professional qualifications of persons responsible for the operation, inspection, maintenance and repair of technical and technological equipment, unless this is provided for by special legal regulations, and ensures that work which could lead to fire is carried out only by persons with the appropriate qualifications,
  - h) has at its disposal the fire-technical characteristics of the substances and materials manufactured, used, processed or stored necessary to determine the preventive measures to protect the life and health of persons and property.
- 3) When burning flammable substances in the open air, the University is obliged, taking into account the extent of this activity, to provide for measures against the occurrence and spread of fire. The burning of combustible substances in the open air, including the proposed measures, shall be notified in advance to the territorial operational centre of the regional fire brigade, which may impose further conditions for such an activity or prohibit such an activity.

#### **Article 4**

#### **Duties of senior staff**

- 1) Senior staff of the University shall comply with the requirements set out in Article 5 of this Directive.

2) Senior staff further:

- a) create conditions for the performance of tasks in the field of fire protection resulting from this Directive, legal regulations and technical standards related to fire protection,
- b) check compliance with fire protection regulations, established work procedures and technological discipline of employees (students) under their supervision,
- c) ensure the elimination of detected fire defects; defects which they cannot eliminate by their own forces and means are reported to their supervisor,
- d) are obliged to ensure that the workplace is in a fire-safe condition at the end of their work,
- e) ensure, in the case of activities with increased fire hazards, the fire protection measures necessary to prevent the occurrence of fire and to protect persons, animals and property and to prevent its spread,
- f) conduct fire safety training for University employees (students) under their supervision,
- g) ensure that natural persons, natural persons engaged in business, legal entities and their employees who are present at their workplaces with the knowledge of the University are adequately acquainted with the established fire safety conditions.

## **Article 5**

### **Duties of staff members**

1) All University employees are required to:

- a) act at work in such a way as not to cause a fire, in particular when using heat, electrical, gas and other appliances and chimneys, when storing and using flammable or fire-hazardous substances, handling them or handling open flames or other sources of ignition; to comply with regulations and instructions to ensure fire protection,
- b) obey orders and prohibitions concerning fire protection in designated areas,
- c) comply with conditions or instructions relating to the fire safety of products or activities,
- d) attend fire protection training and undergo the prescribed tests,
- e) report to their supervisor any defects that could endanger fire safety and participate in their elimination to the best of their ability,
- f) maintain clear access roads and entry areas for firefighting equipment, escape routes and free access to emergency exits, electrical power distribution equipment, water, gas, heating and material fire protection equipment,
- g) upon sighting a fire, take the necessary measures to rescue endangered persons, extinguish the fire or take the necessary measures to prevent its spread; if this is not possible, immediately report it in the manner specified in the fire alarm directives, or ensure its reporting and provide personal and material assistance at the call of the intervention commander or the commander of the fire protection unit,

2) University employees may not:

- a) knowingly call the fire brigade without reason or misuse the emergency call line,
- b) carry out work that may lead to fire unless they have the professional competence required for the performance of such work by special legislation,
- c) damage, misuse or otherwise prevent the use of fire extinguishers or other material fire protection equipment and fire safety equipment,

- d) restrict or prevent the use of marked boarding areas for fire fighting equipment.
- 3) The provisions of Article 5 shall apply appropriately to persons staying on the University's premises with the knowledge of the University.

## **Article 6 Duties of students**

- 1) Students are required to:
  - a) conduct themselves at work and study in such a way as not to cause fire, in particular when using heat, electrical, gas and other appliances and chimneys, storing and using flammable or fire-hazardous substances, handling them or open flames or other sources of ignition; to comply with regulations and instructions to ensure fire protection;
  - b) participate in fire protection training and undergo prescribed examinations;
  - c) report to the nearest University staff member any defects that could endanger fire safety and, to the best of their ability, participate in their rectification;
  - d) maintain clear access to electrical, water and gas distribution facilities and clear escape routes;
  - e) on sighting a fire, take the necessary measures to rescue the persons at risk, extinguish the fire or take the necessary measures to prevent its spread; if this is not possible, immediately report it in the manner prescribed by the fire alarm directives, or ensure its reporting and provide personal and material assistance at the call of the intervention commander, the commander of the fire protection unit or the municipality.
- 2) Students must not:
  - a) carry out activities which may lead to fire,
  - b) damage or misuse fire extinguishers or other material fire protection equipment;
  - c) use their own appliances (except portable audio equipment, an exception may be made in the dormitory regulations),
  - d) knowingly call the fire brigade without reason or misuse the emergency call line.

