

Leibniz Universität Hannover

Fire Safety Regulations

DIN 14096

Part B

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| as of: 2016-03-21 | Leibniz Universität Hannover |
| | Fire Safety Regulations DIN 14096 |
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1 Introduction

The Fire Safety Regulations Part B prevailing at Leibniz Universität Hannover apply to all persons without special fire protection tasks, staying in buildings or at the premises of Leibniz Universität Hannover on a more than temporary basis (e. g. university staff and students).

These persons are obliged to adhere to the Fire Safety Regulations and all legal provisions on fire prevention. This especially applies to working with sources of ignition (open flames, cutting and grinding work, welding, cutting, soldering, burning), and is also valid when dealing with combustible, self-igniting or explosive substances, ionising radiation, as well as radioactive or biological substances.

The Fire Safety Regulations apply mutatis mutandis to other cases of emergency, unless special regulations exist for such cases.

The Fire Safety Regulations are composed of three parts:

| Part | Content | Target Group |
|--------------|---|--|
| A | General Information on Behaviour in Case of Fire (Notice) | All Persons Staying in or on LUH Properties |
| B | Provisions on Fire Prevention | All Staff Members and Students of LUH Properties |
| B Attachment | Building-specific Regulations on Fire Protection | All Staff Members and Students of an LUH Building |
| C | Allocation of Specific Tasks in Fire Protection | Staff Members with Special Tasks in Fire Protection of an LUH Property or an LUH Building (e. g. Fire Protection Assistants) |

The Fire Safety Regulations shall enter into force upon signature.

Hannover, 2016-03-22

sgd.:

Dr. C. Strutz
Full-Time Vice President

2 Fire Safety Regulations

The Fire Safety Regulations Part A have to be posted in each building of Leibniz Universität Hannover, at least one on each floor, in a clearly visible manner. Suitable locations include: building entrances, corridors, and stairwells. Additionally, the Fire Safety Regulations Part A must be put up in each seminar room and lecture hall in an easily visible way. The poster must always be adapted to the specific circumstances prevailing in the building.

Prevention of fire



No open fire; fire, open source of ignition and smoking prohibited

Behaviour in case of fire

Keep calm

Alert fire



Push fire alarm button



Emergency call 112

Get into safety



Warn people at risk/
activate house alarm system



Bring helpless
persons along



Close doors



Use marked escape routes



Do not use lifts



Gather at assembly point



Follow instructions

Attempt to extinguish the fire



Use fire extinguisher



Use fire blanket



Use fire hose

Fire safety regulations as per DIN 14096
Prepared: 21.03.2016, The Presidential Executive Committee
Leibniz Universität Hannover - Model

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3 Fire Prevention



Smoking is prohibited in all buildings at Leibniz Universität Hannover. Furthermore, it is in principle forbidden to deal with fire, open flames and open sources of ignition in the university buildings. In rooms specifically provided for that purpose, like laboratories and workshops, it is permitted to deal with fire, open flames and open sources of ignition to the minimum extent unavoidable for operational requirements.

When handling flammable waste, electrical devices, gas powered equipment and other sources of ignition, strict care should be taken to abide by the valid fire protection and safety regulations.

Electrical systems and equipment have to be checked regularly and maintained as prescribed. Any modifications and repairing may only be carried out by electrical technicians. All lights, equipments, and devices which are not required, have to be switched off, especially after official hours. Coffee machines and electric kettles should be operated on non-flammable surfaces (e. g. ceramic tiles).

If experimental facilities cannot conform to specifications, the responsible person has to ascertain through a risk assessment that the safety targets required be achieved by the adoption of special measures.

The operation of devices and equipment has to be monitored adequately. Equipment operated at night without any supervision may only be run when there is no fire danger or when it is ascertained through a risk assessment that the safety targets required be achieved by the adoption of special measures.

Immersion heaters without automatic switch-off must not be used. Electrical heating plates and radiant heaters may only be run in laboratory use under permanent supervision.

