Fire Regulation and Standardization System

FIRE SAFETY RULES
OF THE REPUBLIC OF BELARUS

FOR EXHIBITIONS

PPB 2.24 - 2004*

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FOREWORD

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Prepared and submitted for approval: Institution "Research Institute of Fire Safety and Emergencies Problems" of the Emergency Control Ministry of the Republic of Belarus

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With the introduction of these rules in the territory of the Republic of Belarus the following rules shall not apply:

"Fire safety rules for international, foreign, specialized and branded exhibitions, arranged in the territory of the Republic of Belarus", approved by the Head Office of Fire Protection of the Ministry of Internal Affairs of the USSR of November 15, 1976 and agreed by the Bureau of the Chamber of Commerce of the USSR on November 11, 1976

* As amended in accordance with the orders of the Emergency Control Ministry of the Republic of Belarus of December 12, 2008 № 174

** As amended in accordance with the orders of the Emergency Control Ministry of the Republic of Belarus of December 27, 2010 № 173

*** As amended in accordance with the orders of the Emergency Control Ministry of the Republic of Belarus of June 15, 2011 № 126

These rules can not be duplicated and distributed without the permission of the Chief State Inspector of the Republic of Belarus on fire supervision

Issued in Russian
## CONTENT

SECTION I. GENERAL PROVISIONS 1
Chapter 1. Scope 1
Chapter 2. Organizational and technical measures 2

SECTION II. MEASURES ON COMBUSTIBLE MEDIUM FORMATION 7

SECTION III. MEASURES OF IGNITION SOURCE FORMATION 9
Chapter 3. General Requirements 9
Chapter 4. Requirements for operation of electrical installations 10
Chapter 5. Lightning protection and protection against static electricity 13
Chapter 6. Requirements to repair and fire works 14

SECTION IV. SPECIFIC MEASURES OF FIRE SAFETY DURING EXHIBITIONS 14
Chapter 7. Fire safety during the exhibitions held in buildings and premises 14
Chapter 8. Fire safety during the exhibitions held in outdoor areas 17
Chapter 9. Fire safety requirements for vehicle exhibitions 18

SECTION V. REQUIREMENTS FOR FIRE-FIGHTING EQUIPMENT, TECHNICAL MEANS OF FIRE PROTECTION, PRIMARY FIRE-FIGHTING MEDIA, FIRE ALARMS 19

SECTION VI. ACTIONS IN CASE OF FIRE 22

SECTION VII. TRAINING OF PERSONNEL IN FIRE SAFETY RULES 24
Chapter 10. General requirements for fire safety briefings 24
Chapter 11. Requirements for the organization of the training in the Basics of Fire Safety 26
Chapter 12. Training program in the Basics of Fire Safety 26
Appendix 1 30
Appendix 2 31
Appendix 3 35
SECTION I. GENERAL PROVISIONS

Chapter 1. Scope

1. "Fire Safety Rules of the Republic of Belarus during the exhibitions PPB 2.24-2004" (hereinafter - the Rules) establish the mandatory fire safety requirements in international, national and regional exhibitions (hereinafter - the exhibition) arranged in specially constructed and adapted buildings and premises, as well as in outdoor areas.

2. The requirements of this Rules shall be binding upon the organizer organizations (hereinafter – the Organizers) of the exhibitions and representatives of the countries, companies and associations (hereinafter – the Exhibitors), regardless of departmental and national identity.

3. The requirements of these Rules shall be taken into account in the design, construction, reconstruction and technical re-equipment of the exhibitions, development of guidelines and other operational documents.


   Note: When using these Rules it is advisable to inspect the effect of the Technological Rules under the catalog compiled as of January 1 and July 1 of the current year, and under the relevant reference indexes published the current year.

   If the reference Technological Rules are replaced (changed), when using these Rules one shall be guided by new (modified) Technological Rules. If the reference Technological Rules are cancelled without replacement, then the situation in which the reference to them is made shall apply to the extent not affecting this reference.

5. The requirements establishing the specificity of fire safety in storerooms, workshops, booths, coffee shops, health centers and other premises, buildings and in the exhibitions areas shall be determined by the relevant fire safety rules in force in the territory of the Republic of Belarus.
6. Construction, reconstruction, technical re-equipment, increase in production capacity and conversion depending on the functional purpose of the exhibition buildings shall comply with the project documentation developed in due course.

7. Determination of the terms used in this Rules shall be applied in accordance with Appendix 1 to these Rules.

Chapter 2. Organizational and technical measures

8. Responsibility for fire safety and compliance with the requirements of these Rules in compliance with the Law of the Republic of Belarus of June 15, 1993 "On Fire Safety" shall be born as follows:

8.1 In the exhibitions as a whole – by the organizer of the exhibitions (for the state of fire safety of buildings and premises as a whole, providing the exhibitions and the surrounding area with fire water supply, technical fire protection facilities (hereinafter - TFSF), the primary firefighting media, access to buildings and premises of the exhibitions and water sources, arrangement of the 24-hour service in the exhibition hall, appointment of the persons responsible for fire safety);

8.2 When equipping the territories and premises, mounting the booths and layouts, as well as during operation and dismantling of the exhibitions – by the exhibitors (for compliance with fire safety conditions);

8.3 Technical officers, personnel and employees of the exhibition (hereinafter - the personnel) for the implementation of these Rules as regards their professional activities;

8.4 Works managers - when performing at the exhibition the works by members of the third party.

9. When renting buildings, premises and facilities the responsibility for the maintenance of their fire safety shall be established in accordance with the lease agreement. If this issue is not specified in the agreement, the responsibility shall be born by the lessor with regard to the lease facility equipping with primary firefighting media, fault-free TFSF, fire equipment, ensuring its evacuation routes and fire stability, and the tenant shall be responsible in terms of implementation of the fire safety regime.
10. *** The organizers before the conclusion of the contract shall inform the exhibitors about the presence and content of these Rules and, if necessary, instructions on additional requirements. The contract for the exhibition shall include:

10.1 The need for recognition of these Rules, the additional requirements of the relevant rules, instructions, warnings, and the State Fire Supervision Authority rules;

10.2 The responsibility of the organizers and exhibitors for fire safety in the period of the exhibition.

11. Exhibitors in advance, but not later than 10 days prior to move-in the exhibits for the exhibition, shall submit to the management (organizer) of the exhibition the information on materials (exhibits) to be shown.

