

If you own and are going to maintain a shelter

What you need to know if you are responsible for a shelter

This information is directed to owners of buildings or other facilities that contain a shelter listed in the national register of shelters. It is also directed to those responsible for maintaining the shelter.

As the owner of a shelter you have an important task. In the event of war you will be among those in charge of collective physical protection of the population.

This responsibility includes ensuring that the shelter is easy to find and that it has functioning equipment. You are allowed to use the shelter for other purposes in peacetime, but it must be possible to prepare it for active use as a shelter within 48 hours. Such preparation occurs after the government declares a heightened state of alert in Sweden.

This brochure contains information about your responsibilities and obligations, but also about how you can use the shelter in peacetime. More detailed information is included to facilitate your work on maintaining the shelter.

Together we can build safe and secure system for physical protection of the civilian population.

Why are there shelters and what are they intended for?

Shelters are enclosed spaces in which the population can shelter in wartime. A shelter is part of a building or other facility and has reinforced walls, ceilings, floors and doors capable of resisting blast waves and shrapnel, fire, nuclear radiation, and rubble from collapsed buildings. Shelters have their own ventilation systems in order to keep toxic gases and radioactive dust out.

What you as the owner of a shelter have to do

Under the Shelters Act (Lagen om skyddsrum, 2006:545) and the associated ordinance and regulations, your responsibilities include:

- Providing signage with directions for getting to the shelter
- Using the shelter in peacetime in such a way that it can be prepared for active shelter use within 48 hours if a heightened state of alert is declared
- Maintaining the shelter and its equipment
- Not making any changes or modifications to the shelter that could degrade its function
- Allowing the general public to enter the shelter if a heightened state of alert is declared

The following section explains in greater detail what the above requirements involve.

The shelter must always be signposted

You are responsible for ensuring that there is signage showing where the shelter is located. There must be a sign by the entrance to the building, and another one by the entrance to the shelter itself. These signs have to be in place during peacetime as well.



Signs can be ordered from different suppliers on the market.

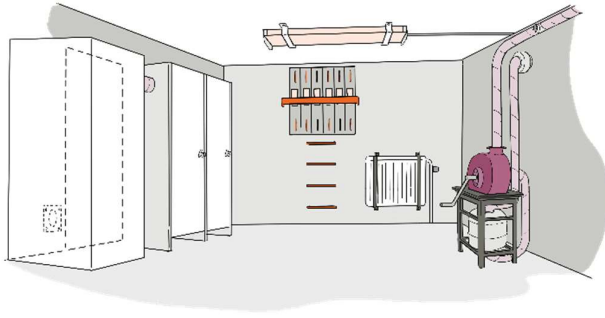
The shelter can be used for other purposes in peacetime

Shelters must be designed in such a way that they can be used for other purposes in peacetime. You decide what is the appropriate use for your shelter. The use should be of such a simple nature that the shelter can be prepared for active use as a shelter within 48 hours, without expert assistance. The various features of the shelter have to be easy to access, for routine maintenance and inspections in peacetime. Bear in mind also that heavy furnishings related to peacetime use may make preparation of the shelter more difficult.

It is common for shelters to be used in peacetime as supply depots, storage spaces, bicycle rooms, garages, play and exercise spaces, classrooms, dining halls, or changing rooms.



In peacetime the shelter can be used for other purposes but it must be possible to prepare it for active use within 48 hours.



In the event of a heightened state of alert the shelter must be prepared for active use and be accessible.

The shelter must be maintained

You are obliged to maintain the shelter and the equipment belonging to it.

This includes ensuring the following every year:

- that shelter doors, shelter hatches, gas-proof doors and gas-proof hatches can be closed and form a complete seal along the threshold and frame
- that the ventilation system works (by test-running it without filters)
- that sealing strips are correctly stored and without defects
- that steel components are not rusting
- that hinges are lubricated
- that shut-off valves in floor wells are working
- that there are tools and that they work

You also have to monitor continuously that no unpermitted procedures are carried out in the shelter, such as incorrect drilling through the shelter's carcass. The shelter storage room or other space where furnishings and equipment are kept should be checked annually so that any damage due to damp, for example, is discovered early.