## **Article 7 Determination of the organisation of securing fire protection**

- 1) Fire protection at the University is provided by the Fire Protection Officer (hereinafter referred to as the FP Officer). This employee is a professionally qualified person. The FP Officer is the University's professional control body and is part of the Internal Audit, Control, Fire Protection, Occupational Safety and Crisis Management Department.

FP Officer:

- a) ensures the necessary quantities and types (see fire safety solutions of buildings) of equipment of buildings or their assessed parts with material means, fire safety equipment (portable fire extinguishers, internal fire hydrants...) and checks the execution of their maintenance at intervals specified by law,
- b) inspects the maintenance of free escape routes from buildings or their assessed parts, the provision of free access to electrical power distribution equipment, water and gas shut-offs in buildings; verifies compliance with these requirements as part of preventive fire

- inspections,
- c) reports any fire on University premises to the Rector,
  - d) marks or ensures marking of workplaces (premises) where activities with increased fire hazards are carried out with orders, prohibitions and instructions for fire protection,
  - e) participates in ensuring that regular inspections are carried out at intervals specified by technical and legal regulations. These revisions and inspections are carried out by the University's own staff (e.g. electricians – checking electrical appliances, tools and extension leads...) and employees of contracted companies with professional competence (boiler rooms, gas pipelines, electrical equipment, lightning conductors...),
  - f) has at his disposal the fire-technical characteristics of the substances and materials manufactured, used, processed or stored, necessary for the determination of preventive measures to protect life, health and property,
  - g) executes organizational measures to ensure fire protection training, training of fire prevention officers and persons assigned to fire watches (provision of training forms, notification of the necessity of periodic fire protection training, etc.),
  - h) maintains fire protection documentation within the scope set out in the Fire Prevention Decree (hereinafter referred to as the Decree) and keeps it in accordance with the actual state,
  - i) carries out preventive fire inspections at least once every six months in premises where activities with an increased fire risk are carried out and records the data found during the preventive fire inspections in the fire register.
- 2) For premises where activities with increased fire hazards are carried out, the person responsible for these activities (senior staff) appoints fire watches of at least 1 + 2 persons.
  - 3) In times of reduced operation and outside working hours, fire protection is provided by University employees and in designated buildings by a contracted security service (centralized security desk...). Designated facilities are determined by the time when there is no operation in these facilities (e.g. public holidays, vacations, etc.).
  - 4) The statutory representative of the company providing protection (contract security service...) is responsible to the Rector for providing fire protection in the buildings during reduced operation and outside working hours, unless this service is provided by own employees.
  - 5) Inspections of fire safety equipment installed in workplaces and buildings of the University for which no authorisation is required will be carried out by a Fire Prevention Officer appointed by the Rector's authorised person.
  - 6) When carrying out activities with increased fire hazards in the buildings and workplaces of the University, measures shall be established to prevent the occurrence of fire and to protect persons, animals and property in the event of fire and to prevent its spread. Where these activities are to be carried out by another legal entity, these measures shall be provided by the legal entity or natural person undertaking the work. This shall be included in the contract between the legal entities.
  - 7) When carrying out activities in buildings and workplaces of the University where activities with increased fire hazards are carried out, persons carrying out these activities will be familiarised with the principles of fire protection for these workplaces. In the event that these activities are carried out by another legal entity, the statutory body of the legal entity, the natural person undertaking the activity or the employees authorised by them shall be familiar with these principles. These legal entities shall also ensure that their employees are familiar with the fire protection policy for their respective workplaces. These requirements shall be incorporated into the relevant contract. This training will be carried out by the Fire Prevention Officer of the relevant workplace with the head of the workplace or the FP officer.

