



Self-monitoring of fire safety installations

Dnr: Version: Date: 1.3 2022.06 (63) 2022-06-27 12:36

Neo/Departments of: Biosciences and Nutrition (BioNut); Clinical Science, Intervention and Technology (Clintec); Medicine (MedH/HERM, LipidLab); Neurobiology, Care Sciences and Society (NVS); Medicine Solna (MedS); UF (Archive,ITA)

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Approved by: n/a

Self-monitoring of fire safety installations – Egenkontroll brandskydd

Excerpt from "Delegating tasks to fire safety monitor", https://medarbetare.ki.se/media/102075/download

Unit managers/group leaders are required <...> to appoint one fire safety monitor for each unit/research group. The number of fire safety monitors shall be sufficient to cover the premises in which the department has operations, so called "monitoring areas".

The fire safety monitor is required to:

- Serve as the contact person and liaison between his/her unit/group and the department fire safety supervisor
Monitor overall fire safety within his/her monitoring area (with support from co-workers).
Carry out and report fire safety monitoring activities within his/her monitoring area once each quarter in accordance with established Environment and Security Unit procedures.
Notify the department fire safety supervisor of fire safety deficiencies discovered between quarterly inspections.
Introduce new co-workers and students to workplace fire safety routines and materials in accordance with the Environment and Security Unit's information checklist for new employees.
Support the departmental fire safety supervisor in communicating local and central information concerning fire safety laws, guidelines, regulations, and routines to his/her own unit/group.
When necessary, supplement central information to fit group-specific conditions and needs.
If necessary, support the department's fire safety supervisor by providing information on staff participation in KI's mandatory fire safety training among unit/group members.
Participate in trainings, meetings and other activities arranged by the Environment and Security Unit for fire safety monitors.
In accordance with the delegation form, notify relevant individuals in writing when the delegation/assignment as fire safety monitor ends.

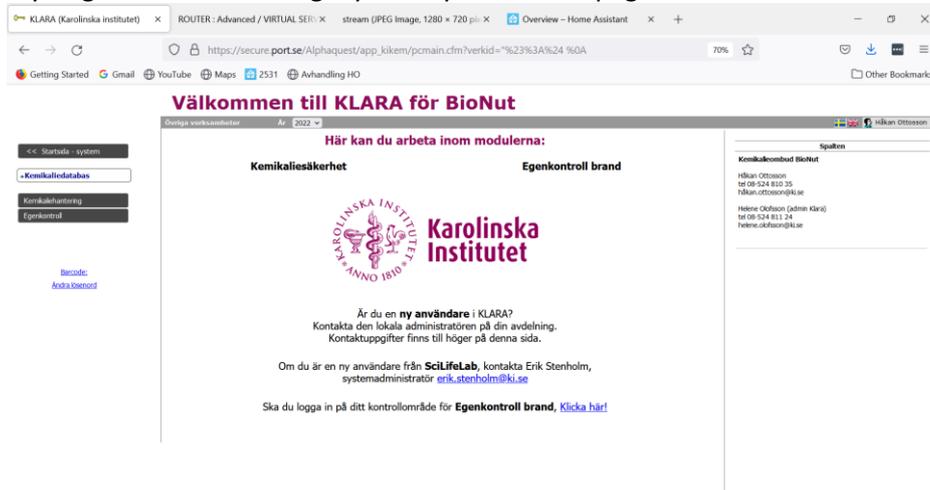
Contents

Table with 2 columns: Content description and page number. Includes items like 'Logging in to the web-based reporting system', 'Short description of the system', 'Control points to check', 'Flammable goods monitor', 'Swedish – English terminology', 'Information on the KI web', 'Revisions', 'Monitoring areas in Neo' followed by a list of area codes (NEO08SW to NEO02S & NEO02N) and their corresponding page numbers.

