

**Draft**

Operational provisions  
for  
hotels, etc.,  
medical institutions  
public premises,  
day-care institutions,  
shops and  
teaching premises<sup>1</sup>

Danish Emergency Management Agency  
2007

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<sup>1</sup> These provisions have been notified in draft form in accordance with European Parliament and Council Directive 98/34/EC (the Information Procedure Directive), as amended by Directive 98/48/EC.

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These operational provisions are laid down pursuant to Section 33(2) and Section 70(4) and (5) of the Emergency Management Act, cf. Consolidated Act No 137 of 1 March 2004 as amended by Act No 534 of 24 June 2005 and Act No 1060 of 9 November 2005, Act No 538 of 8 June 2006 and Act No 1600 of 20 December 2006, and following authorisation, cf. Section 3(3) of Ministry of Defence Order No xx of xx on fire prevention measures in hotels etc., medical institutions, public premises, teaching premises, day-care institutions and shops.

## **1. Application and definitions.**

### **1.1 Application**

1.1.1 The provisions shall apply to the following, irrespective of the date they were put into service:

Hotels etc. with sleeping compartments sleeping more than 10.

Medical institutions with sleeping compartments sleeping more than 10.

Public premises compartments for more than 150 people.

Teaching compartments for more than 150 people.

Day-care institution compartments for more than 50 people or with more than 10 overnight guests.

Shops for more than 150 people.

1.1.2 The provisions in points 5.4, 6.2, 14.2.1, 14.3.1 and 14.4.1 shall not apply to church rooms used for religious ceremonies, concerts, etc. and arrangements of a similar nature which do not pose an increased fire risk.

The municipal authority (the rescue service) may, however, require the provisions in point 14.2.1 to be complied with where this is considered absolutely necessary from the point of view of personal safety.

The municipal authority (the rescue service) may also require at least one hand-operated extinguisher or one pressure water extinguisher to be installed where live candles are used on Christmas trees or in another form of decoration.

### **1.2 Definitions**

1.2.1 *Hotels, etc.*, Hotels, motels, boarding houses, public houses, flats divided into bed-sits, colleges, boarding schools, guest houses and similar enterprises with a sleeping compartment.

- 1.2.2 *Sleeping compartment:* One or more bedrooms with associated corridors, including escape routes, repositories and other rooms directly connected to the bedroom in question. Two or more sleeping compartments with a common escape route shall be regarded as one sleeping section when the requirements of these provisions are applied.
- 1.2.3 *Medical institutions:* Residential homes, children's homes, hospitals, homes for the elderly and other institutions for people in need of care having sleeping compartments.
- 1.2.4 *Permanent watch arrangements:* Round the clock watch in a sleeping compartment which must not comprise more than one storey with a corridor length of not more than 5 m.
- 1.2.5 *Public premises:* Auditoriums, cinema halls, restaurants, assembly rooms, meeting halls, concert halls, exhibition rooms, fair halls, sports halls, church rooms and other premises used for similar purposes.
- 1.2.6 *Public premises compartment:* One or more public premises with associated corridors, including escape routes, entrance halls, kitchens, repositories and other rooms directly connected to the premises in question. Two or more public premises compartments with a common escape route shall be regarded as one public premises compartment for the purposes of these provisions.
- 1.2.7 *Teaching premises:* Premises used for teaching purposes and rooms that are necessary for, or naturally associated with, the teaching, such as libraries, dining rooms, group rooms, special-purpose class rooms and gymnastic halls.
- 1.2.8 *Teaching compartment:* One or more teaching premises with associated corridors, including escape routes, entrance halls, kitchens, repositories and other rooms directly connected to the teaching premises in question. Two or more teaching compartments with a common escape route shall be regarded as one teaching compartment when these provisions are applied.
- 1.2.9 *Day-care institutions:* Day nurseries, kindergartens, youth centres, day centres, school recreation schemes and other institutions used for similar purposes.
- 1.2.10 *Day-care institution compartments:* One or more accommodation areas with associated corridors, including escape routes, kitchens, repositories and other rooms directly connected to the premises in question. Two or more day institution compartments with a common escape route shall be regarded as one section when the requirements of these provisions are applied.

