



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386

# **Fire Safety Regulations**

**of**

## **Universität Heidelberg**

**for the**

### **MATHEMATIKON**

**(Building INF 205)**



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## Introduction

**These Fire Safety Regulations include instructions on how to behave in case of a fire emergency. The instructions contained in these Regulations serve the prevention and fighting of fires at Heidelberg University. The instructions are binding for all people working in or visiting the buildings or premises of Heidelberg University.**

The Fire Safety Regulations consist of three parts.

Part A of the Fire Safety Regulations consists of a poster and applies to all persons (employees, students, staff members of external companies, visitors) present on the premises of Heidelberg University (English version of part A on page 4, German version of part A on page 5). The poster includes essential rules for behavior in case of a fire emergency and has to be installed in places which are in plain sight and frequented by a lot of people. All employees, students, staff members of external companies and visitors are obliged to carefully read and adhere to the Fire Safety Regulations. Please note that posters and signs may only be in German. Make sure that you know what to do in case of an emergency.

Part B of the Fire Safety Regulations applies to all employees and students of Heidelberg University (persons without special fire safety responsibilities). Part B contains essential instructions on how to prevent fire and smoke from spreading, on escape and rescue routes and further instructions on how to behave in case of a fire. Employees and students will be informed about part B in an appropriate manner. Employees and students are obliged to carefully read and adhere to the Fire Safety Regulations.

Part C applies to all employees of Heidelberg University who have been entrusted with special responsibilities in regard to fire safety. This group of persons includes, among others, the members of the university management, heads of institutions / organizational units / departments, facility management including members of the service team / building services, staff members with special responsibilities regarding emergencies, e. g. building managers, fire safety assistants, security officers and evacuation partners for disabled persons. Part C includes instructions on the implementation of fire prevention measures.

Part A of the Fire Safety Regulations applies to all buildings and premises, Part B to the building INF 205 MATHEMATIKON of Heidelberg University.

The Regulations were approved by the staff council (section 70 subsections 2 numbers 1 and 7 of the staff representation act of the Land of Baden-Württemberg, LPVG)

**Heidelberg University**

Heidelberg, January 2016

FIRE SAFETY REGULATIONS Part A according to DIN 14096

# Fire Prevention



Fire, open flames and smoking are strictly forbidden in the buildings

## In Case of Emergency

Keep calm

Report the fire



Activate manual alarm



Fire department **112**

Proceed to  
safety

Warn persons in danger  
Assist people who need  
help

Close doors



Follow marked escape  
routes

Do not use elevators



Go to assembly point  
Follow instructions

Try to  
extinguish fire



Use fire extinguisher



## Fire Safety Regulations Part B according to DIN 14096

### a) Fire Safety Regulations Part A according to DIN 14096 (Poster in German)

Please note that posters and signs may be in German only. Please make sure that you know what to do in case of an emergency.

The poster is titled 'BRANDSCHUTZORDNUNG Teil A nach DIN 14096' and 'Brände verhüten'. It features two prohibition signs: one for open flames and one for smoking. Below these, it states 'Feuer, offenes Licht und Rauchen im Gebäude verboten'. The main heading is 'Verhalten im Brandfall'. The poster lists four key actions: 'Ruhe bewahren', 'Brand melden', 'In Sicherheit bringen', and 'Löschversuch unternehmen'. Each action is accompanied by a red icon and a list of specific instructions. The poster is framed in red and includes the University of Heidelberg logo and name in the top right corner.