12. ***

13. Issues related to fire safety that arise during the preparation period, during the operation and dismantling of the exhibitions and not stipulated by these Rules shall be resolved by the organizers and exhibitors with the assistance of representatives of local or territorial State Fire Supervision Authorities.

14. ***

15. Exhibitors shall have the following documents:

15.1 The order of the Head of the enterprise, institution or organization on the appointment of the persons responsible for fire safety during the exhibition;

15.2 Log book or list of persons with the registration of the pass of the Fire Safety Briefing at the exhibition;

15.3 The temporary instruction on fire safety during the exhibition;
15.4 Reports confirming failure-free operation of electrical installations;

15.5 The information on materials to be shown.

16. The Head of the organization in charge of the exhibition (the lessor) shall:

16.1 Ensure the implementation of the Law of the Republic of Belarus of June 15, 1993 "On Fire Safety";

16.2 Appoint by the order (the directive) of the persons responsible for ensuring compliance with these Rules in the area, in the buildings, premises, facilities, and other sites, as well as for repair and operation of TFPF, engineering equipment, communications, alarms, primary fire extinguishing equipment, as well as for ensuring fire safety during repair and fire works;

16.3 Ensure efficient measures for fire protection of the exhibition, establish a strict fire safety regime (equip the smoking areas, determine the procedure for fire works, inspection and closure of premises after work, use of electric heaters and other measures) and to constantly monitor the compliance with the fire safety requirements of all exhibitors;

16.4 Ensure meeting the requirements of State Fire Supervision Authorities and the superior bodies aimed at raising the level of fire protection during the exhibition;

16.5 Create a voluntary fire department (hereinafter - VFD), and in case of presence of technical personnel – a Fire Safety Commission (hereinafter - FSC) and arrange their work in accordance with the Decree of the Cabinet of Ministers of the Republic of Belarus of October 13, 1995 № 571;

16.6 Determine the procedure and timing of passing the fire safety briefings (hereinafter - the briefings) and the Basics of Fire Safety (hereinafter - BFS), as well as to appoint the persons responsible for their implementation;

16.7 Ensure the development of the personnel action plan in case of fire and organize at least once a year practical training for its implementation;
16.8 Allocate the required funds for the implementation of measures to ensure fire safety; to bring to responsibility those responsible for violations of the fire safety requirements of normative documents.


17. Persons responsible for fire safe condition of individual buildings, premises, facilities and areas of the exhibition shall:

17.1 Ensure compliance on their assigned areas of fire safety regime;

17.2 Develop and submit for approval to the Management (the Organizer) of the exhibition the instructions on fire safety measures and plans of people evacuation from buildings and premises in case of fire;

17.3 Arrange the training to fire safety requirements of their subordinate officers;

17.4 Prevent from work the persons who have not passed the Fire Safety Briefing;

17.5 Carry out the daily monitoring of the implementation by subordinate employees of the fire safety requirements;

17.6 Ensure fulfillment of the requirements of the State Fire Supervision Authorities and departmental inspections to ensure fire safety;

17.7 Know the rules of use of the existing TFPF, fire facilities, fire equipment, primary fire extinguishing equipment, communications and to ensure their failure-free operation;

17.8 Control the failure-free operation of the engineering and other equipment, take immediate measures to eliminate existing faults;

17.9 Avoid congestion of fire-breaks, driveways, access to buildings and premises of the exhibition, sources of fire water supply and fire ladders, evacuation routes and emergency exits, approaches to the installation of fire fighting equipment, TFPF, communications, primary fire extinguishing equipment;
17.10 Inform the Head of the Management (the Organizer) of the exhibition (structural unit) about all detected violations of fire safety requirements and fire equipment malfunctions, TFPF, communications, primary fire extinguishing equipment and take measures to eliminate them;

17.11 Cut off the power after the end of the working day (with the exception of electrical installations, referred to in paragraph 52 of these Rules). Before closing the premises to conduct their thorough examination, the results of which shall be recorded in a special register;

17.12 Immediately inform the Management (the Organizer) of the exhibition of emergencies that can result in explosion, fire, as well pose a threat to life and health, and take the necessary measures to ensure the evacuation of people, the suspension of the exhibition and the urgent fire suppression.

18. Managers of engineering services of the exhibition shall:

18.1 Arrange the monitoring of the state of the engineering equipment, TFPF, fire safety during the fire works and take measures to eliminate the revealed defects;

18.2 Assist the engineers and technicians of services and departments in fire safety issues.

19. Persons responsible for fire safety condition of electrical installations and power networks of the exhibitions shall:

19.1 Control the proper selection and use of cables, wires, protection devices, motors, lamps and other electrical equipment, depending on the class of premises and areas of environmental conditions;

19.2 Systematically monitor the status of electrical equipment to prevent the occurrence of emergency operation in it;
20. *** On the basis of these Rules for individual rooms, buildings, pavilions, outdoor areas and other premises of the exhibitions the instructions on fire safety measures shall be developed. The instructions shall be approved by the Head of the Management (the Organizer) of the exhibition and put up in prominent places.

21. *** In case of violation of any requirements of these Rules the exhibition booths shall be subject to dismantling.

22. In case of violation of the requirements of these Rules the exhibitors shall be brought to responsibility in accordance with the procedure established by the Law of the Republic of Belarus.

SECTION II.
MEASURES ON COMBUSTIBLE MEDIUM FORMATION

23. Storage of combustible materials in the exhibition area not in the specially equipped for these purposes is not allowed.

24. The area, premises and equipment of the exhibition shall be kept clean and cleaned regularly. Combustible waste shall be regularly removed from the exhibition area. The frequency of cleaning shall be set in the operating instructions.

25. In the exhibition halls (pavilions) the demonstration of solid highly flammable substances and materials, highly flammable (hereinafter - HFL) and combustible (hereinafter - CL) liquids shall be carried out in the original container, with the total mass of the exposed substances and materials not exceeding 50 kg per one exhibition space (pavilion).

26. *** Exhibition of the substances and materials referred to in paragraph 25 of these Rules shall be placed in outdoor areas or in specialized pavilions located in separate buildings.

27. It is not allowed to locate advertising warehouses and representative goods (materials) in the buildings and pavilions of exhibitions. It is allowed to store such materials in the office premises in quantities not exceeding daily requirements.
28. Stoking (storage) of exhibits, spare equipment, containers and packaging materials shall be carried out in designated areas meeting the fire safety requirements of technical normative legal acts.

