

Fire Safety Regulation - part B

according to DIN 14096-2: 2014-05.

For people without any special fire protection duties

Hochschule Harz
Friedrichstraße 57-59
38855 Wernigerode

Properties:

Campus Friedrichstraße
Campus Papierfabrik
Campus Domplatz

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a) Introduction

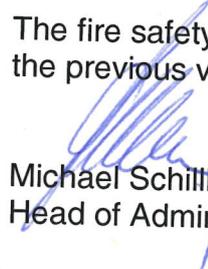
This fire safety regulation is a company directive for the Hochschule Harz and its properties in Wernigerode and Halberstadt.

It is effective for all personnel, which are staying on the university premises and in university buildings including students, employees, visitors and external companies.

While planning any special events, which have influence on fire protection, please contact the fire protection officer of the university arbeitssicherheit@hs-harz.de. The operations of the buildings are subject to the venue regulation (Versammlungsstättenverordnung) of the state Saxony-Anhalt.

The fire safety regulation is available in English and German.

The fire safety regulation part B is effective on the date of notice. In the same time, the previous version (02/25/2015) shall cease to be in force.


18/10/2019
Michael Schilling
Head of Administration

b) Fire Safety Regulation

Conduct in case of fire

Stay calm

1. Report the fire



Activate the fire alarm
or
telephone 112

Who announces?
What happened?
How many people are
endangered or injured?
Where did it happen?
Wait for further questions!

2. Move to a safe place



Take endangered persons
with you
Close doors
Follow marked escape routes
Do not use the lift
Follow instructions

3. Attempt to extinguish the fire



Use fire extinguisher,
wall hydrant/fire hose,
extinguishing media and
equipment to fight the fire

Picture 1 Conduct in case of Fire

c) Fire Prevention

Everyone is obligated to minimize the risk of fire. Everybody needs to read and understand this fire safety regulation to realize an effective preventive fire protection and to act quickly and carefully in case of a fire.

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Prohibition of smoking and open fire</p> <div style="text-align: center;">  </div> | <p>Smoking and open fires are prohibited in all buildings of the university. Smokers must use the provided ashtrays outside of buildings. Do not empty ashtrays into waste bins. Smoking of electronic cigarettes is prohibited in buildings. Barbecues are only permitted in designated areas (see House Rules). Ash out of the barbecue needs to be disposed in dedicated bins (back of Mensa on the way to the dorms and at the barbecue area). Burning candles and tea lights (e.g. on Advent wreath) are prohibited.</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Flammable and explosive materials</p>  | <p>Flammable materials or explosive materials can only be stored in dedicated, specially marked areas. Inside workshops and laboratories, a dedicated (meaning daily amount) amount of flammable and explosive materials can be stored. Do not dispose flammable liquids into toilettes or sinks.</p> |
| <p>Combustible Waste</p>  | <p>Do not collect or store combustible waste in corridors - please contact the department Properties/ Buildings/ Technical. Please close the lid of a waste bin.</p> |
| <p>Electrical Devices</p>  | <p>Electrical installations and equipment must fulfil the VDE requirements and they must be subjected to repeated tests (DGUV 4). Should the installation or equipment not comply or cease to comply with the electrical rules, the employer shall ensure that the electrical installation or the electrical equipment is not used in its defective condition. The usage of non-work related electrical equipment is prohibited. Immersion heaters inside laboratories are only allowed to be used in case they are equipped with a thermal protection. Immersion heaters are not allowed to be used in office areas. Electric kettles and coffee machines can only be used in case they are equipped with a thermal protection. They have to be placed on a non-combustible surface and they need to be observed during operations. Connecting of several multiple sockets is prohibited. The usage of additional heating equipment, such as heating fans or mobile oil heaters, is prohibited. Any permissions need to be authorized by the department Properties/ Buildings/ Technical.</p> |
| <p>Hot Works</p> | <p>Hot works, such as welding, soldering, cutting, brazing or burning are only allowed with prior written permission of the department Properties/ Buildings/ Technical (permit to work for hot works). Please refer to the safety regulations written on the permit to work. The permit to work need to be signed by all persons performing prior starting the work. This document needs to be kept. In case of questions please contact: department Properties/ Buildings/ Technical. During hot work operations a decent amount of fire extinguishers need to be present.</p> |
| <p>External Companies</p> | <p>External Companies (construction companies, maintenance companies, installation companies or maintenance companies and tenants of buildings/ rooms) do have to acknowledge during tendering or other contractual agreements, to agree on these fire safety regulations. External companies have to train every employee, working on the universities premises, accordingly.</p> |
| <p>Fire Extinguishing Installations</p> | <p>Fire extinguishers and other safety equipment shall not be blocked. In case of missing or not working fire extinguishers please contact the department Properties/ Buildings/ Technical.</p> |