Logging in to the web-based reporting system

1. KI Login <https://staff.ki.se/login?ReturnTo=/> (if not logged in to KI SSO. you may get some problems when clicking link below)
2. Log in, <https://egenkontroll.port.se/ki/>, use the monitoring area as the login. The area name is in the format NEO0xYY, where x is the floor and YY is the section (see figure 1), ex NEO08M is the middle section of the lab part of floor 8.

a. If you get to the KI SSO login you may end at this page



- b. Depending of your screen size the bottom line may not be visible: Are you about to login to do a Fire Safety self monitoring evaluation , click here! (sv: Ska du logga in på ditt kontrollområde för Egenkontroll brand, [Klicka här!](https://egenkontroll.port.se/ki/)) That is a link to <https://egenkontroll.port.se/ki/> NB! The links “Fire safety self monitoring” (sv: “Egenkontroll brand”) or “Self monitoring” (sv: “Egenkontroll”) will not work (2022-06-27)
No scrollbar in this window, to see the link you have to scale the content by ctrl-scroll wheel (on windows)

c. If you get to wrong Klara page, use the door icon (top left, ) to get the Klara start page.

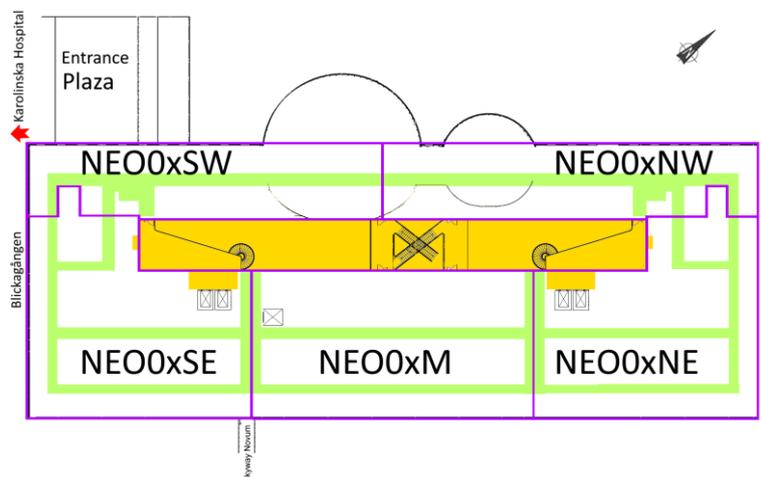


Figure 1. Monitoring area layout.

Short description of the system

After login you will get a menu of buttons:

Self-monitoring of fire safety installations on June 2021

Internal address : NEO08M
KI Campus Flemingsberg/NEO/NEO/Plan 8
Monitoring area : Servicegruppen NEO



All of the control points To approve	Start reporting via blueprint	Start reporting via a form	Edit blueprint	Open / Close	Generate report	Log out	
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Recommended: A printout of the floor plan with check items may be convenient when you are doing the checking of the fire safety and emergency equipment. (or use the floor plans in this document)

All of the control points To approve

Use this if all control items have been checked and no faults have been detected. (This is useful if you used a printout and no faults were detected)

Start reporting via blueprint

Use this if you are bringing a laptop or similar when doing the checking of the control points.

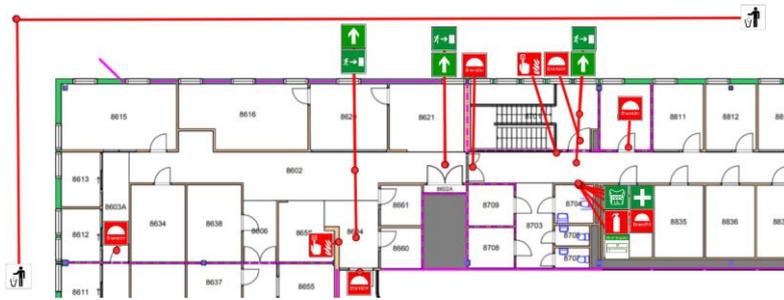


Figure 2. Floor plan with control points. Not all evacuation routes are marked on the floor plan. All corridors should be free from obstacles.

Clicking on a symbol will bring up a report box (Figure 3).

Describe any faults below

Type of fault

of reference point (for example room number), to allow for easy locating by the responsible helper.

Contact

Name *

Email *

Phone

*Mandatory

Figure 3. Report box. The report box is specific for the control point type.

NB! The control point symbols are **not** connected to a specific location, so, it is needed to **specify the location** where the fault is.

