

## Fire prevention policy for Stockholm University

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<b>Responsible administrative department</b>	Property management office
<b>Responsible administrator</b>	Thomas Markdalen, Fire safety coordinator

**Description:**

This policy gives a general overview of how systematic fire protection work is to be carried out at Stockholm University in order to ensure a safe and secure working environment for employees, students, and other visitors on the university premises.

## Introduction

The fire prevention policy for Stockholm University is part of the general security and risk management efforts at the university. The policy establishes the management's intentions and overall goals for the systematic fire protection efforts for all parts of the university.

The Civil Protection Act (2003:778)<sup>1</sup> states that the owners of a property and any parties that operate there are ultimately responsible for fire protection. This entails a responsibility to take necessary actions to prevent fires, prevent or limit damage as a result of fires, and keep a reasonable range of rescue equipment available in case of a fire.<sup>2</sup>

Stockholm University's fire prevention policy gives a general overview of how systematic fire protection work is to be carried out in order to ensure a safe and secure working environment for employees, students, and other visitors, and applies to all premises where the university operates.

## Purpose

This policy is intended to describe how Stockholm University follows up on fire protection efforts, prevents fires, and minimises the consequences of any fire which still arises.

## Objective

- No one shall be seriously injured or killed due to fire in Stockholm University's operations and premises.
- Serious disruptions in Stockholm University's operations due to fires shall be prevented.
- Fire protection measures shall be designed to protect property.

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<sup>1</sup> [Civil Protection Act \(2003:778\)](#)

<sup>2</sup> [Statens räddningsverks allmänna råd och kommentarer om systematiskt brandskyddsarbete \[The Swedish Rescue Services Agency's general guidelines on fire protection work\] \(SRVFS 2004:3\)](#) clarifies the intentions of the Civil Protection Act (2003:778) regarding what reasonable fire protection means in order for property owners and businesses to maintain good fire protection standards.

To meet these goals, the following conditions must be met:

- Stockholm University's systematic fire protection efforts shall include both preventive measures and measures to be taken in case of fire.
- All employees shall understand, be trained in, and feel responsible for fire protection in their own part of the organisation.
- The principle of action shall be as uniform as possible to ensure a reasonable fire protection level, that is known by employees at Stockholm University.
- The training that the university offers to its employees shall be adapted to the needs of the university's operations.
- Departments, sections or equivalent shall, based on centrally issued policies carry out actionable systematic fire protection efforts (systematiskt brandskyddsarbete "SBA") as part of its own operations.
- In premises where the University operates, organisational and technological fire protection shall be adapted to the type of operations that take place in the premises. Stockholm University's Property Management Office is centrally responsible for supporting departments, sections or equivalent in fire prevention matters concerning organizational and technological fire protection.

### **Support function**

The central support function is responsible for producing and updating central policies and support documents for the systematic fire protection work. Each respective department, section or equivalent shall be guided in its fire protection work by the central support function.

### **Support documents**

Stockholm University's guide, procedures, and instructions on fire safety explain how various parts of the fire prevention work is regulated and provide role designations for the local fire protection organisations.

### Organisation and documentation

Departments, sections or equivalent shall be organised to clearly show how the local fire protection organisation is set up. The local fire protection organisation shall consist of the following three roles:

- Fire protection coordinator
- Fire protection inspector
- Evacuation leader
- Coordinator for flammable products<sup>3</sup>

Departments, sections or equivalent shall locally conduct and document systematic fire protection efforts as part of their own operations, with the following contents:

- Fire protection organisation<sup>4</sup>
- Training plan and exercises for employees
- Procedures for information on fire protection for new employees
- Evacuation plan for fire alarms and fires
- Fire protection inspections
- Follow-up of systematic fire protection efforts

The central support function shall provide:

- Fire protection drawing
- Fire protection rules

### Responsibility

The systematic fire protection work is aligned with the line organisation in accordance with Stockholm University's delegation policy.

It is crucial for the systematic fire protection work on a local level that the responsible manager understands how the organisational fire protection needs to be adapted based on the risks that the operations entail, and the premises where they take place. The fire protection

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<sup>3</sup> Applies to departments with permission to handle flammable and explosive materials as part of their operations

[Subject to the Flammables and Explosives Act \(2010:1011\)](#)

<sup>4</sup> For the fire protection organisation's role description, see support documents



organisation shall then be adapted and trained to be able to handle these risks. Central training initiatives shall be offered to the various roles in a fire protection organisation.

### **Follow-up**

Departments, sections or equivalent shall annually follow up on the systematic fire protection efforts within their own operations and report this to the fire safety coordinator. The fire safety coordinator compiles the fire protection work on an agency level and shall during inspections present Stockholm University's fire protection efforts.

To allow for joint evaluation of the operations' training needs and revise fire protection trainings, the central support function shall assess the trainings intended for fire protection coordinators, evacuation leaders, fire protection inspectors, and coordinators of flammable products.