



Universität Hamburg

DER FORSCHUNG | DER LEHRE | DER BILDUNG

Fire Safety Regulations of Universität Hamburg (excluding UKE)

for the location



Author
AU-917

Head of Administration
Dr. Martin Hecht

Contents	Page
Preface	
a) Contents	4
b) Responsibilities	4
c) Scope	5
d) Notification and enactment	5
Fire safety regulations DIN 14096—A	
a) Introduction	6
b) Fire safety regulations Part A (notice)	7
Fire safety regulations DIN 14096—B	
a) Introduction	8
b) Fire safety regulations part A (example)	8
c) Fire prevention	9
d) Propagation of fire and smoke	
e) Escape and rescue routes	10
f) Alarm and fire-extinguishing equipment	11
g) Conduct in the event of fire	11
h) Reporting a fire	12
i) Observe alarm signals and instructions	12
j) Proceed to safety	13
k) Attempt to extinguish the fire	15
l) Special rules of conduct	17
m) Appendix	18
• Safety when grilling	19
• Comparison of old and new fire safety and rescue symbols	20—21
Fire safety regulations DIN 14096—C	
a) Introduction	22
b) Fire prevention	23
c) Report and alarm procedure	24
d) Safety measures for persons, animals, environment, and property	26
e) Firefighting measures	26
f) Preparing for the deployment of the fire department	27
g) Follow-up measures	27
h) Appendix	27
• Evacuation of disabled persons—buddy system	28—29
• Duties of the fire safety, evacuation, and building safety officers	30—31
• Code of conduct for external companies/ permit for hot work	32—33
• Emergency numbers	34

Preface

Contents

These fire safety regulations contain rules for the prevention of fire as well as instructions on how to behave and measures to be taken if a fire breaks out. The following provisions concern passive and active fire prevention at Universität Hamburg (excluding UKE), hereafter referred to as "University." The fire safety regulations do not release you from the obligation to comply with other occupational health and safety regulations and generally recognized codes of practice.

Responsibilities

As a manager, i.e., a person with responsibility, you are also responsible for fire safety in your organizational unit, your department, or your staff unit.

It is thus necessary to create organizational structures that allow fire prevention, fire confinement, and rescue measures to be defined as part of the passive fire safety strategy.

When carrying out your duties, you will receive support from the fire safety, evacuation, and building safety officers appointed by you as well as the buddies of disabled persons.

The fire safety officer appointed by the University for fire prevention measures is Mr. Wolfgang Grafe. He is the main contact person for all questions related to fire safety. His contact details are:

Mittelweg 177, 20148 Hamburg, Germany

Tel/Fax: +49 40 42838-6804 / -6805

Email: wolfgang.grafe@verw.uni-hamburg.de

For more details, see:

<http://www.uni-hamburg.de/beschaefigtenportal/services/arbeitssicherheit-umweltschutz/arbeitssicherheit/brandschutz.html>

He provides support and advice to the employer or the persons responsible at the managerial level to help them carry out their duties. He will be glad to answer any questions regarding the practical implementation of the fire safety regulations.

In his role as fire safety officer and authorized person, he creates, updates, and checks the fire safety regulations.

In order to determine fire hazards, the Occupational Safety and Environmental Protection Unit supports the persons responsible in their area of responsibility by carrying out on-site inspections and pointing out any potential fire hazards.

All persons (staff, students, employees of external companies, and visitors) are obliged to contribute to effective fire prevention, conduct themselves in accordance with the stipulations contained in these fire safety regulations, and to report the outbreak of fire without delay to the authorities responsible listed in this document. Non-compliance with the provisions for passive and active fire prevention may have consequences under public- and private-sector labor law.

Scope

The fire safety regulations apply to all buildings and land as well as other facilities of the University.

Notification and enactment

The heads of the individual facilities are responsible for the notification and distribution of the fire safety regulations as well for providing regular briefings for staff and students in their areas of responsibility.

These fire safety regulations, which are made up of Parts A, B, and C, take effect on 1 March 2015.

The existing fire safety regulations will become invalid on this date.

Hamburg, 1 March 2015



Dr. Martin Hecht, Head of Administration

Fire safety regulations part A

Fire safety regulations DIN 14096 – A

a) Introduction

Part A of the fire safety regulations is aimed at **all persons (staff, students, employees of external companies, and visitors)** who are present in areas that fall within the scope of these fire safety regulations. The notice contains the most important rules of conduct in written form. Part A is to be displayed at easily visible locations where people pass by regularly or even linger. These include building entrances, information areas, lobbies, corridors, elevators, stairwells, etc.

