



COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Number: R 646

Date: 4 September 2026

Rector's Ordinance on the Organisation of Fire Safety at the University of South Bohemia in České Budějovice

Article 1

Purpose of the ordinance

The purpose of this ordinance is to create conditions for the effective protection of citizens' lives and health and of property against fires, to establish a system for providing assistance in the event of fires, and to create conditions for extinguishing fires and dealing with their consequences. The establishment of the fire safety organisation (hereinafter referred to as 'FS') governs the creation of an internal organisational system necessary for fulfilling the obligations arising from fire safety regulations (always in their currently applicable version), in particular:

- a) Act No. 133/1985, on fire safety (hereinafter referred to as the 'Fire Safety Act'), pursuant to Section 6(1)(a);
- b) Decree No. 246/2001, on the determination of fire safety conditions and the exercise of state fire supervision (hereinafter referred to as the 'Fire Prevention Decree'), pursuant to Section 30;
- c) Decree No. 23/2008, on technical conditions for fire safety of buildings;
- d) Decree No. 87/2000, laying down fire safety conditions for welding and heating resins in melting vessels;
- e) Decree No. 34/2016, on the cleaning, inspection and maintenance of flue gas paths;
- f) South Bohemian Region Regulation No. 3/2002, laying down conditions for ensuring fire safety at events attended by large numbers of people;
- g) South Bohemian Region Regulation No. 2/2016, laying down conditions for ensuring fire safety during periods of increased fire risk.

Article 2

Scope of the measure

This Rector's ordinance applies to all constituent parts of the University of South Bohemia in České Budějovice (hereinafter referred to as 'USB') and applies to all employees and persons in a similar position in relation to USB, as well as to all other persons who, with the knowledge of USB, are



present on its premises (e.g. external staff, students). The persons mentioned above must be made aware of this Rector's ordinance as part of fire safety training.

Article 3 Responsibility for fire safety

- a) The Rector is responsible for organising and ensuring fire safety for the University as a whole to the extent specified by the Fire Safety Act; he issues measures and monitors their implementation.
- b) Deans are responsible for organising and ensuring fire safety within their faculties, in accordance with the Rector's applicable measures and the relevant legislation.
- c) Directors of the other constituent parts of USB are responsible for ensuring and organising fire safety in buildings and facilities within the scope of their remit.
- d) Managing staff at all levels of management (e.g. department, institute, laboratory, refectory, dormitory, operational unit) are responsible for carrying out tasks and ensuring fire safety at the facility under their management.

The following roles have been established to fulfil USB's fire safety tasks:

- a) **a person with professional qualifications in the field of fire safety,**
- b) **fire safety technician,**
- c) **preventive fire patrol** (established in premises with at least three employees where activities involving an increased fire risk are carried out),
- d) **fire safety officer** (operates in premises with an increased fire risk; regularly checks compliance with fire safety regulations and, at least twice a year, carries out a preventive fire safety inspection in accordance with the checklist (see Annexe), and rectifies any identified defects without delay).

When managing, implementing and monitoring fire safety, employees in managerial positions shall comply with generally binding regulations, this ordinance, technical standards, instructions from a person professionally qualified in the field of fire safety, fire safety procedures and instructions from the state fire inspectorate of the territorial fire safety authority (HZS JcK) responsible for state fire supervision.

Article 4 Duties in the field of fire safety

Duties of the statutory representative of USB are to:

- a) **ensure that managing staff receive fire safety training** in accordance with the current Thematic Plan and the fire safety training timetable (see Annexe) within the prescribed timeframe as set out in the Fire Prevention Decree, once every three years;