| | |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Finished work | Electrical equipment, e.g. lights or computers, need to be shut down after finishing your work (exceptions: refrigerators and permanent installations for data processing). |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

d) Spreading of Fire and Smoke

Everyone is obligated to remove wedges or other obstacles inside the doorways of fire or smoke protection doors. Damages on these doors need to be communicated to the department Properties/ Buildings/ Technical immediately.

Fire or smoke protection doors are used to avoid smoke or other harmful gases inside staircases and they are used to separate fire compartments. Postings on these doors are prohibited. Some doors are equipped with arresting systems. Fire and smoke protection doors not allowed to be wedged open or blocked. The fire and smoke protection doors are marked as followed:



Picture 2 Marking of Fire and Smoke Protection Doors

The closing area of these doors shall be kept clear at all times. Damages on these doors need to be communicated to the department Properties/ Buildings/ Technical.

Until the fire brigade reaches the seat of fire any draft needs to be avoided, fire compartments, windows and doors need to be closed or they need to remain closed.

Smoke and heat ventilation systems are located, depending on the building, inside staircases, the Audimax, the library, the canteen etc. In case of a fire they are used for smoke extraction. Other forms of usage, such as ventilation, are prohibited. Smoke and heat ventilations are only operated by the fire brigade.

Collection/ storage of combustible material in escape and rescue routes is prohibited, even temporarily.

Tidiness and cleanliness are crucial to ensure fire safety.

e) Escape- and Rescue Routes

Everyone is obligated to memorize escape and rescue routes. If a fire extinguisher is available, use it to extinguish the flames.

Escape and rescue routes, operating areas of the fire brigade, etc. have to keep clear at all times.

Escape routes, staircases and traffic routes inside buildings or on the premises have to be kept clear at all times. Doors within escape routes and emergency exits are not allowed to be closed. Emergency exits need to be accessible in escape direction at all times.

Safety signs and safety labels, escape and rescue route boards, fire extinguishers, signaling units, room descriptions are not allowed to be covered or blocked.

f) Detecting and Extinguishing Devices

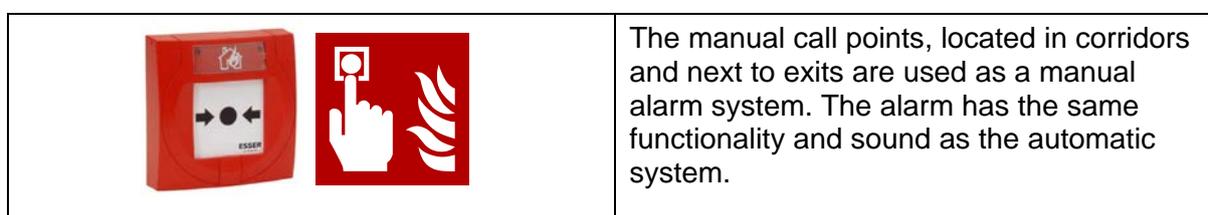
Everyone is obligated to inform him or herself about fire extinguishers in their working area. Missing or used fire extinguishers need to be replaced immediately, please inform the department Properties/ Buildings/ Technical.

Every improper usage, manipulation, changes, covering or blocking of fire extinguishers or signaling units is strictly prohibited!