- 1.2.11 *Accommodation area in day-care institutions:* Bedrooms, rest rooms, play rooms, activity rooms, dining rooms and similar rooms.
- 1.2.12 *Shops:* Sales premises with associated corridors, including escape route, service rooms and customer rooms.
- 1.2.13 *Sales premises:* Premises for retail sale of any kind and other sales premises with similar arrangements and use. Two or more sales premises with a common escape route shall be regarded as one sales premises when the requirements of these provisions are applied.
- 1.2.14 *Escape route lighting:* Illuminated exit signs and emergency lighting which shall ensure that escape routes can be clearly discerned and used safely when the premises are in use.
- 1.2.15 *Illuminated exit signs:* Lit, transilluminated or fluorescent (luminescent) escape route signs.
- 1.2.15 *Emergency lighting:* Lighting which comes on when the normal power supply fails and which enables people to reach somewhere where there is an escape route.

## **2. General**

- 2.1 The owner, user or an operations manager appointed by the owner or user shall ensure that these provisions are complied with. The appointment of an operations manager does not release the owner or user from the obligations under these provisions.
- 2.2 Automatic fire door closing systems, automatic fire alarm systems, automatic sprinkler systems and fire ventilation systems shall be checked and maintained so that they remain reliable throughout the service life of the building.
- 2.3 Safety signs shall be designed in accordance with the Danish Working Environment Authority's provisions on safety signs and other forms of signalling.
- 2.4 Enterprises that are not fitted out as hotels etc. may be used for temporary overnight accommodation for up to 5 days following authorisation from the municipal authority in each individual case and subject to the conditions laid down in Chapters 1 – 10 and 12.

## **3. Instruction of members of staff**

- 3.1 Members of staff shall receive thorough instruction in the general rules and the rules for escape routes, fire extinguishing equipment and fire doors. Members of staff shall also be

instructed in closing doors in the event of a fire, cf. point 7.4.

3.2 Fire and evacuation instructions shall be posted in places where members of staff regularly pass and at alarm points, containing information on:

alerting

- the rescue services shall be alerted on 1 1 2
- activation of call points

warning of persons

- warning members of staff
- warning other persons

evacuation

- members of staff direct others to escape routes

fire extinction

- operation of fire extinguishing equipment

special circumstances, including information on how

- to turn off music systems
- to turn off smoke machines
- to turn on the standard lighting

When first recruited and at least once a year thereafter, members of staff shall be instructed in the content of the fire and evacuation instructions, including the tasks incumbent upon members of staff.

3.3 General rules shall be drawn up for members of staff regarding the prevention of fire. An example of such general rules is found in Annex 1. The rules shall be reviewed with members of staff at least once a year.

## **4. General rules**

4.1 Gates, means of access and rescue areas necessary for the rescue service to carry out their rescue and extinguishing work shall be passable.

4.2 Emergency escape openings shall be capable of being opened from inside without the use of a key or special tool.

Persons in the rooms shall have clear and unhindered access to the openings.

4.3 Plant rooms (ventilation rooms, electrical switch rooms etc.) shall be kept clean and no furniture, goods or similar may be left in there without the authorisation of the municipal authority (the rescue service).

## **5. Escape routes.**

5.1 Escape routes (corridors, stairways, yard areas, etc.) shall be clear and tidy along their entire width and lit so as to allow people to pass through safely. No furniture may be arranged and no objects of any kind may be placed in escape routes.

The municipal authority (the rescue service) may, however, permit *corridors and yard areas etc.*, but not stairways, to be used for purposes other than traffic, provided that

- 1) this does not result in a significantly increased fire load,
- 2) its function as an escape route is not reduced,
- 3) the minimum escape route width laid down at the time of establishment is not reduced,
- 4) moveable furniture and similar is set up in areas outside the actual walkway, and
- 5) it is otherwise compatible with the Ministry of Labour's Order on the arrangement of permanent workplaces.

5.2 No motor vehicles, mopeds or cycles may be parked outside escape route doors and there must be no stored items, vegetation or similar which could hinder evacuation. It shall be ensured that external escape routes are in a condition such that it is safe to pass through them.

5.3 It shall be possible to pass through doors in escape routes in the direction of escape without the use of keys or special tools. Escape routes shall be passable for persons present in premises with the consent of owners, users or the operations manager. It shall be possible for doors in escape routes to otherwise be opened by operating a simple opening device (handle, fastener, pasquil lock, etc.) placed at a comfortable height above the floor. There must be at least one opening device on each door.