## **Article 8**

### **Fire Prevention Officer**

- 1) The Deans of the faculties and senior staff of the University units appoint a Fire Prevention Officer.
- 2) Fire Prevention Officer (hereinafter referred to as Prevention Officer):
  - a) ensures that natural persons and employees of other legal entities or natural persons engaged in business who are present at their workplaces with the knowledge of the University and its units are adequately familiarised with the established fire safety conditions,
  - b) shall comply with the requirements set out in Article 5,
  - c) inspects the maintenance of free escape routes from buildings or their assessed parts, the provision of free access to electrical power distribution equipment, water and gas shut-offs in buildings; verifies compliance with these requirements as part of preventive fire inspections,
  - d) carries out preventive fire inspections at least once a month in all premises where activities with increased fire hazards are carried out, and at least once every two months in other premises, and records the data found by the preventive fire inspections and any special features relating to fire protection or safety of daily work in the fire log book,
  - e) participates in the preparation or maintenance of fire protection documentation; the scope of the documentation is defined in this Directive.

## **Article 9**

### **Checks on compliance with fire protection regulations**

- 1) Regular checks on compliance with fire protection regulations are carried out in the form of preventive fire inspections.
- 2) The subject of preventive fire inspections is in particular the determination of the state of fire protection security, the manner of compliance with fire safety conditions and the fulfilment of other obligations arising from fire protection regulations.
- 3) The aim of preventive fire inspections is to eliminate defects and deviations from the proper condition. The deadlines for the elimination of the detected fire defects are proposed by the person (Prevention Officer, head of the workplace, etc.) conducting the preventive fire inspection in cooperation with the FP Officer.
- 4) Preventive fire inspections are carried out in all buildings and facilities of the University.
- 5) In buildings and facilities where activities without increased fire danger are carried out, preventive fire inspections are carried out at greater intervals than in buildings with increased fire danger.
- 6) A record of the fire prevention inspection will be made in the fire log book. A record of the fire prevention inspection shall be made immediately after the inspection.
- 7) The record of the preventive fire inspection shall contain the date of the inspection, the identification of the building and workplace, the facts found, the proposed measures, the method and dates of their implementation, the name and signature of the person who made the record, the name and signature of the head of the employee of the inspected workplace and a record of the implementation of the proposed measures.



- 8) Preventive fire inspections will be carried out at least once a month in buildings and workplaces of the University with increased fire hazards and at least once every two months for buildings without increased fire hazards. These inspections will be carried out by individual Prevention Officers.
- 9) At least once every 12 months, a comprehensive periodic inspection will be carried out in all buildings and workplaces of the University by the FP officer. A record of this comprehensive periodic inspection will be made with a proposal for measures.

## **Article 10**

### **Fire protection documentation kept by the University**

- 1) Fire protection documentation will be kept in all University buildings to the extent specified in Section 15 of the Act in relation to Section 27 of the Decree. In selected buildings (selected by the FP Officer in cooperation with the heads of individual departments and Prevention Officers), this documentation will be processed and kept to a greater extent (buildings with increased fire risk). These are:
  - a) documentation of inclusion in the category of activities with increased or high fire risk (for all buildings),
  - b) determination of the organisation of fire protection (fire protection directive),
  - c) fire regulations (in places where activities with increased fire hazards are carried out),
  - d) Fire alarm guidelines (in all University buildings),
  - e) fire evacuation plan in buildings:
    - College dormitories on Vávrovická street 244/44, Vávrovice part of Palhanec
    - College dormitories on Hradecká street 665/17, Opava
    - College dormitories on Na Vyhlídce street 1079/1, Karviná - Nové Město
    - Auditorium in the building at 1934/3 University Square, Karviná - Fryštát
  - f) documentation of fire fighting (form of operational cards) for:
    - Auditorium of the SBA at the University Square 1934/3, Karviná – Fryštát
    - building at Bezručovo nám. 885/14, Opava - request of the Fire Department of the MSK ÚO Opava
    - building at Rybníčku 626/1 in Opava - request of the Fire Department of the MSK ÚO Opava
  - g) fire alarm regulations (in all university buildings that serve the public, except for the buildings on Komárovská, Hauerova and Olbrichova streets in Opava),
  - h) a thematic plan and timetable for the training of employees and the training of fire prevention watches and fire prevention officers,
  - i) documentation on the training of employees and training of fire prevention watches and fire prevention officers,
  - j) fire log book (for all university buildings).
- 2) The following documentation will also be kept for all University facilities:
  - a) an inventory of material fire protection equipment and evidence of its inspection,
  - b) evidence of the inspection of the operability of fire safety equipment,
  - c) records of fire inspections and surveys,
  - d) orders, prohibitions and instructions issued in the field of fire protection,
  - e) data on fires, the causes of their occurrence, the results of analyses carried out and the