29. Storage of substances and materials shall be performed with consideration of their state of aggregation, storage compatibility, as well as the homogeneity of fire extinguishers in accordance with Annex 7 of the Interstate Standard GOST 12.1.004-91 "Occupational Safety Standards System. Fire Safety. General Requirements".

30. When equipping the exhibitions, materials with fire safety index not lower than T2, T2, D2, RP3 for the walls and ceilings of premises, mounting of offices and podiums and fences and other exhibition equipment shall be used in accordance with the construction standards of the Republic of Belarus of the materials NSC 2.02.01-98 "Fire and Technical Classification of Buildings and Structures" (hereinafter - SNB 2.02.01-98).

31. Stationary film projectors shall be installed in the rooms or chambers having separate exits. Storage of the film shall be carried out in film-storage cabinets and in the quantity not exceeding the daily requirement. Demonstration of films on booths is permitted only if non-flammable film is used. When operating film projectors, television and video equipment the requirements of "Fire Safety Rules of the Republic of Belarus for cultural institutions. PPB 2.12-2002" shall be meet.

32. It is not allowed to use the technical floors, technical cellars, ventilation chambers, lift motor rooms, attics, and other technical facilities for not intended purpose. The doors of these rooms shall be locked; the keys shall be kept in the specified location accessible at any time (premises with around the clock stay of the duty personnel, fire posts and other similar facilities).

33. Windows of attics, technical floors and pits shall be glazed and closed. Do not install fixed metal grates on puts and windows, as well as to seal the window apertures and block the access to them. Pits of windows of basements and ground floors shall be cleaned flammable waste.
34. *** Demonstration of acting models and operating systems running on HFL and CL or flammable gases in the exhibition halls is not allowed.

35. It is not allowed in the buildings, rooms, premises of the exhibitions:

35.1 To store HFL and CL (except exhibition options);
35.2 To install containers with combustible gases;
35.3 To demonstrate the operating exhibits using open fire.

SECTION III.
MEASURES OF IGNITION SOURCE FORMATION

Chapter 3. General Requirements

36. It is not allowed to use any open flame sources (campfires, burning trash, waste, using torches, kerosene lamps, etc.) in the exhibition area.

37. The places allocated for smoking, shall be marked with appropriate signs according to STB 1392-03, equipped with ash cans (ashtrays) of non-combustible materials and not less than 1/3 filled with water and be equipped with primary fire extinguishing means (fire extinguisher or a sand box). When locating the smoking areas indoor, the finishing of the walling (floors, walls and ceilings) in such areas shall be made of non-combustible materials. It is not allowed to use soft furniture in smoking areas.

38. Warm-up ice blockages in the pipelines shall be made in fireproof way (hot water, steam, hot sand, etc.). It is not allowed to use open flame sources and hot objects for heating.
39. *** It is not allowed to use electric heaters for household use without automatic shut-off means. Cooking (heating) of food is allowed only in places specially designated and equipped for this purpose (for making tea (coffee) in the booths it is allowed to use electric kettles with heat-breaking devices).

40. Engineering equipment of buildings and structures of the exhibitions shall comply with all relevant rules.

Chapter 4. Requirements for operation of electrical installations

41. Assembly and maintenance of electrical installations of the exhibitions shall be performed in accordance with the requirements of "Rules of technical operation of electrical consumers", "Safety rules for the operation of electrical installations of the consumers" (hereinafter – Operating Rules (OR) and Safety Rules (SR)), "Rules for Electrical Installations"(hereinafter - REI), present Rules and other technical normative legal acts.

42. Maintenance and repair of electrical installations shall be carried out within the period specified in OR and SR and related instructions.

43. Installation, repair and maintenance of electric systems, measurement of insulation resistance of electrical wire and cable shall be performed by specialized organizations, as well by the persons who have the appropriate qualifications.

44. When connecting the current collectors to the network, one shall consider the permissible electrical load.

45. The installation and operation shall be made only for fault-free electrical equipment, which by its type and version complies with the relevant class of zone according to REI, as well as with the characteristics of the environment.

46. Electrical installations shall be periodically inspected and cleaned of combustible dust or deposits. Frequency of cleaning shall be specified in the instructions on fire safety measures.

47. Electrical installations, which include moving (rotating) parts shall be lubricated periodically. Lubrication intervals shall be determined by the operational instructions.
48. Access to the electrical boards and other electrical equipment of the exhibition shall be kept free.

49. All electrical networks and electrical equipment shall have fault-free emergency operation protection devices. Rated current of the protection devices shall correspond to the current load. Do not use not factory (handicraft), manufactured protection (twisted wire, "bugs" and other products) for power networks and electrical equipment instead of automatic safety devices and calibrated fuses.

50. The connections and wiring shall be protected from mechanical damage.

51. Defective electrical equipment and devices shall be disconnected from the mains before troubleshooting.

52. After the end of the exhibition, all the electrical systems in the building (room, premise building) shall be turned off, except the emergency evacuation lighting, power sources for automatic extinguishing equipment, alarm and smoke exhaust.

53. The distance from the lighting fixtures shall be at least:

53.1 0.5 m - to flammable materials under the State Standard GOST 12.044-89 "Fire and Explosion Hazard of Substances and Materials. Set of indices and methods of their determination";

53.2 0.2 m – to building structures of fire danger classes K2, K3 according to SNB 2.02.01-98;

53.3 0.4 m – to the walling of the exhibition booths, made of materials of the flammability group G2 according to SNB 2.02.01-98.

54. It is not allowed to use in the electric lighting fixtures the diffusers made of flammable materials.

55. Portable electric lighting fixtures shall be equipped with non-defective glass caps and metal mesh.

56. Assembly and operation of temporary power networks is not allowed, except for temporary illuminative installations and wirings feeding the places of expositions, construction, repair, installation and emergency works. Thus, the power networks shall be made according to REI.
57. All electrical installations shall be securely grounded.

58. Lying of exposed temporary power networks shall include measures to prevent mechanical damage to them, at that the cables with flame retardant shell shall be used.

59. To connect the mobile and manual electrical equipment one shall use flexible cables with copper conductors, rubber insulation, coated, resistant to the environment. Connecting the mobile and manual electrical equipment shall be made from the connection boxes with sockets.