Die employees have to take care that all locations of fire detecting devices and extinguishing devices have to keep clear and easy to access.

The university is covered with a fire alarm system to detect fires as early as possible. In case of fire or smoke an acoustic signal we will automatically turned on in the related area. The fire brigade and the department of Properties/ Buildings/ Technical will be informed as well.

In order to avoid false alarms, during operations with smoke, dust, vapor or fumes, smoke detectors can be switched off temporarily through the department of Properties/ Buildings/ Technical after written application.



Exceptionally, the alerting of the fire brigade can be done by telephone (0) – 112, please note: No acoustic signal will be present. The usage of the manual call points has priority. The location of fire extinguishers is marked with the following sign and can be found on the emergency evacuation plan:



Picture 3 Symbol of Fire Extinguishers

Please refer to the instructions for usage on the fire extinguisher label. Missing or used fire extinguishers need to be replaced immediately, please inform the department Properties/ Buildings/ Technical.

Several employees are trained in terms of fire safety. They support the evacuation and they are trained to use the fire extinguisher in case of an incipient stage fire.

g) Behavior in case of fire

Save human life prior to material assets.

Most importantly, you need to remain calm!

As soon as you have established that there is in fact a fire, press a manual call point. If there is an electrical fire, pull the plug out or switch off the power at the fuse box, if it's safe to do so.

In case of a person on fire, always use a foam fire extinguisher to extinguish the flames. Stay with the person on fire.

Please refer to emergency evacuation plan and conduct in case of a fire.

Operating areas of the fire brigade need to remain clear at all times. Upon arrival of the fire fighters, their instructions shall be followed exclusively.

h) Report a fire

Everybody is obligated to report a fire.

In case there is no acoustic signal, please press a manual call point.



Picture 4 Manual Call Points/ Fire Alarms

Please smash the glass and press the button. Immediately after pressing the button an acoustic signal, to evacuate the building, will be present.

In addition, the fire brigade and the department Properties/ Buildings/ Technical will be informed automatically.

In case of calling the fire brigade, please prepare yourself to answer the following questions:

- Who is phoning?**
- Where did it happen?**
- What happened?**
- How many people are injured?**
- Wait for further questions!**

i) Comply with Alarm Signals and Instructions

In case the acoustic signal sounds, the building needs to be evacuated through the signs, indicating the direction of evacuation:



Picture 5 Exit signs to be followed in case of an evacuation

All lectures, meetings, works etc. need to be stopped immediately. All employees, students, guests etc. have to congregate at the nearest assembly point.

The various emergency evacuation assistants support to extinguish the fire and support to find the nearest exit. Upon the arrival of the fire brigade their instructions need to be followed.

Within the university the communication in case of a fire, to inform the rectorate, is done by the department Properties/ Buildings/ Technical and afterwards following the fire safety regulations part C.

j) Getting to safety

The main hazard during a fire are poisonous, corrosive or suffocating smokes. Due to this fact please close all doors and windows (do not lock them) when leaving the building to avoid spreading of the smoke. Do not enter smoke-filled rooms, in this case stay in your room!

Please exit the building through the nearest emergency exit. All people inside the building need to congregate at the nearest assembly point. You have to remain at the assembly point until the fire brigade is giving you different instructions. Please assist endangered, handicapped, injured or people which are not familiar with the premises. The assembly points, which can be found on the escape- and rescue route plans, are marked as followed:



Picture 6 Assembly Point

In Halberstadt the assembly point is the Domplatz/ Cathedral Square, there is no additional signage indicating an assembly point due to preservation order.

Please note, if possible, if all people are present at the assembly point. If a person is not present, please report this to an evacuation assistant!

The evacuation assistants inform the fire brigade in case a person is missing.

Trapped or left behind people need to be reported to the fire brigade!

Teachers organize the evacuation of the persons of their lecture by themselves and ensure that nobody is left behind.

Do not use elevators.

In case an evacuation through the staircase is not possible, stay in a safe area such as behind smoke or fire protection doors.

