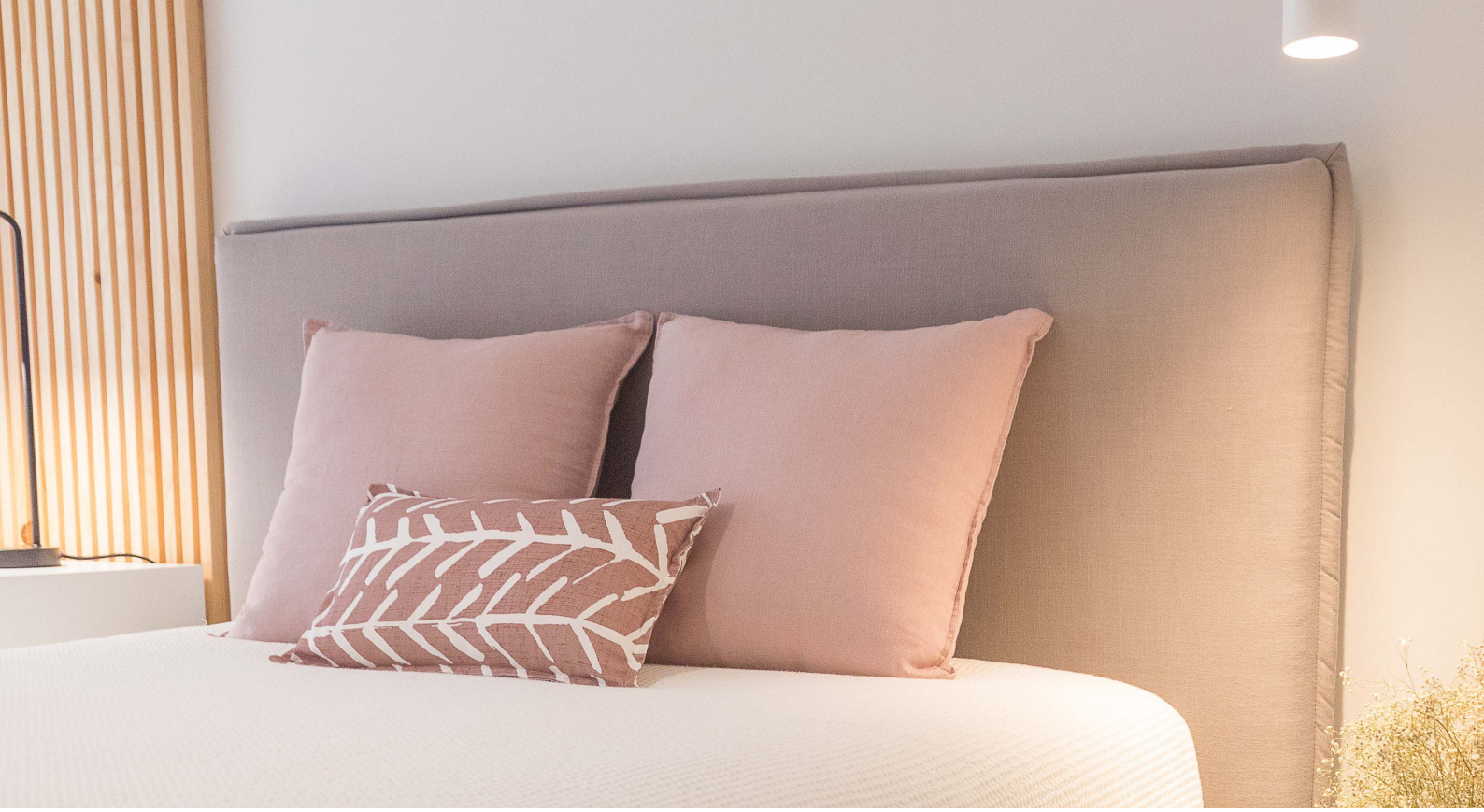
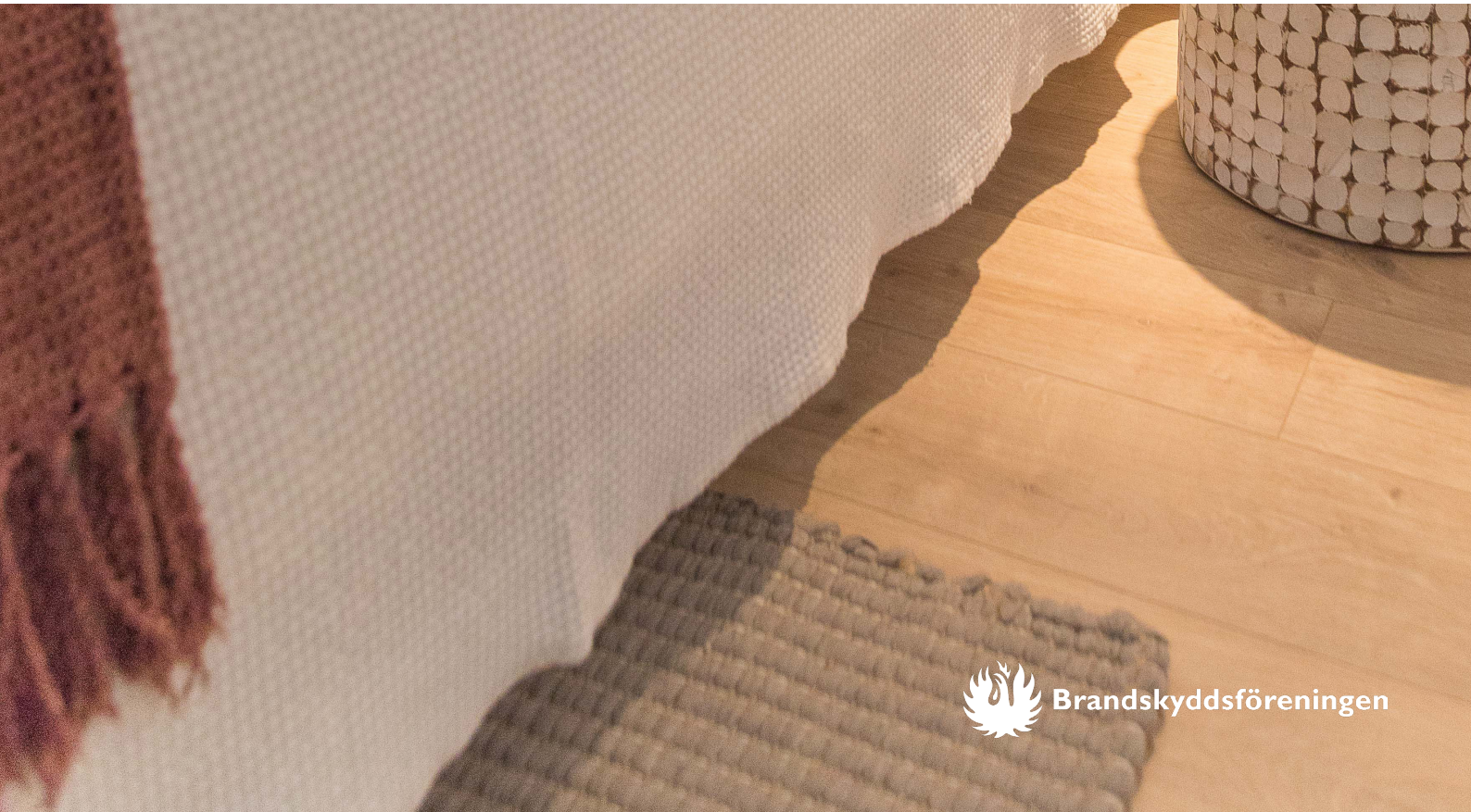