5.4 The municipal authority (the rescue service) may require escape route doors that are not used on a daily basis to be marked with an escape route sign designed in accordance with point 2.3.

5.5 Doors that are not fire doors or smoke-tight doors may be designed as automatic sliding doors if they are arranged so that, in the event of a failure of the power supply (electricity, compressed air), they will automatically open and remain in the open position, and that immediately next to the doors there is a labelled emergency opening switch triggering the same functions.

- 5.6 Escape route doors must not be concealed by screens or similar or blocked by furniture or stacked items, and escape route lighting and signs next to the doors shall always be visible.
- 5.7 The surfaces of walls in escape routes must not be impaired from the point of view of fire safety, e.g. by hanging wood fibreboard or other combustible material. The municipal authority (the rescue service) may, however, permit a limited amount of combustible material to be used to decorate the walls in escape routes.
- 5.8 Special anti-theft devices which, on activation, emit a mist or similar so that it is not possible to safely pass along the escape route and escape route areas must not be capable of activation at times when the premises are being lawfully used.

## **6. Fire extinguishing equipment.**

- 6.1 Fire extinguishing equipment shall be located in a visible and readily accessible position. Fire extinguishing equipment shall be located in such a way that it does not reduce the clear width of escape routes or in any other way hinder the use of the escape routes. The fire extinguishing equipment shall preferably be located at exits from the premises. The locations shall be marked by signs designed in accordance with point 2.3.
- 6.2 Hand-operated extinguishers or pressure water-filled extinguishers shall be located in premises where no water-filled hose reels are installed.
- 6.3 The hand-operated extinguishers and pressure water-filled extinguishers referred to in point 6.2 shall be located so that there is not more than 25 metres from any given point to the nearest extinguishing equipment.
- 6.4 At least 1 suitable hand-held fire extinguisher, cf. point 6.6, shall be located in kitchens, preferably by the exit door. In addition, in kitchens containing deep-fat fryers there shall also be a fire blanket at the exit from the room. In school kitchens, physics and chemistry rooms and other rooms involving activities presenting an equivalent risk of ignition, hand-held fire extinguishers shall be installed according to the instructions of the municipal authority (the rescue service), cf. point 6.6.
- 6.5 The municipal authority (the rescue service) may require hand-operated extinguishers or hand-held fire extinguishers, cf. point 6.6, to be placed in or next to workshops and other service rooms.



6.6 Hand-held fire extinguishers shall comply with the Danish Working Environment Service's Order No 743 of 23 September 1999 on the arrangement of pressure equipment, which transposes European Parliament and Council Directive 97/23/EC.

Hand-held fire extinguishers shall meet the requirements laid down in EN 3 in respect of extinguishing capacity, with the following provisos:

- carbon dioxide extinguishers shall be at least of type 55 B;
- powder extinguishers shall be at least of type 89 B;
- pressure water extinguishers shall be at least of type 13 A.

Hand-held fire extinguishers which are lawfully put into service and comply with the requirements of DS 2120 or an equivalent recognised standard with regard to extinguishing capacity may continue to be used, provided that

- carbon dioxide and powder extinguishers are not less than 6 kg;
- pressure water extinguishers are at least 10 litres;
- carbon dioxide extinguishers are at least of type 55 B;
- powder extinguishers are at least of type 89 B.

Water-filled hose reels must be designed in accordance with EN 671-1.

6.7 The hand-held fire extinguishers referred to in point 6.6 shall be checked and maintained in accordance with the requirements in DS 2320. The inspection shall be carried out by an expert who has technical knowledge commensurate with the task, including the necessary knowledge of the construction, function and mode of operation of the hand-held extinguisher. Hand-held extinguishers shall be inspected no less than once a year and shall be marked with an inspection label applied by the person who carried out the inspection. The year and month of the most recent inspection shall be indicated on the label.

Hand-operated extinguishers shall be checked and maintained in accordance with technical fire guide no. 6, issued by the Danish Institute of Fire Technology (now the Danish Institute of Fire and Security Technology).