Do **not** enter areas covered with smoke. In this case use the second emergency exit.

Crawl along the floor in smoke-filled rooms.

In case of blocked or with smoke covered escape routes stay in your room and make yourself seen/ heard to rescue personnel on the window. Doors need to be closed and can be covered with wet towels to avoid smoke entering the room. Please wait for the fire brigade to be evacuated.

After evacuation of the building the fire brigade needs to allow the access to the building again. Wait for their notification.

Additional Notes on the Buildings

Wernigerode – Building 1 (Multipurpose Hall)

House 1 cannot be used for more than 199 persons. Please refer to the shown seating plan during exam period.

Wernigerode- Building 2

The second escape route (floor 1- 4) is the staircase of dormitory 4. Doors are equipped with an acoustic signal. Manual opening can be done by pressing down the button, an acoustic signal occurs, fire brigade is not informed.

Wernigerode - Building 4

In case the entrance (building part 3) in front of rooms 4.001, 4.002, 4.101 and 4.102 is used as an event location the lecture halls cannot be used. The entrance area becomes an event location with direct exit to the outside, an exit through the staircases and connection to the other part of the building (building part 2). Exits for 500 people can be ensured.

Wernigerode – Building 6 (Meeting room 6.210)

The meeting room 6.210 has a maximum occupancy of 20 people.

Wernigerode – Building 7 (Canteen)

During normal operations or events the dedicated seating plan has to be followed. During discos/ parties the escape routes are changing in front of the stage and cloakroom. In this area additional flashing lights indicate an evacuation.

Wernigerode - Building 9

Mostly, the staircases function as second escape routes. The doors are unlocked in case of an emergency. Doors are equipped with an acoustic signal. Manual opening can be done by pressing down the button, an acoustic signal occurs, fire brigade is not informed.

The northern part of the building is equipped with an automatic sprinkler system which is activated in case of temperatures over 68°C. When the sprinklers start to operate the fire alarm system is activated as well and the evacuation signal will be present. The fire brigade and the department Properties/ Buildings/ Technical will be alarmed.

Halberstadt – Inner Courtyard

The max. number of persons inside the inner courtyard is limited to 199 due to the width of the escape routes and no second escape route available.

Halberstadt – D101 (Ballroom)

Additional usage restrictions, please contact arbeitssicherheit@hs-harz.de.

k) Attempt to extinguish the fire

In case of incipient fires please try to extinguish the fire with the available fire extinguishers. Only attempt to extinguish the fire if you are not in danger! If possible, fight the fire with several fire extinguishers at the same time. Please be aware of an escape route in case the attempt to extinguish the fire fails. In several server rooms the fire is extinguish with CO2 extinguishers, these are marked accordingly.

Combustible material, if possible, need to be removed next to the scene of fire.

In case of a person on fire, always use a foam fire extinguisher to extinguish the flames. Stay with the person on fire. Do not let them run away! Distance while extinguishing needs to be 1,5 m. Do not spot directly on the face of the person on fire.