Start reporting via a form

Use this if you have used a printout and have detected some faults and you are going to report those. By clicking the fault type a report box (Figure 3) will pop-up.

All of the control points To approve Start reporting via blueprint Start reporting via a form Edit blueprint Op

Choose reporting on All or single Control points

- All
- General orderliness
- Fire doors
- Fire blanket
- Fire hydrant
- Fire extinguishers
- First aid/plaster board
- Defibrillator
- Alarm button
- Emergency shower
- Evacuation plan
- Evacuation signage
- Evacuation station
- Evacuation route
- Eye rinse

Reporting on control points

Control have not been carried out .
In order to report a fault, select control point to the left .
To approve all control points, select **Approved - no faults** .

Figure 4. Reporting via a form.

Edit blueprint

Do not use this. If you spot any errors in the floor plan, please report it to the fire safety supervisor, hakan.ottosson@ki.se.

Generate report

For administrators only. Generates an Excel-file (for administrators/supervisors)

Open / Close

For administrators only. Open or close a monitoring period

Log out

Log out. If you need to login again you have to reload the page (also needed when changing monitoring area)

Use this to print a floor plan of the monitoring area.

Control points to check

These lists of control points items will be showed when using the online reporting.

Fire door – Branddörr

Check that:

- the door is not damaged.
- the door releases from the magnet (if there is a magnet) - use the door closing button and hold for 10 sec. (**This is not applicable in Neo, no magnet door holders/buttons**)
- the door closes completely and cannot be pushed open when shut.
- the door closing mechanism shuts the door completely after opening - open 10 cm and release.
- the door is tightly sealed (max. 10 mm gap at the bottom against the floor when shut).



Fire blanket – Brandfilt¹

Check that:

- the fire blanket is in the correct place, is hung up visibly and is easily accessible (i.e. not blocked)
- the fire blanket container is intact, and the blanket is not hanging out (other than the straps).



Fire extinguishers – Brandsläckare

Check that:

- the extinguisher is in the correct place, is clearly visible and is firmly attached to the wall.
- the extinguisher is easily accessible (i.e. not blocked) and can be lifted up easily.
- the extinguisher's seal is intact.
- the extinguisher's pressure is adequate (only applies to foam extinguishers) - the needle should be within the green field on the pressure gauge.
- the extinguisher is clearly marked (so it can be seen from a distance).
- the extinguisher has had its annual check carried out (max 1 year and 1 month ago).



Fire hydrant – Brandpost (Brandslang)

(we do not have any in Neo)

Check that:

- the fire hydrant is easily accessible (i.e. not blocked) and is easy to open.
- The fire hydrant hose is rolled up and intact.
- The fire hydrant nozzle is attached and intact.
- The fire hydrant is clearly marked (so it can be seen from a distance) and labelled on the hatch.
- The fire hydrant has had its annual check carried out (max 1 year and 1 month ago).



Evacuation signage – Utrymningsskylt

Check that:

- the evacuation signage is clearly visible (not blocked or obstructed).
- the evacuation signage shows the correct evacuation direction.
- the evacuation signage is illuminated.



Alarm button – Larmknapp

Check that:

- the button box is easily accessible (i.e. not blocked) and intact.
- the safety glass is intact (sometimes under a protective cover).
- the button box and its cables are firmly attached to the wall.



¹ The symbol for fire blanket (brandfilt) is similar to the symbol for fire door (branddörr). This is unfortunate but it is the way the system was designed.

Evacuation route – Utrymningsväg

Check that:

- the entire length of the evacuation route is free from blockages and obstacles.
- all doors in the direction of evacuation can be opened without key, code or access keycard (by using the emergency handle/knob) to get out.



Evacuation plan – Utrymningsplan

Check that:

- the evacuation plan is clearly visible (not blocked or obstructed).
- the evacuation plan is correctly positioned and correctly oriented in relation to reality.
- all the positions of symbols for extinguishers, evacuation ways etc. corresponds with their actual positions.
- information about the assembly point is correct.
- the emergency number 112 for the emergency services is stated and correct.