BRANDSCHUTZORDNUNG Teil A nach DIN 14096

UNIVERSITÄT HEIDELBERG  
ZUKUNFT SEIT 1386

# Brände verhüten

Feuer, offenes Licht und Rauchen  
im Gebäude verboten

## Verhalten im Brandfall

**Ruhe bewahren**

**Brand melden**

Handfeuermelder betätigen

Notruf **112**

**In Sicherheit bringen**

Gefährdete Personen warnen  
Hilfsbedürftige mitnehmen  
Türen schließen

Gekennzeichneten Fluchtwegen folgen

Aufzug nicht benutzen  
Sammelstelle aufsuchen  
Auf Anweisungen achten

**Löschversuch unternehmen**

Feuerlöscher benutzen

Erstellt von: Abteilung Arbeitssicherheit

Stand: Januar 2016



## b) Fire Prevention

1.	<b>Smoking</b>	Smoking is prohibited in all buildings of Heidelberg University. All buildings are equipped with smoke alarms.
2.	<b>Fire and open flames</b>	As a rule, it is forbidden to handle fire and open flames in university buildings. Exceptions are defined by risk assessment (e. g. use of Bunsen burners in laboratories).
3.	<b>Hazardous substances</b>	Hazardous substances must be stored in a fireproof way. Flammable liquids and compressed gases must be stored in fireproof cabinets or especially equipped rooms. More details on the storage of hazardous substances are provided in the
4.	<b>Electronic devices</b>	Electronic devices must be in good condition and undergo regular checks.  Electronic devices with active heating (coffee makers, <del>oven,</del> <del>stove,</del> etc.) may only be installed on fireproof material. Devices must be installed in a way so that heat cannot build up.
5.	<b>Waste</b>	Waste has to be disposed of in appropriate containers, which have to be emptied regularly.
6.	<b>Equipment for fire extinguishing and rescue measures</b>	Equipment for fire extinguishing and rescue measures may not be damaged / modified or removed from their location if it is not an emergency. They must be accessible at all times.
7.	<b>Deficiencies and damages</b>	Deficiencies and damages regarding buildings and technical equipment must be reported immediately (Department of Construction and Real Estate (3.2), phone: +49 6221 54-3665 or Klinik-Technik-Gesellschaft (KTG), phone: 5111).  Deficiencies and damages of supply lines (electricity, water, heating pipes, gas) must be reported to the service desk immediately:  <b>Service desk:</b> Klinik-Technik-Gesellschaft (KTG): Phone number for office phones: 5111  The technical control room can be reached 24 hours a day 365 days a year, phone: <b>7272</b> ; emergency number: <b>4444</b> (emergency use only!).  In case you smell gas, push the emergency button "Gas-Notaus", avoid sparks and keep rooms well ventilated. Repairs may only be carried out by authorized personnel.
8.	<b>Hallways and staircases</b>	Hallways and staircases have to be kept free of fire loads at all times. It is not allowed to use electronic devices in hallways and staircases. Waste bins in such areas must be self-extinguishing bins.



### c) Spreading of Fire and Smoke

1.	<b>Fire barriers</b>	Rooms with technical equipment, the individual fire safety areas as well as hazardous areas are equipped with fire doors. These doors must be kept closed.
2.	<b>Storage of flammable materials</b>	Fire loads may not be stored in offices or meeting rooms. Rooms with technical equipment must be kept completely free of fire loads.
3.	<b>Smoke barriers and partitions</b>	<p>Smoke control doors separate individual areas of the building and delay the spreading of smoke, keeping escape and rescue routes accessible and leaving more time for evacuation measures.</p> <p>Smoke control doors and fire-retardant doors equipped with automatic door closers may not be wedged or propped open (e. g. with door stops or large objects) if not explicitly permitted.</p> <p>Smoke control doors equipped with hold-open devices close automatically in case of smoke. The space required for the door to close/open has to be kept clear.</p>
4.	<b>Heat and smoke vents</b>	Staircases are equipped with heat and smoke vents. In case of a fire, they either have to be activated manually or they are automatically activated by the fire alarm.

### d) Escape and Rescue Routes

1.	<b>Accessibility of escape and rescue routes</b>	<p>It is forbidden to block or even partly block hallways, staircases or exits with any kind of object. Objects in rescue routes pose tripping hazards.</p> <p>Furthermore, if objects are made of flammable materials, they can accelerate the spreading of the fire.</p>
2.	<b>Emergency exits</b>	Emergency exits have to be kept free and accessible at all times. It must be possible to open them without a key in order to escape
3.	<b>Emergency exit signs</b>	<p>Escape routes and emergency exits must be clearly marked with signs in accordance with the technical rules on emergency exits and evacuation measures <b>ASR A 1.3</b>.</p> <p>Broken emergency lights must be repaired/replaced immediately.</p> <p>In case of any changes, emergency signs must be kept up to date.</p>



4.	<b>Fire department access roads, fire safety zones and rescue routes</b>	<p>Fire department access roads, areas reserved for fire department vehicles and equipment, fire hydrants as well as fire safety zones (marked by signs with the word "Brandschutzzone") and rescue routes have to be kept clear of vehicles, garbage containers and other objects at all times.</p> <p>Vehicles parked illegally on fire department access roads or in fire</p>
5.	<b>Assembly points</b>	<p>Assembly points are marked on Evacuation Plans (s. attachments).</p> <p>Assembly points are the first place people should go to after evacuating a building.</p>