When test-running the ventilation unit the filter must not be connected.

Equipment that must be present in the shelter

Every shelter must contain the equipment necessary to prepare it for active shelter use. What equipment is required depends on several factors such as when the shelter was built, its size, and whether it has equipment intended for specific needs.

Variations exist in terms of equipment and installation design, and there may therefore be exceptions to the examples given below.

If you are unsure of what equipment is required in your shelter, you can hire a shelter specialist to carry out an inventory, at your own expense.

Examples of equipment and installations that have to be present in all shelters:

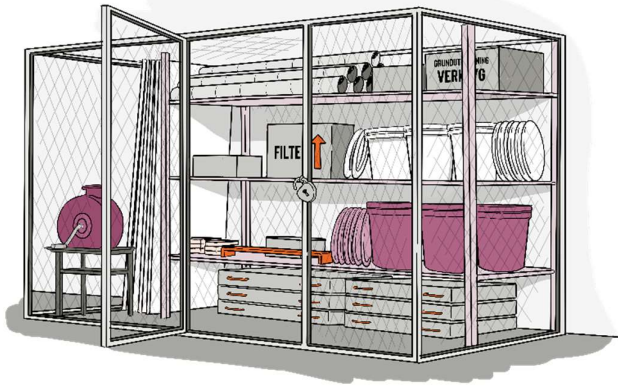
- Air lock – fixed or mountable
- Shelter doors, possible sliding wall sections, and gas-proof doors
- Threshold – fixed or mountable
- Reserve exit, made of either concrete elements or a steel hatch
- Ventilation units with the requisite accessories
- Protective filters – gas and mist filters, sand filters or FAG filters
- Automatic overpressure valve – shelters with fixed air locks also have fixed overpressure valves
- Shockwave valve – one per ventilation unit (only applies to shelters with gas and mist filters or FAG filters)
- Supply air ducts
- Heating appliance
- Lighting
- Sealing strips for doors, any hatches and protection plates
- Tap point for water, floor well and possible valve pit, as well as wrenches for floor wells that can be shut off – not present in all shelters built before 1961
- Toilet areas, toilet containers and water tanks
- Tools for dismantling peacetime fittings, for preparation and evacuation
- Assembly instructions, operation and maintenance manuals

Examples of equipment and installations that have to be present in some shelters:

- Protection plates – to seal off vents used in peacetime
- Mountable columns with foot plates and box wrenches – used if there are fixation points in the ceiling
- Exhaust air duct – if toilet areas do not have a shared wall with a fixed air lock
- Outdoor air duct – different designs exist (not always a mountable duct; may be embedded)
- Shrapnel protection plate for automatic overpressure valves – applies to shelters built from 1974 onwards
- Shrapnel protection plate for shelter doors – applies to shelters built from 1992 onwards, where the shelter door leads out into the open
- Overpressure gauge and inlet for overpressure gauge – applies primarily to shelters equipped with FAG filters
- Aerial and telecommunications inlets – applies for shelters built from 1961 onwards
- Pipes passing through or into the shelter have to have shut-off valves
- Hose with an adjustable steel pipe – applies for shelters built from 1974 onwards
- Electrical installation, distribution board and cable inlets – the requirement for dedicated

distribution board applies to shelters built from 1961 onwards

- Trap devices for light fittings and radiators – applies to shelters built from 1961 onwards and to those where fittings have been modernised
- Plan (drawing) for how the shelter is to be prepared – applies to shelters built from 1978 onwards



The equipment must be stored in a locked, dry and ventilated area.

Make sure of the following regarding the equipment in the shelter:

- Equipment which has not been assembled must be stored securely. For most shelters this means that there has to be a storage space, in or near the shelter, which is locked, dry, ventilated and heated to at least 5°C. The shelter storage space may only be used for storing the shelter's equipment.
- To ensure that the equipment lasts its entire service life, it must be stored and maintained in accordance with its accompanying directions.
- If any item of equipment is lost or destroyed you are obliged to replace it.

Alterations to the building may affect the shelter

If alterations are made to the building that houses the shelter and these are not carried out correctly, this may be detrimental to the shelter's ability to protect. You may then be forced to make costly repairs to restore the shelter.