Evacuation station – Utrymningsstation

Check that:

- the station is easily accessible (i.e. not blocked).
- the Fire Warden vest is placed in the correct location.
- the instruction card is kept together with the vest.
- the hand torch is working and charging.



General orderliness – Allmän ordning

Check the entire monitoring area that:

- empty packaging and other rubbish are not lying around, but is taken to the recycling station or waste room.
- coffee machine/kettles are connected to electrical outlets fitted with timers.
- hotplates/stoves and other heating equipment are fitted with timers.
- fluorescent lights are not flashing (can cause overheating and fire).
- in case of portable heaters, they are used correctly according to KI's fire safety rules.



First aid/plaster board – Första hjälpen/plåstertavla

Check that the board:

- is in the correct location.
- is easily accessible (i.e. not blocked).
- is stocked with necessary plasters and dressings.



Defibrillator – Hjärtstartare

Check that:

- the defibrillator is in the correct location.
- the defibrillator is easily accessible (i.e. not blocked).
- the defibrillator is clearly marked so it can be seen from a distance.
- the electrode patches are connected to the defibrillator.
- the expiry date for electrodes and batteries has not passed (the date is normally stated on the electrode packaging and the defibrillator).



Eye rinse – Ögonskölj

Check that:

- Check that the eye rinse equipment is easily accessible (i.e. not blocked).

For eye rinse equipment with water connected:

- Rinse through and check that the water is clean and has sufficient pressure.
- Check the temperature of the water (should be between 20-30 °C).

For eye rinse equipment in bottle, check that:

- the bottle is unopened.



- the expiry date has not passed.

Emergency shower – Nöddusch

Check that:

- the shower is easily accessible (i.e. not blocked).
- the water starts flowing upon activation and that the flow is normal.
- the temperature of the water (if the shower is tempered) is between 20-30 °C.



Flammable goods monitor

Groups handling flammable goods² should also have a monitor for flammable goods. The safety regarding handling flammable goods is a responsibility for everyone in the lab and the monitor should do a checkup on regular intervals. Any issues should be fixed immediately. There is no reporting system for this inspection. If the problem is recurring it should be reported to the nearest manager and the department supervisor for flammable goods.

Storage:

- Smaller amounts of flammable goods used on an everyday bases are fine to keep in the lab **when** the experiments are conducted.
- When the experiments are finished for the day, all bottles with flammable goods **must be returned** to the fireproof cabinet in the lab. No flammable goods are allowed to be stored open in the lab when they are not used!
- All chemicals with a CLP labeling with the flame is considered a flammable product.
- If a chemical have more CLP labeling than the flame, they should still be stored as a flammable product (e.g. methanol that are both flammable and toxic).
- Flammable products **should not** be stored with non-flammable substances/materials or flammable gases. It may be needed to separate different types of flammables within the fireproof cabinet using outer containers.
- Flammable gas, e.g propane canisters, require fire-classified storage. Only a few, about two, if in use, preferable one, should be stored in the fireproof cabinet in the lab. The main storage for unopened canisters is the service group storage.

Labelling and signs

Flammable products should be labeled with symbols and warnings so that users are informed of the dangers. Labeling is determined by the classification of the product. Cabinets and storage, as well as doors leading to spaces where flammable goods are stored, should be well labeled to inform everyone where flammable goods are kept.

Swedish – English terminology

Branddörr	– Fire door
Brandfarlig vara	– Flammable goods
Brandfilt	– Fire blanket
Brandsäkerhetsansvarig	– Fire safety supervisor
Brandsäkerhetskontrollant	– Fire safety monitor
Brandsläckare	– Fire extinguishers
Föreståndare brandfarlig vara	– Supervisor of flammable goods
Hjärtstartare	– Defibrillator
Kontrollant brandfarlig vara	– Flammable goods monitor
Nöddusch	– Emergency shower
Ögonskölj/dusch	– Eye rinse
Stf. föreståndare brandfarlig vara	– Acting supervisor of flammable goods
Utrymningsplan	– Evacuation plan
Utrymningsstation	– Evacuation station

² Most groups working in lab handle flammable goods, e.g., ethanol.