### e) Fire Alarm Systems and Fire Extinguishing Equipment

1.	<b>Instructions</b>	<p>Employees are obliged to familiarize themselves with the fire fighting equipment at their place of work. Heads of departments/institutes must inform employees regularly on safety instructions.</p> <p>All emergency equipment (e. g. fire extinguishers, fire alarms, etc.) must be clearly marked by signs and kept accessible at all times.</p>
2.	<b>Alarm systems</b>	<p>The fire department or rescue personnel can be called via the emergency phone number <b>112</b>.</p> <p>The buildings are equipped with fire alarms which can be activated by the manual alarms. In case the fire alarm is activated, it automatically reports an emergency to the fire department. Buildings are also equipped with smoke alarms which automatically report to the central technical services (office</p>
3.	<b>Fire extinguisher and wall hydrants</b>	<p>Buildings are equipped with fire extinguishers for class A and class B fires (combustible materials and flammable liquids).</p> <p>Portable fire extinguishers are installed in hallways and staircases as well as in hazardous areas (e. g. laboratories).</p> <p>Wall hydrants are installed in hallways and staircases and are marked with pictographs.</p>

### f) Fire Safety Instructions

<b>Do not panic</b>	<p>Leave the dangerous area in a calm and orderly manner. Keep calm. If necessary, try to calm colleagues and visitors.</p>
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### g) Reporting a Fire

<b>Necessary information</b>	<p>In case you smell or see a fire, call the fire department immediately by using the manual alarm.</p> <p>The fire department (<b>phone: 112</b>) and police (<b>phone: 110</b>) can also be alarmed via phone.</p> <p>When you call the fire department, provide the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Where is the fire?</b> <ul style="list-style-type: none"> <li>- Street, number, district/area, building, floor, room number</li> </ul> </li> <li><input type="checkbox"/> <b>What is burning?</b> <ul style="list-style-type: none"> <li>- Type of fire, source of fire</li> </ul> </li> <li><input type="checkbox"/> <b>How large is the fire?</b> <ul style="list-style-type: none"> <li>- Size of the fire</li> </ul> </li> <li><input type="checkbox"/> <b>Additional information?</b> <ul style="list-style-type: none"> <li>- Details on dangers (e. g. hazardous substances)</li> </ul> </li> <li><input type="checkbox"/> <b>Wait for questions!</b> <ul style="list-style-type: none"> <li>- The emergency services end the call</li> </ul> </li> </ul>
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### h) Alarm Signals and Instructions

1.	<b>Alarm signals</b>	If you hear the fire alarm of the building, leave the building immediately and go to the assembly point.
2.	<b>Instructions</b>	Follow instructions from supervisors, the management or the fire department.

### i) Proceed to Safety

1.	<b>Leave the dangerous area</b>	Employees, visitors and external employees in the building must be instructed to leave the building/area/premises immediately via the marked escape routes.
2.	<b>Help others</b>	While leaving the hazardous area, make sure that nobody is left behind. Assist employees with a disability.
3.	<b>Escape routes</b>	Make sure that you know where the escape and rescue routes are.



4.	<b>First aid</b>	Assist injured persons and lead them to a safe area.
5.	<b>Elevators</b>	Do not use elevators in case of an emergency. Only use the marked escape routes.

### j) Attempts to Extinguish the Fire

1.	<b>Extinguishing a fire</b>	Only try to extinguish a fire if all persons have left the immediate hazardous area and if you are not in danger. Use the wall hydrants and fire extinguishers.
2.	<b>Putting out a fire on a person</b>	If someone catches on fire (e.g. clothing, hair), extinguish the fire with the fire extinguisher. Hold burns under cold water.

