



Karolinska Institute's fire safety rules

These rules have been drawn up with the aim of minimising the risk of a fire breaking out within Karolinska Institute's (KI's) operations due to a lack of knowledge or incorrect action, and to ensure a safe evacuation from buildings. These rules do not intend to constitute an exhaustive list of what may be deemed to be inappropriate with regard to fire and evacuation safety. Other additional rules within specific areas and, not least, common sense should also provide guidance.

Within KI's operations, the following apply:

1. Evacuation routes, extinguishing equipment, evacuation signage, fire alarm buttons and evacuation plans must never be blocked or covered in such a way that it is hard to use or find them.
2. Evacuation stairs should be kept clear from combustible materials (e.g. loose furnishings, flowers, cardboard and other packaging).
3. Doors within the fire cell (fire doors) must only be kept open with equipment linked to the fire alarm which ensures that the door closes in the event of the fire alarm being activated.
4. Candles must not be used in KI's premises (with the exception of restaurants on campus).
5. Private electrical household appliances must not be used within KI's premises. Necessary electrical household equipment such as kettles must be CE marked and purchased in accordance with KI's rules for purchasing.
6. Coffee machines/kettles in kitchen/kitchenette may only be connected to electrical outlets fitted with an electronic timer built into the electrical outlet. The exception to the requirement for a timer is the coffee machines supplied by KI-procured supplier.
7. Household appliances may not be used in laboratory or office premises, but only in rooms intended for dining and rest- areas (such as preparation kitchens, dining rooms, custom kitchenettes etc.).
8. Combustible materials must not be placed or stored on top of refrigerators and freezers.

9. Extension leads must not be connected to each other, since there is a risk that the wall outlet will be overloaded, resulting in overheating.
10. Temporary heating equipment (e.g. portable electric radiators) should generally not be used, since they can disrupt the building's ventilation system and have a negative effect on energy consumption. Use should be preceded by dialogue with the landlord.

However, when portable radiators must be used, CE-marked oil-filled portable radiators must primarily be purchased in accordance with KI's rules for purchasing. Great care must be taken so that the radiator does not risk being covered in any way, and that there is sufficient free space around the element for air to circulate freely.

Combustible material must not risk coming in contact with the radiator. Portable radiators must be switched off when the working day is over.

11. Objects or furnishings must not be stored within a radius of 0.5 metres in all directions around fire detectors and sprinkler heads.
12. All employees who will work at KI for six months or more should carry out KI's basic fire training when beginning their employment, and should then repeat this at least once every four years for the duration of their employment at KI.
13. Flammable goods should be handled and stored in accordance with the specific rules that exist at KI for such types of products.