- b) **provide staff with fire safety training** in accordance with the Thematic Plan and the fire safety training timetable (see Annexe) within the prescribed timeframe as set out in the Fire Prevention Decree, once every two years;
- c) **ensure that USB premises are equipped with fire safety equipment and fire safety installations** in accordance with the Fire Safety Plan and relevant legislation, and ensure that these are inspected, repaired and serviced;
- d) **ensure that fire safety documentation is drawn up** by a competent person **and keep the documentation up to date**; in the event of changes, ensure that it is updated;
- e) **ensure that regular inspections are carried out at all facilities by a competent person, a fire safety technician or a fire safety officer**, and ensure that any identified defects are rectified within the specified timeframes;
- f) allow the state fire supervision authority to carry out inspections of compliance with fire safety obligations, and to provide it with the required documents, records and information relating fire safety measures;
- g) **ensure that fire drill alarms are sounded** at facilities with an increased fire risk at the frequency specified by a person professionally qualified in fire protection in the document 'Determination of the Organisation of Fire Protection';
- h) **fulfil the obligations arising from the Fire Safety Act and the Fire Prevention Decree**, as well as related legal and technical regulations;
- i) **discuss, at least once a year at the Rector's Board, an analysis of the state of fire safety** and fires in the given calendar year;
- j) **issue orders, prohibitions and instructions to ensure the fulfilment of fire safety tasks and to ensure that their implementation is monitored.**

Duties of USB managing staff

Senior staff at USB are responsible for fulfilling the obligations set out in the fire safety regulations within their respective departments. In particular, they are obliged to:

- a) **attend regular training sessions for managing staff.** Training takes place in person via the CP FS or a fire safety technician, or through self-study on the websites: elearning.jcu.cz. Proficiency is assessed via an online test or a written test;
- b) **ensure that staff receive initial and refresher training on fire safety** within the specified timeframes. Training takes the form of self-study on the websites: elearning.jcu.cz. Proficiency is assessed via an online or written test. Where necessary, face-to-face training may be provided by the CP FS, a fire safety technician or a fire safety officer;
- c) **provide employees assigned to fire prevention patrols (hereinafter 'FPP') with professional training** in accordance with the Thematic Plan and the fire safety training timetable (see Annexe), to appoint members of the FPP and fire safety officers, and to monitor their activities, or to ensure such monitoring takes place at the workplace under their supervision,
- d) as part of fire safety training, ensure that external staff are made aware of the specific fire safety requirements of individual facilities (see Annexe);
- e) **monitor** compliance with fire safety regulations at facilities;



- f) **ensure that the prepared fire safety documentation is displayed in accessible locations**, check that it is up to date, and ensure it is updated in the event of any changes;
- g) **ensure that preventive fire inspections of all premises are carried out** by a fire safety technician or fire safety officer in accordance with the **fire hazard category and the relevant timeframes, and to ensure that any identified faults and deficiencies are rectified**;
- h) **ensure that inspections, repairs and overhauls of fire safety equipment and fire safety installations are carried out** within the specified timeframes by authorised service organisations, and ensure that records are kept of these inspections, repairs and overhauls;
- i) create conditions conducive to firefighting and rescue operations, in particular, **by keeping access roads, assembly areas and fire lanes clear**;
- j) **ensure that staff and students comply with the technical specifications and instructions** relating to the apparatus and equipment used, as well as flammable liquids and flammable gases;
- k) **comply with** the prescribed measures when carrying out fire-hazardous work (e.g. welding, see Article 7), ensure that the facility is in a fire-safe condition at the end of the working day and that electrical appliances which can be switched off are switched off;
- l) **co-operate** in the organisation of fire drill exercises;
- m) follow the fire alarm guidelines and the fire evacuation plan during evacuation in the event of a fire;
- n) **ensure** that every fire (including those extinguished without the assistance of the fire service) is reported to the relevant regional operations centre of the South Bohemian Fire and Rescue Service and to the management of USB;
- o) follow the instructions of a competent person in fire safety or fire safety technician to ensure fire safety.

Obligations of staff, students and persons present on USB premises with the knowledge of USB representatives are to:

- a) **act in such a way as to prevent the outbreak of fire**, particularly when using heating, electrical and other appliances, when storing flammable or fire-hazardous substances, and when handling open flames or other sources of ignition;
- b) **comply with instructions and observe prohibitions relating to fire safety** in designated areas;
- c) **take part in fire safety training** and undergo an assessment of their proficiency;
- d) be familiar with the relevant fire safety documentation drawn up for the specific workplace and comply with its provisions;
- e) be familiar with the procedure for raising the fire alarm and calling for assistance in the event of a fire; in the event of a fire, **follow the fire alarm procedures**;
- f) **be familiar with the location and method of use of portable fire extinguishers** and other fire-fighting equipment;
- g) keep escape routes, access to portable fire extinguishers, internal fire hydrants, main shut-off valves for utilities (water, gas, electricity) and electrical distribution boards clear at all times;