CERTIFICATION STANDARD 2023

Fire Protected Hotel®
Well Fire Protected Hotel®



Brandskyddsföreningen

Certification Standard

Fire Protected Hotel®

Well Fire Protected Hotel®

Issued 2023-09-30

VISITA
SVENSK BESÖKSNÄRING

Brandskyddsföreningen

Brandskyddsföreningen, the Swedish Fire Protection Association, is a non-profit association that works to promote fire safety in Sweden. We are a leading knowledge center dedicated to enhancing fire safety for the future while reducing society's costs associated with fire damage. We achieve this through inspections, training, salvage organization, the Hot Works® concept, and more. The Swedish Fire Protection Association develops unified standards and regulations for various industries, and through the Brandforsk Foundation, we provide funding for research and development in the field of fire safety.

For more information, please visit our website at www.brandskyddsforeningen.se.

Visita is the industry and employer organization for the Swedish hospitality sector. Visita brings together more than 4,600 member companies, comprising over 6,400 establishments, including hotels, restaurants, cafés, entertainment venues, catering companies, conference facilities, spas, camping sites, hostels, ski resorts, amusement parks, zoos, tourist offices, and event companies.

As an industry organization, Visita assists companies in their growth and development and serves as the tourism industry's representative in political matters. In its role as an employer organization, Visita provides companies with guidance and support on employment-related issues and participates in negotiations with our trade union counterparts. Visita also negotiates and signs the industry's collective agreements and is a member organization of the Confederation of Swedish Enterprise.

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Content

1 Introduction

This guide outlines the requirements that must be met for a hotel to attain certification as a Fire Protected Hotel® or a Well Fire Protected Hotel®. These certifications are grounded in insight, knowledge, and motivation. It is crucial that all individuals involved in fire protection work receive appropriate training. The utmost priority lies in the knowledge and actions of the hotel staff to prevent fires from occurring and to minimize the consequences if a fire should occur.

To achieve these goals, effective structural fire protection is essential, as well as an organization that actively and systematically engages in fire protection.

Reading instructions

The certification standard was originally published in 2012. Any subsequent changes have been incorporated and are indicated with the date of the amendment. Recent changes are highlighted with a line in the margin (*2023-09-30*).

2 Scope

The certification Fire Protected Hotel® presupposes that all requirements according to laws and regulations are met. This also applies to those laws and regulations that are not included as certification requirements. The certification itself does not imply that all requirements from authorities or other regulatory bodies are met.

To obtain certification as a Fire Protected Hotel®, all requirements below must be met. Alternative solutions may lead to exemptions being granted for certain requirements. Such assessments are managed by the certification board, which has the authority to approve alternative solutions and exceptions.

To achieve certification as a Well Fire Protected Hotel®, the hotel must meet all the requirements for Fire Protected Hotel® in addition to the specific requirements for Well Fire Protected Hotel®.

Verification of compliance with the standard's requirements occurs through preliminary verification of documentation and an audit conducted at the hotel. If minor deficiencies are identified during the audit, certificates may still be issued once these deficiencies are addressed as required, within a maximum of 6 months from the audit (*2013-02-25*).

The certifications have a fundamental prerequisite that a valid hotel permit exists and that some employees at the hotel have participated in fire protection training. The criteria for obtaining a certificate are outlined in this standard, which, among other things, emphasizes the importance of well-established routines and trained staff. Emphasis is placed on the hotel's internal actions. Municipal rescue services do not impact certification requirements.

The fact that a hotel meets the certification requirements is demonstrated by a specialized certificate, valid for three years, issued by Visita and the Swedish Fire Protection Association. Certified hotels will also be listed on the website www.brandskyddathotell.se.

A certified hotel complies with the requirements of the Swedish Civil Protection Act and the Swedish Civil Contingencies Agency's general advice and recommendations on fire safety in hotels, guesthouses, hostels, and similar facilities, SRVFS 2008:3.

3 Definitions For This Standard

3.1 Definitions of Terms

Alternative solutions – A different approach to fire protection design, deviating from the standard. Supported by investigation or other documentation proving that the hotel's fire protection is at least equivalent to the standard.

Fire Detection and Alarm System Operator – Person designated by the facility owner to oversee the maintenance of the fire detection and alarm system.

Fire detection and alarm system – A set of components that detect fires at an early stage and send alarm signals to those who can take action.

Flammable liquids and gases – Refers to the handling of substances regulated by the Act on Flammable and Explosive Goods. Examples include flammable gases like LPG and flammable liquids such as gasoline and ethanol.

Fire hazard – Anything capable of causing a fire and its associated consequences.

Fire Safety Manager – The individual with the highest level of responsibility in the workplace or someone appointed by management to oversee fire protection efforts.

Fire Protection Inspector – A person appointed to conduct self-monitoring of the business's fire protection measures.

Disability – Refers to individuals with conditions that may impede their evacuation safety, such as vision or hearing impairments or mobility limitations.

Hot Work – Work involving tools or machines that generate heat or sparks and are considered fire hazards. Individuals performing such work, including welding, soldering, grinding, cutting, and using a hot air gun, must possess a valid Hot Work certificate.