Water-filled hose reels designed in accordance with EN 671-1 shall be checked and maintained in accordance with the requirements of EN 671-3. Water-filled hose reels that do not satisfy the requirements of EN 671-1 but which are lawfully put into service shall be checked and maintained in such a way as to ensure that the hose reels are reliable throughout the service life of the building. The requirement concerning pressure testing applies

only to water-filled hose reels installed after 1 July 1990.

## **7. Fire doors etc.**

- 7.1 Doors between corridors and stairways and all self-closing doors must not be secured in the open position, cf. however point 7.2.  
Self-closing mechanisms on doors must not be removed or deactivated.
- 7.2 Notwithstanding the provisions in point 7.1, self-closing doors may be secured in the open position if they are fitted with an automatic fire door closing device (AFDC device) that is lawfully designed and installed in accordance with Regulation 231 issued by the Danish Institute of Fire Technology (now the Danish Institute of Fire and Security Technology) or an equivalent recognised standard at the time of installation.
- 7.3 If, during a fire inspection, it is ascertained that self-closing doors are secured in the open position contrary to the provisions in point 7.1, the municipal authority (the rescue service) shall demand that the doors in question be arranged as stated in point 7.2.
- 7.4 Non-self-closing doors (e.g. EI<sub>2</sub> 30 or BD-door 30-M) shall, wherever possible, be closed in the event of fire. Members of staff shall be informed of this.
- 7.5 The municipal authority (the rescue service) may require fire doors and fire gates to be marked with a sign stating “FIRE DOOR – KEEP CLOSED”, designed in accordance with point 2.3.

## **8. Escape route lighting.**

- 8.1 In premises where escape route lighting is installed there shall be at least one person employed in connection with the building who is instructed in the operation, testing and maintenance of the escape route lighting. In public premises and shops there shall be at least one person on site during times when the building is in use who is instructed in the operation of the escape route lighting.
- 8.2 At control panels for escape route lighting with its own power supply (accumulators, generators, etc.) instructions shall be erected containing detailed guidance for the operation, testing and maintenance of the escape route lighting.
- 8.3 Illuminated exit signs shall be visible at all times.

8.4 Internal illuminated exit signs shall be lit, and external illuminated and luminescent signs shall be illuminated when the premises are in use.

8.5 The municipal authority (the rescue service) may, however, deviate from this requirement with regard to escape routes that are deemed to be adequately lit by daylight if the illuminated exit signs are automatically lit when it gets dark.

## **9. Warning systems.**

9.1 In buildings or premises with warning systems, the fire and evacuation instructions, cf. point 7.2, shall contain the information that persons shall be warned using the warning system.

In buildings with a reception, security office or similar, the instructions on its operation shall be located in this room.

9.2 In institutions with warning systems based on intercommunications systems between the security office and the individual accommodation areas, the warning referred to in point 3.2 shall consist of both a warning signal and a verbal instruction.

9.2 Any faults detected in the warning system shall be corrected immediately.

9.3 Shut-off devices (including group shut-off devices) must not be capable of being operated by unauthorised persons. Shut-off devices shall therefore be designed as key-operated shut-off devices or be located in a locked cupboard that must not be used for other purposes. Reference is made in general to the Mains Current Order.

## **10. Certificate from an authorised electrician.**

10.1 Every three years a certificate shall be sent to the municipal authority (the rescue service) from an authorised electrician stating

*that* the escape route lighting is in good working order, including that the panic lighting has a luminosity of at least 1 lux on floor areas in escape routes;

*that* warning systems are in good working order, including that the warning signal has the required volume; and

*that* automatic fire door closing devices (AFDC devices) are operational.

This shall not apply to public premises where a valid electrical safety certificate is posted up in accordance with the provisions of the Danish Safety Technology Authority's Order on the control of electrical installations in public premises.