- h) comply with the technical specifications and instructions relating to the fire safety of products or activities, familiarise themselves with the safety data sheets for the substances used;
- i) **before leaving, check** that all electrical appliances that can be switched off – including lights, heating appliances, devices, machinery, etc. – have been switched off, and check **the workplace assigned to you** to ensure there are no other potential ignition sources that could cause a fire;
- j) **report** to their line manager **any shortcomings or faults in the workplace** that could lead to a fire or jeopardise the rescue of people in the event of a fire.

The following are prohibited on USB premises:

- k) use open flames or smoke in any USB premises or in areas where this is prohibited;
- l) use personal heating or electrical appliances;
- m) carry out work that may lead to a fire, unless the person in question possesses the professional competence required for such work under specific regulations;
- n) damage, misuse or otherwise render fire extinguishers and fire safety equipment inoperable;
- o) store electric scooters and electric bicycles; these may only be parked in designated outdoor areas;
- p) to burn vegetation;
- q) no fires may be lit on USB land in the open countryside, with the exception of approved fire pits that comply with the relevant legislation and in accordance with fire safety instructions (see Annexe).

Duties of staff assigned to the FPP.

FPPs are established in premises with at least three employees where activities **involving an increased fire risk** are carried out. The number and composition of the FPP shall be determined by a competent person in consultation with the relevant supervising manager.

The role of the preventive fire patrol is to monitor compliance with fire safety regulations and, in the event of a fire, to take the necessary measures to rescue people at risk, call the fire brigade and assist in extinguishing the fire. The activities of the preventive fire patrol are directed by the commander or, where applicable, their deputy (1st member). Preventive fire patrols carry out their duties on the basis of having completed specialist training, which is repeated once a year.

In the case of a preventative fire patrol assigned to a short-term activity involving an increased fire risk, the specialist training shall be carried out before the start of that activity. The preventative fire patrol is governed by the Guidelines for the Activities of the Preventative Fire Patrol; that is to say, its duties include:

Duties of members of the preventative fire patrol in the area of prevention are to: – for premises (see Annexe)

- a) monitor compliance with fire safety regulations and fire safety rules in the facility,





- b) after the end of the working day, to check fire safety in facilities to which they have access (to check for possible sources of ignition – switch off electrical appliances, extinguish any fires, check that appliances operating continuously are functioning safely, etc.);
- c) be familiar with the procedures for co-operating with fire service units;
- d) take part in professional training in accordance with the thematic plan and timetable at least once a year;
- e) be familiar with facilities and activities presenting an increased fire risk;
- f) be familiar with the location and method of use of portable fire extinguishers and other fire-fighting equipment, and check that they are ready for use (accessibility, complete set of equipment);
- g) be familiar with the contents of the facility's fire safety regulations and fire alarm procedures;
- h) ensure that access routes to portable fire extinguishers, hydrants, main shut-off valves and control points (water, gas, electricity) are not obstructed;
- i) ensure that escape routes and exits are always clear and properly signposted;
- j) in the event of a fire, take the necessary measures to rescue people at risk;
- k) be familiar with the procedure for raising the alarm and calling for assistance;
- l) be familiar with the procedure for evacuating people and property, and the assembly point for evacuees.

Duties of members of the fire prevention patrol in the event of a fire:

- a) The commander (or deputy) directs the fire patrol's response; members follow the commander's (or deputy's) instructions.
- b) They carry out fire-fighting operations using portable fire extinguishers or hydrants, or take measures to prevent the fire from spreading.
- c) They follow the instructions of the person in charge of evacuating people.
- d) Where necessary, they ensure that the electricity and gas supplies are shut off and that pressurised cylinders are removed from the building or area at risk.
- e) Upon the arrival of the first fire service unit, they follow the instructions of the incident commander.

Duties of fire safety officers:

Fire safety officers are appointed by a senior member of staff at the constituent parts of USB in collaboration with the fire safety technician. Fire safety officers carry out their duties in accordance with Section 5(1)(d) and (e) and Section 16a(1)(c) of the Fire Safety Act. Fire safety officers carry out their duties on the basis of having completed specialist training, which is repeated at least once a year.