Alarm device area – A designated area within the coverage zone where evacuation alarms can be activated separately.

Small hotels – Refers to hotels with a maximum of 50 rooms.

Safe place – An outdoor location where fire and fire-related gases cannot affect evacuating individuals. Examples include streets, terraces, courtyards, or similar areas that provide a direct route to a street. *(2021-01-01)*

Coverage area – The space within a building where the evacuation signal/message must be perceptible.

Evacuation alarm system – A system comprising components that signal individuals to evacuate in the event of a fire.

Evacuation alarm selection – The design of an evacuation alarm system that determines the size and activation sequence of alarm device areas within a coverage area.

Escape route – An escape route should provide a direct path to the street or equivalent. It can include fire compartments like stairwells or corridors leading directly to the street. Hotel corridors are also considered escape routes.

Operations – Refers to all areas within one or more buildings where hotel or integrated activities take place, including hotel rooms, corridors, storage rooms, reception, restaurant, breakfast room, nightclub, and relaxation areas.

The above defined concepts are highlighted in red within the text.

3.2 References

AFS 2020:1	Workplace design – The Swedish Work Environment Authority's regulations on workplace design and general advice on the application of the regulations. *(2021-01-01)*
BBR	The National Board of Housing, building codes.
Evacuation Alarm	Recommendations - Evacuation Alarm (Swedish Fire Protection Association). Replaced by SBF 110 and SBF 502 (see below).
MSBFS 2014:6	Swedish Civil Contingencies Agency's regulations on cleaning (chimney sweeping) and fire protection control.
MSBFS 2021:8	The Swedish Civil Contingencies Agency's general advice and comments on how municipalities should plan and carry out its supervision under the Law (2003:778) on Civil Protection.
SBF 110	Rules For Fire detection and Alarm System (Swedish Fire Protection Association).
SBF 502	Rules for Evacuation Alarms With Spoken Message (Swedish Fire Protection Association)*(2020-02-01)*.
SBF 1003	Standard for Inspection Company Fire Protection Device (Swedish Fire Protection Association).
SFS 2003:778	The Civil Protection Act.
SFS 2010:1011	The Flammables and Explosives Act.
SRVFS 2004:3	Swedish Civil Contingencies Agency's general advice and comments on systematic fire protection work.
SRVFS 2008:3	The Swedish Civil Contingencies Agency's general advice and comments on fire safety in hotels, guesthouses, hostels, and similar facilities, SRVFS 2008: 3.
SS 2875	Swedish standard, Fire and Rescue - Evacuation Plans - Symbols (SIS).
SS-EN 54-21	European standard, Fire detection and fire alarm systems - Part 21: Alarm transmission and fault warning routing equipment.
SS-EN 179	European standard, Building hardware - Emergency exit devices operated by a lever handle or push pad, for use on escape routes - Requirements and test methods.
SS-EN 1125	European standard, Building hardware - Panic exit devices operated by a horizontal bar - Requirements and test methods.
SS 1838	Lighting applications - Emergency lighting.

References defined above are highlighted in blue within the text.

4 Certification Requirements for Fire Protected Hotel® with Additional Requirements for Well Fire Protected Hotel®

	Documentation = Written documentation must be provided
	Designated person = A specific individual must be appointed
	Inspection = On-site visual inspections are conducted to verify compliance with the criteria
	Information = Oral information must be provided to demonstrate compliance with the criteria
	Test = Physical testing is carried out on-site to confirm compliance with the criteria
VBH	Requirements or Additional Requirements for Well Fire Protected Hotels®

The primary prerequisite for applying for a certificate is that the hotel possesses a valid hotel permit.

4.1 Management Engagement

4.1.1 The hotel must establish a fire safety policy under the management's direction.

Note

The fire safety policy signifies an intention statement concerning the level of fire safety to be upheld within the business. This policy commits to continuous improvement and ongoing efforts to mitigate fire and safety risks. It is crucial for the management to wholeheartedly support this policy. If the CEO endorses the policy, it will facilitate the implementation of fire protection measures. For the organization to effectively implement the policy, all members of the organization must be involved. The fire safety policy can be incorporated into the hotel's broader safety policy.

4.1.2 The hotel management must discuss fire safety matters at least four times a year.

Note

This can be accomplished through a recurring agenda item in management team meetings or other documented meetings. In cases where there is only one person in the management team, they should document their review of the systematic fire protection efforts. The objective is for management to demonstrate their commitment to fire protection as an integral part of daily operations.

4.2 Fire Protection Organisation

4.2.1 The hotel must establish a documented fire protection organisation.

Note

Each hotel must maintain a fire protection organization. It is essential to document the structure and responsibilities within the organization to ensure clarity regarding who or which function is responsible for specific tasks.

For smaller hotels with a maximum of 50 rooms and a smaller workforce, the documented fire protection organisation need not be overly complex. It can consist of two or three employees responsible for all fire safety functions. However, certain roles must always be assigned, including a Fire Safety Manager, Fire Protection Inspector, and individuals responsible for training and evacuation. Where relevant, Hot Works should also be included in the documented fire protection organisation. *(2013-02-25)*

4.2.2 There must be at least one Fire Safety Manager and a deputy.

Note

The hotel manager is ultimately responsible for fire protection, and this responsibility cannot be entirely delegated to another person. However, the hotel manager can, through written delegation, assign specific duties and associated responsibilities to another qualified individual, who then assumes the role of the Fire Safety Manager

Regarding the level of competence of the Fire Safety Manager, see point 4.4.5.

There should be a deputy in place who can assume responsibility in the event of the regular Fire Safety Manager's extended absence. A suitable deputy for the Fire Safety Manager is an individual who possesses the skill level outlined in point 4.4.5.

VBH

4.2.3 At least one Fire Protection Inspector and a deputy shall be appointed

Note

The Fire Protection Inspector is designated by the Fire Safety Manager to perform various tasks, including the self-monitoring of fire protection. The Fire Protection Inspector or inspectors are responsible for actively monitoring fire protection practices and ensuring that fire protection consistently meets high standards. In larger hotels, it is advisable to have multiple Fire Protection Inspector.