Fire Prevention



No open flames;
Fires, open source of ignition, and smoking are prohibited

Behavior in the event of fire

Remain calm

Report the fire



Activate manual call point
(if present)



Emergency no. (0)112
Porter's lodge: _____

Proceed to
safety

Warn endangered persons /
activate the building alarm

Take persons in need of help
with you

Close doors



Follow marked
escape routes

Do not use elevators



Go to assembly point

Pay attention to instructions

Attempt to put
out the fire



Use fire extinguishers



Use fire hose



Use firefighting
materials and equipment

Fire safety regulations part B

Fire safety regulations DIN 14096—B

a) Introduction

Part B of the fire safety regulations contains rules for the prevention of fire as well as instructions on proper conduct and measures to be taken if a fire breaks out. They are binding for **all persons (staff, students) without specific fire safety duties** who are present in areas that fall within the scope of these fire safety regulations to carry out their professional duties, to study, or for education and training purposes on a non-temporary basis.

b) Fire safety regulations

Part A of the fire safety regulations is aimed at all persons (staff, students, employees of external companies, and visitors) who are present in areas that fall within the scope of these fire safety regulations. In the form of a notice, it includes the most important rules of conduct in written form. Part B is to be displayed at easily visible locations where people pass by regularly or even linger. These include building entrances, information areas, lobbies, corridors, elevators, stairwells, etc.

Fire safety regulations part A—example

Fire Prevention



No open flames;
Fires, open source of ignition, and smoking are prohibited

Behavior in the event of fire

Remain calm

Report the fire

-  Activate manual call point (if present)
-  Emergency no. (0)112
Porter's lodge: _____

Proceed to safety

-  Warn endangered persons / activate the building alarm
- Take persons in need of help with you
- Close doors
-  Follow marked escape routes
- Do not use elevators
-  Go to assembly point
- Pay attention to instructions

Attempt to put out the fire

-  Use fire extinguishers
-  Use fire hose
-  Use firefighting materials and equipment

Fire safety regulations in accordance with DIN 14096 / Creation date: March 2015 / Universität Hamburg

c) Fire prevention

Smoking is strictly prohibited in all building and parts of buildings used by the University such as corridors, stairwells, and waiting areas. Furthermore, in outdoor areas in which smoking is permitted, cigarettes must be disposed of in the ashtrays provided. Burning tobacco remnants must never be thrown into wastebaskets.

It is strictly forbidden to use **fire, open flames, and open sources of ignition** in the buildings and on University grounds. In particular, this includes grilling without written authorization from the supervisor responsible for the area in question.

(See appendix in Part B: Safety when grilling).

Dangerous work such as welding, grinding, flame cutting, soldering, thawing and cutting work, working with open flames, etc. may only be carried out outside working areas set up for these purposes—such as workshops, laboratories, etc.—by specifically authorized persons with written permission (permit for hot work) from the supervisor responsible for the area in question or the person assigned by the management. The safety precautions listed in the permit are to be observed (see appendix in Part C: Permit for hot work).

Easily inflammable or explosive substances may only be stored in the cabinets and rooms designated for this purpose and marked accordingly.

Inflammable liquids used at the workplace must be kept in the containers provided for this purpose and only in those quantities required for a single day's work. The use of open flames is prohibited when using these substances.

Inflammable waste must only be collected in the storage rooms designated for this purpose. The metal collection and transport containers must only be deposited at the locations designated for this purpose. The lids of these containers are to be kept closed at all times.

Electrically powered equipment and systems must fulfill the VDE guidelines and the statutory accident prevention regulations. This also applies to the use of private electrical appliances. The use of untested and defective electrical equipment is forbidden in accordance with the accident prevention regulations for electrical equipment and appliances. Equipment is to be taken out of service immediately if obvious faults occur.

When leaving the room, ensure that all electrical equipment is switched off (except equipment that must operate continuously for operational reasons). Only qualified electricians are permitted to connect up stationary electrical equipment. For equipment that emits heat, ensure that no inflammable objects are exposed to direct radiation. Coffee makers and kettles are to be placed on fire-proof surfaces (e.g., ceramic tiles).

Gas tapping points such as gas valves, lab burners, etc. must be shut off after use.

d) Propagation of fire and smoke

Fire doors and smoke control doors are to be kept closed. It is forbidden to tie or lock doors open or to block them open using wedges or similar means (exception: hold-open systems with smoke switches that are triggered in the event of fire).

In the event of fire, close all doors and windows, but do not lock the doors. If installed, **smoke** and **heat extractors** are to be activated. On hold-open systems with smoke switches the activation button is to be pressed!