#### How to use a fire extinguisher:

	Right	Wrong
Only use fire extinguisher directly at the fire sight, attack fire downwind		
Start at the front of the fire		
Extinguish dripping or flowing fires from top to bottom		
Use several fire extinguishers at the same time, not one after the other!		
Seemingly extinguished fires may flare up again		
<b>Do not put used fire extinguishers back in their cases. Have them re-filled!</b>		



## k) Special Instructions

<b>Further safety measures</b>	<p>Upon arrival of the fire department, the squad leader must be provided with all necessary information about the emergency. His or her instructions must be followed.</p> <p>Close windows and doors when leaving a room but do not lock them!</p> <p>Smoke control doors equipped with a hold-open mechanism in hallways and staircases will either close automatically or must be closed manually.</p> <p>In case of smoke in a staircase, activate the heat and smoke vents (RWA) if possible without putting your safety at risk.</p> <p>If it is unsafe to leave the room, stay in the room, close doors and call attention to yourself at the window. Seal vents, cracks around doors and keyholes with damp cloth or clothing. Wait for rescue forces.</p> <p>Collecting important documents or property is only allowed after clearance by the fire department.</p>
<b>Use of the Foyer</b>	<p>The stipulations of the regulations on the use of the Foyer as of 24 February 2015 and venues (Betriebsvorschrift Nutzung Foyer Stand 24.02.15 und der Versammlungsstätten) must be followed.</p>



## Fire Safety Regulations Part C according to DIN 14096

### a) Fire Prevention

The group of persons named in the introduction is responsible for the implementation of the following fire safety measures in their respective areas.

1. Adherence to the Fire Safety Regulations at all times, even during repair or installation work, communication of changes of the Fire Safety Regulations.
2. Regular checks of the fire fighting equipment.
3. Ensuring that the signs marking escape and rescue routes, assembly points, fire fighting equipment and hazardous areas are up to date.
4. Putting in place appropriate security measures as determined by the risk assessment for areas exposed to an increased fire risk (e. g. laboratories) and explosive areas.
5. Making sure that the smoking ban and the prohibition to handle open fire are observed.
6. Making sure that the Evacuation Plans and the Emergency Instructions are up to date.
8. Instructing employees (including external employees) of fire safety measures.
9. Conducting fire safety and evacuation drills (including only parts of the building)
10. Organizing fire safety checks by authorized personnel and participating in fire safety trainings by the fire department.
12. Authorizing and checking repair of fire safety deficiencies/defects.
13. Determining measures to be taken in case of temporary breakdowns or closing of fire protection systems.



## b) Emergency Phone Numbers

The following departments/persons must be informed in case of an emergency:

	Name	Phone	Cell phone
Fire department		<b>112</b>	
Head of administration	Dean's office faculty Management IWR	+49 6221 54 - 14014 +49 1525 254 2076	
Facility management	Central services in Neuenheimer Feld (ZNF), Frank Wetzel	+49 6221 54 - 6138	

### Further numbers:

Phone: +49 6221 56-7280  
Fax: +49 6221 56-33638  
Cell phone: +49 152 54582381

### Technical facility management (KTG)

	Name	Phone	Cell phone
Electrical facilities, elevators	Andreas Katz	+49 6221 56 - 7280	
Heating and water	Gerhard Sommer	+49 6221 56 - 7215	
Control room	TBA	+49 6221 56 - 7272	

### External numbers

Police		<b>110</b>	
Rescue forces		<b>112</b>	

## c) Saving People and Property

The following measures are to be taken immediately after activating the alarm/reporting the emergency:

- Immediate evacuation of the building and, if safe to do so, checking whether nobody was left behind.
- After evacuation it is to be assured that disoriented, disabled or injured people receive help.
- Collection of important documents and property may only be undertaken after clearance by the fire department.
- Appropriate technical facilities, e. g. mechanical smoke vents are to be activated.
- Sensitive central technical facilities, e. g. supply lines, electronic devices/equipment, must be shut down or set to a safe operating mode.



#### d) Fire Fighting Measures

Attempts to extinguish a fire should only be undertaken in the initial stages of a fire. **Saving lives comes first.** If possible, attempts to extinguish a fire should not be undertaken alone.

#### e) Preparations for the Fire Department

The fire sight and the immediate surroundings are to be cleared.

Employees and visitors should retreat to be out of the way of fire fighters.

A guide (an employee familiar with the surroundings) should position himself or herself near the fire department access road and provide the fire department with

- all necessary information.
- access to buildings/rooms.

#### f) After a Fire

Securing the sight of the fire (clearing accident risks, securing public safety, securing the building against weather conditions and theft) may only be undertaken after clearance by the fire department.

People may only return to the building/rooms after clearance by the fire department.

Used fire extinguishers and other equipment have to be replaced/re-filled.

Instated:

January 2016

Heidelberg University,  
Department of Workplace Safety 3.3