A deputy for the Fire Protection Inspector should be appointed to assume responsibility in their absence. It is acceptable for the Fire Protection Inspector and the Fire Safety Manager to be the same person (*2013-02-25*)

Additional requirements – Well Fire Protected Hotel®

Hotels with more than 50 rooms must have a minimum of 2 Fire Protection Inspectors. For hotels with more than 200 rooms, there should be at least 1 Fire Protection Inspector per 100 rooms. *(2013-02-25)*

4.2.4 At least one Fire Detection and Alarm System Operator and a deputy must be designated.

Note

Given that the fire detection and alarm system is a central component of the hotel's fire safety, there should always be someone capable of managing these systems. (This requirement is also a fundamental aspect of SBF 110 regulations.)

The operator is responsible for ensuring that the necessary care, maintenance, and inspections of the fire detection and alarm system are carried out. Additionally, the operator manages disconnections (during construction work and similar activities) and addresses error signals. They are also responsible for handling inquiries and actions related to unnecessary alarms and ensuring that maintenance and testing actions are documented in a control journal in accordance with SBF 110.

Refer to section 4.4.7 for details regarding the required competence level for plant operators.".

4.2.5 Handling of Flammable Goods Requiring a Permit.

Note

If the hotel manages a quantity of flammable goods that necessitates a permit, in accordance with the Flammables and Explosives Act, at least one flammables manager and a deputy must be designated.

When a hotel deals with flammable goods, it is required, as per the Flammables and Explosives Act (SFS 2010:1011), to designate a flammables manager. This manager should possess the necessary knowledge to ensure the safe handling of flammable goods. Furthermore, a deputy for the flammables manager should be appointed to assume responsibility in their absence.

Refer to section 4.4.6 for details regarding the required competence level for the manager.

4.2.6 Job Descriptions for Key Roles

Note

The hotel must have job descriptions for the Fire Safety Manager, Fire Protection Inspector, Fire Detection and Alarm System Operator, and the manager of flammable goods (if applicable). These job descriptions must be signed by the individuals involved.

Each of these roles and positions should have job descriptions to clarify their respective responsibilities. It is crucial that each job description is signed by both parties to ensure mutual agreement.

VBH

4.2.7 Staffing During Reception Opening Hours

Note

In the event of a fire, the speed of response is crucial for the outcome. Having trained hotel staff on-site who can take swift action significantly enhances fire safety, provided they have the appropriate training and can make the right priorities.

On-site staff bear the responsibility for the hotel's fire safety. Staff should practice scenarios they may encounter, such as prioritizing evacuation or using fire extinguishing equipment. In larger hotels with continuous staffing by at least two people, there should be a minimum of one person at the reception area.

Additional Requirements for Well Fire Protected Hotel®

A Well Fire Protected Hotel requires staffing around the clock. For hotels with more than 200 rooms, it's mandatory to have at least 1 person at the reception area at all times. This individual must have the necessary training to handle fire and evacuation alarms, initiate evacuations, and manage fire extinguishing equipment.

4.3 Fire Risks and Routines

4.3.1 The hotel must document its fire risks and how these are managed.

Note

The hotel is required to identify and document fire risks, specifically, the sources of heat that could potentially ignite a fire. The documentation should outline how each fire risk is managed, detailing the measures taken and considerations for future planning. According to Swedish fire statistics, the most common fire hazards in hotels include candles, stoves, fryers, electrical machinery and installations, fireplaces, smoking, and arson. Additionally, other fire hazards may also arise. The documentation must be signed and dated, reflecting the most recent fire risk assessment (*2021-01-01*).

4.3.2 Procedures should be established for actions in the event of fire, a fire alarm, and evacuation alarm. If different staff categories have different tasks, this should be outlined in the procedures.

Note

Procedures and checklists describing various scenarios should be available. Consideration should be given to the time of day when a scenario might occur, as staffing levels typically vary throughout the day. Nighttime procedures may differ significantly from daytime procedures when there is usually more staff on-site. Among other things, the procedures must specify which staff category should be familiar with the rooms that are rented. A guest list or room list should be maintained for this purpose. This knowledge is essential, particularly for accounting for hotel guests at the assembly point and reporting to arriving emergency services if someone is potentially missing.

In cases where the hotel has its fire detection and alarm system connected to an external alarm center, alarm storage can be employed. This means that, before the alarm signal is sent, staff can acknowledge the alarm and investigate the cause within a predetermined time (e.g., three minutes), and then reset the alarm system to normal operation. If there is no acknowledgment and reset, the signal is forwarded to the alarm center. If alarm storage is used, specific procedures for this must be defined and staff must be trained accordingly.

4.3.3 Routines must be in place for the evacuation of persons with disabilities.

Note

Since disabled individuals may face challenges during an evacuation, it is particularly important for hotel staff to be aware of the necessary actions. These actions can range from enhanced evacuation procedures to the use of technical aids or specially adapted hotel rooms. Information regarding the hotel's fire protection measures and procedures in the event of a fire should be provided to disabled guests during the check-in process.

4.3.4 The hotel must establish procedures to take care of guests after a fire has occurred.

Note

In the event of a fire affecting the hotel, there should be established procedures to potentially rebook guests and expedite the recovery of business operations. Additionally, procedures should be in place to account for guests and provide them with relevant information at the assembly point.

4.3.5 The Fire Safety Manager must be aware of the response time and resources of the rescue services. *(2016-06-03)*

Note Understanding the capabilities of municipal emergency services is essential because strong actions from hotel staff are required until the emergency services arrive. *(2016-06-03)*

4.3.6 Repealed on 2018-10-01

4.3.7 Procedures for Hot Works must be in place.

Note Due to the potential fire risks associated with carelessness and lack of knowledge during hot works, it is crucial to establish routines for this. Insurance companies require that individuals performing hot works be trained and certified. A hotel's routine can include verifying that the person conducting hot works holds a valid certificate.

A risk assessment should also be conducted to determine whether it is appropriate to carry out hot works on-site and what precautions should be taken in that case. If the hotel plans to perform hot works, the property owner must appoint a permit manager who will assess the safety of the works and issue on-site permits. *(2013-02-25)*

4.3.8 When construction and renovation work takes place while the hotel business is in operation, procedures must be in place to ensure fire safety for both personnel and guests.

Note Hotels are particularly vulnerable during construction works, as certain aspects of structural fire protection may be temporarily compromised. Continuous fire safety assessments must be conducted during construction or renovation to determine whether the entire hotel or specific sections need to be temporarily closed. To maintain business operations during construction, compensatory measures should be implemented to address any compromised structural fire protection.

