

# EXTRACT FROM RULES ON FIRE REGULATIONS

for Public institution Ljubljana Castle, Grajska planota 1, 1000 Ljubljana - ESTATES HALL

## FIRE PROTECTION ORGANIZATION

- Employees, visitors and anyone who is temporarily or permanently present on the premises of the institution are obliged to comply with and implement the provisions of these Fire Regulations, other regulations, instructions and requirements in the field of fire protection.
- The responsible person or workers authorized by him/her shall ensure and be responsible for fire protection in the facility, and create conditions to prevent the occurrence of a fire or explosion.

## FIRE PROTECTION MEASURES



PROHIBITED DISPOSAL OF MATERIAL

- Smoking is not permitted in the institution's premises.
- The use of open flames is prohibited, except in exceptional cases (maintenance), where it is necessary to obtain a prior written permit for work and provide a fire watch.
- Maintain order and cleanliness and clear evacuation routes in all rooms.
- It is prohibited to stock fire extinguishers and electrical cabinets.
- Promptly remove all types of combustible waste from work areas.
- Leave the premises in such a condition that a fire cannot start.
- Always ensure free access to fire extinguishers and internal wall hydrants.
- It is not permitted to bring in and use electrical appliances, heating elements, flammable materials and pyrotechnics that are not part of the work process.
- Only employed staff, residents and business visitors may stay in the premises, while other visitors may only stay under the supervision and with the permission of the responsible person.



IT IS PROHIBITED TO DISPOSEL OF MATERIAL IN FRONT OF ELECTRICAL DEVICES

**If irregularities or omissions in the implementation of fire protection requirements are noticed, the responsible person or a person authorized by them must be immediately notified!**

## INSTRUCTIONS IN CASE OF FIRE

### 1) Start extinguishing



Anyone who notices that there is an imminent danger of fire or explosion, or who notices a fire, must remove the danger or extinguish the fire, as long as it does not endanger themselves or others.

### 2) Report a fire



If you cannot extinguish the fire, warn the surrounding area by shouting "FIRE".  
Press the manual fire alarm button.  
Turn off the electricity in the building or part of the building.  
If people are in immediate danger, proceed to their rescue.



Leave the building and immediately call:  
**INFORMATION CENTER** on tel. no.: **112** or  
**POLICE** on tel. no.: **113** and provide the following information:

**who is calling, where is the fire, what is burning, the extent of the fire and whether people are in danger**



### 3) Leave the facility

Retreat to an outdoor assembly point.  
Close all doors behind you, but do not lock them (this will protect escape routes from smoke and slow the spread of fire).



Use regular and emergency exits to escape the building.



**Depending on the size and purpose of the premises, the maximum number of users is expected to be:**

<b>CINEMA</b> / chairs in a row / connected to each other	<b>160 users</b> - stage I. <b>135 users</b> - stage II.
<b>BUFFET – STANDING</b> / individual high tables - no chairs	<b>250 users</b> - both rooms <b>350 users</b> - without simultaneous use of other rooms (Palacij, Frederick I Room)
<b>GALA DINNER</b> / line layout / center layout	<b>200 users</b> - both rooms. Valid when the Stanovska Hall is in use at the same time as other rooms in the same area (Palacij - Frederick I's Room)
<b>GALA DINNER</b> / round tables with chairs	Φ 160 cm / <b>170 users</b> - with stage / <b>200 users</b> - without stage Φ 200 cm / <b>145 users</b> - with stage / <b>165 users</b> - without stage

Responsible person:

Ljubljanski grad  
p.p. 72  
1001 Ljubljana  
Slovenija