Oily or greasy cotton waste or cloth and the like - also if soaked in flammable liquids - must only be kept in non-flammable containers with a densely closing cap, and never put in work clothing.

It is prohibited to set aside or store combustibles near fireplaces or other potential sources of ignition.

After official hours, the last person present in the work area has to check the rooms for dangerous circumstances. In particular, it must be verified that all fire protection barriers (e. g. fire and smoke protection doors) are closed and all unneeded electrical systems switched off.

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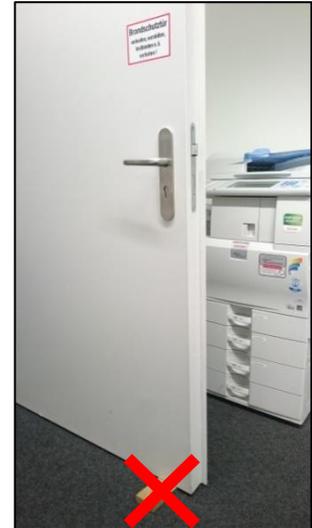
4 Spreading of Fire and Smoke

Fire and smoke protection doors must be kept permanently closed, unless equipped with an arrest system. Doors with an arrest system remain open when locked in place and automatically close in case of fire.

It is prohibited to keep fire and smoke protection doors or other self-closing doors open by means of objects (e. g. wooden wedges).

Moreover, all doors and windows should be closed after work, to slow down the possible spread of fire or smoke.

Printed information may only be pinned to the notice boards provided for that purpose. Posting should be done sparingly, with outdated posts removed on a continuous basis.



To minimize the fire load to the lowest possible level, an accumulation of combustible material has to be avoided. In laboratories, no more than the quantities of combustible liquids and gases needed for the progress of the work may be stored (but not exceeding the daily requirement).

Where required, smoke and heat removal systems available have to be triggered via the control points (usually a grey or orange-coloured case).



5 Escape and Emergency Routes

Escape and emergency routes, emergency exits, escape hatches and fire brigade zones must always be kept clear, to ensure that they can be used at any time. Any blocking or obstructing the way by parking cars or other objects is prohibited.

It must be seen to it that doors in the course of emergency routes and emergency exits can be opened easily without using particular means, as long as persons are dependent on using the respective escape route in case of danger.

Stairwells and necessary corridors have to be kept free of any fire loads. It is prohibited to post any printed notices in staircases.

Safety signs as well as posted escape and rescue plans displaying the internal course of escape routes and showing all possibilities of fire-extinguishing and fire reporting, must not be blocked and/or obstructed.

6 Alarm Systems and Fire Fighting Equipments



In many buildings of the university, there is a fire alarm system. Among other locations, the respective manual call points (red casing) have been installed in the area of escape and emergency routes and would directly alert the fire brigade.

Some of the university buildings have been equipped with house alarm systems. The related control points (blue or yellow casing) have been installed, amongst other locations, in the area of escape and emergency routes and would activate the evacuation alarm for the building/building section, without alerting the fire brigade.



All telephones at the university can be used to directly dial the emergency number 112. In rooms without a telephone, the emergency call has to be made via mobile phones.

Fire Emergency Call: 112

All buildings at the university have been equipped with fire extinguishers which have also been marked in the posted escape and rescue plans.

Persons present in the building on a more than temporary basis should familiarise themselves with the operating instructions of fire extinguishers, fire blankets, emergency showers and wall hydrants.

7 What to do in Case of Fire

Fire Safety Regulations Part A must be observed (cf. No. 2).

In case of fire, it is important to keep calm. Unconsidered and hectic action would lead to erroneous behaviour and may easily influence other persons. In communicating tranquility and confidence, panic may be prevented especially for visitors.

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8 Fire Reporting

Any smoke or fire events have to be reported to the fire brigade immediately. This may be done either by telephone or by triggering the fire reporting system.

If the report is made by telephone via **Emergency Number 112**, the following details must be provided:

- Where** is the fire?
- What** is on fire?
- How much** is on fire?
- What** kind of dangers?
- Wait** for queries!