60. When operating the electrical installations it is not allowed:

60.1 To use radio and phone wires for power networks;

60.2 To use wires and cables with damaged insulation or the insulation which has lost its protective properties;

60.3 To used for heating, drying and cooking the electric heaters of not factory (handicraft) manufacture;

60.4 To leave uninsulated electrical wires and cables, unused power networks under voltage;

60.5 To use damaged (faulty) switch devices, protection devices, plug connections, connection boxes and other wiring products;

60.6 To twist the electric wires and cables, hang lighting fixtures, clothing and other items on them, as well as to used for these purposes rollers, switches and sockets;

60.7 To leave unattended powered electric heating appliances, TV sets and other devices and equipment, with the exception of the instruments allowed for unattended operation by their technical and operating manuals (refrigerators, personal computers, fax machines, modems and other equipment);
60.8 To cover the lighting fixtures with paper, cloth and other flammable materials;

60.9 To run the electrical wires and cables on ducts, pipelines and other utilities;

60.10 To paper and paint the electrical wires and cables;

60.11 To run the electrical wires and cables inside the walling with the fire danger classes K2, K3 and under the finishing materials of the combustibility groups G3, G4 according to SNB 2.02.01-98 without their additional protection in accordance with REI;

60.12 To use the distribution switchboards and ballasts in open state;

60.13 Keep any materials in (on) the distribution switchboards.

Chapter 5. Lightning protection and protection against static electricity

61. * Buildings and premises of the exhibition shall be provided with the failure-free lightning protection according to the requirements of the Technological Rules.


63. Technical condition of lightning protection devices and ESD protection devices shall be inspected by a specialized organization at least once a year.

64. Specifically designated failure free semiconductors shall be used as the zero-protective (grounding) conductors. It is not allowed to use piping systems, water supply, sewerage, heating and similar systems as grounding.
Chapter 6. Requirements to repair and fire works

65. When carrying out repairs and fire works at exhibitions one shall be guided by the "Fire Safety Rules and Safety Rules during the fire works at the enterprises of the Republic of Belarus. PPB RB 1.03-92", "Fire Safety Rules of the Republic of Belarus during construction and installation works. PPB 2.09-2002", these Rules and other regulatory documents.

66. *** When repairing the buildings and premises without work stoppage there, the Management of the exhibition shall develop the fire prevention measures for this period.

67. It is not allowed to carry out repair, construction and installation works with open flame in the premises in the presence of visitors and without separation (fence) of repaired areas from other areas by partitions or shields made of non-combustible materials.

68. Violation of conditions for safe evacuation of people in case of fencing the areas being repaired is not allowed.

69. Installations and equipment for fire work shall be placed in such a way as to prevent the ignition of combustible substances and materials.

SECTION IV.
SPECIFIC MEASURES OF FIRE SAFETY DURING EXHIBITIONS

Chapter 7. Fire safety during the exhibitions held in buildings and premises

70. Space-planning and constructive designs of buildings and premises of the exhibition shall meet the fire protection requirements of technical normative legal acts and these Rules.

71. Parameters of the people evacuation routes from buildings and premises of the exhibition in case of fire shall comply with the building specifications of the Republic of Belarus SNB 2.02.02-01 "Evacuation of People from Buildings and Premises in Case of Fire" (hereinafter - SNB 2.02 .02-01).
72. Free entrances shall be provided to all the buildings (structures) used for the exhibition. Fire-breaks in the adjacent territory and passageways in the halls can not be used for storage of materials, equipment and for car parking.

73. External evacuation doors of buildings and premises of the exhibition shall not have locks which can not be opened from the inside without a key. If it is required to have locks on the doors under the terms of preservation of property it is allowed to use electromagnetic contactors triggered manually, remotely or automatically (from fire automatic equipment). In case of presence of visitors the doors of the emergency exits shall not be closed using internal and padlocks.

74. The evacuation routes and emergency exits in the buildings, premises, installations of the exhibition shall be marked with prescriptive signs in accordance with STB 1392-03.

75. The Management (the Organizer) of the exhibition shall take steps to restrict the admission of people in the exhibition halls and shall avoid overflow of visitors in showrooms. The capacity of the exhibition halls for visitors shall comply with the estimated number of people.

76. Doors in fire walls and partitions, glazing of window and door apertures in the inner walls and partitions on escape routes, in the partitions separating the rooms, as well as the devices for self-closing the doors, seals in the door arches shall be kept in good condition and comply with the regulatory requirements.

77. The passages between expositions in buildings, rooms, premises shall ensure circular movement of visitors, and easy access to emergency exits, TFPF, distribution switchboards and have a width of not less than:

77.1 1.4 m – if the area of the exhibition hall is not more than 100 m\(^2\);

77.2 1.6 m - if the area of the exhibition hall is more than from 100 m\(^2\) to 150 m\(^2\).
77.3  2.0 m - if the area of the exhibition hall is more than from 150 m² to 400 m²;

77.4  2.5 m — if the area of the exhibition hall is more than 400 m².

78.  Carpets used at exhibitions, shall be securely attached to the floor along the perimeter and at the joints. Do not use carpeting with fire-technical indicators below than those specified in SNB 2.02.02-01.

79.  Buildings of the exhibitions shall be equipped with systems of warning people about the fire, according to SNB 2.02.02-01 requirements.

80.  Texts of warning people about the arisen fire shall be developed by the Management (the Organizer) of the exhibition and approved by its Head. At exhibitions with the possible presence of foreign citizens the warning texts for people about the arisen fire shall be in Russian and English languages (or the language specific to visitors).

81.  At exhibitions the evacuation plans in case of fire shall be developed, duties of the personnel responsible for the evacuation of people and property shall be distributed. The procedure of switching on the fire warning and evacuation systems shall be defined by the order of the Head of the Management (the Organizer) of the exhibition. Recommendations of the evacuation plan development in case of fire are given in Appendix 2 to these Rules.

82.  Personnel of the exhibition involved in the implementation of the plan of evacuation of people in case of fire shall have failure-free electrical lamps and the respiratory protection equipment.

83.  All rooms located in the exhibition area, before closing shall be checked by the persons responsible for fire safety. The procedure for premises inspection established by the Management of the exhibition shall be officially brought to the attention of all exhibitors.

84.  Delivery and storage of the exhibition equipment in a not completely constructed building is not allowed.
Chapter 8. Fire safety during the exhibitions held in outdoor areas

85. The area of the exhibition shall have hard coating.

86. There shall be the entry to the exhibition area. The number of entries to the area shall be determined by calculation. The width of the entrance gate to the exhibition area shall be at least 5 m.

