



Kingdom of Saudi Arabia
Ministry of Interior
General Directorate of Civil Defense

Regulation of Safety Conditions in Libraries

Translated by: Abdullmajeed Alhumeidan

2024 – 1446



Chapter 1

Article 1: Definitions:

The terms in this list mean:

1. Library:

It is a scientific, cultural and educational social institution that aims at all sources of information of various forms (printed and unprinted) and in various ways through (purchasing, gifting, depositing) and organizing these sources in the easiest ways through a number of office services (borrowing, reference, photocopy) through specialized librarians and trainers in the field of libraries and information.

a) Public Library:

It provides free services to all people and ages without discrimination (children, youth, adults, elders) both men and women. It also provides services to all cultural levels and includes (books, encyclopedias, archives, periodicals, bulletins) and other sources of information and means of knowledge.

b) Specialized library:

It includes a range of specialized materials and resources in a particular topic/field or several related topics, and provides advanced, in-depth office services to specialized and limited clienteles working in a specialized institution. The specialized library includes libraries of scientific and agricultural research centers and specialized government departments.

c) National Library:

Collects, organizes and preserve the national culture of the state. Broadcasts/publishes and transfers it to future generations, also collects foreign intellectual production that handles topics about the homeland or was written by the countrymen and published abroad, and provides its services to the state and its institutions: (ministries, researchers).

d) Academic Library:

Includes universities, colleges, higher institutes libraries, and their general nature includes education and scientific research.

2. Library Manager:

He is the person in charge of managing the public library and preserving its contents. He is responsible to Civil Defense for any failure in following preventive instructions.

3. Exits:

They are doors leading to the usual exit from the library.

4. Emergency exits:

They are doors intended for unusual exits during emergencies.

5. The Law:

Civil Defense Law issued by Royal Decree No. M/10, and dated 10/5/1406 H and all other relevant regulations.

6. The Relevant Authority:

The Ministry of Interior, the General Directorate of Civil Defense, and other relevant authorities involved in the facility's license and business.

7. Safety Officer:

According to Article 25 of the Civil Defense Law, the safety officer is the person (of the establishment/library staff or other) appointed or assigned to be responsible for all safety and security matters in all cases following the regulation issued in this regard. The duties and tasks of such are determined as per the regulation of authorized person in safety works and Industrial security issued in this regard.

8. Approved Specifications:

- a) Saudi Standards: issued by the Saudi Standards, Metrology, and Quality Organization, SASO.
- b) International Standards: international specifications approved by SASO, official documents to be submitted to prove all safety rules and requirements are available in the equipment or tool and approved by SASO.

9. Civil Defense Representative:

The person or persons authorized by the General Directorate of Civil Defense, or one of its centers to carry out inspection, forfeiture, and investigation of violations as per the rules and procedures specified in the relevant Regulation, to ensure the safety of the building, safety equipment, and tools, and to impose the penalty stipulated.

Chapter 2 General Terms and Conditions

Article (2)

The scope of this regulation: This regulation shall apply to public, national, specialized and academic libraries, and shall not include shops selling books (bookstores), which are metaphorically called "libraries." The Regulation of Safety Conditions in technical and commercial businesses shall apply to these bookstores until an independent regulation governing this business is issued.

Article (3)

This regulation is related to Civil Defense safety conditions and requirements only without considering other conditions and requirements that fall within the jurisdiction of other relevant authorities.

Article (4)

According to article (20) of the Civil Defense Law, the licensee shall not be permitted to establish any new library, renewing, renovating or expanding the existent until he submits a technical study. This study is prepared by one of the technical offices or entities specialized in safety and alarm and firefighting works and approved by the General Directorate of Civil Defense. The study explains the extent of compliance with the specifications and instructions mentioned in this regulation.

Article (5)

The office that prepared the study mentioned above have to answer to the Civil Defense and other relevant authorities about the accuracy of the study and monitoring its implementation. The office shall undertake to provide a final certificate confirming the compliance of the business with the terms and conditions included in this Regulation.

Article (6)

The safety officer is directly responsible for all safety and firefighting matters in the library and its accessories. He must develop/prepare an emergency plan, train the library staff on the plan and coordinate with the Civil Defense Centre located in the library area. The safety officer is responsible for conducting monthly inspections and periodic tests (every three months) for all firefighting, alarm, monitoring and safety methods and equipment, and must immediately repair any defects or malfunctions. Failure to do this shall be considered severe negligence.