## **11. Temporary sleeping quarters.**

- 11.1 Enterprises that are not fitted out as hotels etc. may be used for temporary overnight accommodation for up to 5 days following authorisation from the municipal authority in each individual case if the provisions in Chapters 1 – 10 and in this chapter are complied with.
- 11.2 From premises larger than 75 m<sup>2</sup> there shall be at least two independent exits with escape routes leading all the way to the ground outside. The exits shall be located in or in the immediate vicinity of the opposite ends of the premises.
- 11.3 From entrance doors to premises not larger than 75 m<sup>2</sup> there shall be escape routes in two opposite directions with a distance of not more than 25 m to the nearest exit (door to grounds outside or to stairway enclosures). The lower edge of emergency escape openings in such premises must not be more than 2 m above the ground, and premises without doors leading outside shall be provided with emergency escape openings which, in the opinion of the rescue service, are suitable for the escape of persons, there being such an emergency escape opening for every 10 beds or part thereof.
- 11.4 Hand-operated extinguishers or pressure water-filled extinguishers shall be placed in sleeping quarters with associated escape routes as determined more specifically by the municipal authority (the rescue service).
- 11.5 Clear notices prohibiting smoking shall be erected in the premises, cf. point 2.3.
- 11.6 A smoke alarm shall be installed in every bedroom.
- 11.7 In premises larger than 75 m<sup>2</sup>, sleeping accommodation shall be provided in accordance with a utilisation plan approved by the municipal authority (the rescue service), so as to ensure that the required clear areas for escape route doors and emergency escape openings are not blocked by beds, furniture, baggage, etc.
- 11.8 In buildings arranged to sleep 150 people or more there shall be a *permanent, vigilant watch*, who shall conduct rounds as specified by the municipal authority (the rescue service). In other cases, the municipal authority (the rescue service) may require watch arrangements to be established where this is deemed necessary from the point of view of safety.

## **12. Hotels etc. :**

12.1 The provisions in Chapters 1 – 10 shall apply to hotels etc. together with the provisions below.

### **12.2 Notices.**

12.2.1 In places where members of staff pass by, a notice as specified in Annex 1 shall be erected.

12.2.2 In receptions or similar places in hotels etc. a notice shall be erected in a visible place providing instructions that are easy to understand on what the staff and guests are to do in the event of a fire, cf. point 12.2.4.

The requirement for notices for members of staff will be satisfied by the fire and evacuation instructions referred to in point 3.2.

Instructions for guests shall include an order to leave the hotel on the provision of a warning, stating the nature of the alarm signal, cf. point 12.2.3. In addition, the instructions shall take into account any special circumstances that may be of importance in connection with evacuation.

12.2.3 In hotels etc. a notice shall be erected in *every bedroom* for guests, containing at least the following:

#### **“INSTRUCTIONS CONCERNING ALERTING AND EVACUATION**

On arrival, please acquaint yourself with the location of the escape routes. Always take your key/card with you when you leave your room.

In the event of fire:

1. Alert others by telephone or by pressing the fire alarm/warning button.
2. Keep the door to your room closed. If you leave your room, you must close the door.
3. If the fire alarm or warning signal sounds, you must leave your room if possible. If corridors and stairways are impassable due to smoke, you must remain in your room and keep the door closed.

The alarm signal is .....(the nature of the alarm signal – bell, telephone or other sound signal shall be stated).

4. Do not use the lifts.”

The notice shall be adapted to the local circumstances as regards point 1 and with regard to the nature of the alarm signal.

In addition, a diagrammatic floor plan shall be erected in every guest bedroom clearly showing the location of the bedroom in relation to corridors, stairways and/or doors leading to the ground outside. Reference is also made to point 12.2.4.

- 12.2.4 The notices for guests referred to in points 12.2.2. and 12.2.3 shall be written in Danish and in a foreign language that is used by the usual guests frequenting the hotel.
- 12.2.5 On every floor in hotels etc. a general diagrammatic plan shall be erected of the floor in question, indicating
- the location of corridors and stairways;
  - the location of fire extinguishing equipment;
  - the location of shut-off devices for gas and electricity; and
  - the location of the device to stop the ventilation system.

The plans shall be erected in corridors immediately next to doors leading to stairways or to the ground outside and are primarily intended for use by members of staff and the rescue service.

- 12.2.6 The municipal authority (the rescue service) may permit the erection of the notices referred to in points 12.2.2, 12.2.3 and 12.2.5 to be dispensed with if this is deemed justified on the basis of an assessment of the hotel's form of operation.

### **13. Medical institutions.**

13.1 The provisions in Chapters 1 – 10 shall apply to medical institutions, together with the provisions below:

#### **13.2 Escape routes.**

13.2.1 Opening devices on doors in escape routes must not be covered by plastic domes or similar without the authorisation of the municipal authority (the rescue service).