87. The exits from the exhibition area shall be arranged every 100 m of the perimeter of the exhibition.

88. During the exhibition, the entrance to the exhibition area shall be kept open, and the entrances to them shall be free. It is not allowed to close them with the lock and leave unattended by the duty personnel.

89. If the entrance gates open mechanically, they shall be equipped with the device for manual opening.

90. It is not allowed to build constructions and buildings in the exhibition area.

91. When kiosks and pavilions are used in the exhibition area, the requirements of "Fire Safety Standards in the Republic of Belarus for Trade Kiosks and Pavilions BNP RB 3-97" and other regulatory documents shall be met (hereinafter - BNP RB 3-97).

92. It is allowed to split the open expositions into groups of up to 60 places. Distance between expositions in the group shall be at least 2 m, and the distance between the groups - not less than 4 m.

93. Storage of exhibition materials on the pass ways for visitors is not allowed.

94. The material storage and car parking are not allowed in fire-breaks between buildings, outdoor exhibition areas, in the turn-around areas of dead-end roads.
Chapter 9. Fire safety requirements for vehicle exhibitions

95. Buildings (rooms) premises for vehicles shall have separate exits for vehicles. The number of gates (exits) from the premises for the vehicles shall be determined on the basis of one gate per 25 machines.

96. It is allowed to locate in the buildings only gasoline and diesel fuel vehicles. Gas fuel vehicles can be placed in the buildings (rooms), facilities only in case of absence of gas tanks in them. Otherwise, these vehicles shall be placed outdoors or under sheds.

97. For demonstration it is allowed to exhibit vehicles with technically failure-free power supply system and electrical equipment.

98. To create the conditions for the evacuation of vehicles in case of fire there shall be the plan for arrangement of the machinery in the area, in the buildings and premises with the description of the order and sequence of its evacuation in case of fire, developed and approved by the Head the Management (the Organizer) of the exhibition.

99. In order to ensure the evacuation of vehicles in case of fire at the time of the exhibition, there shall be an emergency tractor with the technical features and devices to ensure the evacuation of equipment.

100. When arranging the vehicles it is required to comply with the requirements of paragraph 77 of these Rules, at that the central passages shall have the width not less than the gate (door) width.

101. The places for arranging the vehicles shall be equipped with towing ropes or rods on the basis of one rope (rod) per 10 units.

102. In the buildings (rooms) premises and outdoor areas the vehicles shall be disconnected from the battery, the amount of fuel in the tanks shall not exceed 5 liters.

103. After placing the vehicles in the buildings and premises the engine shall be stopped immediately. It is not allowed to run the engine for any purpose other than leaving the building (rooms), premises.
104. Distance from the outdoor areas and from the sheds, designed to locate the vehicles to the buildings and structures of the exhibition shall be not less than 15 m.

105. In the buildings (rooms), premises and outdoor areas of the exhibitions it is not allowed:

105.1 To place the vehicles in the amount exceeding the estimated amount;

105.2 To violate the plan of arrangement of vehicles;

105.3 To reduce the distance between vehicles, and from them to structural elements of buildings and structures;

105.4 To obstruct the escape route and exit gates;

105.5 To fuel vehicles directly in the premises with fuel, oils and to discharge fuel;

105.6 To keep vehicles with open fuel tanks;

105.7 To recharge the batteries directly on the vehicles located in buildings and premises;

105.8 To perform maintenance and repair of the machinery.

SECTION V.
requirements for fire-fighting equipment, technical means of fire protection, primary fire-fighting media, fire alarms

107.* TFPF shall be kept and maintained in accordance with the "Fire Safety Rules of the Republic of Belarus for Operation of fire protection means. PPB RB 1.02-94" and the requirements of the Technological Rules.

108. Signs according to STB 1392-03 shall be installed in prominent places inside and outside the rooms, buildings and premises of the exhibitions to specify the location of primary fire extinguishing means, TFPF and other fire equipment and means of communication.

109. When equipping the exhibition buildings with smoke protection system, one shall at least once a week check the presence of locks and seals on the power supply boards for automatic equipment, availability of protective shields (glazing on the manual start button), closed position of floor chimney valves, state of fans, and the readiness of the system for operation by switching on the fan short using the manual start buttons.

110. Start button for smoke protection system fans and remote start buttons for fire pumps installed on the floors and in the rooms shall be glazed and have clearly indicated inscription: "Smoke protection fan start", "Fire pump start".

111. Fire hydrants, fire water shall have markings according to STB 1392-03.


113. Primary extinguishing means that are located in buildings, premises, structures, pavilions shall be transferred for storage to the persons responsible for the fire safety of the premises, or other officials of the relevant departments of the exhibition, who are responsible for their maintenance and operation.

114. The primary means in the exhibition area (outdoors) shall be grouped in specially adapted places on fire shields, protecting them from exposure to precipitation.
115. The approaches to primary fire fighting means shall always be free.

116. Fire extinguishers shall be certified by the National Certification System of the Republic of Belarus.

117. Portable fire extinguishers shall be placed at a distance of not less than 1.2 m from the door aperture and at a height of not more than 1.5 m from the floor level (to the bottom of the extinguisher). You can install fire extinguishers in boxes or cabinets, construction of which shall allow to visually identify the type of fire extinguisher and provide free access to it.

118. Stop valves (cocks, lever valves) of the extinguishers shall be sealed. Fire extinguishers with broken seals shall be removed for inspection and recharging.

119. Fire extinguishers sent to recharging, shall be replaced by the corresponding amount of charged fire extinguishers.

120. Maintenance of fire extinguishers of all types shall be carried out by the organizations that have a license for this type of activity.

121. In winter, fire extinguishers, which are located outdoor or in unheated rooms, shall be stored in heated rooms nearby. In this case, a plate with information about the location of fire extinguishers shall be installed in the place of former location, and the new location shall be marked with a sign according to STB 1392-03.

122. Sand boxes shall have a volume of at least 1.0 m³ and be equipped with a shovel. The box shall be designed to ease the extraction of sand and exclude ingress of moisture. Before filling the sand box shall be sieved and dried. Sand shall be inspected every 10 days and dried when it is wet and cloddy.

123. Fire-arresting sheet shall be not less than 1,5’1,5 m, it shall be stored in a metal or plastic box with a lid. Maintenance and operation of the fire sheet shall be carried out in accordance with the operational documentation (passports), thus it shall be dried and cleaned of dust at least once a month.
SECTION VI.

