

Instructions

Instructions on fire safety in national monuments

Internal regulations 46

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Swedish National Property Board
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Instruction on fire safety in national monuments (SBM) and buildings with valuable collections.

Policy, goal and rules for securing properties against fire.

Background

The greater part of the Swedish National Property Board's properties are national monuments and, in addition, form part of Sweden's national heritage of properties. These have been entrusted to the National Property Board with the object of their being preserved for all time for the pleasure and knowledge of generations to come. Such properties must not suffer damage.

There are special requirements for historic properties in terms both of how materials and design withstand fire and the possibility of suiting fittings and other measures to the historic environment.

The National Property Board is responsible for fire prevention within the property and for its being let to a business whose needs are compatible with its historic value. The tenant is responsible for valuable collections being housed in suitable premises.

State authorities may not take out insurance with individual insurance companies (SFS 1995:1300). On the other hand, the National Property Board has taken out property insurance with the Swedish Legal, Financial and Administrative Services Agency [Kammarkollegiet]. The Board must have its own inspection system and routines for protecting its property.

Policy

Fire safety issues have a high administrative priority. There is close collaboration with tenants and the fire service.

National Property Board staff take the initiative and an active part in developing knowledge of the special fire safety requirements of historic buildings.

Goals of safety work

- Preservation of cultural heritage, i.e. minimisation of the risk of fire and minimisation of possible damage if fire should break out
- New and enhanced knowledge through stimulation of research and development
- Development of ways of working, methods, statistics and regulations by influencing the authorities involved (The Swedish Rescue Services Agency [Räddningsverket], National Heritage Board [Riksantikvarieämbetet]).
- Increased awareness of and interest in fire issues among those responsible for building, consultants and tenants.

We achieve this by means of the National Property Board's staff

- Having knowledge of the special value of properties and the risks to which they are exposed,
- Having the ability to find solutions that suit the historic environment, and
- Working actively with an outward perspective to enhance knowledge of and increase interest in fire issues among consultants, contractors and tenants.

Rules for individual properties

The property manager is under a duty to:

- Identify who is responsible for what in relation to the fire safety of the property.
- Put in place preparations for what is to be done on the spot in an incident or if a full-scale fire breaks out.
- Make sure that tenants live up to their responsibility to intervene with trained fire fighters in the first 15 minutes.
- Put in place preparations for on the spot rescue of goods relating to the property in their care. The Fire Brigade is responsible during the acute stage. Thereafter responsibility for the protection of property passes to the owner of the property or of inventories or collections as appropriate (see Appendix *Actions in the Event of Damage*).
- Carry out regular training of its own staff and ensure that tenants' staff receive training.
- Inform himself of what goes on in the day-to-day business with the object of minimising the risk of fire.
- Take the lead in regular internal inspections especially where fire inspections are not required by the applicable regulations.
- Maintain continual contact with the Fire Service in order to ensure that they know the property, understand its value and prepare intervention plans.
- Document incidents, analyse them and draw conclusions.
- Carry out and document a risk analysis and assessment of the cultural and economic value of the building and co-ordinate this with the tenant's analysis and assessment of collections and other valuable inventories.
- Adopt a policy and document the need for increased protection on the basis of the risk analysis and value assessment.
- Adopt a policy on and document the scope and type of protection, e.g. fire alarms, automatic extinguisher systems, lightning protection, division into fire cells and additions to existing equipment.

- Prepare and agree with the tenant plans for implementing enhanced fire safety and financing planned measures.
- Document existing systems - their components, mode of operation, extent, year of installation and who is responsibility for their maintenance and inspection.
- Draw up operating instructions and organise maintenance.

Applicable regulations and guidance

- Fire Prevention in Historic Buildings. Manual on Fire Inspections and Fire Prevention Measures in Historically Valuable Environments. Published by the National Property Board and National Heritage Board, 1997.
- Salvaging Residual Value - a Manual on Clearing up Damage. Swedish Fire Protection Association
- Salvaging Residual Value in Co-operation : Rescue Services, Police, Insurance Companies. Jan Holmqvist, Swedish Fire Protection Association., 1993
- Internal Fire Prevention Checks, Swedish Fire Protection Association., 1993
- Internal Inspection. Controlling the Risk of Fire. Skandia Manual.
- National Property Board Internal Regulations Nos. 35 and 15 (Crisis Management on Safety Policy and Safety Instructions).

Statutory provisions involving fire

Prevention of Fire	Rescue Services Agency Act (1986:1102) 41, 43 §§ Electrical Safety Act (1902:71) Combustible and Explosive Goods Act (1988:868)
Evacuation on Fire	Planning and Building Act (1987:10) National Board of Building, Planning and Housing [BBR] Regulation 94 on The Design of Evacuation Routes Swedish Work Environment Regulation [AFS] 1993:56 Evacuation
Prevention of Spread of Fire	Planning and Construction Act (1987:10) National Board of Building, Planning and Housing [BBR] Regulation 94 on The Load-Bearing of Ability of Buildings in Fire
Extinguishing Fires	Rescue Services Agency Act (1986:1102) 41 §

Appendices

- Actions in the event of Damage Swedish Legal, Financial and Administrative Services Agency
- Damage Reporting, Damage to Property Swedish Legal, Financial and Administrative Services Agency

Actions in the event of Damage

Business Damage

Forms:

- DAMAGE REPORT - PROPERTY DAMAGE
- THIRD PARTY DAMAGE

At the site of the damage

- Be proactive and try to limit the extent of the damage
- Contact the emergency services in the event of accident
- Contact the Alarm Centre if fire or water damage is involved
- Take photographs
- Take witness statements and, if possible, have the witness sign them
- Write down all information immediately
- If the damage needs to be inspected, contact the Swedish Legal, Financial and Administrative Services Agency
- Make a Police report if crime is suspected
- Never concede any liability for damages
- Never agree any compensation

- Fill in the damage report and send it immediately together with all other available information to Swedish Legal, Financial and Administrative Services Agency, Karlstad.

- **In the event of fire or water damage, contact the Alarm Centre on 020-32 23 22 and ask for the RESIDUAL VALUE MANAGER as per Swedish Legal, Financial and Administrative Services Agency's contract.**