measures taken in the field of fire protection,

- f) the fire-technical characteristics of the substances and materials manufactured, used, processed or stored, necessary to establish preventive measures to protect life, health and property.
- 3) The fire protection documentation also includes other documentation containing fire safety conditions, processed and approved or kept according to special regulations, such as fire safety solutions, safety documentation, safety certificates, as well as documents proving compliance with technical conditions and instructions related to fire safety of products or activities, decisions and opinions of administrative authorities related to fire safety in the activities carried out.
- 4) The fire protection documentation is prepared and maintained by the FP Officer in cooperation with the Prevention Officers and the relevant heads of departments.
- 5) The fire protection documentation shall also include an indication of the place and extent of its effectiveness, the date of processing or making the record, the name and professional competence of the processor or the person keeping the documentation.
- 6) The documentation on fire protection referred to in Article 10(1)(a) to (h) shall be approved by the Rector or a member of their authorised staff.
- 7) The inspection of the fire protection documentation referred to in Article 10(1)(a) to (g), including a record of its result, shall be carried out as part of the preventive fire inspections or after each fire or after any change made which has affected its contents. The fire protection documentation shall be checked by the FP Officer and at least once a year.
- 8) In the case of activities with increased fire hazard, which are carried out on an exceptional and one-off basis and the fire safety conditions are not laid down by law, the types and method of processing and keeping the necessary fire protection documentation or some of its parts will be determined on the basis of the fire safety conditions for these activities (e.g. instructions for the activities of the preventive fire watch).
- 9) Fire protection documentation shall be stored in such a way that it is accessible to the employees to whom it relates as well as to the state fire supervision authorities. Fire protection records shall be kept, or copies or duplicates thereof, in such a way that, in the event of a fire, compliance with the obligations laid down by law can be demonstrated.
- 10) The fire protection documentation will be stored in selected places (e.g. receptions, boiler rooms...) of individual buildings. The mapping will be carried out by the Prevention Officers in cooperation with the FP officer.

## **Article 11**

### **Fire protection training and vocational training in fire protection**

- 1) The principles of training of employees, supervisors on fire protection and vocational training of fire watches of Fire Prevention Officers are developed in accordance with the requirements of the Act and the Decree.
- 2) The training applies to all employees who are in an employment or similar relationship with the University conducting this training as part of fire prevention measures.
- 3) For persons who carry out activities with increased fire hazards (according to the law) at workplaces or in University facilities and are not in an employment or other similar relationship to the University, fire protection training is provided within the scope of employee training.
- 4) Fire protection training is provided for students within the scope of staff training.
- 5) Fire protection training for persons who occasionally stay at University workplaces where

activities with increased fire hazards are carried out or come into contact with such activities, is provided to the extent necessary.

- 6) The documentation of training of employees and managers consists of a thematic plan and timetable of training and a record of the training carried out, which includes the initials of the University (unit) or unit, the name of the legal entity (if it is a legal entity operating with the knowledge of the University at their units or facilities), the date, the content of the training, the method of verification of the knowledge acquired, or proof of such verification, the duration of the training, a list of employees with signatures of the persons trained, the names and signatures of the persons who carried out the training, including a statement of authorisation to carry out the training.
- 7) Employee training on fire protection shall include an introduction to
  - a) the organisation and provision of fire protection and the basic obligations arising from fire protection regulations,
  - b) fire hazards arising from activities carried out by the University at the employee's place of work,
  - c) fire regulations, fire alarm directives and other documentation containing the determination of fire safety conditions for activities carried out at the workplace,
  - d) special requirements for the operation and maintenance of installed technical equipment in the event of a fire,
  - e) ensuring fire protection in times of reduced operation and during off-hours,
  - f) the location and use of material fire protection equipment in the workplace,
  - g) the location and method of operation of material fire protection equipment in the workplace.
- 8) The documentation on the vocational training of fire prevention watches and Fire Prevention Officers consists of a thematic plan and timetable for vocational training and a record of the vocational training carried out, which includes the initials of the University, the date, the content of the vocational training, the method of verification of the acquired knowledge, or proof of such verification, the duration of the vocational training, a list of employees assigned to fire prevention watches and a list of Fire Prevention Officers with the signatures of those who participated in the vocational training, and the names and signatures of the persons who carried out the vocational training.
- 9) The theoretical part of the vocational training of fire prevention watches includes familiarisation with the fire hazards of the activity being carried out, the method of declaring an alarm, calling a fire protection unit and providing assistance in connection with fighting a fire. The practical part of the vocational training of fire prevention watches shall include familiarisation with the location and use of material fire protection equipment and fire safety equipment, with the method, conditions and possibilities of fire fighting, evacuation of persons, animals or material.
- 10) The training of Fire Prevention Officers shall include familiarisation with the facts referred to in paragraph 7 of this Article at all places and workplaces where they carry out fire prevention inspections, supplemented by familiarisation with the method and time limits for carrying them out and the method of keeping a fire log book.
- 11) The knowledge acquired through fire protection training, vocational training of fire prevention watches and vocational training of Fire Prevention Officers shall be verified by examination. The examination shall be conducted in the form of a written test after the training or vocational training has been completed.
- 12) Employee training on fire protection is attended by:
  - a) staff recruited to an employment or other similar relationship,