Article (7)

The safety officer shall assign a register called (safety, alarm, and firefighting record) according to the application form prepared by Civil Defense. All pages are stamped with the seal of the Civil Defense department or center. All the monthly inspections and periodic tests of fire, monitoring, alarm methods, the dates, results, repair works, and other data are recorded. Part of this record is dedicated to the library inspection and maintenance works and the electrical installations. The record must be kept within the library management so that the register is at the civil defense representative's disposal to view and write notes or fines in it.

Article (8)

The library's safety officer may notify the relevant Civil Defense Center about the periodic tests' dates. The entity conducting these tests agrees on a date for a civil defense representative to attend such tests, and the Civil Defense representative will sign the safety record as proof of attending.

Article (9)

Staff or part of them according to the size and capacity of the library must be trained on fire & rescue, evacuation, and ambulance in schools and national training institutes approved by the General Directorate of Civil Defense, or coordinate with Civil Defense in case these schools or institutes are not available to conduct these courses. The requesting training party bears the costs of such.

Article (10)

Violations of this regulation shall be controlled, investigated and imposed as per Civil Defense Law and the regulations or instructions issued by the Civil Defense governing these matters.

Chapter 3

Safety and Protection Requirements & Conditions

Article (11)

Location and constructions:

1. The establishment and the approval of a library are subject to prior authorization from the Ministry of Municipal and Rural Affairs and relevant authorities.
2. The location of the library must be far from any sources of danger.
3. All library buildings should be constructed from non-flammable materials and fire-resistant for not less than three hours.
4. The library must be isolated from all other buildings and occupied areas (10 meters from all sides of the building).
5. The provision of different entrances and exits into and out of the library.

Article (12)

General requirements for escape routes (emergency exits):

1. The number and width of the exits must be in line with the number of library visitors according to the library's capacity as follows:

Escape routes parts	Minimum net width of escape routes in meters				
	Number of people				
	100	150	200	250	300
Doors and corridors	1	1	1	1.25	3
Stairs	1	1	1.30	1.65	3

Table No. 1

The number of exits is calculated as follows:

Evacuation time= 2.5 minutes, flow rate= 40 persons per minute.

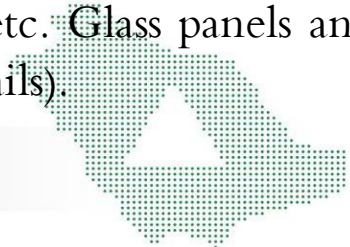
Number of units= number of people in the building÷ (flow rate× evacuation time in minutes)

Number of exits = (number of expand/wide units÷ 4) +1

Number of people	Number of exits
100	1
200	2
300	2
400	2
500	2
600	2

Table No. 2

2. Exits must be in different directions and must not be less than two (exits) in two different directions.
3. It is not allowed to place or install any furniture, barriers, equipment, or anything fixed or movable that would reduce the escape exit's width or hinder its use.
4. Protective barriers (rails) are installed on escape routes, such as the empty end of the stairs, bridge, or roof edges etc. Glass panels and the like are not considered protective barriers (rails).



5. The escape exit must always be ready for use with full capacity and must not be used for anything other than the intended purpose.
6. Sufficient guide signs and directional light arrows are installed/mounted on the escape route, pointing to the route's direction. If the path is blocked by any door leading to a dangerous place or closed-end, a sign must be placed on that door with a clear warning panel.
7. The emergency exit must not be covered with any combustible material or material that causes slipping or tripping.
8. The distance between any point and the nearest exit on the floor is determined by the distance in the following table:

Type of area	Direction of moving	
	One Direction	Two or more directions
Open area	15m	40m
Divided area	10m	30m

Table No. 3

9. If there are more than 300 building occupants, the net width will be increased by (0.05M) per increase of (ten) persons to use the corridors and (eight) persons to use the stairs.
10. The escape routes' net height (emergency exits) must not be less than (2.2) meters.
11. The walls, floors and ceilings of escape routes must be of the same resistance as the walls and beams/pillars.

Article (13) Air conditioning and electrical installations:

A. Ventilation and Central air conditioning(HVAC):

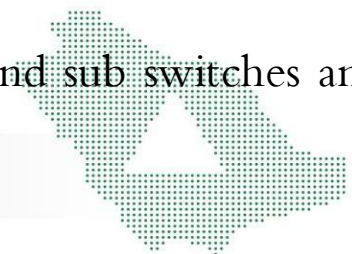
1. When selecting the locations of the external units of the a/c system, it should be away from areas that are fire risk.
2. Windows or special openings must be available at library facades/fronts.