A fire safety officer is obliged to:

- a) regularly check compliance with fire safety regulations (in particular the condition of escape routes and exits, the accessibility and integrity of fire-fighting equipment, and the functionality of the fire safety equipment) by recording them in the fire safety log and rectifying any defects found without delay;



- b) mark facilities and other areas with the relevant safety signs, instructions and prohibitions relating to fire safety, including locations where fire safety equipment and fire safety installations are situated.

Article 5

Competent Person in Fire Safety, Fire Safety Technician

The duties of a competent person under Section 11 of the Fire Protection Act are carried out at USB by fire protection technicians, competent persons in fire safety and, on a contractual basis, by an external competent person. Their duties include, in particular, the following:

- a) methodically managing and coordinating activities from a fire safety perspective;
- b) preparing documentation on classification into categories according to fire risk (CP FS);
- c) preparing other necessary fire safety documentation;
- d) providing fire safety training for managing staff and professional training for fire prevention patrols and fire safety officers;
- e) carries out random fire safety inspections of all premises within the designated unit;
- f) checks fire safety documentation once a year, or following any fire, or following any change that has affected its content;
- g) takes part in fire inspections and checks carried out by the state fire inspectorate (external staff on request);
- h) takes part in meetings with the regional fire and rescue service with territorial jurisdiction.

The Fire Safety Technician and CP FS are authorised to liaise with the deans of faculties and the directors of the other constituent parts of USB on fire safety matters, and to request the necessary documentation regarding fire safety activities.

They discuss fire safety issues with managing staff, implement the necessary measures in the field of fire safety, and are authorised to enter all buildings and facilities designated by the constituent parts of USB.

Article 6

Fire safety documentation

Fire safety documentation sets out the fire safety conditions for the activities carried out and demonstrates compliance with certain obligations in the field of fire safety. The documentation is drawn up and maintained by a competent person, a fire safety technician or a fire prevention officer; it is approved at the University-wide level by the USB Rector, and at faculty or other constituent parts of USB level by the Dean or Director.

Inspection of fire safety documentation, including a record of the results, is carried out as part of preventive fire inspections, at least once a year or following any fire or any change affecting its content, with an entry made in the fire safety log.





Fire safety documentation is stored in such a way that it is accessible to the staff concerned, as well as to the state fire supervision authorities. The documentation must be maintained, or its duplicates or copies must be stored, in such a way that, in the event of a fire, compliance with the obligations laid down by law can be demonstrated.

At USB, the following fire safety documentation is maintained in accordance with the Fire Prevention Decree:

- a) documentation on classification into categories of activities according to fire risk (see Annexe),
- b) determination of the fire safety organisation (see Annexe),
- c) fire regulations,
- d) guidelines for the activities of the preventative fire patrol and fire safety officers,
- e) fire alarm procedures displayed in accessible locations,
- f) fire evacuation plan,
- g) fire-fighting documentation – operational cards,
- h) fire reporting procedures,
- i) a thematic plan and timetable for fire safety training for managing staff, employees, students and external staff, and for the professional training of the fire prevention patrol and fire safety officers – (see references in Article 4),
- j) records of fire safety training completed (held by managing staff, fire safety officers or fire prevention officers),
- k) fire safety logs (kept by fire safety technicians or fire safety officers, or by an authorised person where applicable).

The fire safety documentation also includes other documentation setting out fire safety requirements, e.g.:

- a) construction project documentation – Fire safety design (FSD),
- b) safety data sheets – containing identification details of the manufacturer and importer, information on the hazardous substance or mixture, data necessary for the protection of human health and the environment, etc.,
- c) welding qualification certificates,
- d) documentation on operational checks carried out on fire safety equipment,
- e) documentation on operational checks carried out on fire extinguishers and hydrants,
- f) documentation on operational checks carried out on designated fire safety equipment,
- g) checks and inspections of chimneys, inspections of electrical installations, appliances and equipment,
- h) inspections of lightning conductors,
- i) inspections of gas appliances and equipment,
- j) other documentation ensuring the fire safety of USB premises.