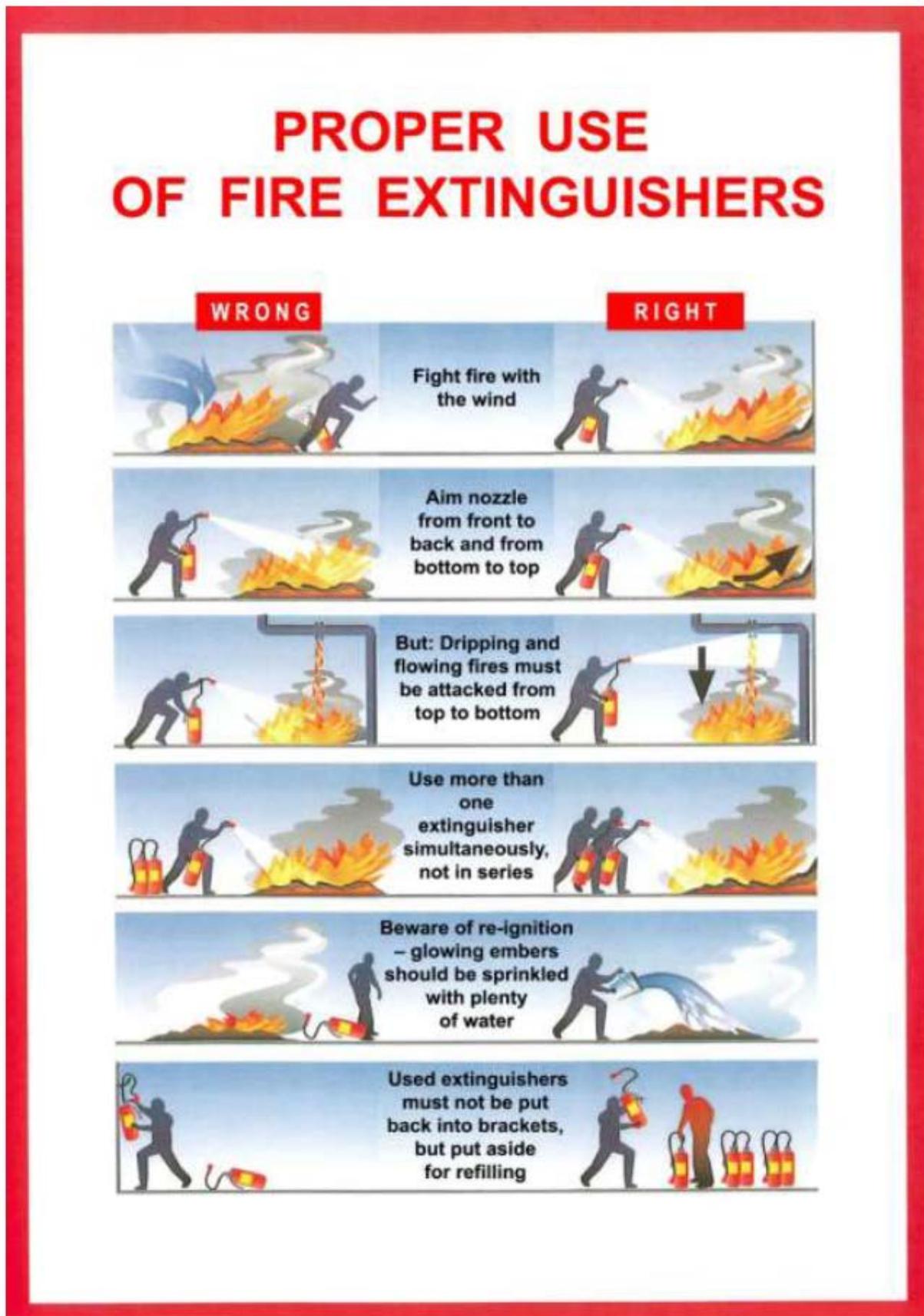
In case of fire in electrical installations cut off the power.

Overview of fire classes and suitable extinguishers at Hochschule Harz:

| Fire Class | | Combustible Materials | Suitable Extinguishers |
|------------|-------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------|
| A |  | wood, paper, plastics | water, ABC-Powder, foam extinguishers |
| B |  | oil, fats, greases, gasoline | CO2 extinguishers, ABC powder, foam extinguishers |
| C |  | All flammable gases | CO2 extinguishers, ABC powder |

Take the hand-held fire extinguishers from the holder and start to use it in front of the fire. Please refer to the manuals on the extinguisher.

Further information how to use the extinguishers:



Picture 7 Further information how to extinguish a fire

Please inform the department Properties/ Buildings/ Technical in case you used an extinguisher.

l) Special Behavior rules

Every fire, no matter how small the fire was, needs to be reported the rectorate and direct boss. The occurrence and development of the fire need to be described in written about the fire. The usage of extinguishers need to be mentioned as well.

Handicapped person, which permanently stay at the premises need to be recorded each semester. The safety officers and evacuation assistants need to be informed about handicapped persons. In case different ways of evacuation will be used.