3. The main ducts for the a/c system must pass through vertical or horizontal corridors made of non-combustible materials with suitable openings with fire proof doors to facilitate maintenance works.
4. When the air conditioning ducts in fireproof walls and ceilings in the building are on fire, their fire-resistant must be the same degree as the building's walls and ceilings.
5. Ventilation and chillers ducts must be equipped with smoke detectors that automatically shut down the entire unit when smoke is detected, and at the same time operate exhaust fans to extract smoke outside the building.
6. The insulation materials used for air ducts from the inside and outside must be non-combustible, thickness not less than 3cm, flammable materials are not allowed.
7. Windows or special openings must be available at building's facades/fronts.

B. Electrical installations:

1. Electrical installations, equipment and tools specifications must comply with SASO Standards.
2. Extensions and electrical installations must be inside protective pipes/tubes. Exposed extensions are not accepted.
3. The electrical grid must be equipped with an electrical shock protection device automatically operated by a ground conductor (grounding).
4. Switches and sub-distribution boards/panels are located in visible and easy to reach areas.
5. The main switch and the main distribution board/panel must be located in an appropriate place (approved by the Civil Defense), and require the following:
 - a) To be near the main entrances.
 - b) Instruction signs placed to indicate the main and sub switches and explaining the use of each switch.



- c) If there are illuminated panels/signs on the building front and roofs, they must be equipped with a circuit breaker in a suitable place and covered with a glass panel.
- d) Install a lightning rod as per Civil Defense specifications.
- e) All electrical installations and appliances must be grounded.
- f) A backup light source must be provided with an independent power source that complies with the facility's nature and sufficient to supply light for two hours, at least during emergencies.

Article (14) Elevators:

Installation, maintenance, and use must be carried out per Saudi Standard specifications for elevators (for individuals & goods) and Civil Defense special conditions.

Article (15) Precautions:

1. The Municipal branch in the region must be notified about any modifications or expansion of the library and inform Civil Defense when carrying out dangerous works such as welding and cutting. A permit must be obtained to carry out these works from these entities.
2. Construction barriers must be placed between the construction area/site and the modifications carried out in the library and the rest of the library.
3. Gas, kerosene, or coal stoves or any source of ignition (matches and lighters) are prohibited in the library building.
4. Smoking is strictly prohibited in the library. Warning signs are placed in visible areas in both Arabic and English to highlight this.
5. Waste, trash, and paper must be removed regularly. It is prohibited to stack or pile these wastes inside or near the library building.
6. The site is provided with a first aid box with the necessary medical supplies. A trained person in first aid should use it.



Article (16) Firefighting and alarm equipment and methods:

A. Manual fire extinguishers:

1. The library is equipped with sufficient numbers of extinguishers, (2) extinguishers (dry chemical powder and Co^2), capacity (12 kg) per 100 M^2 .
2. The extinguishers are in a suitable and easy to access locations (exits, stairs/stairwell).
3. The extinguishers are mounted 1 meter high above ground level.
4. The extinguishers are periodically inspected by a specialized technical authority.

B. The instructions attached to the extinguisher must be followed.

The library must be equipped with automatic water sprinklers (wet nozzles network).

C. Alarm systems:

1. The escape corridors and the stairwell are equipped with a manual alarm system.
2. All floors are equipped with an automatic alarm system using sensitive heads that activate when sensing an unusual increase in temperature or smoke rising and signal audio and light warning.

Article (17) First aid:

The site is equipped with a first aid box containing medical supplies and necessary bandages and should be used by a trained person in this field to handle minor injuries to library staff and visitors.

Article (18) How to Act During A Fire:

In the event of a fire in the library, the safety officer and his assistant must carry out the following tasks:

1. Raise the alarm and begin extinguishing the fire using manual fire extinguishers and available extinguishing methods.
2. Inform the Civil Defense and other emergency services agencies such as ambulances, police, etc.



3. Evacuate the building and provide the necessary first aid to the injured.
4. Making sure that all occupants are out of the building.
5. Cooperation with Civil Defense personnel.
6. Estimating the fire damage and loss.
7. The Beginning of the cleaning process in preparation for resuming the library's normal activity.