These measures could include employing additional staff tasked with monitoring fire protection, installing extra alarm devices, or limiting guest accommodations to the ground floor with accessible window evacuations. The safety of hotel guests should be the primary concern, and the appropriate compensatory measures should be evaluated on a case-by-case basis.

4.4 Training

4.4.1 The hotel must have a training plan for all employees working continuously.

Note

A comprehensive education and training plan should be in place. It should provide details on the type of training/exercise, identify those who have received training, specify individuals who require training, and outline the frequency of training sessions. This plan ensures a clear overview of employees' skills and their future training needs. The employees in question are those who work an average of at least 20 hours per week over a six-month period.

4.4.2 The hotel must have specific training procedures for new employees, substitutes, and temporary personnel.

Note

Hotels may need to hire temporary staff during certain periods, and staff turnover is natural. It's essential to establish procedures to ensure that new or temporary employees quickly familiarize themselves with the hotel's fire protection measures and understand their expected actions. Temporary contractors should also be informed about how to respond, for instance, when the evacuation alarm is activated.

4.4.3 All employees must undergo fire protection training at least once a year.

Note

Every staff member should receive a minimum of three hours of fire safety training annually to maintain and update their necessary knowledge. Fire protection training should encompass both theoretical and practical elements, equipping all personnel to respond effectively in case of a fire.

Basic knowledge includes understanding the importance of maintaining structural fire protection, such as keeping fire doors closed and not wedged open, responding when the fire alarm is activated or when a fire occurs, using fire extinguishers or hydrants to extinguish fires, and conducting partial hotel evacuations. Understanding different roles within the fire protection organization and the fire risks in the hotel is also vital.

Employees who participate in an evacuation exercise, including a briefing and a review of the hotel's evacuation procedures, can count it as part of their fire protection training.

4.4.4 Evacuation drills shall be conducted at least once a year.

Note

An evacuation exercise serves to ensure the effectiveness of the hotel's evacuation organization and to practice evacuation procedures. Such exercises may also identify areas for improvement.

Information regarding the hotel's evacuation strategy must be provided during the annual fire protection training.

Individuals responsible for tasks within the hotel's evacuation procedures must participate in these exercises at least once a year.

4.4.5 For hotels with more than 50 rooms, at least two employees must have completed training in fire safety management. *(2013-02-25)*

For hotels with less than 50 rooms, at least one staff member must have participated in training on fire safety management. *(2013-02-25)*

Note The training aims to enhance the competence of the hotel manager or the person designated to oversee fire protection efforts. (2013-02-25)

The training should span at least one day and focus on fire safety management principles rather than technical details. It should encompass topics such as laws and regulations, systematic fire protection measures, structural fire protection, and fire protection installations.

Certificates of completed training must be provided.

4.4.6 If the hotel has a manager responsible for flammable goods, they must undergo training.

Note The training is designed to enhance the skills of individuals who operate and are responsible for gas stoves and similar equipment. The training should span at least one day and cover topics such as the Flammables and Explosives Act, other relevant regulations, classification, labeling, permits, and an understanding of the risks associated with flammable liquids and gases, as well as the responsibilities of the manager.

Certificates of completed training must be provided.

4.4.7 The Fire Detection and Alarm System Operator must undergo training.

Note The training should consist of a minimum of seven hours of lessons. The training should cover the operation of the hotel's fire alarm and evacuation alarm systems, as well as the level of monitoring provided by the fire detection and alarm system. The operator should also be knowledgeable about the hotel's other fire protection measures.

Certificates of completed training must be provided. *(2016-06-03)*

4.4.8 The operator of the automatic water sprinkler system must undergo training (if applicable). *(2016-06-03)*

Note The training should consist of at least seven hours of lessons. It should cover the hotel's water sprinkler system operation and the level of monitoring provided by the system. The operator should also be knowledgeable about the hotel's other fire protection measures.

Certificates of completed training must be provided. *(2016-06-03)*

4.5 Documentation and follow-up of fire protection

4.5.1 Documentation of structural fire protection must include at least the elements described in the Swedish Civil Contingencies Agency's general advice and comments on Systematic Fire Protection Work, SRVFS 2004:3.

Note

The hotel's structural fire protection must be documented both in text and on drawings. The drawings should, at a minimum, display fire compartment boundaries and escape routes.

- Escape routes (location, fittings, impact direction, and width of doors)
- Evacuation signs
- Emergency lighting
- Fire compartmentation, including doors, windows, and ventilation (locations and their classes)
- Load-bearing structure class
- Surface layer classes in escape routes and other spaces
- Fire detection and alarm system
- Evacuation alarm
- Sprinkler system (if applicable)
- Smoke ventilation (if applicable)
- Risers (if applicable)
- Protection against fire spread to other buildings (if applicable)

In cases where there is fire protection documentation according to the National Board of Housing Building Codes (BBR), it is sufficient.

4.5.2 Repealed 2021-01-01.

4.5.3 Procedures for the follow-up of fire protection work must be in place.

Note

To achieve optimal fire protection, it's crucial to continuously monitor routines, rules, training plans, structural fire protection, and the organization. Corrections should be made when necessary. Regular maintenance of structural fire protection and its installations is essential. Any incidents related to fire protection should be documented and evaluated.

4.5.4 Fire detection and alarm systems, as well as evacuation alarms, must be audited annually by a certified inspection company according to SBF 1003.

Note

The inspection of fire alarm systems must be carried out by an independent inspection company. The inspection interval should not exceed 15 months, and any detected deficiencies must be rectified. *(2016-06-03)*

An inspection report must be presented.

4.5.5 Automatic water sprinkler systems, if applicable, must be audited at least once per calendar year by a certified inspection company according to SBF 1003.

Note If the hotel has a water sprinkler system, it must be inspected at least once per year by an independent inspection firm. Inspection intervals should not exceed 15 months, and any detected deficiencies must be rectified. *(2016-06-03)*

An inspection report must be presented. (2020-02-01)

4.5.6 Electrical installations must undergo regular inspection *(2018-10-01)*

Alt. A: The National Electrical Safety Board's regulations and general advice on the inspection of electric high-current installations and electrical devices (ELSÄK-FS 2008:3) must be followed.

Note These regulations state that a special inspection of the electrical installation in a hotel should be carried out at intervals decided by the owner of the hotel.

The results of the inspection, the agreed time interval, and the measures implemented as a result of the inspection must be documented.

Alt. B: The electrical installation must be audited every three years by an inspection engineer authorized by The Swedish Fire Protection Association's Electrical Board.