To hinder the spread of fire, it is forbidden to **keep inflammable materials** such as paper and furniture in the escape and rescue routes.

e) Escape and rescue routes

It is forbidden to place **objects of any kind** in escape and rescue routes! Stairwells and corridors are escape and rescue routes that permit the building to be vacated as quickly as possible in an emergency. Placing objects in escape and rescue routes increases the risk of arson. In addition, escape and rescue routes serve the fire department as access routes to the fire and thus allow for the quick rescue of persons who are unable to leave the building without help.

Emergency exits, emergency escape openings, corridors, thoroughfares, entrances and exits, stairwells, and emergency escape balconies must be indicated by corresponding **signs**. It must be possible to open emergency exits and escape openings easily and without special tools, and they are not to be locked when the building is in use.



All persons working in the building must familiarize themselves with the escape and rescue routes in their building using the signs or, if available, the escape and rescue plans.

Access roads and deployment areas for vehicles belonging to the **fire department** and the **rescue services** as well as **fire hydrants** must be accessible at all times.

Access to these areas must not be impaired in any manner (e.g., by parked cars or other barriers). The signs and markings are to be observed.



In general, **assembly points** have been defined for every building and are indicated in the escape and rescue plans. These serve as assembly areas and in the event of fire all persons to be evacuated must proceed to them. The instructions given by the fire department are to be followed.

It is not permitted to re-enter areas of the building that have been cleared until the fire department has given the all-clear.

Safety information and **safety installations** must not be covered up or blocked by objects.

f) Alarm and fire-extinguishing equipment

Alarm equipment:

All members of staff must familiarize themselves with the location of equipment that is relevant for their workplace; this includes fire alarms (fire and building alarms); emergency telephones; portable fire extinguishers; and, if relevant, wall hydrants, fire blankets, safety showers, and smoke and heat extractors.



Emergency call via telephone: ☎ (0)112



Manual call points—setting off the alarm in the building

Fire-extinguishing equipment:

Automatic **sprinkler systems** are installed in all buildings. **Stationary CO₂ fire-extinguishing systems** with automatic warning and triggering systems for the protection of buildings are located in especially hazardous plants and laboratories.

Safety showers are available in the laboratories.



The **portable fire extinguishers** are located in corridors, stairwells, and in hazardous areas (laboratories, etc.). The location of fire extinguishers is to be indicated by a pictogram. All members of staff must familiarize themselves with the exact location and use of the fire extinguishers.



Wall hydrants with hoses and steel pipes are located in wall-mounted cabinets identified by pictograms in the stairwells, corridors, and lobbies of the larger buildings. Only trained fire safety officers and the fire department are permitted to use the wall hydrants!

Containers with dry sand, which is mainly used to extinguish metal fires, are available in some laboratories.

g) Conduct in the event of fire

Remain calm!

Hasty action can result in inappropriate measures and panic.

Follow instructions given by the fire department.

h) Reporting a fire

Emergency call via telephone: ☎ (0) 112

Every fire is to be reported to the fire department immediately using the following “5-W scheme”:

- 1) **Where is the fire?**
 - Street, house number, district, building, floor, room number
- 2) **What is burning?**
 - Type of fire, cause of the fire
- 3) **What is the size of the fire?**
 - Scale of the fire
- 4) **What hazards are present?**
 - Detailed information (e.g., due to hazardous substances)
- 5) **Wait for further queries!**
 - Wait until the emergency hotline ends the call!

Subsequently, the porter's lodge / service team must be informed.

i) Observe alarm signals and instructions

In the larger buildings of the University, staff and students are warned of the outbreak of a fire by an acoustic signal given by fire or building alarm systems installed in the buildings; some buildings also use a public address system. The evacuation officers (orange vests) and the building safety officers (yellow vest) are responsible for clearing the building. In buildings that do not have an alarm system, the evacuation officers sound the alarm using megaphones. Follow the instructions given by the evacuation officers and the building safety officers.

The fire department is to be met by a person who knows the area, for example the building's porter or a member of the service team. The building safety officer is responsible for coordination with the fire department, reports when the floors of the building have been cleared, and provides information about special circumstances.

When the fire department arrives, sole responsibility for giving instructions lies with the incident commander of the fire department, whose instructions are to be followed.