Article 7 Fire drill

A fire drill is usually carried out once a year at facilities with an increased fire risk, in accordance with the organisation's specific fire safety arrangements, and its purpose is to test the effect of the measures set out in the fire drill guidelines, and to verify the completeness and accuracy of the fire evacuation plan.

The organisation of the fire drill is the responsibility of the USB Rector, the deans of the individual faculties or the directors of the other constituent parts of USB, in collaboration with a qualified professional.

A fire drill is announced for persons who are in employment or a similar working relationship, and for students attending classes or using dormitory facilities. The announcement of the drill is notified in advance to the relevant operations centre of the South Bohemian Regional Fire and Rescue Service.

Article 8 Fire safety arrangements outside working hours

USB premises are locked outside working hours. The exception to this is accommodation facilities – dormitories.

The USB Rector, the Deans of the individual faculties or the Directors of other constituent parts of USB are responsible for ensuring fire safety in the buildings outside working hours.

All managing staff at USB are required to fulfil the following obligations:

- a) to ensure that, after the end of normal working hours, commonly accessible areas (toilets, corridors, etc.) are checked for fire safety (particularly lighting fixtures and heating appliances);
- b) to ensure that facilities are secured against unauthorised entry after working hours and on public holidays;
- c) to ensure that all appliances which, according to their operating instructions, should not be left switched on are switched off;
- d) to ensure that any electrical appliances for which the operating instructions specify that they must be disconnected from the mains are disconnected;
- e) to follow the fire alarm procedures in the event of a fire being detected.
- f) Selected premises are fitted with an electrical fire alarm system – in accordance with the approved design.

Article 9 Welding

Welding work is carried out at permanent and temporary welding workstations in accordance with the safety regulations for welding.





Where it is necessary to weld outside these welding workstations, or when welding in the presence of flammable substances, such welding requires special fire safety measures in accordance with Decree No. 87/2000, which lays down fire safety conditions for welding and the heating of resins in melting vessels, the scope of which is set out in Annexe No. 1 to the said Decree. Such work is authorised in writing by the statutory representative of USB or by managing staff authorised by him, in cooperation with fire safety technicians (see Annexe).

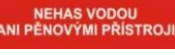
The welding order must include:

- workplace designation,
- work task,
- worker's name and, where applicable, their welding certificate number,
- date and time of commencement of work,
- date and time of completion of the work,
- necessary precautionary measures,
- name of the person appointed to provide fire safety assistance,
- name of the person responsible for subsequent supervision, including the specified interval,
- time of notification that the work has been completed,
- signature of the worker who will carry out the work, signature of the fire safety assistant,
- signature of the person who issued the order,
- signature of the person who set out the fire safety conditions.

Article 10

Warning and safety signs

At least the following warning and safety signs must be displayed in USB premises:

Sign location	Sign
Main utility shut-off valves	Electricity – 'Main switch' (+ controlled equipment) Water – 'Main water valve' Gas – 'Main gas valve'    
electrical switchboards	'Caution – electrical equipment!' 'Do not extinguish with water or foam extinguishers''     or      



corridors, stairwells	escape route 'Emergency exit' ÚNIKOVÝ VÝCHOD
areas to which only staff have access	'No unauthorised entry' NEPOVOLANÝM VSTUP ZAKÁZÁN
Pressurised cylinder storage area	'EX – Risk of gas explosion' 'Caution! Pressurised cylinders' labelling of individual gases (oxygen, acetylene, etc.)
storage areas	'No smoking or open flames' 'Caution: forklift'
fire extinguishers and hydrants (in places that are not easily visible)	'Fire extinguisher'; 'Hydrant'
evacuation of people	Assembly point



Requirements for the placement of additional warning and safety signs are set out in the relevant fire safety regulations or other documentation

Article 11 Possible sources of fire

Possible sources of fire include, in particular:

- a) inadequate fire safety measures during work involving an increased fire risk, carried out by other companies on the premises;
- b) smoking and careless handling of open flames in areas where flammable substances are stored (cigarette ends, flying embers, etc.);
- c) heating appliances (failure to follow the manufacturer's instructions for safe operation, use, installation and maintenance);
- d) faults in the electrical installation (short circuits, excessive thermal stress due to increased contact resistance, loose connections, current overload) and the subsequent ignition of insulation;
- e) lightning;
- f) spontaneous combustion;
- g) deliberate ignition;
- h) thermal processing of food during cooking.