Note Regardless of the option for the owner to decide the inspection time interval according to the regulation ELSÄK-FS 2008:3, some insurers require an electrical audit every 3 years following the Electrical Board's inspection routine. This must be conducted by an authorized inspection engineer. If such an inspection is conducted, it meets the regulatory requirement according to option A above as per this standard.

An inspection report must be presented. (2020-02-01)

4.5.7 Repealed 2018-10-01

4.5.8 Fireplaces and exhaust ducts must be cleaned and undergo fire safety checks at intervals according to MSBFS 2014:6 Regulations on cleaning (chimney sweeping) and fire safety control.

Note *Inspection certificates and intervals must be reported.*

4.5.9 If the hotel handles a quantity of flammable goods that requires a permit according to the Flammables and Explosives Act, a valid permit for this must be presented.

Note *A valid permit from the municipality must be shown.*

4.5.10 Automatic extinguishing systems in kitchens must be inspected annually by an expert (if applicable). *(2016-06-03)*

Note An expert can be, for example, a service technician with the required training. Deficiencies discovered during the inspection must be rectified as soon as possible.

Certificates of the inspection and remedied deficiencies shall be presented. (2016-06-03)

4.5.11 The municipality's authority supervision according to the Civil Protection Act (2003:778) and the regulation MSBFS 2021:8 *(2023-09-01)*

Note Note: Notes from the municipality's latest supervision must be presented *(2021-01-01)*

4.6 Self-monitoring of Fire Protection

4.6.1 Procedures must be in place for self-monitoring of fire protection.

Note Self-monitoring shall cover at least the areas: evacuation in case of fire, prevention of fire, protection against the spread of fire, and firefighting devices. *(2016-06-03)*

4.6.2 Self-monitoring shall be conducted at least quarterly.

Note Self-monitoring must be conducted at least once a quarter. Parts of the self-monitoring, however, may need to be carried out at different intervals if there are reasons indicated in the supplier's instructions or if standards or similar documents suggest otherwise.

Additional requirements: Well Fire Protected Hotel®:

Self-monitoring shall be conducted every month.

4.6.3 Deficiencies detected during self-monitoring shall be documented and rectified without delay.

Note It should be clear what the deficiency consists of, who found the deficiency, who is responsible for ensuring that the deficiency is rectified, when the deficiency should be rectified, and when it is completed. Some deficiencies may require an investigation or a longer timeline for resolution.

4.7 Fire Detection and Alarm System

4.7.1 The hotel must be equipped with an evacuation alarm. The coverage area should include the entire hotel, with exceptions only for smaller areas where people are staying temporarily. *(2020-02-01)*

Evacuation alarms must be carried out in accordance with SBF 110 or SBF 502 for evacuation alarms with spoken messages. *(2020-02-01)*

Certificates of the installation must be presented. *(2020-02-01)*

For evacuation alarms built according to the Swedish Fire Protection Association's Recommendation for Evacuation alarms, requirements for a certificate of conformity must be shown. *(2020-02-01)*

Note The function of the evacuation alarm is to warn people in the hotel building and instruct them to vacate the building. The evacuation alarm can be initiated manually or automatically and usually consists of sirens or spoken evacuation messages.

The coverage area of the evacuation alarm, i.e., the area within the building where the evacuation signal should be audible, includes all spaces in the hotel where people are staying. In these areas, the evacuation alarm must sound at a sufficient volume level. In hotel rooms, the evacuation alarm must be able to wake up a sleeping person, which means that the sound level in these rooms should be at least 75 decibels at the pillow.

It's not necessary to provide alarm devices in all hotel rooms if the evacuation alarm is audible with a sufficient sound level in all rooms within the coverage area.

Different alarm devices have varying volumes, and the sound level decreases with distance and other obstacles, such as doors. A sound-dampening hotel room door usually necessitates the placement of alarm devices in every hotel room. *(2020-02-01)*

4.7.2 The hotel shall be fully monitored by a fire detection and alarm system according to SBF 110. Smoke detectors should be used in all areas except where there is an obvious risk of unnecessary alarms.

Toilet rooms directly adjacent to hotel rooms do not need to be equipped with detectors if their floor area is less than 10m² and only contains sanitary equipment. *(2013-02-25)*

Certificates of the installation must be presented.*(2020-02-01)*

Note

This criterion aligns with SBF 110. A fire detection and alarm system are designed to quickly detect fires, usually utilizing smoke detectors. Such a system can then alert emergency services and initiate an evacuation alarm.

The criterion implies that smoke detectors must be installed in all rooms, including relaxation areas, kitchens, exercise rooms, and so on. Smoke detectors should also be placed above suspended ceilings. This is necessary because fires occurring in unattended spaces can become extensive before detection, resulting in rapid fire development.

In areas with an evident risk of unnecessary alarms, such as kitchens and near fireplaces, it may be unsuitable to install smoke detectors. In such spaces, detectors other than smoke detectors should be considered.

4.7.3 In the event of an alarm triggered by a smoke detector in a hotel room, the following actions shall occur:

- The evacuation alarm is automatically activated within the hotel room.
- The fire alarm is automatically indicated at the hotel reception and forwarded to the relevant staff, as appropriate.

Note

The evacuation alarm in the hotel room should be activated promptly to awaken or alert individuals within the room. The sound level should be sufficiently high, at least 75 decibels, to wake a sleeping person.

The fire alarm should be indicated promptly at the reception or other relevant areas where staff are present. Hotel staff should immediately investigate the cause of the alarm and, if necessary, manually activate the evacuation alarm in other parts of the hotel.

4.7.4 In the event of an alarm from a smoke detector in an escape route, the following steps shall be taken:

- The evacuation alarm is automatically activated in the sections of the hotel affected by the escape route.
- The fire alarm is automatically indicated at the hotel reception and forwarded to the relevant staff, as appropriate.

Note

If there is smoke in an escape route, it should not be used for evacuation. Therefore, it is essential to warn more people well in advance to ensure sufficient time for evacuation. The evacuation alarm must be activated in both hotel rooms and public areas.

If there is smoke in a hotel corridor, the evacuation alarm should be activated on the affected floor. If there is smoke in a stairwell, the evacuation alarm should activate on all floors that use the stairwell as an escape route. Two-detector criteria can be used in stairwells to prevent unnecessary alarms. *(2013-12-09)*

Reception staff or staff elsewhere in the organization must investigate the cause of the alarm and, if necessary, assist with the evacuation and manually activate evacuation alarms in other parts of the hotel.