13.2.2 The municipal authority (the rescue service) may permit emergency escape openings and escape route doors to be locked if such a measure is necessary for safety reasons other than those relating to fire safety. However, it is a prerequisite

*that* the sleeping compartment has a permanent watch arrangement, cf. point 1.2.4;

*that* locked windows and doors can be opened using the *same* key or similar device; and

*that* all members of staff in a sleeping compartment have this key or similar device on them at all times.

#### **13.3 Permanent vigilant watch.**

13.3.1 If no automatic fire alarm system designed in accordance with Regulation 232 issued by the Danish Institute of Fire Technology (now the Danish Institute of Fire and Security Technology) with an alarm relay to the rescue service is installed in the sleeping compartment, there shall be a permanent vigilant watch, cf. point 1.2.4.



## **14. Public premises**

14.1 The provisions of Chapters 1 – 10 shall apply to public premises together with the provisions below:

### **14.2 General.**

14.2.1 The operations manager, cf. point 2.1, shall ensure that more people are let in to the public premises than the premises in question are approved for.

### **14.3 Escape routes.**

14.3.1 The maximum number of people that are given access to the premises must not exceed the total width of the escape routes (including doors), measured at the narrowest place, with 1 person corresponding to 1 cm of escape route width.

### **14.4 Location plan.**

14.4.1 The setting up of chairs, tables and other furniture, including public barriers, in public premises shall comply with a location plan approved by the municipal authority (the rescue service). The location plan may be produced as a black and white drawing or in colour. In addition to the arrangement of furniture, the plan shall show all escape routes (including clear corridor areas in the premises) all the way to the grounds outside. If different arrangements of furniture are used, a location plan shall be approved for each arrangement.

A copy of the up-to-date plan provided with the municipal authority's (the rescue service's) approval endorsement shall be hung in a position within or next to the public premises so that it is easily accessible and visible to the public.

In the same place there shall be a durable notice signed by the municipal authority (the rescue service) clearly stating the maximum number of persons that may be given access to the premises, cf. point 14.3.1, unless this is stated on the erected location plan.

14.4.2 When using public premises that are always or occasionally used without an arrangement of furniture, e.g. for dances, sports purposes, etc., a durable notice signed by the municipal authority (the rescue service) shall be provided in an easily accessible and visible position for the public, clearly stating the maximum number of people that may be given access to the premises, cf. point 14.3.1.

- 14.4.3 Chairs in rows shall be fixed to the floor or linked together in groups of at least 4. The links shall be stable, such that the distance between the chairs cannot be altered. The distance between the rows (taken from chair back to chair back) shall be at least 80 cm, and the width of the individual seats shall be at least 50 cm (or, in the case of linked chairs, the centre to centre distance from the middle of one chair to the middle of the next one shall be at least 50 cm).

The number of places in an uninterrupted row from a clear passageway with a width of at least 1.3 m must not exceed 12, and the number of rows not interrupted by a clear passageway with a width of at least 2 m for benches and linked chairs and 1.3 m for fixed chairs must not exceed 20.

The passageways shall in general have a width of at least 1 m for each person that is intended to pass through the passageway to reach the exits.

The municipal authority (the rescue service) may permit chairs to continue to be arranged in accordance with earlier approved position distribution plans insofar as this is compatible with the Ministry of Labour's Order on the arrangement of permanent workplaces.

- 14.4.4 When arranging chairs and tables, clear passageways shall be laid out that are at least 1.3 m in width and otherwise correspond to at least 1 m for each person intended to pass through the passageway concerned to reach the exits from the public premises.

The municipal authority (the rescue service) may permit chairs and tables to continue to be arranged in accordance with earlier approved location plans insofar as this is compatible with the Ministry of Labour's Order on the arrangement of permanent workplaces.

- 14.4.5 Chairs, tables and other furniture shall be arranged so as not to hinder the use of the clear passageways and escape routes.

## **14.5 Operations log.**

- 14.5.1 The operations manager, cf. point 2.1., shall ensure that an operations log is kept regarding the checking of the issues referred to in point 14.5.2. The operations log shall show that the individual points have been checked. By means of his signature and the indication of the date and time, the operations manager shall certify that the checks have been carried out immediately prior to each use of the premises. The operations log shall be kept for at least 3 months and shall be produced for the municipal authority (the rescue service) on request. The municipal authority (the rescue service) may, in individual cases, permit the

operations log to be dispensed with having regard to the number of persons, the type of use and the users' awareness of the escape routes.