ACTIONS IN CASE OF FIRE

124. In case of fire, the action of the exhibition personnel shall be aimed at ensuring the safety of people and their evacuation.

125. In case of fire is necessary:

125.1 Immediately to inform the Emergency Response Division about the fire;

125.2 To start fire fighting with primary fire extinguishing means, warn people of their evacuation and the evacuation of property, the prevention of panic;

125.3 To arrange the arrival of the Emergency Response Divisions;

125.4 To take actions on calling the Management of the exhibition.

126. The representative of the Management (the Organizer) or another officer arrived to the fire location, shall:

126.1 Lead the management of firefighting before the arrival of the Emergency Response Divisions;

126.2 Check if the Emergency Response Divisions have been called for;

126.3 Appoint a person who knows the locations of the exhibition objects and water sources responsible for arrival of the Emergency Response Divisions;

126.4 Disconnect the utilities and connect, if necessary, the emergency lighting, run the smoke exhaust system and implement other measures to help to prevent the spread of fire;
126.5 Stop all works at the exhibition not connected with fire extinguishing;

126.6 In the case of a threat to the lives of people organize their escape immediately, using all available forces and means;

126.7 Removed from the premises or the dangerous area people not engaged in fire fighting;

126.8 Check TFPF operation;

126.9 Ensure that measures to protect the people taking part in extinguishing the fire, from the possible fall of structures, electric shock, poisoning and burns;

126.10 If necessary, call for medical and other services;

126.11 Notify the Head of the exhibition Management on the fire;

126.12 Upon arrival at the fire of the Emergency Response Divisions, the representative of the Management (the Organizer) of the exhibition shall provide to the Fire Fighting Manager all the necessary information about the fire; the measures taken for its suppression; availability of explosive materials in the premises; people engaged in extinguishing the fire and who need help.

127. If the representative of the Management (the Organizer) of the exhibition is included in the in the Manpower and Resources Management Headquarters, he shall:

127.1 Advise the Fire Fighting Manager on the specific characteristics of the burning object, inform him of the presence and location of hazardous and toxic substances, gas cylinders, electrical equipment under voltage and provide other information;

127.2 To provide the Headquarters with the labor force and technical personnel to carry out work related to fire-fighting and evacuation of the property;

127.3 Coordinate the actions of the personnel in performance of the tasks set by the Fire Fighting Manager.
128. As for each fire occurred at the exhibition, the Management (the Organizer) of the exhibition shall hold an official investigation and carry out the necessary preventive measures to avoid the recurrence of such cases.

SECTION VII.
TRAINING OF PERSONNEL IN FIRE SAFETY RULES

Chapter 10. General requirements for fire safety briefings

129. In order to study these Rules and get prepared for practical actions in case of fire (calling for the Emergency Response Divisions, use of primary fire extinguishing equipment, evacuation of people and property) all the personnel of the exhibitions shall be trained.

130. The Head of the Management (the Organizer) of the exhibition shall be responsible for the organization and conduct of briefings.

131. Briefings are divided into: introduction briefing, primary workplace briefing, repeated briefing, extraordinary briefing and target safety briefing.

132. Primary briefing shall be carried out at the employment, and the repeated briefing - directly at the workplace.

133. Induction briefing, as a rule, shall be carried out by a person made responsible by the Head of the Management (the Organizer) of the exhibition in a specifically dedicated room equipped with the visual propaganda, instructions and fire safety rules. It is allowed to involve in the briefing the specialists of the State Fire Supervision Authority.

134. During the induction briefing the persons being trained shall be familiarized with the requirements of these Rules, with areas of most fire hazard, possible causes of fires, their prevention measures and practical actions in case of fire (calling for the Emergency Response Divisions, use of primary fire extinguishing equipment, evacuation of people and property).
135. The primary workplace briefing shall be performed by the person responsible for fire safety of the premises (area) directly at the workplace. This briefing shall be carried out when transferring workers from one area (room) to another in relation to fire safety conditions of the site (the premises).

136. During the primary briefing the trainee shall tell about installations with high fire hazard, flammable substances and materials used in the premises (in areas) and their properties, measures to prevent fires, specify a place for smoking, to familiarize the newly hired employees with the fire fighting means available in the room (the area), show the location of the nearest means of communication and explain the rules of conduct in case of fire.

137. Newly hired employees are not allowed to work without passing the introduction and primary briefings.

138. The repeated briefing shall be passes by all workers, regardless of qualifications, education, experience, character of the work performed, at least once every six months according to the developed instructions.

139. The extraordinary briefing shall be conducted, if:

139.1 New or revised fire safety rules or the amendments and addenda made thereto are implemented;

139.2 The equipment, instruments and tools are replaced or upgraded or if there are other factors affecting the fire safety;

139.3 The workers violate the requirements of the regulatory documents, which could lead or have led to fires;

139.4 The State Fire Supervision Authority (officials) identifies violation by the employees of the requirements of the existing rules;

139.5 Interruption of work for longer than one year;

140. When registering the extraordinary briefing, the reason for its conduct shall be indicated.
141. The target safety briefing shall be carried out in the following cases:

141.1 Performing the one-time work not related to direct responsibilities for the position (specialty);
141.2 Rectification of the consequence of accidents, natural disasters and catastrophes;
141.3 Performance of works for which the work permit shall be issued.

142. Repeated and extraordinary briefings shall be conducted by heads of departments, and the target safety briefings – by the work managers.

143. Briefings (except for the introduction and the target safety ones) at the workplace shall be finished with control of theoretical knowledge and practical skills (action in case of fire).

Chapter 11. Requirements for the organization of the training in the Basics of Fire Safety

144. Training under the program of the Basics of Fire Safety (BFS) shall be held at least once a year in order to improve the knowledge of the exhibition personnel performing the work with high fire hazard under the fire safety.

145. In the study of BFS program (Chapter 12 of the Rules) one shall use the educational exhibits, posters, models, and other visual teaching materials and aids.

146. Upon completion of the training program the employees shall pass tests.

Chapter 12. Training program in the Basics of Fire Safety

Topic 1 "Administrative procedures for fire safety during exhibitions" (2 hours) includes the study of:

The Law of the Republic of Belarus of June 15, 1993 № 2403-XII «On Fire Safety” and decrees of local governmental authorities on improving the organization of work to ensure fire safety;
Responsibility for fire safety at the facilities and in the exhibition area and the role of engineering and maintenance personnel in supporting the strict fire safety conditions;

Responsibility for violation of the fire safety rules;

Actions of employees when these Rules are violated;

Procedure of briefing the personnel of the exhibition (training in fire safety actions and measures in case of fire);

Procedure of involving the personnel in ensuring the fire safety at the exhibition. Creating the Volunteer Fire Departments and Fire Safety Commissions. Brief information about their objectives and practical activities.

