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| Dnr:<br>SU FV-2522-24                          | Decision date, revision:<br>2024-10-24                               | Pages 1 (3) |
| Decided by:<br>Mikael Corell                   | Type of document:<br>Routine   |             |
| Responsible administrator:<br>Thomas Markdalen | Responsible administration department:<br>Property Management Office |             |

## Fire safety officer

**Description:** Fire safety officer describes the tasks of the fire safety officer and how the head of department/equivalent can distribute them to employees. The purpose is to clarify the role and tasks of the fire safety officer in order to achieve good systematic fire protection work within the department/equivalent.

### Introduction

According to Chapter 2. Section 2 of the Act (2003:778) on Protection against Accidents, owners or holders of rights of use of buildings or other facilities must take the measures necessary to prevent fire and prevent or limit damage as a result of fire. The measures can be of a technical nature, such as the acquisition of equipment for fire extinguishing, or of an organizational nature, such as training in systematic fire protection work in order to be able to handle a fire and/or an evacuation situation. To meet these requirements, systematic and continuous fire protection work must be conducted. This includes that the fire protection work is documented and followed up.

The principal's decision-making and delegation of authority for Stockholm University states that the head of department/equivalent has a responsibility for the work environment, and this responsibility includes complying with the Act (2003:778) on Protection against Accidents relating to fire safety. This means working systematically to prevent fire and to prevent or limit damage as a result of fire, as well as maintaining a level of fire safety that corresponds to the risks that exist within the departments/equivalent.



## **The departments/equivalent fire safety officer shall**

- inform new employees about how the department/equivalent works systematically with fire protection.
- serve as the contact person and link between the department/equivalent and the central fire safety function.
- continuously manage overall fire safety issues within the department/equivalent.
- support your own department/equivalent in the work to comply with legislation in fire safety and university-wide governing documents in the field of fire safety.
- identify risks and, if necessary, supplement the university-wide governing documents in the field of fire safety with department-specific information.
- make that fire safety information is accessible and known to all employees.
- receive and disseminate information from the central fire safety function about laws, guidelines and procedures in the fire safety area to employees at department level.
- participate in centrally organized fire safety training and information meetings aimed at fire safety officers.
- coordinate, inform and support fire safety controllers and evacuation leaders in their fire safety work.
- compile the reports from fire safety controls, take action and follow up on the deficiencies.
- be responsible for ensuring that the evacuation organization is adapted to the activities, the number of people and the design of the premises.
- follow up that the department's/equivalent staff attend training in accordance with SU's central fire training plan.
- participate in the Fire & rescue service's supervision of the department/equivalent, together with the central fire safety function.



## **Distribution of tasks to the fire safety officer**

The principal's decision-making and delegation of authority for Stockholm University states that the head of department/equivalent is responsible for safety and the work environment at the department/equivalent. In order to ensure that the department/equivalent has reasonable fire protection, there should therefore be a fire safety officer appointed at each department/equivalent in accordance with the established delegation of authority. The head of department/equivalent can distribute the tasks of fire safety officer.

Department/equivalent:

Head of department/equivalent:

Signature:

Name clarification:

Date:

The fire safety officer certifies with his signature that he understands the meaning of the distribution. The task of the department's/equivalent fire safety officer is valid until further notice. The fire safety officer shall notify his or her head of department/equivalent as soon as possible and in writing and to the central fire safety function when the assignment as fire safety officer ends.

### **Fire safety officer**

Signature:

Name clarification:

Date:

A completed form is emailed to the central fire safety function: [brandsakerhet@su.se](mailto:brandsakerhet@su.se)

Deregister as a fire safety officer:

Name:

Date: