



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

Regulation of Safety in Information Centers

Translated by: Abdullmajeed Alhumeidan

2024 – 1446



Chapter 1

Article 1:

Definitions: The terminologies in this regulation means:

1. The Center:

The center and management of storing documents, information, transactions, and data that are stored on papers, cardboard or computers and their accessories such as disks, microfilm, magnet tapes or other means of storing, such as films, slides, etc.

2. The Law:

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

3. Civil Defense Representative:

The authorized person or persons 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, and safety of firefighting equipment, and tools.

4. The relevant authority:

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

5. Safety officer:

According to Article 25 of the Civil Defense Law, the safety officer is the person (of the establishment staff or other) appointed or assigned to be responsible for all safety and security matters. The property owner (private property) or the licensee is responsible for safety 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.

6. 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.

Chapter 2

General terms and conditions

Article 2:

This regulation applies on information centers that store and manage data, whether this information is recorded on paper, computers or accessories, such as films, magnetic tapes, slides, papers, etc.

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 Civil Defense Law, the licensee shall not be permitted to establish any new information center, renewing, renovating or expanding the existent center until he implement all conditions mentioned in this Regulation, and receive the approval from Civil Defense, and other relevant bodies.

Article 5:

The safety officer at the facility must undertake to place instruction signs according to the design adopted by the Civil Defense, to prohibit smoking, ban any source of fire ignition, and point to exits and escape routes and publish safety instructions in both Arabic & English.



Article 6:

The building owner (person in charge of the building) is responsible for conducting monthly inspections and periodic tests (every three months) for the center and its equipment, and for safety methods and equipment and firefighting, and must repair any defects or malfunctions immediately. Failure to do this shall be considered severe negligence and may face penalties according to the law.

Article 7:

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

Article 8:

The safety officer at the facility must undertake to place instruction signs according to the design adopted by the Civil Defense, to prohibit smoking, ban any source of fire ignition, and point to exits and escape routes and publish safety instructions.

Article 9:

The safety officer undertakes in the event of any accident involving a high degree of risk to try and isolate or stop the source of danger immediately and to evacuate workers from the dangerous areas in the building and to contact Civil Defense center immediately to consider the procedure that must be taken. Failure to do so shall be considered serious negligence and shall be held accountable in addition to violations and fines as per the law.

Article 10:

The safety officer may conduct evacuation training tests after agreeing on a date for civil defense representative to attend such tests. The date of the test and the attendance of the representative and other notes are recorded in the register.

Article 11:

All workers or part of them must be trained on fire & rescue, and ambulance in schools and national training institutes approved by the General Directorate of Civil Defense, or coordinate with Civil Defense incase these schools or institutes are not available in order to conduct these courses. The training requesting party bears the costs of such, or its share of the course costs based on the cost of one trainee. A proof must be submitted stating all workers of the facility have received the proper training.

Article 12:

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

Article 13**Structural safety:**

1. The materials used in the construction of the information center must be non-flammable, and confirms with Saudi standards and the requirements of the Ministry of Housing.
2. The internal sections of the center must be isolated from each other to prevent fire spreading.
3. Data storing tapes must be placed in a special, fire-resistant location and equipped with a fire-proof door.



4. If the information center is located in a building, it must be isolated from the rest of the building by means of fire-resistant walls and doors, with fire resistance for at least one hour.
5. Each section must have an emergency door, and the door is equipped with a push bar that opens outwards, allowing for rapid/quick evacuation.
6. The paper section rooms are equipped with walls and a fire-separator door that is automatically closed, as this room is fire risk due to paper wastes that result from the cutting.
7. The corridors leading to different sections within the information center are equipped with fire- separator doors on both sides as per the specifications.
8. To reduce the effect of isolation between sections, the walls can be replaced with fire-proof glass, with resistance for at least two hours.
9. All materials used to cover the floors and suspended ceilings must be fire resistant for at least one hour.
10. If the suspended ceilings are made of flammable materials, then all measures must be taken to avoid temperature rising of these materials especially if ventilation ducts are running near it.
11. Construction finishes must be dust proof.
12. The place must be equipped with a system to extract smoke and gases in case of fire, where electronic components are very sensitive.
13. The floors must be equipped with insulating tiles, made of fire resistance materials, and there should be several gaps between the artificial floor and the floor to pass-through electrical connections to supply power to the equipment. The floor must be equipped with ventilation vents connected with the smoke detectors, and the wiring cables for office lighting and air conditioning ducts must be within the suspended ceilings.
14. Consideration must be taken when designing the center building to add a separate outbuilding to the main building, electronically connected, in order to save backup copies electronically. The central data room must be located in the basement of the building.