- 14.5.1 Prior to each use of the public premises it shall be checked:
- that* the entire width of escape routes is clear and tidy;
  - that* it is possible to pass through escape routes in the direction of escape without the use of keys or special tools;
  - that* escape route doors as well as escape route lighting and/or signs for these are visible;
  - that* notices indicating the maximum number of people are placed in a visible position;
  - that* the arrangement of furniture complies with the position distribution plan approved for the purpose, unless the premises are used without an arrangement of furniture.
  - that* the fire extinguishing equipment has been inspected, cf. point 6.7.
- 14.5.2 All defects discovered during the checks referred to in point 14.5.1 shall be corrected immediately.

## **14.6 Furniture, decorations and special arrangements.**

- 14.6.1 For the decoration of premises and for the manufacture and covering of stands etc., no materials of a class lower than K<sub>1</sub> 10 D-s2,d2 may be used, for example 9 mm chipboard with a density of at least 600 kg/m<sup>3</sup>, 9 mm fibreboard with a density of at least 600 kg/m<sup>3</sup> or 9 mm plywood sheet with a density of at least 500 kg/m<sup>3</sup>.
- 14.6.2 Upholstered furniture shall comply with the ignitability requirements in EN 1021-1.
- 14.6.3 Special decoration of premises and the holding of special functions, e.g. bazaars, exhibitions and similar events is only permitted after obtaining prior approval from the municipal authority (the rescue service) in each individual case.
- 14.6.4 The municipal authority (the rescue service) may relinquish the ban on the smoking of tobacco and the use of naked flames.

## **14.7 Stages.**

### **14.7.1 Temporarily erected stages.**

- 14.7.1.1 The size of the stage floor must not exceed 35 m<sup>2</sup>, except as provided in point 14.7.2.6.

14.7.1.2 The municipal authority (the rescue service) may require hand-operated extinguishers or hand-held fire extinguishers, cf. point 3.6, to be placed on temporary stages.

#### **14.7.2 Use of permanent or temporarily erected stages**

14.7.2.1 Any new use of a stage for theatre performances and similar events during which stage scenery and decorations etc. are used shall be notified to the municipal authority (the rescue service) not later than 3 working days prior to the event. This does not apply to stages used as platforms in connection with lectures, entertainment or similar events without the use of stage scenery, decorations, etc.

14.7.2.2 Front, middle and back curtains shall be equivalent to material of at least class D-s2,d2 (class B material).

14.7.2.3 Stage scenery, items of the stage set, decorations, etc. shall either be made in accordance with point 14.7.2.2 or be made of:

a) materials corresponding to class D-s2,d2 (class B materials), such as plasterboard, plywood sheet, chipboard, hard fibreboard or similar; or

b) paper, textiles or equivalent readily ignitable materials that are impregnated with fire retardant so as to correspond to class D-s2,d2 (class B material).

Foamed or expanded plastic materials or other materials that are comparable in terms of fire prevention must not be used unless special measures are taken to safeguard against ignition, e.g. by spraying a coat of plaster or gypsum at least 5 mm thick on all surfaces.

14.7.2.4 Live candles or any other form of naked flame must not be used.

14.7.2.5 Spaces below the stage shall be kept free of stored combustible items and shall be clean.

14.7.2.6 The municipal authority (the rescue service) may permit deviations from the provisions in points 14.7.1.1 and 14.7.2.2 – 14.7.2.4 if it can be deemed reasonable from the point of view of fire prevention and insofar as it is compatible with the Ministry of Labour's Order on the arrangement of permanent workplaces.

**15. Day-care institutions.**

15.1 The provisions in Chapters 1 – 10 shall apply to day-care institutions, together with the provisions below:

**15.2 General rules.**

15.2.1 Foamed plastic materials and similar materials may only be used to a limited extent in play rooms etc.

15.2.2 The municipal authority (the rescue service) may prohibit decorations and fittings which result in a significant increase in the fire load.