Temperatures of some ignition sources:

- | | |
|---|---------------|
| a) match flame: | 650–850 °C |
| b) match flame at the moment of ignition: | up to 1700 °C |
| c) a candle flame: | 800–1,000 °C |
| d) burning wood: | 700–1,100 °C |
| e) spatter from electric welding: | over 3,000 °C |

Article 12 Preventive fire safety inspections

Regular checks of compliance with fire safety regulations are carried out in the form of preventative fire inspections, conducted by a qualified person, a fire safety technician or a fire safety officer (see Annexe – form):

- a) **twice a year at facilities with an increased fire risk**, with an entry made in the 'Preventive Fire Inspection' checklist,
- b) **once a year at other facilities** (i.e. those without an increased fire risk), with a record made in the 'Preventive Fire Inspection' checklist,
- c) **Once a month – dormitories and refectories**, with an entry made in the fire safety log.

The main focus of the preventative fire safety inspection is:



- a) fire safety documentation, its preparation and up-to-date status, and its display in visible locations at facilities with an increased fire risk (e.g. fire safety regulations, fire alarm procedures);
- b) the provision of fire safety training (initial and refresher), including the relevant training syllabuses at facilities with an increased fire risk;
- c) fire extinguishers (location, labelling, accessibility, mounting, physical condition, integrity of seals, inspections carried out by a specialist firm at least once a year);
- d) wall-mounted hydrants (completeness of equipment in the event of broken seals, accessibility, labelling, inspections carried out by a specialist firm at least once a year);
- e) other installed fire safety equipment (operational condition, accessibility, labelling, inspections and checks);
- f) escape routes and exits (passability and signage with escape directions);
- g) main valves for utilities – water, gas, electricity (accessibility, signage with safety signs), safe storage and handling of gases and flammable liquids;
- h) electrical and gas equipment (fire safety, use in accordance with the manufacturer's instructions, authorisation for use), whether facilities are heated during the heating season using electric hobs or other makeshift or unauthorised heaters;
- i) lighting fixtures (covers, safe distance from flammable substances);
- j) checks on compliance with fire safety requirements in relation to the activities carried out;
- k) rectification of previously identified fire hazards and deficiencies within the specified timeframes; including those identified by the State Fire Inspection Authority.

Preventive fire inspections are documented by an entry in the fire safety logbook, which includes:

- a) the date on which the preventative fire inspection was carried out,
- b) the name of the premises and facility,
- c) the findings,
- d) the proposed measures and a specification of the method and deadlines for their implementation,
- e) the name and signature of the person who made the entry,
- f) the name and signature of the senior manager of the facility inspected.

The aim of preventative fire inspections is to rectify any defects and deviations from the required standard that have been identified. The deadlines for rectifying the identified fire safety defects are proposed by the person carrying out the preventative fire inspection. The inspection record must be kept at the inspected facility.



Article 13

Definition of requirements for technical equipment

Portable fire extinguishers

Fire extinguishers must be positioned so as to allow for their easy and rapid use, i.e. in a clearly visible and freely accessible location. Where necessary (e.g. for operational reasons), fire extinguishers may also be placed in concealed areas. In cases where people's ability to locate fire extinguishers is restricted or impeded (e.g. in areas with poor visibility, large spaces or concealed areas), the relevant fire safety sign, positioned in a visible location, must be used to indicate the location of the fire extinguishers.

Portable fire extinguishers shall be positioned in accordance with the design documentation, on vertical structural elements and, where structurally suitable, on horizontal structural elements. The handle of a fire extinguisher mounted on a vertical structural member must be no more than 1.5 m above the floor. Fire extinguishers placed on the floor or on another horizontal structural member must be suitably secured against falling, e.g. with a chain.

The operational readiness of a fire extinguisher is demonstrated (Section 9 of the Fire Prevention Regulations):

- a) an inspection certificate,
- b) an inspection label,
- c) a seal on the trigger mechanism.