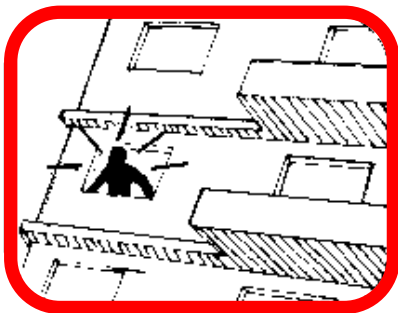
j) Proceed to safety

Remain calm!

In the event of danger, leave the building via the marked escape and rescue routes and gather at the assembly points; if necessary, consult the escape and rescue plans on display in the building.

Do not use elevators in the event of fire!

Help disabled and injured persons (see appendix in Part C: Evacuation of disabled persons in the event of fire—buddy system).



If it is not safe to use an escape and rescue route due to smoke, seek out a "safe" room (preferably on the street side). Close all doors and windows. If possible, all openings to the corridors are to be sealed (e.g., with damp towels) to prevent the room filling up with smoke. Draw attention to yourself by calling and waving from a window or balcony.

Observe instructions given by the fire department!

Crouch down or crawl when leaving smoke-filled rooms. The air at floor level is most likely to be free of fumes and smoke and thus still breathable.

If possible, take personal items with you when leaving the building. When taking evacuation measures, always ensure that no one is left behind, for example in toilets and adjoining rooms.

Report missing persons or persons who have remained in the building immediately.

The University has appointed **evacuation officers** who are responsible for the evacuation of staff and students in the event of fire (see appendix in Part C: Duties of the fire safety, evacuation, and building safety officers).

Important!

Building-specific fire safety information such as the names of the building safety officer and the evacuation officers and, if relevant, details of secondary rescue routes are to be entered in the following pages and displayed together with the fire safety regulations at a location in the building that is accessible at all times. Delete information that is not applicable.

Building-specific fire safety information for the evacuation plan

Address:

Building
safety officer:

Telephone:

Evacuation officer:

Telephone:

Fire safety officer:

Telephone:

Special fire safety measures in this building:

(escape and rescue routes, emergency escape and rescue openings, assembly room, assembly point):



Primary escape and rescue route:

leads outdoors via the stairwell to the assembly point; if it cannot be used ->



Secondary escape and rescue route:

Emergency escape opening:



Emergency escape opening with fire escape ladders attached to the building:



Emergency rescue opening for rescue by fire department:

Assembly point (exact information about its location):



Additional

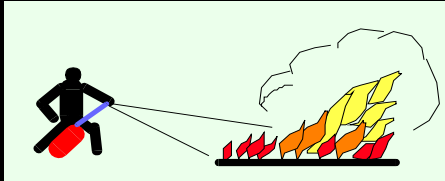
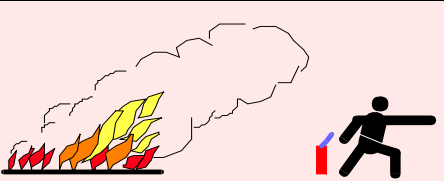
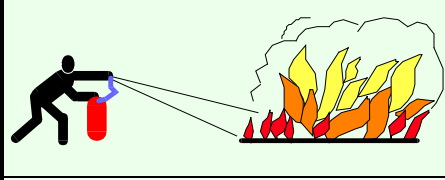
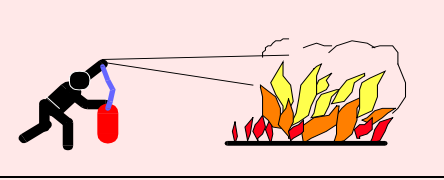
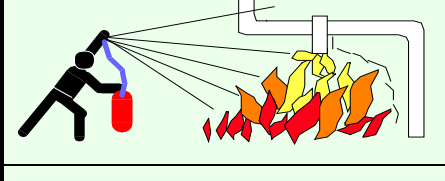
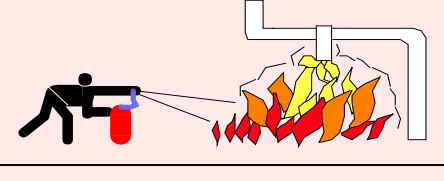
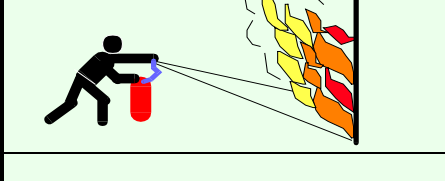
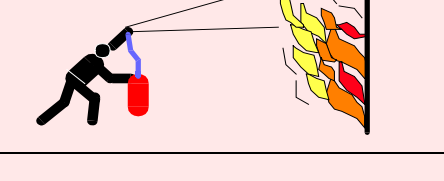
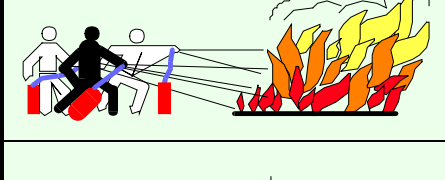
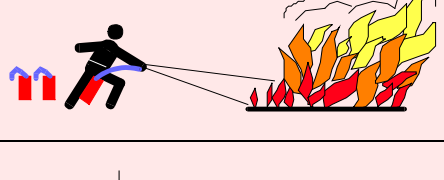
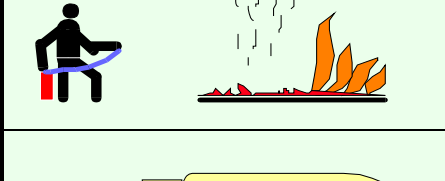
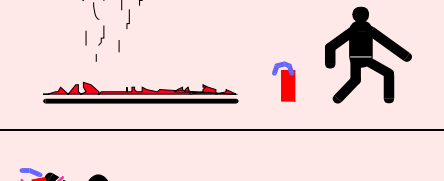
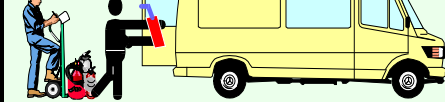