When planning building alterations that could directly or indirectly affect the shelter function, the building owner must, under the Planning and Building Act, hold technical consultations with MSB. Such consultations have to highlight how the stakeholders involved must observe legislation regarding shelters in building projects. This is done by means of the owner requesting a shelter statement from a certified shelter specialist. This applies for alterations to the shelter itself, but also if the project implies additional structural loads, extensions that block or impede entrance and evacuation routes or impact air supply, as well as other alterations that may affect the shelter function.

Alterations to shelters must be carried out in accordance with technical solutions issued by MSB, or in some other way that fulfils function requirements. If there is a plan (drawing) for how the shelter is to be prepared, this may need to be updated in order to reflect changed conditions in the shelter.

Inspections and supervision of shelters

In order to ensure that shelters meet all the specified requirements, MSB carries out inspections and supervision.

An inspection consists of a visual check of all parts of the shelter, and verification that they function. If MSB finds deficiencies, they will issue a decision requiring you to rectify them. The decision will specify whether you can be compensated for rectifications you carry out. Compensation is not paid for rectifying deficiencies due to insufficient maintenance, unpermitted alterations, or other neglect. You may be eligible for compensation when MSB has decided to undertake modernisation measures.

Supervision consists of inventories of selected parts of the shelter. Supervision does not lead to any decisions on measures, but may lead to bringing a full inspection forward.

There is no fixed schedule for MSB's inspections or supervision.

If you want to know the status of your shelter you can hire a shelter specialist to carry out a status inspection, at your own expense.

The shelter must be accessible to all in wartime

Shelters are a collective asset, and all people are entitled to seek protection there in the event of war. This means that anyone can seek protection in any shelter, as long as the intended number of shelter places has not been exceeded.

As the owner or usufructuary of a shelter you are obliged, in times of a heightened state of alert, to provide access to your shelter and offer places to those needing protection.

In order to be able to fulfil this obligation you should have a procedure in place for how the shelter can be made accessible under any circumstances, including when you yourself are unable to see to this. You can appoint someone, such as property caretaker or some other person, to be responsible for unlocking any locked doors giving access to the shelter.

It must be possible to prepare the shelter for active use in 48 hours

As the owner of a shelter you are responsible for ensuring that it can be prepared for active shelter use within 48 hours, in the event that the government declares a state of heightened alert. In practical terms, such preparation is facilitated if you or your representative get help from other people who are available. In a block of flats, for example, it is reasonable for the residents to participate in preparing the shelter. The focus has to be on quickly emptying and preparing the shelter, meaning that all who are able to help must do so.

How to prepare a shelter:

- Empty the shelter of items and furnishings related to its peacetime use. These must not remain when the shelter is in active use.
- Peacetime fittings such as temporary interior walls, storage walls, and doors must be possible to remove using the tools included with the shelter equipment.
- Ensure that entrance and evacuation routes are not blocked or degraded.
- Activate shelter doors if these are built-in.
- Install equipment and components related to active shelter use according to their accompanying directions.

- Disconnect the electricity distribution board for peacetime use, if such exists.
- Fill up the water tanks.
- Close the valve in the floor well or valve pit.
- Set up the toilet areas and install toilet containers in their designated places.

If there is a plan (drawing) for how the shelter is to be prepared, this must be followed. If there is no plan or written instruction, MSB's website describes the general procedure to follow for each stage.

SUGGESTION: Print out the instructions for shelter preparation so you have them to hand if needed.

In order for overpressure to be attained in the shelter it is important that it becomes airtight. Overpressure occurs when the shelter is in active use, and the automatic overpressure valves open so that exhaust air can be expelled. In a war situation you have to be prepared for the possibility that there are interruptions in the supply of e.g. water, electricity or heating to the shelter.

Shelters may only be taken out of use when there are special reasons

There is a large number of shelters in the existing housing stock. The Riksdag has determined that these must be preserved and maintained in order that they may serve their purpose in the event of war. MSB is therefore restrictive about granting requests to take shelters out of use. Shelters may only be taken out of use if there are special reasons for doing so.