**Topic 2** "Fire safety measures at the site" (3 hours) shall include the study of the following:

Characteristics of the exhibition and its fire hazard;

Analysis of the causes of fires (failure of the equipment, electrical and heating systems, careless handling of fire, violation of the rules of use of tools and equipment, violation of the rules governing the storage of substances and materials, etc.);

Fire safety regime at the exhibition (maintenance of premises, areas, driveways, entrances to buildings, exterior stairways and water supply sources, escape routes; places for smoking, fire work procedure, inspection and closure of premises after work, cleaning of combustible waste, use of electric heaters and other actions);

Content of the evacuation plan in case of fire and the content of the Fire Safety Rules, the procedure for their use.

**Theme 3** "Fire safety at the workplace" (2 hours) shall include the study of the following:

Characteristics of fire hazard of substances and materials handled in the room;

Potential causes of fire, accidents and other emergency situations and actions when they occur;
Fire Safety Rules, taking into account the specifics of a particular workplace;

Cleaning of the rooms at the end of work and the procedure of closing the premises;

Actions of the personnel in case of violation of modes of operation of the engineering equipment, machinery, plants and vehicles.

**Topic 4** "Technical Fire Protection Facilities, primary means of fire fighting and other fire fighting equipment" (2 hours) shall include the study of the following:

Brief information about the purpose, the structure, the operating principle and the content of TFPF available at the exhibition, primary fire fighting equipment and other fire fighting machinery;

The procedure of actuation of the fire extinguishers and their use for extinguishing fires.

**Topic 5** "Actions in the event of fire or other emergency situations" (2 hours) shall include the study of the following:

Division of responsibilities of the service personnel in case of fire (a message about the fire, evacuation of people and other actions on fire-fighting);

Actions of the persons who have discovered the fire (smoke) in the area, in the buildings and facilities);

Procedure of informing the Emergency Response Divisions and the management of the exhibition about the fire;

Communications and signaling devices for signaling the fire, available at the exhibition, and the rules of their use;

Actions to ensure the safe evacuation of visitors and other persons in case of fire;

Arrangement of the arrival of the Emergency Response Divisions and emergency services;

Procedure of switching off the equipment, communications, electrical installations, ventilation systems and other systems and equipment (based on local conditions);
Use of primary fire extinguishing equipment and other fire fighting equipment available at the exhibition to extinguish the fire;

Actions of the personnel upon arrival of the Emergency Response Divisions and other emergency services.
Appendix 1

Terms and Definitions

The following terms and definitions are accepted in these Rules.

**Exhibition** - a specially organized, short-term or permanent assembly of any objects, animals, plants for public display, having the management and located in allocated buildings and premises or in an outdoor area.

**Pavilion** — according to the Fire Regulations of the Republic of Belarus TNB RB 3–97.

**Vehicle** — a device intended for transportation of people, goods or the equipment installed on it by road.
Appendix 2

Evacuation plan in case of fire

1. **Evacuation plan in case of fire (hereinafter - the plan) shall be approved by the Head of the Management (the Organizer) of the exhibition.

2. The plan shall consist of graphical and textual parts.

3. When preparing the graphic part of the plan the following requirements shall be taken into account:

3.1 The floor plan of the building (construction) shall show: staircases, elevators and lift halls, household premises, balconies, exterior stairs and doors of staircases, lift halls and doors located on escape routes. The names of the premises shall be designated directly on floor plans or they shall be numbered and the breakdown of the premises shall be provided. The doors on the floor plan shall be shown open. If in case of use the individual exits are locked, in the evacuation plan the doorway shall be shown closed and the place for key storage shall be marked with the inscription "Box with a key for the outside door";

3.2 The main escape routes for people in case of fire in the floor plan shall be shown with the solid line, and the reserve escape routes – with the dashed line. The lines shall be twice as thick as the basic lines and made green. The main escape routes on the floor shall be shown in the direction toward the staircases. When two staircases are equal in terms of protection from fire hazards, the main escape route shall be shown to the nearest ladder. Lines indicating the escape routes, shall be lined from each room to the exit to a safe place or directly outside;

3.3 Using the symbols, the floor plan shall show the location of the following: manual fire detectors; phone; fire cocks, fire extinguishers; manual start buttons for smoke exhaust system installations. The symbols put down on the floor plan shall comply with the requirements of GOST 12.1.114-82 Interstate Standards "Fire trucks and equipment. Graphical symbols" and GOST 28130-89 "Fire trucks. Fire extinguishers, fire extinguishing and fire alarm systems. Graphical symbols". Symbols shall be made so that they are clearly visible. Explanation of the symbols shall be given under the floor plan in Russian or Belarusian languages. Letters of the text of the symbols explanation shall have a height of not less than 7 mm, width - not less than 5 mm;
3.4 The graphical part of the evacuation plan shall specify the phone numbers: the Emergency Response Divisions, the Manager, the personnel on duty and the exhibition security;

3.5 The graphical part of the plan shall be no smaller than 297×420 mm;

3.6 The example of the graphical part of the evacuation plan is shown in Figure 1 of this Appendix.

4. The text part of the evacuation plan shall represent the instruction to the evacuation plan in case of fire (hereinafter – the Instruction) approved by the Head of the Management (the Organizer) of the exhibition and made in the form of a table containing a list of procedures and actions in case of fire, their sequence, positions and names of executing officers. The suggested content of the instruction is shown in Fig. 2 of this Appendix. The imposed actions shall be carefully considered and specifically described. For example, when describing:

4.1 The 1st action, "Call for the Emergency Response Divisions" shall be put down in "Personnel Actions" column, the text of the call shall be put down in "The Execution Procedure" column, and "The employee who first discovered the fire" shall be put down in "The Executor" column;

4.2 The n'th action, in "Arrival of the Emergency Response Divisions" in "The Execution Procedure" it is required to describe the specific actions to meet and support the arrived Head of the Emergency Response Divisions, to inform about the place of fire, how it spreads and the results of evacuation;

4.3 The subsequent (n+1)th action, "Fire fighting" in "The Execution Procedure " it is required to specify the list and the sequence of the fire fighting actions carried out by the members of the Volunteer Fire Department.