An inspection must be carried out after each use or whenever there is any doubt as to the fire extinguisher's operational readiness (e.g. in the event of mechanical damage), and at least once a year, unless the manufacturer's accompanying documentation specifies a shorter interval. The constituent parts of maintenance of fire extinguishers include periodic testing and recharging. Periodic testing is carried out once every 3 years for water-based and foam fire extinguishers, and once every 5 years for all others.

Operational checks, maintenance and repairs of portable fire extinguishers are carried out by a specialist contractor with the appropriate authorisation.

Fire safety equipment

The operation of fire safety equipment must comply with regulatory requirements and the manufacturer's accompanying documentation, or, where applicable, with approved design documentation or more detailed documentation.

This primarily concerns fire doors, fire seals, emergency lighting, etc.

If a specific activity requires professional qualifications under a special regulation and an employee does not possess them, they must not carry out that activity.

The operational readiness of installed fire safety equipment is demonstrated by:

- a) a certificate of installation,



- b) a functional test certificate (except for manually operated fire and smoke-proof doors and fire closures for openings, systems and components designed to increase the fire resistance of building structures or reduce the flammability of building materials, and fire seals),
- c) a certificate of operational inspection,
- d) a record of maintenance and repairs carried out in accordance with the conditions laid down in the fire prevention decree,
- e) an entry in the relevant operational documentation (e.g. an operating log), if so stipulated in the manufacturer's accompanying documentation.

An operational inspection of fire safety equipment shall be carried out to the extent and in the manner specified by legislation, regulatory requirements and the manufacturer's accompanying documentation at least **once a year**, unless the manufacturer, the approved design documentation or more detailed documentation specifies shorter intervals.

If a fire safety device is not fit for its purpose, the inspector must clearly mark this condition on the device and in the area where it is installed. In such cases, the operator must take steps to restore the equipment to working order without delay and, through a suitably qualified person, must ensure that alternative organisational or, where necessary, technical measures are put in place to the extent required. These alternative measures must remain in place until the equipment is restored to working order.

Installed fire safety equipment:

- a) **external fire water supply points – fire hydrants (above-ground, underground)**, operational checks are carried out by a specialist contractor with the relevant authorisation,
- b) **internal fire water supply points – wall-mounted hydrants, dry-pipe systems** – operational checks are carried out by a specialist contractor with the relevant authorisation,
- c) **fire and smoke-proof doors and fire barriers for openings, including functional fittings** – operational checks are carried out by an authorised member of staff,
- d) **overpressure ventilation systems** – operational checks are carried out by an authorised employee,
- e) **systems and components designed to increase the fire resistance of building structures or reduce the flammability of building materials** (fire-resistant cladding, sprays, coatings) – operational checks are carried out by an authorised employee,
- f) **fire seals and gaskets for penetrations of distribution systems and cabling** – operational checks are carried out by a specialist contractor with the relevant authorisation,
- g) **back-up power sources and equipment designed to ensure the operational readiness of fire safety systems** – operational checks are carried out by a specialist contractor with the relevant authorisation; furthermore, trained operators carry out:
 - operational checks (tests) once every six months by switching off the main circuit breaker,
 - weekly checks of the diesel generator (no load),
 - monthly checks of the diesel generator (under load),
 - monthly checks of the backup batteries,





- h) **emergency lighting** – an operational **check** is carried out by an electrician, a person with the relevant qualifications in accordance with Government Regulation No. 194/2022,
- i) **central stop, total stop** – operational **checks** are carried out by an electrician, a person with the relevant qualifications in accordance with Government Regulation No. 194/2022, in cooperation with a fire safety technician or CP FS.

Designated fire safety equipment

When operating designated fire safety equipment, the procedure shall be in accordance with the regulatory requirements and the manufacturer's accompanying documentation, or, where applicable, in accordance with verified design documentation or more detailed documentation. If a professional qualification in accordance with a specific regulation is required for the activity being carried out and the employee does not possess it, they must not carry out the activity in question.