4.7.5 In the event of smoke detector alarms in areas other than a hotel room or escape route, the following steps shall be taken:

- The fire alarm is automatically indicated at the hotel reception and forwarded to the relevant staff, as appropriate.
- The evacuation alarm can be manually activated in one or more alarm device areas, following the evacuation alarm selection according to SBF 110.

Note

Staff at the reception or elsewhere within the operation shall investigate the reason for the alarm and, if necessary, manually activate the evacuation alarm in all or parts of the hotel. Evacuation alarms should always be activated in specific parts of the hotel, but depending on the location of the alarming detector, these parts may be limited to an alarm device area. If there is uncertainty about whether it is necessary to automatically activate the evacuation alarm in specific areas, it is always better, from an evacuation perspective, to have it activated automatically. It is important for the staff to understand the principles of evacuation in these areas.

4.7.6 Each floor and the reception must have at least one accessible alarm button for manual activation of evacuation alarms.

Note

This is the minimum requirement per BBR. The alarm button should be accessible to both hotel guests and staff. It should be positioned so that guests will encounter it if they discover a danger and begin to evacuate. Therefore, there should be an alarm button in each direction of evacuation. Signs should clearly indicate the locations of the alarm buttons.

4.7.7 In the event of a fire alarm triggered by the alarm button, the following steps shall be taken:

- Evacuation alarms are activated in the affected parts of the hotel.
- The fire alarm is indicated at the hotel reception and forwarded to the relevant staff.

Note

If an alarm button is activated, there is a high probability of a real danger. Therefore, in the case of manual activation, the evacuation alarm should be activated throughout the hotel, or at least within the alarm device area where the activated alarm button is located. Reception staff or staff elsewhere within the business should investigate the cause of the alarm and, if necessary, assist with the evacuation.

4.7.8 If the hotel does not have staff on-site, the alarm must be forwarded directly and automatically to the municipality's fire service. Even error signals should be forwarded.

Note

This is especially crucial when hotels lack on-site staff, particularly during nighttime hours. This applies to both the fire detection and alarm system and manually activated evacuation alarms. The alarm can be routed to a permanently staffed emergency response center, provided that the fire service is notified by the emergency service center. Fault signals should also be transmitted to a permanently staffed alarm center.

An agreement must be established between the hotel and the alarm receiver for both fire/evacuation signals and fault signals. The agreement should specify which signals are received and the corresponding actions to be taken.

Agreements must also be established for alarm transmission. Alarm transmission shall be monitored and meet the requirements for Type 1 of EN 54-21.

4.8 Evacuation

4.8.1 All hotel rooms and public areas shall have clearly visible evacuation plans.

Note

Hotel guests must be able to easily access information regarding the location of escape routes, fire alarm buttons, fire extinguishing equipment, and the assembly point. This information should be clearly indicated in the current evacuation plan. The appropriate location for the evacuation plan is on the inside of each hotel room door. **The evacuation plans must comply with SS 2875.**

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4.8.2 Each hotel room shall display clear information about fire safety and evacuation procedures.

Note

Hotel guests should receive clear instructions on how evacuation procedures work. This can be accomplished through informational leaflets or interactive displays. The appropriate location for this information, easily visible to hotel guests, is on the inside of the hotel room door. Appropriate information can be found in the ”Hotel Safety” brochure, which can be obtained through Visita’s caretaker.

Additional requirements: Well Fire Protected Hotel®

Each hotel guest should receive a briefing on fire safety and evacuation

This can be done verbally during check-in, by providing an information brochure at check-in, by offering reception through the in-room television, or by other equivalent means.

4.8.3 Evacuation signs must be installed along escape routes and in areas with alternative routes. These signs must be illuminated and equipped with emergency power sources. At least one evacuation direction must be visible from each hotel room door.

Note

Guidance on marking requirements can be found in BBR. Evacuation signs (indicative markings) must be illuminated, with lighting either behind or in front of the sign. Non-illuminated luminescent signs are not acceptable. Evacuation signs should be green with white symbols according to AFS 2020:1.

The size of each sign depends on the distance between the door and the sign, following instructions in BBR and the Swedish Fire Protection Association’s handbook on ”Evacuation Signs and Emergency Lighting.” Each evacuation sign must have an emergency power supply lasting at least 60 minutes.

When hotel guests look out into the corridor from their room, evacuation signs must be visible for at least two escape routes (there may sometimes be more) *(2021-01-01)*. For ground-floor hotels where each room has its own door directly to the outdoors, evacuation signs are not needed in the hotel corridor.

4.8.4 Escape routes must have emergency lighting.

Note

These are minimum requirements in BBR. All stairwells and corridors classified as escape routes must have emergency lighting that lasts for at least 60 minutes in case of a power failure. In corridors, the illumination must be at least 1 lux on the walkway, and in stairwells, it should be at least 5 lux. For ground-floor hotels where each room has its own door directly to the outdoors, emergency lighting is not required in hotel corridors. Further instructions can be found in BBR and SS-EN 1838.

4.8.5 The width of escape routes shall not be less than 0.9 meters.

Note

The minimum evacuation width from the hotel section must be at least 0.9 meters (0.8 meters free width in doors) and a height of 2.0 meters. In certain areas, different door widths may apply. The hotel may have conference facilities or a restaurant area where more than 150 people can be present. In such premises, doors should be at least 1.2 meters wide.

4.8.6 Escape routes must be kept free of objects that may obstruct or hinder evacuation.

Note

Escape routes must be clear of obstructions, with no furniture or objects that could obstruct or complicate evacuation. The entire width of the escape route should remain unobstructed. In some cases, it may be necessary to mark the floor or doors to indicate that no obstacles are allowed. Consider the risk of people stumbling or being hindered by objects near an escape route.

4.8.7 The fire performance of surfaces and linings in escape routes must prevent rapid fire spread.

Note

Compliance with current building regulations is necessary for new construction or renovation projects. In existing hotels, measures like surface treatment with fire retardant paint should be applied to wood panels in escape routes to achieve a surface layer rating of B-s1,d0 (as required by BBR). The assessment of materials like tapestry, drapes, carpets, and other finishes contributing to rapid fire spread should be made on a case-by-case basis.