Utrymningsväg

– Evacuation route

(The monitor may in some documents be call inspector or controller)

Information on the KI web

Neo Fire Safety, <https://staff.ki.se/media/556/download> and Neo Fire Safety appendices <https://staff.ki.se/media/555/download> (with a list of delegated fire safety monitors)
(NB! These two documents need to be updated)

Roles within the fire safety organisation,

https://staff.ki.se/sites/default/files/migrate/2018/04/10/fire_safety_organisation_3.pdf

Fire safety – Brandsäkerhet

- En: <https://medarbetare.ki.se/brandsakerhet>
- Sv: <https://staff.ki.se/fire-safety>

Flammable goods – Brandfarlig vara

- En: <https://staff.ki.se/flammable-goods>
- Sv: <https://medarbetare.ki.se/brandfarlig-vara>

Karolinska Institute's fire safety rules – Karolinska Institutets brandsäkerhetsregler

- En: <https://staff.ki.se/media/464/download>
- Sv: <https://medarbetare.ki.se/media/586/download>

Delegation rules for Karolinska Institutet (Delegationsordning)

- En: <https://staff.ki.se/delegation-rules-for-karolinska-institutet>
- Sv: <https://medarbetare.ki.se/delegationsordning>

Delegating roles and tasks in a KI department or equivalent (Delegationer vid institution eller motsvarande)

- En: <https://staff.ki.se/media/92585/download>
- Sv: <https://medarbetare.ki.se/media/62385/download>

Delegation forms (Ch numbers refers to the documents above, 92585 and 62385)

- 4.3.1 Brandsäkerhetskontrollant, <https://medarbetare.ki.se/media/63075/download> (delegation form, sv)
- 4.3.1 Fire safety monitor, <https://medarbetare.ki.se/media/102075/download> (delegation form, sv and en versions)
- 4.4.1 Kontrollant brandfarlig vara, <https://medarbetare.ki.se/media/62925/download> (delegation form, sv)
- 4.4.1 Flammable goods monitor, ***** link-missing ***** (delegation form, en)

List of Supervisors of flammable goods at KI, <https://staff.ki.se/media/442/download>

List of Fire safety supervisors at KI, <https://staff.ki.se/media/629/download>

Revisions

Version 1.0 (2021.07)

New document

Flammable goods, 5

Labelling and signs

Flammable Goods, 6

Version 1.1 (2021.08)

- Added "Contents"
- Added Ch. "Swedish - English terminology"
- Replaced "controller" and "inspector" with "monitor"
- Changed sizes of symbols and figures
- Added excerpt from "Delegating tasks to fire safety monitor"

Version 1.2 (2021.11)

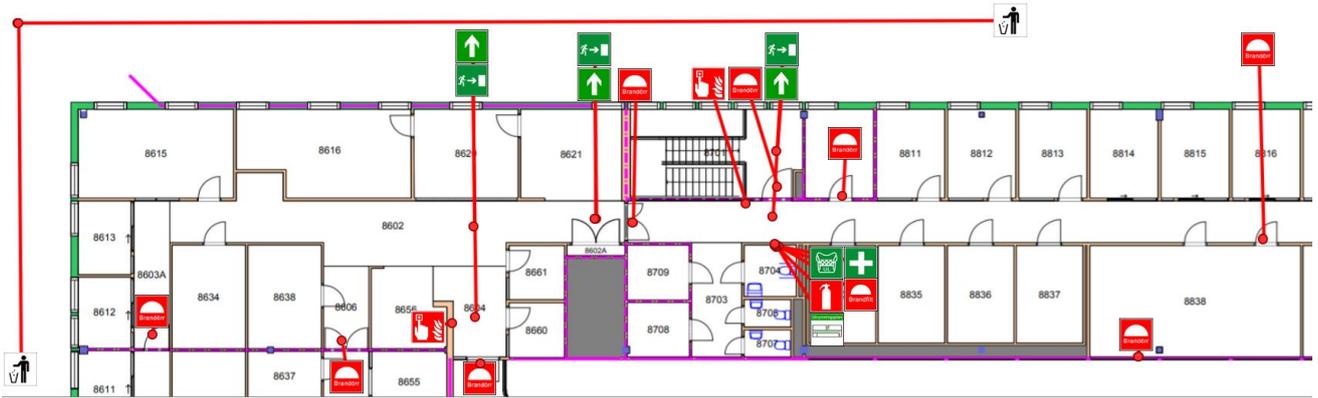
- Updated floor plans

Version 1.3 (2022.06)