information:

k) Attempt to extinguish the fire

Never put yourself at risk when attempting to extinguish a fire!

Prevent **persons whose clothes are on fire** from running away. Use a fire extinguisher (preferably a water or a foam fire extinguisher) to put out the fire. Always maintain a safety clearance of 1 m and do not spray directly into a person's face! In laboratories clothing fires should be extinguished first and foremost under the safety shower.

Information on the correct use of fire extinguishers

	CORRECT	FALSE
Use the fire extinguisher to fight the seat of the fire first. Stand upwind when fighting the fire.		
Fight conflagrations starting at the front.		
Extinguish dripping or flowing fires from top to bottom.		
Extinguish burning walls from the bottom to top.		
Employ sufficient fire extinguishers concurrently and not consecutively!		
Watch out for re-ignition.		
After use, do not replace fire extinguishers in their brackets. Have them refilled!		

Fire classes for fire extinguishers

Fire class	Type of burning substance	Suitable portable fire extinguisher
A	Fires involving solid substances that result in embers such as wood, paper, straw, coal, textiles, car tires, etc.	Water fire extinguisher or foam fire extinguisher for fire classes A and B or powder fire extinguisher for fire classes A, B and C
B	Fires involving liquid or liquefying substances such as gasoline, paint, resin, wax, tar, alcohol, plastics, etc.	CO₂ fire extinguisher or foam fire extinguisher for fire classes A and B or powder fire extinguisher for fire classes A, B and C
C	Fires involving gases such as methane, propane, hydrogen, acetylene, town gas, etc.	Powder fire extinguisher Class ABC extinguishing powder
D	Fires involving metals such as aluminum, lithium, potassium, etc. and their alloys	Metal-fire fire extinguisher Powder fire extinguisher with metal-extinguishing powder
F	Fires involving cooking fat and oil	Fire extinguishers for burning fat Special extinguishing agent for burning fat

The University has appointed **fire safety officers** who are responsible for extinguishing incipient fires (see appendix in Part C: Duties of the fire safety, evacuation, and building safety officers).

I) Special rules of conduct

If the fire alarm sounds, leave the building quickly and calmly via the marked escape and rescue routes and gather at the assembly points. In the event of fire, close all doors and windows, but do not lock the doors. This limits the further spread of the fire.

In particular, the fire doors and smoke control doors in the corridors and stairwells are to be closed (hold-open systems with smoke switch—press the activation button!) in order to prevent fire and smoke also spreading without restraint in these areas.

Be aware of hazards arising from automatic fire-extinguishing systems or refer to the information provided on-site, if available.

Rescue irreplaceable property according to the predefined procedures, but only if the rescue and firefighting work permits it and there is no risk to your own safety or that of other persons.

If possible, switch off equipment, machinery, and experiments before leaving the building.

Switch off the gas and power supply if this can be done without risk.

Inform the fire department about special hazards and their minimization.