- b) staff whenever there is a change in the workplace or job classification, if this changes the content of the fire protection training with which the employee is to be familiar.
- 13) Training of employees on fire protection shall be carried out on commencement of employment and, in the case of persons referred to in paragraphs 3 and 5 of this Chapter, before entering the workplace of a legal person.
- 14) The training is repeated every two years.
- 15) For students, training is done at the beginning of the first semester and is not repeated.
- 16) Employee training on fire protection shall be carried out by employees who have received training of senior staff on fire protection, a Fire Prevention officer or the FP officer. A record of the training conducted will be kept in the fire protection documentation.
- 17) Training of senior staff on fire protection is attended by:
- a) the Rector, Vice-Rectors, Deans, Director and heads of units of the University, the Bursar;
  - b) employees who conduct fire protection training for employees,
  - c) senior staff of the University.
- 18) Training of senior staff on fire protection shall be carried out on taking up the post. Training shall be repeated once every three years.
- 19) Fire protection training for senior staff will be carried out by the FP Officer or fire protection technician. A record of the training and subsequent knowledge verification will be kept in the fire protection documentation.
- 20) Employees assigned to preventive fire patrols shall participate in the vocational training of employees assigned to preventive fire watches.
- 21) The vocational training of employees assigned to preventive fire watches shall be carried out prior to the commencement of their activities and shall be repeated once a year.
- 22) The vocational training of employees assigned to preventive fire watches will be carried out by the FP Officer, fire protection technician or a professionally qualified person according to the law. A record of the training carried out shall be kept in the fire protection documentation.
- 23) The vocational training of Fire Prevention Officers shall be attended by employees assigned to the position of Fire Prevention Officer.
- 24) The vocational training of Fire Prevention Officers shall be carried out prior to the commencement of their activities and shall be repeated once a year.
- 25) The vocational training of Fire Prevention Officers shall be carried out by the FP Officer, fire protection technician. A record of the vocational training carried out will be kept in the fire protection documentation.
- 26) The training of employees on fire protection during reduced operation and non-working hours shall include familiarisation with all the conditions of point 7 of Article 11 of this Directive on fire protection, as well as with the fire hazard of the activity being carried out, with the method of declaring an alarm, summoning a fire protection unit and providing assistance in connection with fighting a fire, familiarisation with the location and use of material fire protection equipment and fire safety equipment, with the method, conditions and possibilities of extinguishing fires, evacuation of persons, animals or material.
- 27) Employee training on fire protection during reduced operation and non-working hours shall be carried out once a year by the managers of the relevant workplaces.

## **Article 12**

### **Designation of fire alarm stations, mock fire alarm**

- 1) The effectiveness of fire alarm directives or fire evacuation plans will not be verified by a mock fire alarm.
- 2) The receptions in the selected University buildings referred to in Article 10(1)(g) are designated as fire alarm rooms.