If available, in addition to a fire report by telephone, always trigger the fire reporting system.

Afterwards, the Building-Management Service Centre of the University has to be informed by calling the telephone number (0511 762-) 4440.

In buildings with a manned reception, the respective person must additionally be informed of the fire event.

9 Observe Alarm Signals and Instructions

In some university buildings, there are acoustic alarm equipments. When the alarm sounds (rise and fall siren tone or loud beeping), the building has to be vacated. The evacuation alarm is complemented by red strobes in some of the buildings.

Unless there is an acoustic alarm equipment, in case of fire all persons in the building must be alarmed by calling out to them.

When an alarm occurs, all work has to be stopped, courses/lectures must be interrupted and the building be vacated via the marked emergency escape routes without delay.

After arrival of the fire brigade, it is exclusively their instructions that have to be followed. In particular, the building must not be re-entered until approved by the fire brigade.

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10 Bringing to Safety

At the outbreak of fire, the danger area must be left immediately via the marked escape and emergency routes. Lifts must not be used.

All staff members shall see to it that visitors leave the building via the shortest route. Special attention has to be paid to children and to disabled, injured or older persons, who should be brought along, if possible. Animals present in the building, if any, are to be taken along by their holders.

Missing persons should be notified to the fire fighters as soon as they arrive at the scene.

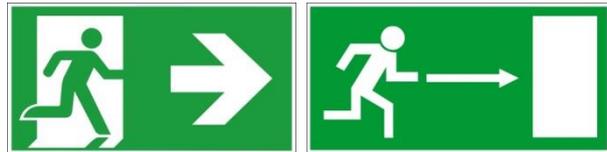
In case of an alarm during their lectures, course leaders (e. g. lecturers, supervisory persons) shall provide for a quiet and orderly evacuation of their teaching room (seminar room, lecture hall, ...).

In case the escape route cannot be used due to fire impact (e. g. high temperature or fire smoke), all doors must be closed; persons should make themselves noticed upon arrival of the fire brigade, by appearing at the nearest possible opening of the building (e. g., at an open window).



In most buildings, escape and rescue plans have been posted, indicating, among other things, the position of the respective assembly point. In all other buildings, the persons gather near the main access, outside of fire brigade access roads, and in a sufficient distance from the respective building.

All escape routes have been marked with one of the adjacent symbols and delineated on the escape and rescue plans.



Locations of first aid equipment have been marked with the adjacent symbol and indicated in the escape and rescue plans.

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11 Attempts to Extinguish the Fire

In principle, attempts to extinguish a fire should only be made when self-endangerment is excluded.

It is necessary to ensure that suitable extinguishants be applied for the combustible material.

In case of persons on fire, the following applies:

Most important is **immediate firefighting** at the burning person while **ensuring one's own safety**.

- One should always take into account that an injured person may behave irrationally (e. g., try to run away).
- Burning persons can be extinguished in different ways. Possible means include water, fire extinguishers, dense fabric, or rolling the person on the floor.
- Immediately after extinguishing the fire, immediate lifesaving actions (reanimation) must be carried out, if need be.
- Do bear in mind to alert the emergency service without delay.
- Affected parts of the body should be temporarily cooled with water. To prevent hypothermia, however, this may only take a few minutes.

12 Special Rules of Behaviour

All persons present in buildings or at premises of Leibniz Universität Hannover on a more than temporary basis, are required to inform the Building-Management Service Centre of the University without delay by calling the telephone number (0511 762-) 4440, about any ascertained fire protection deficiencies (particularly non-operational fire extinguishers or fire and smoke protection doors).

All persons working in the University buildings have to participate in fire protection instructions and evacuation exercises.

In case of uncertainties or questions regarding fire protection, the fire prevention officer of the University should be contacted.

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13 Attachment

a) Instruction Sheet for Behaviour During Major Emergency Events

The current version of this attachment is provided on the website

<http://www.uni-hannover.de/arbeitssicherheit>

under fire protection.