Special hazards may arise, for example, due to the presence of:

- explosive substances
- inflammable liquids
- all types of compressed-gas cylinder including those in the storage cabinets provided
- radioactive substances
- toxic substances

Outdoor escape routes, deployment areas, and access roads for the fire department and rescue services must be kept clear at all times. It is prohibited to park vehicles or place bicycles, trash dumpsters, and other objects in these areas.

m) Appendix

- Safety when grilling
- Comparison of fire safety symbols
- Comparison of rescue symbols

Safety when grilling—information for accident-free barbecuing fun

General

Every year the irresponsible and careless use of barbecue grills results in serious accidents and fire. In particular, life-changing injuries often occur when lightly clad people are burnt by explosive flames resulting from the incorrect handling of inflammable liquids.

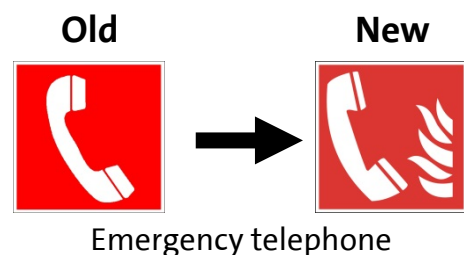
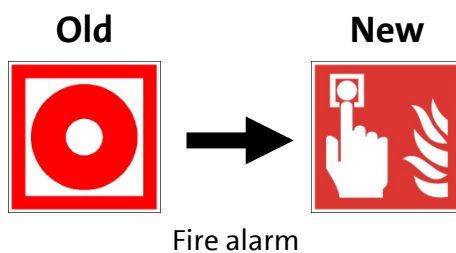
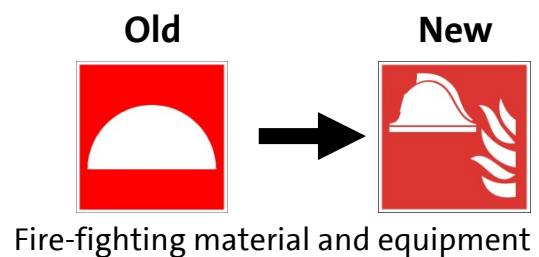
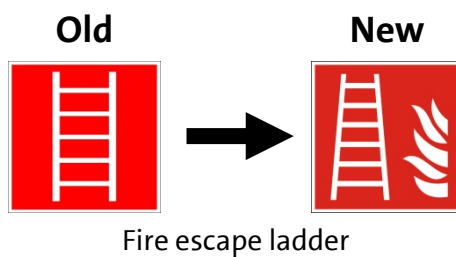
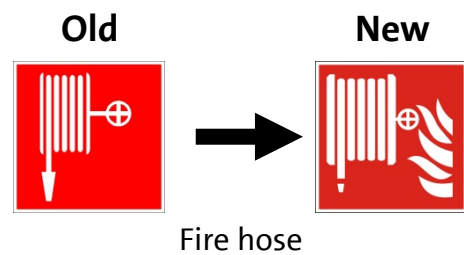
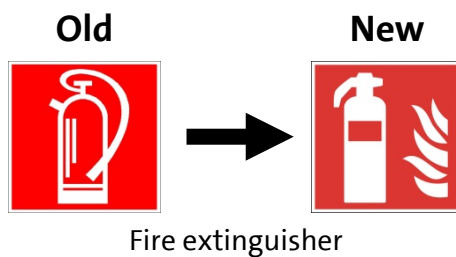
To ensure safe barbecuing, we recommend the following rules of conduct:

- Do not obstruct open spaces and access roads for the fire department and ambulances.
- Ensure there is sufficient safety clearance (at least 5 meters) to buildings.
- Only use official barbecue areas, if provided.
- Select a safe position for the barbecue grill. The ground should be as level as possible and not inflammable. When setting up the grill, ensure that it is stable.
- Do not hang highly inflammable materials (e.g., paper lanterns, garlands) near the fire.
- **Ensure the correct fire-extinguishing agents are at hand for each grill, for example water, sand (10-liter bucket) or a class A/B fire extinguisher.**
- **The fire-extinguishing agents must be at hand at all times.**
- Be careful when lighting the grill! If possible, use only dry fuels such as approved grill lighters.
- **Never pour gasoline, denatured alcohol, or other inflammable liquids over smoldering charcoal!** Risk of an explosive flame or a flash fire!
- **Never leave a lit barbecue unattended!**
- Do not try to fan the embers using compressed air or oxygen.
- If the wind causes sparks to fly, extinguish the embers after grilling. If possible, do not use water, as there is a risk of scalding when the water suddenly turns to steam.
- If possible, use sand or soil to cover up the embers.
- If possible, ensure that hot ash or charcoal residue as well as grill lighter are not left unattended.
- All residue from the fire must be extinguished or covered up with sand or soil.
- **Never throw hot charcoal and ashes into refuse bins, onto compost heaps, or onto lawns.**
- **If possible, wait until the following day before disposing of the ashes after a final check.**
- All food remnants must be disposed of immediately (**problems with rats**).
- After the barbecue, the barbecue area must be restored to its original condition.
- **If something happens anyway:**
- If a fire does get out of control despite these precautionary measures, the fire department and the rescue services must be informed via the emergency number (0) 112.
- If an accident occurs involving burns, the burn must be cooled as quickly as possible with large quantities of water **for a least 15 minutes**.
- **Alert the rescue services immediately via the emergency number (0) 112.**