## **16. Shops**

16.1 The provisions in Chapters 1 – 10 shall apply to shops, together with the provisions below:

### **16.2 General rules and escape routes.**

16.2.1 Furniture and goods, etc. shall be arranged in such a way as to leave free passageways with a width of at least 1.3 m to all escape routes from sales premises. On sales premises that were fitted out before 1 February 1977, passageways shall, however, have a clear width of at least 1.2 m.

For sales premises from which there are at least 2 independent escape routes to the ground outside and where the escape routes are located at or in the proximity of the opposite ends of the premises, the maximum number of persons given access must not exceed the total width of the escape routes (including doors) measured at the narrowest place, with one person representing 1 cm of the width of the escape route.

16.2.2 Exits via check-out gates are not classed as escape routes, unless special measures have been taken that are approved by the municipal authority (the rescue service) to ensure that evacuation can take place unhindered.

16.2.3 Where storage or other service rooms form part of escape routes from sales premises the full width of the escape route areas shall be indicated in such premises (e.g. by painting on the floor). There shall be a clear and durable notice prohibiting storage of any type in these escape route areas.

16.2.4 Special decorations may only be put up with the authorisation of the municipal authority (the rescue service) in each individual case.

16.2.5 The municipal authority (the rescue service) may require the arrangement of furniture etc. to be in accordance with a furniture plan approved by the municipal authority (the rescue service).

In addition to the arrangement of furniture, the plan shall show all escape routes (including clear passageways) all the way to the grounds outside.

A copy of the approved plan provided with the municipal authority's (the rescue service's) approval endorsement shall be hung up in an easily accessible and visible position within or next to the sales premises.

## **17. Teaching premises**

- 17.1 The provisions of Chapters 1 – 10 shall apply to teaching premises together with the provisions below:
- 17.2 The fire and evacuation instructions referred to in point 3.2 shall be hung up in places that are accessible to users of the premises.

## **18. Penalties**

- 18.1 Contravention of the requirements of the provisions shall be punished pursuant to Section 7(1), cf. Section 3 of the Ministry of Defence Order No XX of YY 2007 on fire prevention measures in hotels etc., medical institutions, public premises, teaching premises, day-care institutions and shops with a fine or imprisonment up to 4 months, unless a higher penalty is warranted under other legislation.
- 18.2 The penalty may increase to imprisonment for up to two years if the contravention was committed wilfully or through gross negligence, and the contravention
- 1) caused significant harm to persons, property or the environment or led to the risk thereof, or
  - 2) resulted in, or was intended to result in, financial gain for the perpetrator themselves or for others, including as a result of savings made.
- 18.2 Criminal liability may be incurred by companies, etc. (legal entities) in accordance with the rules of chapter 5 of the Penal Code.

## **19. Entry into force**

- 19.1. The operational provisions for hotels etc. medical institutions, public premises, day-care institutions, shops and teaching premises shall enter into force on XX.YY.2007. However, the requirements of points 3.2, 3.3 and 5.8 shall not enter into force until xx.yy.2007.

The Operational provisions of 1 February 1983 for hotels etc., medical institutions, public premises, day-care institutions, shops and teaching premises are rescinded.

## Annex 1

### " FIRE PREVENTION

Be careful when using a naked flame.

*Live candles and decorations* shall be placed on a non-combustible and stable base and at an adequate distance from curtains and other combustible material. Lit candles shall be supervised at all times.

The *smoking of tobacco* may only be carried out within designated areas.

*Tobacco waste* shall be collected in non-combustible receptacles with lids. The receptacles may only be used for this purpose.

*Refuse sacks etc.* shall be removed daily and placed in a special waste room or in a container.

*Cloths, serviettes etc.* shall on removal be inspected for embers from the smoking of tobacco etc. and shall be placed so that any fire within the material cannot spread.

*Coffee machines, irons and similar* electrical apparatus shall always be disconnected at the socket after use.

*Oil rags etc.* may self-ignite and following use shall be placed in a non-combustible receptacle with a lid.

*Flammable liquids* (e.g. petrol, kerosene, acetone and alcohol) shall be used with care and stored in closed containers.

*Self-closing doors* may only be left open if they close automatically in the event of a fire.

*Escape route doors* must not be blocked and no objects or effects may be placed in escape routes or on stairs.

*Linen carts, cleaning trolleys etc.* must not be left in escape routes.

*Fire extinguishing equipment* shall be kept readily accessible.”



The content of the notice shall be adapted to local circumstances.