5. The evacuation plan shall be put in a prominent place under glass (film).
Evacuation plan in case of fire in the building ______, 1st floor

Symbols:

<-------- - the main escape route
<-------- - alternate escape route
- manual fire detector
- manual start button of smoke exhaust system installations
- control and indicating device with sound and light alarm
- огнетушитель переносной
- phone
- fire cock

Breakdown of premises:

1 – exhibition hall
2 – duty personnel room
3 – lift hall
4 - hall
5 - duty personnel room
6 – room for the exhibition management
7 – switchboard room

The evacuation plan has been prepared by:

(Position, the name of the company)
(Initials and surname)

Fig. 1. The example of the graphical part of the evacuation plan in case of fire
Agreed

(Position, the name of the emergency division)

(Signature, initials and surname)

(Date)

Approved

(Position, the name of the company)

(Signature, initials and surname)

(Date)

Guide to the evacuation plan in case of fire

<table>
<thead>
<tr>
<th>Item</th>
<th>Personnel actions</th>
<th>Procedure</th>
<th>Executor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Call for the Emergency Response Division</td>
<td>After dialing &quot;01&quot;, make a phone call from the phone set in the service personnel room. Report: &quot;Fire in the exhibition pavilion. The fire is in _______ (inform, where). The informing person: __________</td>
<td>The employee who first discovered the fire</td>
</tr>
<tr>
<td>n</td>
<td>Arrival of the Emergency Response Divisions</td>
<td>Go outside to the main entrance. Wait for the Emergency Response Divisions. Show locations of fire hydrants. Take the representative of the Emergency Response Division to the place of fire. Inform about the place of fire, the ways of its spreading and the results of evacuation of people and property.</td>
<td>The representative of the Management of the exhibition</td>
</tr>
<tr>
<td>n+1</td>
<td>Fire Fighting</td>
<td>Open the door of the internal fire cabinet, lay the hose line, open the fire hydrant valve, start to extinguish the fire.</td>
<td>Members of the Volunteer Fire Department according to the crew duty sheet</td>
</tr>
</tbody>
</table>

The Instruction has been prepared by:

(Position, the name of the company)

(Initials and surname)

Fig. 2. The example of the text part of the evacuation plan
Appendix 3

Standards for equipping of buildings, premises, structures and outdoor areas with primary fire extinguishing means

<table>
<thead>
<tr>
<th>Item</th>
<th>Buildings, facilities, premises</th>
<th>Estimation rate</th>
<th>Primary extinguishing means</th>
<th>Box with sand, 1 m³</th>
<th>Fire-arresting sheet, 1,5x1,5m²</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>manual fire extinguishers, capacity, l</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Carbon dioxide, 5 (8)</td>
<td>Dry powder, 10 or (2x5)</td>
<td>Mechani cal foam, 10</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>1.</td>
<td>Service-household premises by the corridor system</td>
<td>Per 20 rm of the corridor</td>
<td>1+</td>
<td>1++</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Service-household premises by the non-corridor system, including the lobby</td>
<td>200 m²</td>
<td>1++</td>
<td>1+</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Premises of the exhibition halls</td>
<td>200 m²</td>
<td>1+</td>
<td>1++</td>
<td>1+</td>
</tr>
<tr>
<td>4.</td>
<td>Premises for demonstration of vehicles</td>
<td>200 m²</td>
<td>1+</td>
<td>1++</td>
<td>1+</td>
</tr>
<tr>
<td>5.</td>
<td>Cafeteria</td>
<td>100 m²</td>
<td>1+</td>
<td>1++</td>
<td>-</td>
</tr>
<tr>
<td>6.</td>
<td>Wardrobe</td>
<td>Per room</td>
<td>-</td>
<td>1++</td>
<td>-</td>
</tr>
<tr>
<td>7.</td>
<td>Storerooms</td>
<td>100 m²</td>
<td>1+</td>
<td>1+</td>
<td>-</td>
</tr>
<tr>
<td>8.</td>
<td>Exhibitions located in open areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Pavilions</td>
<td>100 m²</td>
<td>-</td>
<td>1++</td>
<td>1+</td>
</tr>
<tr>
<td>9.</td>
<td>Kiosks</td>
<td>Per room</td>
<td>-</td>
<td>1++</td>
<td>1+</td>
</tr>
<tr>
<td>10.</td>
<td>Exhibit space, including under the shed</td>
<td>Per 30 rm</td>
<td>2++</td>
<td>2+</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Sites for demonstration of vehicles</td>
<td>200 m²</td>
<td>2++</td>
<td>2+</td>
<td>1</td>
</tr>
</tbody>
</table>
Remarks:
1. The rules of equipping with the primary fire extinguishing means may be adjusted taking into account the specifics of the materials used.
2. The required number of primary fire extinguishing means shall be calculated for each floor and room, at that there shall be at least two fire extinguishers on the floor.
3. New types and brands of fire extinguishers shall be used with regard to their scope and extinguishing ability described in the standard documentation for these products.
4. Buildings, rooms, premises and open areas for demonstration of vehicles shall be additionally equipped with one mobile fire extinguisher with a capacity of 100 liters for every 25 units of vehicles.
5. The sand can be replaced by other non-combustible particulate material.
6. For rooms not listed in the rules of equipping with the primary fire extinguishing means, the number of primary fire extinguishing means shall be accepted with consideration of the fire hazard of the premises by analogy with the fire hazard specified in the rules.
7. For every 1,000 m² of construction of buildings and premises that are not equipped with the internal fire fighting water line and automatic fire extinguishing tools, and the exhibition area, which has no the external fire fighting water line, or the location of buildings (structures) at a distance of more than 100 m from the outdoor fire water sources there shall be fire boards with the set of the following primary fire-fighting means, non-mechanized tools and fixtures, pcs: carbon dioxide or dry powder extinguishers – 2 pcs; containers with water (at above-zero temperature) of at least 0.2 m³ each – 2 pcs; sandbox – 1 pc; fire-arresting sheet – 1 pc; crowbars – 2 pcs; axes – 2 pcs; shovels – 2 pcs; buckets – 2 pcs.
8. Symbols:
   ++ — Fire extinguishers recommended for use;
   + — Fire extinguishers, use of which is permitted when there are no recommended ones or if there is an appropriate justification.