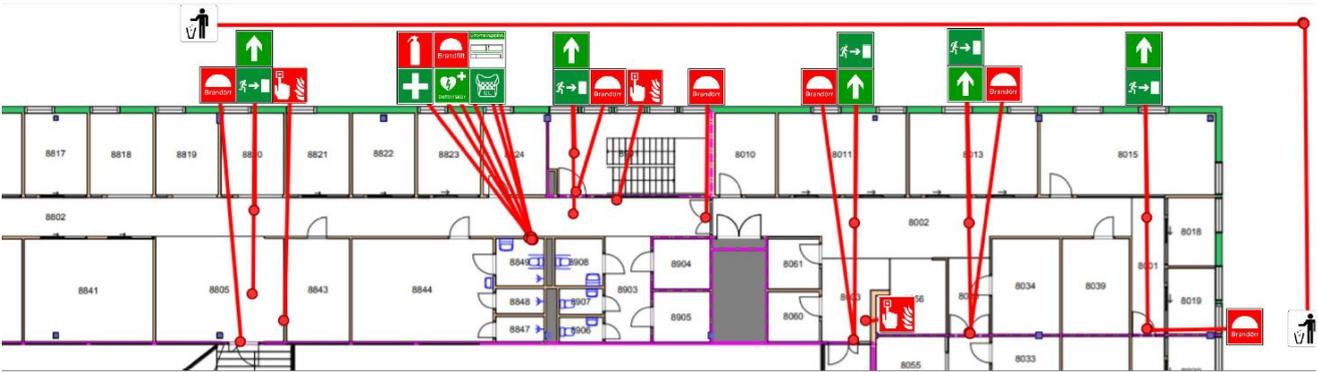
- Changed log in instruction due to that KI SSO log in is required.