4.8.8 Doors to and within escape routes must open outward in the direction of evacuation.

Note

Doors to and within escape routes should open outward. However, doors to hotel rooms, storage rooms, offices, and similar spaces can open inward.

4.8.9 Doors to and within escape routes must have emergency exit devices according to SS-EN 179 or panic exit devices according to SS-EN 1125.

Note

Escape routes should be easily accessible without requiring keys or similar devices for every guest. Emergency exit devices are typically used, but panic exit devices should be used on doors in rooms designed for more than 1000 people. Fittings or solutions other than emergency evacuation and panic fittings are not acceptable for doors in escape routes. Doors to hotel rooms and staff quarters typically do not need to adhere to these standards.

4.8.10 Re-entry should be possible from doors within escape routes. Re-entry is not relevant from a safe outdoor location or from a corridor back to hotel rooms.

Note Doors used for evacuation should be designed to allow re-entry. However, areas like streets, yards, gardens, or their equivalents on the ground floor, courtyard, or terrace, are not considered safe outdoor locations.

4.8.11 Each floor should have at least two independent escape routes. Evacuation of hotel guests should only occur through doors, corridors, and stairwells leading directly to a safe location.

Note Independence of escape routes means that only one route may be obstructed by a fire. Evacuation through the hotel reception is acceptable if the reception is equipped with a water sprinkler system meeting the requirements of SBF 120. *(2021-01-01)*

The distance from the hotel room door to the nearest stairwell or door leading directly to a safe place should not exceed 30 meters. If evacuation from hotel rooms can only occur in one direction, the walking distance should not exceed 7 meters. Escape routes via windows, balconies, and ladders are not acceptable for hotel guests.

For ground-floor hotels where each room has its own door directly to the outdoors, two independent escape routes are not necessary.

4.8.12 At least one assembly point for hotel guests must be designated.

Note Hotel guests should be clearly informed about the location of the assembly point, which should be specified in the evacuation plan inside the hotel room. If possible, the assembly point should be marked with a sign.

4.9 Fire Compartmentation

4.9.1 Evacuation routes and hotel rooms must have fire compartmentation of at least class EI 60.

Note

In most existing hotels, fire compartment boundaries must meet the minimum requirement of EI 60, as per both old and new building regulations. This means that walls, ceilings, and floors in a fire compartment must be capable of preventing the passage of smoke and flames (E = integrity) and thermal radiation (I = insulation) for a period of 60 minutes.

Each escape route must constitute its own fire compartment. This ensures that each escape route is technically separated from other areas so that a fire in other spaces cannot spread to the escape route within 60 minutes. Escape routes connected to each other must also be separated from one another to maintain the EI 60 requirement, ensuring that only one escape route may be blocked in the event of a fire.

Each hotel room must constitute its own fire compartment, rated at least EI 60.

In some cases, hotels only on the ground floor or those with cultural and historical value may be accepted with fire compartment boundaries rated at least EI 30.

4.9.2 Hotel room doors and doors in escape routes must have fire resistance of at least EI2 30-C or equivalent.

Note

Since each hotel room constitutes its own fire compartment, it is essential for the hotel room door to have a fire resistance class of at least 30 minutes, including integrity (E) and thermal insulation (I). Additionally, doors must be equipped with door closers (C). However, for new or renovated hotels, requirements may be higher in accordance with current building regulations.

An equivalent assessment can be made for older buildings based on their cultural and historical value.

4.9.3 Doors in fire compartment boundaries must be kept closed or close automatically in case of a fire alarm.

Note

Doors in fire compartment boundaries should ideally remain closed. The use of door wedges or other door-holding devices is not acceptable. Doors must form a tight seal, and the door closer must engage with the end plate to ensure proper closure. Given the overpressure associated with a fire, it is crucial for fire doors to function correctly, preventing the spread of fire and aiding in evacuation. The use of held-open doors may be accepted if there is a door-closing device that responds to signals from the fire detection and alarm system or in the event of a power failure. Held-open doors are also accepted if a separate smoke detector-controlled system closes the fire doors upon activation.

4.10 Other Fire Safety Installations

4.10.1 Fire extinguishers or indoor fire hydrants shall be placed in each hotel corridor and in other parts of the hotel that hotel guests have access to. This also applies to staff facilities. The walking distance to the equipment should not exceed 25 meters.

Note The extinguishing agent in the fire extinguishers must be suitable for the business conducted in the respective premises. In staff areas, either 6 kg powder or 9-liter foam extinguishers should be used. *(2020-02-01)*

All fire equipment must be marked with signs.

4.10.2 Kitchens must be fire-technically separated with at least EI 30 or alternatively equipped with an automatic extinguishing system above fryers, frying tables, and other hazardous areas.

Note The hotel's restaurant kitchen presents a fire hazard that can affect the entire building. The kitchen should either be its own fire compartment with at least EI 30 or, at least EI 60 for building class Br1. However, for practical reasons, it may be desirable not to design the kitchen as its own fire compartment, especially when transparency is sought for guests to observe the cooking. In such cases, an acceptable alternative is to provide the kitchen's fire-prone areas with an automatic extinguishing system. The extinguishing agent should be foam, water mist, or inert gas, and it must have a tested and verified function for expected fire scenarios. *(2016-06-03)*

4.10.3 Stairwells higher than two stories (above ground) shall have smoke ventilation.

Note The purpose is to quickly remove fire gases from the stairwell, which typically serves as an escape route, facilitating evacuation and creating favorable conditions for the response of the fire service. Fire gas ventilation can be achieved through various methods such as windows, hatches, or fans.

4.10.4 Stairwells in buildings with a building height of more than 24 meters shall have risers.

Note A riser line is an empty vertical pipe that emergency services can pressurize with water, expediting the firefighting process. The appliance must be clearly marked with a standardized symbol (a red sign with a white crescent and complementary text). In buildings with a height exceeding 40 meters, the riser line should be pressurized.

VBH **4.10.5 The hotel shall be equipped with water sprinkler systems that comply with the requirements of SBF 120. Sprinkler protection should cover the entire building where hotel operations and activities related to the hotel are conducted.**

Note This requirement applies specifically to Well Fire Protected Hotels®.

VBH **4.10.6 All activities related to and connected with the hotel shall be assessed in accordance with the applicable requirements of the standard. This refers to, for example, the restaurant, nightclub, parking garage, spa, gym, pool, as well as shops.**

Note This requirement applies specifically to Well Fire Protected Hotels®.