### **Article 13**

#### **Final provisions**

- 1) In the event of a change in the focus of the University's activities, a change in the use of premises in the University's use, the installation of new technical or technological systems, or other changes related to the fire protection of the buildings and workplaces owned or used by the University, it is necessary to consult these changes with the FP Officer.
- 2) This Directive on FP cancels Rector's Directive No.7/2015 On Fire Protection at the Silesian University in Opava.
- 3) The organisational structure of fire protection at the Silesian University in Opava is attached as Appendix 1
- 4) The thematic plan and timetable for the training of employees on fire protection and the vocational training of fire prevention watches and Fire Prevention Officers for the University is attached as Appendix 2 to this Directive.
- 5) This FP Directive shall become valid and effective on the date of its publication on the intranet.

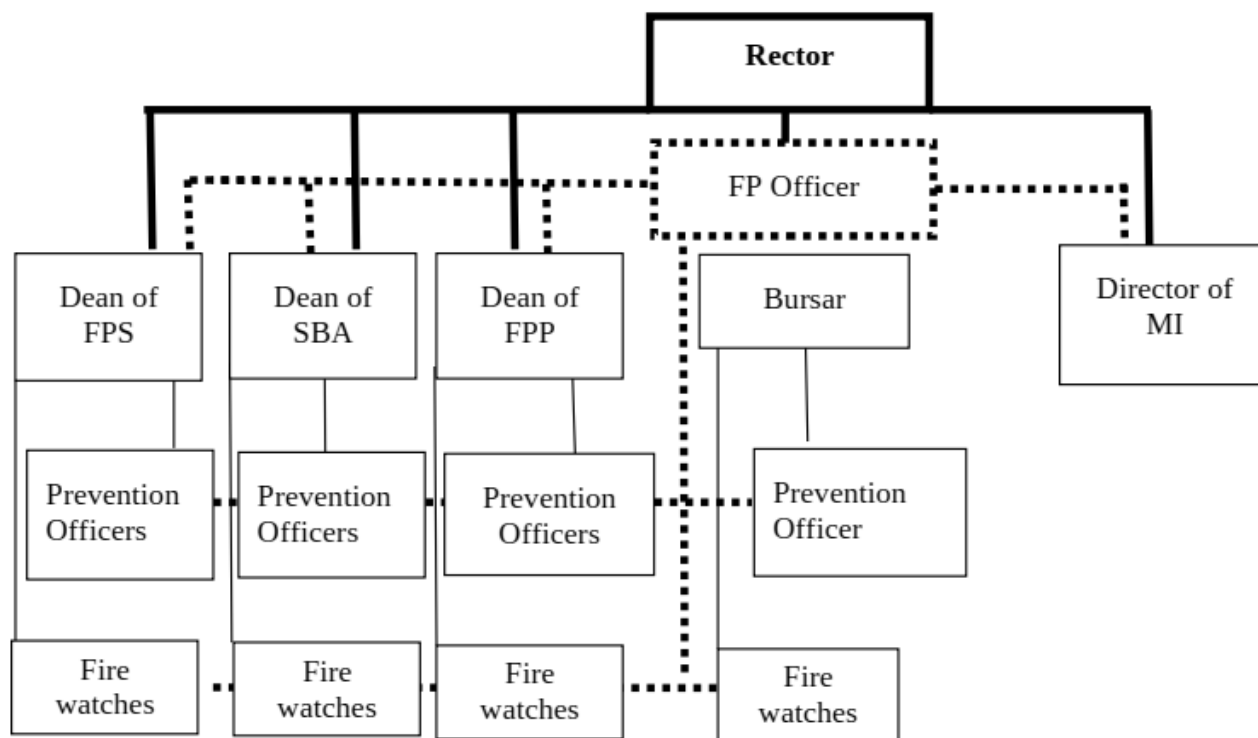
In Opava on

doc. Ing. Pavel Tuleja, Ph.D.  
Rector

#### **Appendices:**

- Appendix 1 - Organisational structure of fire protection at the Silesian University in Opava
- Appendix 2 - Thematic plan and timetable for staff training and vocational training of fire prevention watches and fire prevention officers
- Appendix 3 - Record of staff training on fire protection
- Appendix 4 - Record of fire protection training of managers/vocational training of fire prevention officers/preventive fire watches/training of employees in fire protection during reduced operation and out of hours

## Organisational structure of fire protection at the Silesian University in Opava



- Authorised competence
- ..... Advisory, supervisory and consultative powers
- Entrusted competence

University	Rector's Office
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constituent:	
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