



REGERINGSKANSLIET

**Ministry for Foreign Affairs
Sweden**

Protocol Department

The Ministry for Foreign Affairs presents its compliments to the Diplomatic Missions and Offices of International Organisations in Stockholm and has the honour to convey the following on behalf of the Stockholm Fire Department.

The Stockholm Fire Department is responsible for the fire safety of the Diplomatic Missions and International Organisations in Stockholm. As a way of facilitating emergency intervention and with respect to the inviolability of the premises, the Fire Department asks the Diplomatic Missions and the International Organisations in Stockholm to follow the instructions in the enclosed document.

Participation in this project is obviously voluntary. Having said this, the Ministry would like to encourage all Missions and Organisations to take part.

Any questions can be directed to Lars Thidevall, Fire Prevention Officer at the Stockholm Fire Department, at 08 454 87 31 or lars.thidevall@brand.stockholm.se.

The Ministry for Foreign Affairs avails itself of this opportunity to renew to the Diplomatic Missions and Offices of International Organisations the assurances of its highest consideration.

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Organisations in Stockholm

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Access to embassies and ambassadors' residences in the event of fire or other emergency

The Fire Department performs fire and rescue service operations and supervision in Sweden. Fire and rescue service operations are also performed outside Sweden's borders by agreement or on request. Fires and gas leaks in buildings or their surroundings are examples of the emergencies we respond to. The primary task of the local fire and rescue services is always to save lives.

Managing a fire and rescue service operation that may be required in an embassy area and ambassadors' residences will be easier if certain things are regulated in advance in accordance with the will of the sending State. The Stockholm Fire Department asks the foreign missions in Stockholm to provide the Fire Department with the following information concerning the embassy buildings that may facilitate a fire or rescue operation.

First of all, information concerning the embassy building should be available in the building to make it easier for rescue teams responding to the emergency. This information should be kept in a cabinet near the main entrance labelled "Fire Info". To show that official information is available, a red sign with "Fire Info" in white letters should be posted on the building in a place clearly visible from the outside, indicating the location of the cabinet. The presence of this sign can be regarded as consent to access the information cabinet.

The following information concerning the embassy buildings may facilitate the fire and rescue service operation and should be available in the cabinet:

- Floor plans of the relevant buildings and fire separations
- Intended approach routes in the event of fire
- Security measures that may affect a fire or rescue operation
- Rooms that may hold more than 50 people at one time
- Information on where people may be sleeping
- A list of rooms that may contain hazardous substances such as petrol or gas
- Rooms that contain objects that are to be salvaged first
- Any rooms that are not to be accessed, regardless of the reason
- Contact person in the event of fire or other emergency



If there is information concerning fire safety at the embassy building that, for whatever reason, the embassy does not want to be available in the information cabinet, it may instead be sent to the Stockholm Fire Department. All information sent to the Fire Department is handled in accordance with Chapter 2 Section 1 of the Secrecy Act if it is marked “Embassy information” and is then only used in connection with a fire or rescue operation or planning/exercise. If the information is to be open, this should be specified.

If there is an automatic fire alarm connected to the Fire Department, the expectations of the sending State in the event of fire should be reported in advance. This information should also be available on site. What the access rights are if a key has been issued should also be stated in advance.

Lars Thidevall
Fire Prevention Officer