Monitoring areas in Neo

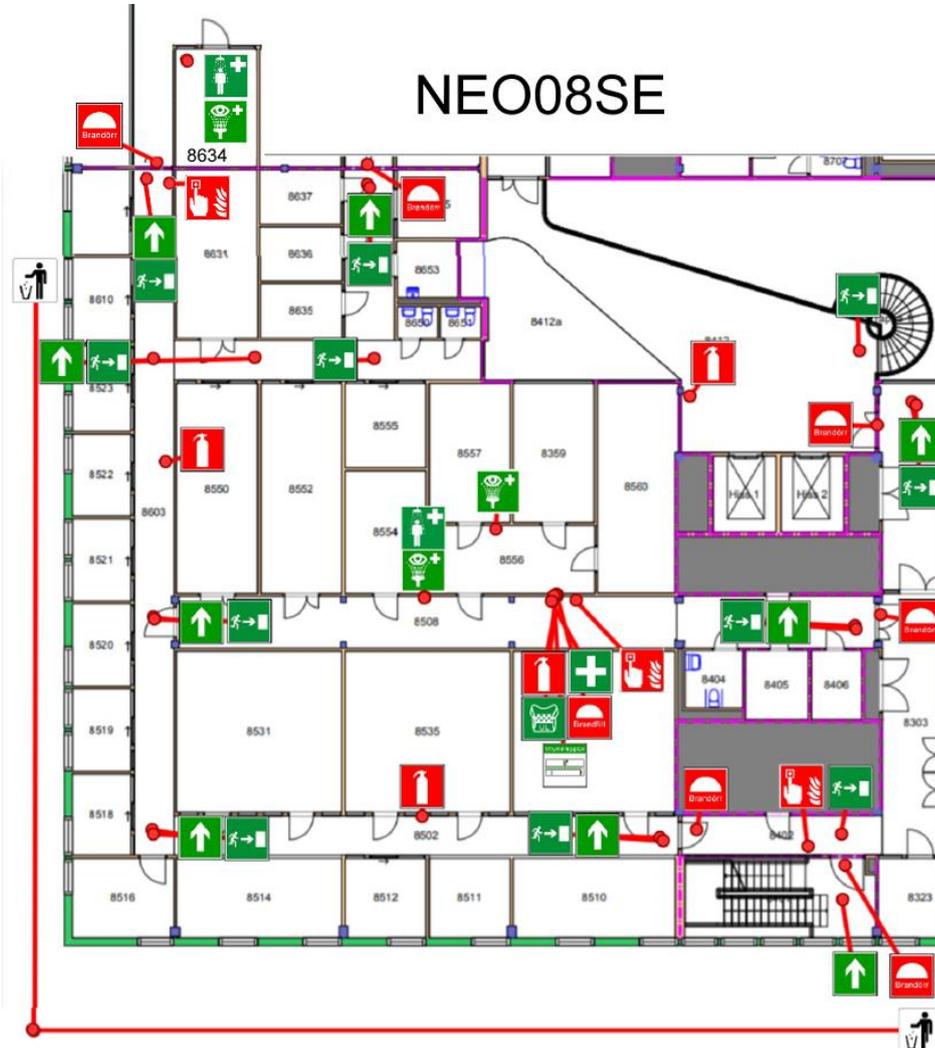
NEO08SW



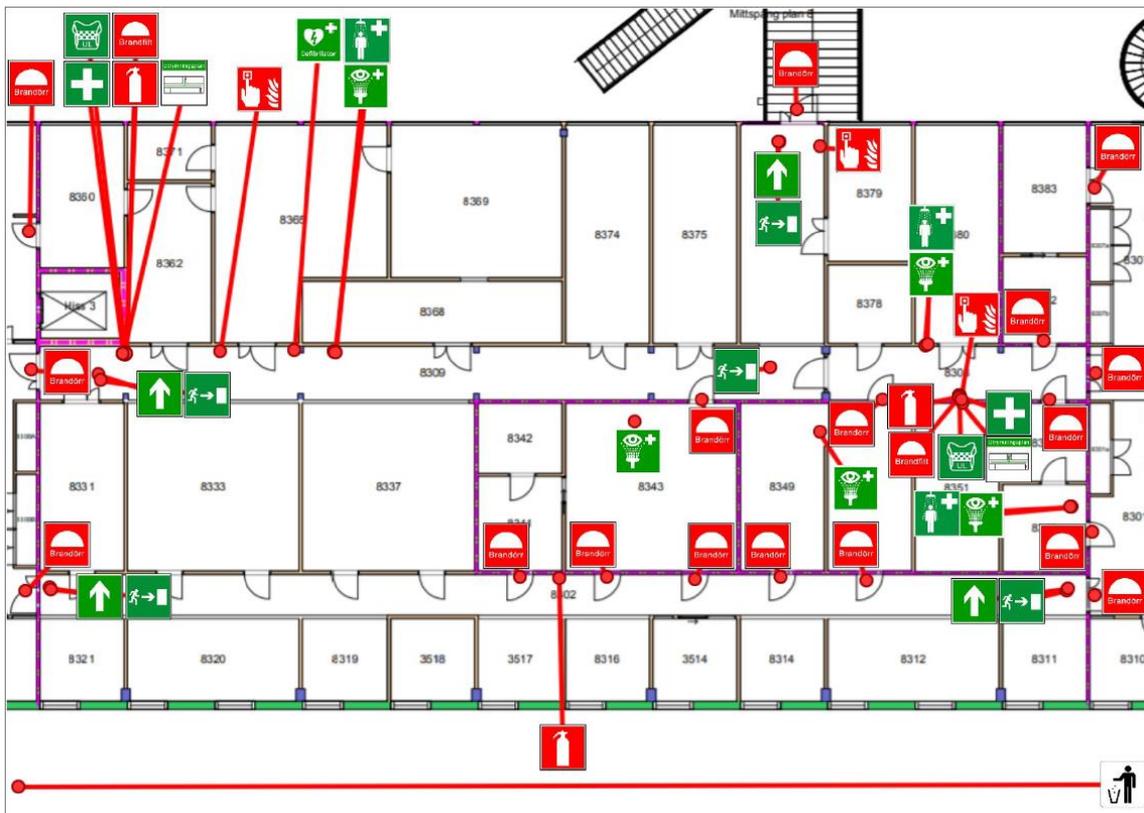