Fire Safety

Important information

The new version of the health and safety sign regulations has resulted in the following changes to the fire safety signs:

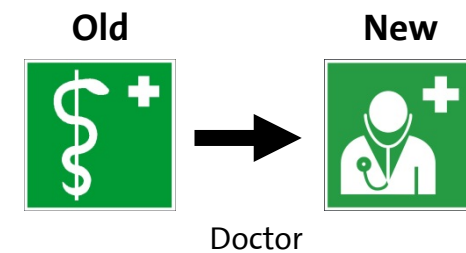
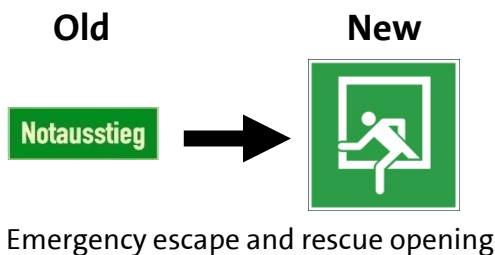
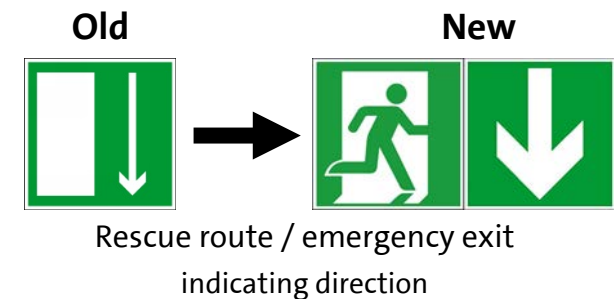
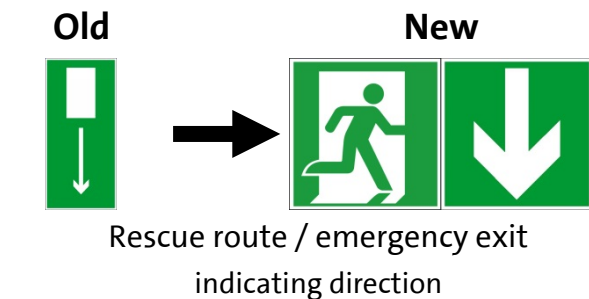
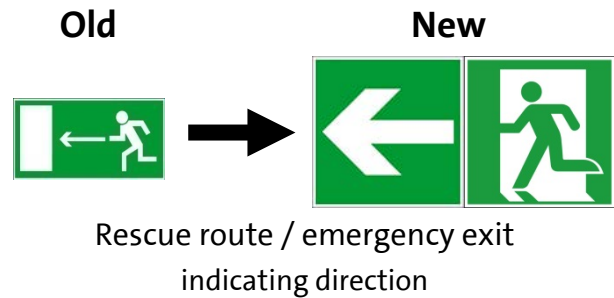
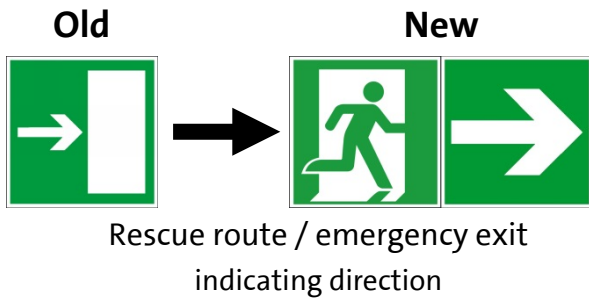


**Please note the modified fire safety signs,
which will be introduced gradually!**

Rescue Signs

Important information

The new version of the health and safety sign regulations has resulted in the following changes to the escape and rescue signs:



New!



Emergency escape opening



Emergency escape opening with fire escape ladder



Emergency rescue opening



Defibrillator

Please note the modified health and safety signs, which will be introduced gradually!