Article 14

Fire Protection Means and Equipment:

1. Fire protection equipment must include a complete automatic system of alarm and fire, using halon gas alternatives (if available) or appropriate inert gases that do not harm or damage the place when used.
2. Fire alarm system (Double Zoning) must be installed with fire detectors of type (ION.DET) under the tiled or raised floors and equipped with nozzles under these floors, as well as water and moisture detectors.
3. The hall and the spaces between the floor, suspended floors, and ceilings and ventilation pipes/ducts must be monitored as they are considered dangerous areas, and the control unit to stop the A/C must be connected, and in some cases other devices are linked to it to shutdown computers.
4. These systems must be installed and periodically maintained by a specialized and accredited technical entity and a test must be carried out after installation in the presence of a representative of the relevant authority.
5. Fire signal must be transmitted to the Civil Defense Operations Room in major and important centres, and if it is not possible, there must be a fire protection watch officer around the clock to report a fire using a landline to Civil Defense Operations Room.
6. Paper waste must be placed in a metal box with an auto close lid, and waste must be taken out daily.
7. The provision of the necessary fire extinguishers (multi-purpose dry chemical powder, CO²extinguishers, halon extinguishers) to cover the site, and must be near to computers, electrical installations, printing devices, document cabinets etc.
8. The responsible entity of the site must consider Civil Defense opinion about assessing the convenience of the proposed fire protection systems, and must submit the necessary blueprints.

9. All mentioned systems must be linked to the control and monitor room, and must be equipped with the necessary panels, connections, means of communication and trained staff for monitoring and, automatically connected to the Civil Defense Center (if possible).
10. Fire dampers must be installed on air ducts (for the coming & discharged air) of the central data rooms.
11. All corridors leading to the central data rooms must be tightly closed.

Article 15

Escape Routes:

1. Adequate escape routes must be provided for each building, and must allow evacuation within three minutes during emergencies.
2. The number of required exits must be provided according to the building capacity, with a minimum of two exits, one is the main entrance/door and the other is an emergency exit.
3. The distance a person travels from any point in the building to the nearest escape route must not exceed (20) meters.
4. Emergency exits must be allocated for use during emergencies to evacuate the building when occupants are at risk, and must be equipped with emergency lighting.
5. Exits of non-ground floors must lead to protected staircases, and then to final exits that lead to the outside of the building in a safe and secure place with fresh air.
6. Each section of the building must be equipped with an emergency door with a push bar and opens outward which allows for a quick evacuation of staff and persons. These doors must be indicated with illuminated arrows, written on these arrows the word “emergency exit” in Both Arabic and English.

Article 16

Electrical and Mechanical Installations and Extensions:

All electrical and mechanical equipment and services must be designed and installed with the supervision of the relevant authorities and

according to Saudi standards issued by SASO, the following must be considered:

1. All installations must be of suitable types and diameters, well isolated and protected against wear & tear, high current. All electrical appliances used must be of approved and safe type and comply with the technical specifications.
- 2.
3. Install lightning rod protection for the building.
4. Ground connections must be provided for electrical appliances and installations that require these connections as per Saudi Standards.
5. The site must be equipped with a main breaker in addition to manual or automatic sub breakers.
6. Sufficient lighting must be provided in all parts of the site.
7. Periodic inspection of electrical appliances and mechanical ventilation systems must be carried out by a specialized and licensed entity.
8. All electrical connections must end on a sub-distribution board dedicated to computers.
9. It is preferable to use air conditioning units instead of central units (chillers) in the computer room, in order to obtain the required concentration to extinguish a fire if started, God forbid.
10. The Installation of Building Management System (BMS) systems for large buildings to control building equipment and automatically identify breakdowns/malfunctions.

Article 17

Organizing Intervention Tasks:

1. Information Centre workers must be informed about potential dangers within these buildings, and how to deal with such dangers.
2. Staff must be trained on intervals, this includes:
 - a) The use of manual fire extinguishers and automatic equipment to detect and extinguish fire.



- b) The measures to be taken after activating these systems to restart them once more to be ready for work.
 - c) The fastest means to shutoff the current, HVAC systems when necessary.
 - d) How to inform fire brigades.
3. These instructions must be placed on visible signs in work areas.
 4. The training program must include evacuation of the center during emergencies, and providing first aid as per a pre-plan prepared by the safety officer in the site in cooperation with the Civil Defense.

Article 18:

Preventive Safety Instructions:

1. Safety instructions must be placed in visible location, and must be recognized by all staff in the building, especially evacuating the area before the fire alarm is activated. This is to ensure the safety of all workers from gases and fumes. All staff must be trained regularly on how to use fire extinguishers and manual fire equipment.
2. The stocking of paper and magnetic tapes in waste bins with lids is prohibited and must be emptied regularly, and the spaces under the suspended floors must be inspected and cleaned when necessary.
3. Smoking is absolutely prohibited throughout the site, and sources of ignition or heat should be prevented. Only the cafeteria, which must be far and isolated from machine rooms, equipment, storage and all other dangerous area within the site.
4. Computer and archive rooms/halls must be clean.
5. Paper and flammable materials must be collected and disposed of with wastes outside the site twice a day or regularly.
6. Consideration must be taken when placing papers, tapes and documents near the machines, except the sufficient amount for daily uses.
7. The use of composite plastics and materials inside must be limited, as they release harmful and suffocating gases when ignited.