Installation of piping, wires etc., any wall or ceiling openings (regardless of type and size), the opening of fire walls need to be reported prior to the performance to the department Properties/ Buildings/ Technical, a permit is required.

m) Appendix

The following permit for hot work will not be translated in to English. In case you have to perform a hot work please contact Properties/ Buildings/ Technical.

Erlaubnisschein

für Schweiß-, Schneid-, Löt-, Auftau- und Trennschleifarbeiten

Exemplar für : Verantwortlicher oder dessen Beauftragten Ausführender Brandwache nur 1 Exemplar vor Ort.....

| | | |
|----|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Ausführung (Firma / Abteilung) | |
| 2 | Arbeitsort/-stelle | |
| 3 | Arbeitsauftrag (z. B. Konsole anschweißen) | Auftrag: Arbeitsbeginn : voraussichtliches Arbeitsende : |
| 4 | Art der Arbeiten | <input type="checkbox"/> Schweißen <input type="checkbox"/> Schneiden <input type="checkbox"/> Trennschleifen <input type="checkbox"/> Löten <input type="checkbox"/> Auftauen <input type="checkbox"/> siehe akt. Bauablaufplan |
| 5 | Sicherheitsvorkehrungen vor Beginn der Arbeiten | <input type="checkbox"/> Entfernen sämtlicher brennbarer Gegenstände und Stoffe, auch Staubablagerungen, im Umkreis von 5 m und – soweit erforderlich auch in angrenzenden Räumen <input type="checkbox"/> Abdecken der gefährdeten brennbaren Gegenstände (z. B. Holzbalken, Holzwände und –fußböden, Kunststoffteile usw.) <input type="checkbox"/> Abdichten der Öffnungen (z. B. Wand- und Bodendurchbrüche), Fugen und Ritzen und sonstigen Durchlässe mit nichtbrennbaren Stoffen <input type="checkbox"/> Entfernen von Umkleidungen und Isolierungen <input type="checkbox"/> Beseitigen der Explosionsgefahr in Behältern und Rohrleitungen <input type="checkbox"/> Bereitstellen einer Brandwache 1 x Feuerlöscher-Schaum/Wasser von Firma <input type="checkbox"/> sonstige Maßnahmen: |
| 6 | Brandwache | Während der Arbeit Name, siehe oben Nach Beendigung der Arbeit Name, siehe oben <input type="checkbox"/> Dauer 1 Std. <input type="checkbox"/> unmittelbar umUhr <input type="checkbox"/> nach 30 Minuten <input type="checkbox"/> weitere Kontrollgänge alle Minuten |
| 7 | Alarmierung | Standort des nächstgelegenen Handfeuermelders: Telefons: Feuerwehr Ruf-Nr. über 0-112 |
| 8 | Löschgerät, -mittel | <input type="checkbox"/> Feuerlöscher mit <input type="checkbox"/> Wasser <input type="checkbox"/> CO ₂ <input type="checkbox"/> Pulver <input type="checkbox"/> Schaum <input type="checkbox"/> gefüllte Wassereimer / Kübelspritze <input type="checkbox"/> angeschlossener Wasserschlauch <input type="checkbox"/> Hydrant mit angeschlossenen Löschschlauch |
| 9 | Erlaubnis | Die aufgeführten Sicherheitsmaßnahmen sind durchzuführen. Die Unfallverhütungsvorschriften der Berufsgenossenschaften, ggf. die Landesverordnungen zur Verhütung von Bränden und die Sicherheitsvorschriften der Versicherer sind zu beachten. |
| | Datum | _____ Unterschrift des Verantwortlichen oder dessen Beauftragten |
| | | _____ Unterschrift des Ausführenden |
| 10 | Bemerkungen / Besondere Vorkommnisse | |
| 11 | Abschluss der Arbeiten | (Datum) (Uhrzeit) (Unterschrift) |
| 12 | Abschluss der Kontrolle | (Datum) (Uhrzeit) (Unterschrift) |