NEO08NW



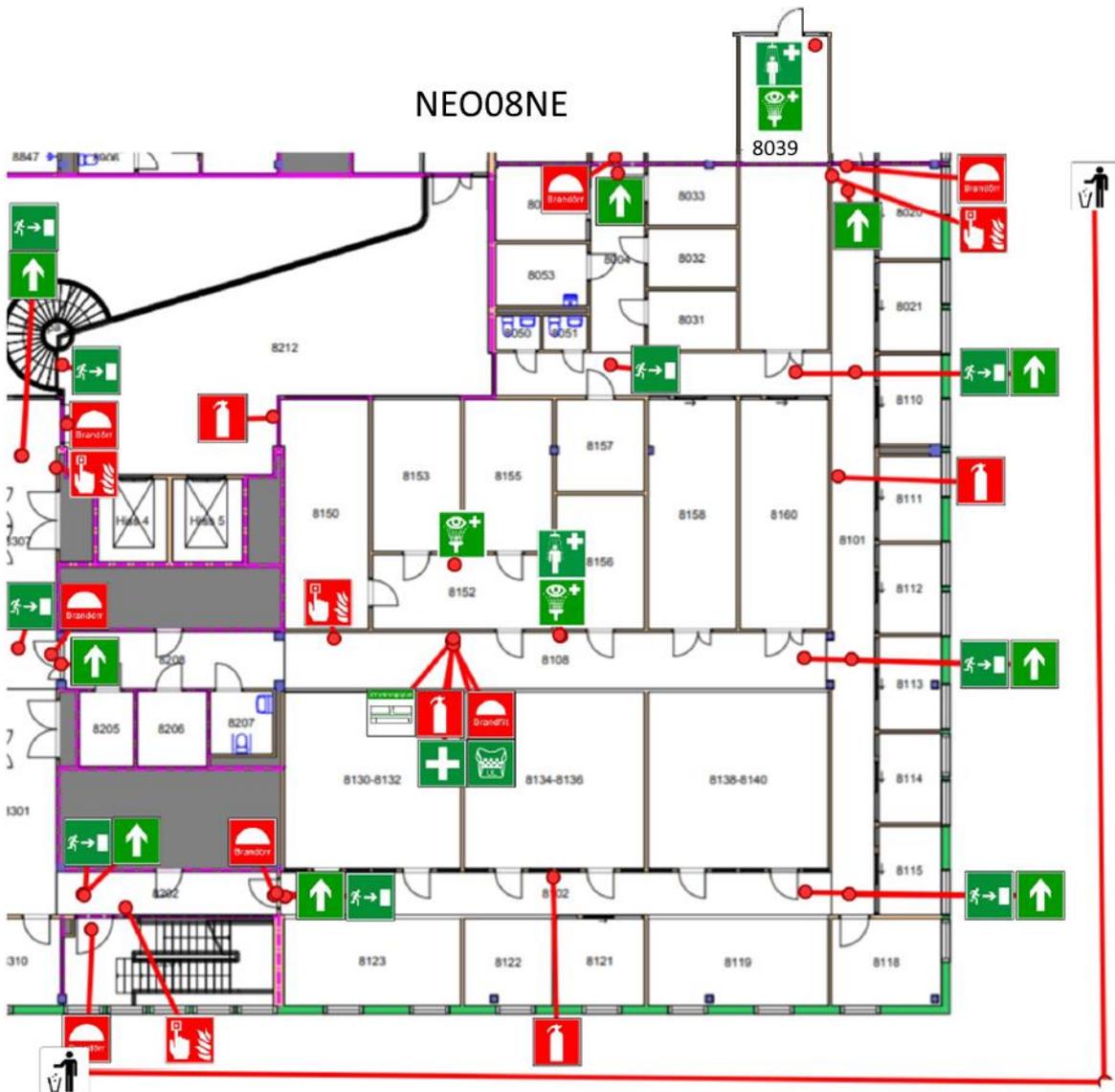
NEO08SE



NEO08M



NEO08NE



NEO07M



NEO07NE