The operational readiness of installed dedicated fire safety equipment shall be demonstrated by:

- a) a certificate of installation,
- b) a certificate of functional testing,
- c) a certificate of operational inspection,
- d) a record of maintenance and repairs carried out in accordance with the conditions laid down in the fire prevention decree,
- e) an entry in the relevant operational documentation (e.g. the logbook).

Operational checks on designated fire safety equipment shall be carried out to the extent and in the manner specified by legislation, regulatory requirements and the manufacturer's accompanying documentation at least once a year, unless the manufacturer, the approved design documentation or more detailed documentation specifies shorter intervals.

If the fire safety equipment is unable to fulfil its function, this fact must be clearly indicated on the equipment and in the area where it is installed. In such a case, the operator must take measures to restore the equipment to working order without delay and, through a competent person, must ensure, to the extent necessary, that alternative organisational or, where applicable, technical measures are put in place. These alternative measures shall remain in place until the equipment is restored to working order.

Installed dedicated fire safety equipment:

- a) **electrical fire alarm system** – operational checks are carried out by a specialist contractor with the relevant authorisation; staff authorised to maintain this equipment and trained by the manufacturer carry out operational tests of the electrical fire alarm system, as follows:
 - once a month for control panels and ancillary equipment,
 - once every 6 months for automatic fire detectors (using test kits supplied by the manufacturer),
 - once every six months for equipment controlled by the electrical fire alarm system.
- b) **Remote transmission equipment** – operational checks are carried out by a specialist contractor with the relevant authorisation,



- c) **equipment for the detection of flammable gases and vapours** – operational checks are carried out by a specialist contractor with the relevant authorisation; staff authorised to maintain this equipment and trained by the manufacturer carry out regular checks as specified in the manufacturer's instructions,
- d) **fixed fire-extinguishing systems** – operational checks are carried out by a specialist contractor with the relevant authorisation; staff authorised to maintain this equipment and trained by the manufacturer carry out regular checks as specified in the manufacturer's instructions,
- e) **smoke and heat extraction systems** – operational checks are carried out by a service provider,
- f) **fire dampers in ventilation systems** – a service company carries out operational checks.

Other technical and technological equipment:

- a) **Inspections of electrical installations, appliances and equipment** are carried out by the contractor, an electrician or a person with the relevant qualifications in accordance with Government Regulation No. 194/2022. Inspections are carried out periodically in accordance with the protocol on the determination of external influences. Completion of the inspections is evidenced by an inspection certificate.
- b) **Inspections of lightning conductors** are carried out by a contractor or an inspection technician with the relevant professional qualifications in accordance with Government Regulation No. 194/2022. Inspections are carried out periodically at the intervals specified in the inspection report in accordance with the relevant CSN standard. Completion of the inspections is evidenced by an inspection certificate.
- c) **Inspections of heating and gas appliances and equipment are carried out by** a contractor, an inspection technician with the relevant professional qualifications in accordance with Government Regulation No. 191/2022. Inspections are carried out periodically at the intervals specified in the inspection report and according to the type of equipment. Completion of the inspections is evidenced by an inspection certificate.
- d) **Inspections, checks and cleaning of chimneys are carried out by** a contractor, an inspection technician with the relevant professional qualifications. Inspections and checks are carried out periodically at the intervals specified in the inspection report in accordance with Decree No. 34/2016. The completion of inspections and checks is evidenced by an inspection or check certificate.
- e) If professional competence or qualifications are required for the activity in question under a specific legal regulation and the person in question does not possess them, they must not carry out that activity.





Article 14 **Final provisions**

1. This ordinance repeals Rector's Ordinance No. R 208 of 2 July 2012.
2. This ordinance comes into force and takes effect on the date of its publication in the collection of decisions and ordinances of the USB Rector.

prof. Ing. Pavel Kozák, Ph.D.
Rector

Prepared by:

Miroslav Hovorka, OHS and FS Senior Officer, CP in the prevention of OHS, reg. no.
RILSA/071/PREV/2025, Z-OZO-56/2026,
Ing. Anna Dvořáková, OZO-Z-248/2012

Distribution list: USB management, deans of USB faculties, directors of non-faculty constituent parts
of USB, Human Resources Office of the USB Rectorate

Annexes: Annexe to the Rector's ordinance on the organisation of fire safety at the University of
South Bohemia in České Budějovice.