Fire safety regulations part C

Fire safety regulations DIN 14096—C

a) Introduction

Part C of the fire prevention regulations is aimed at all **persons (staff) who, in addition to their general duties, also have special fire safety responsibilities.** These include the University administration, managers and heads of organizational units, the building management with the staff of service team / technical services department as well as members of staff who play a special role in risk management, e.g., building safety officers, fire safety officers, evacuation officers, health and safety officers, buddies for disabled persons, and the University fire safety officer.

b) Fire prevention

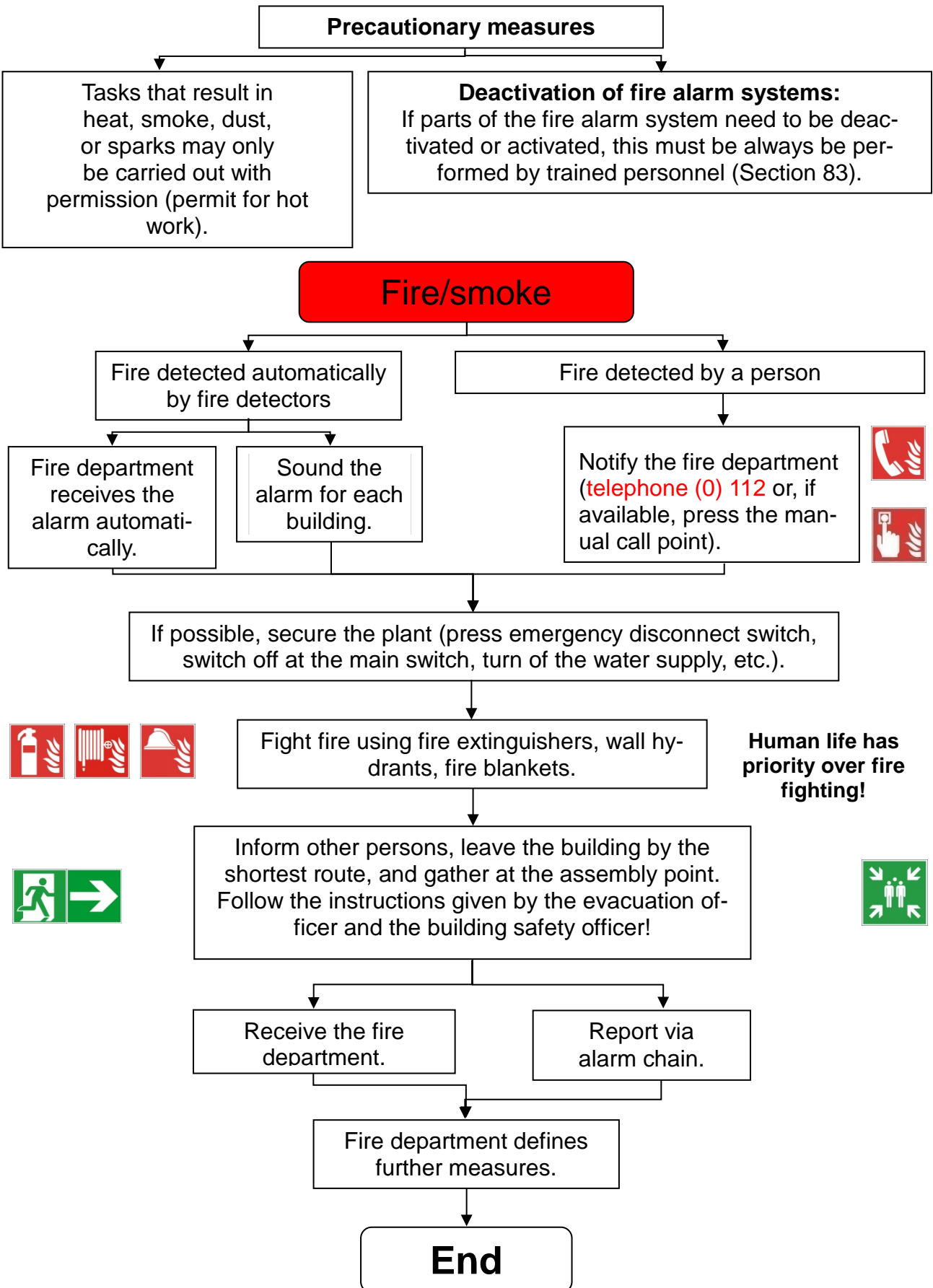
The group of persons listed in the introduction of Part C of the fire safety regulations is responsible for implementing the following fire safety measures in their areas of responsibility to ensure that these fire safety regulations are observed:

- The fire safety regulations must be observed during normal operations, change of usage, conversions and building alterations, repair, and installation work.
- During events, the provisions of the fire safety regulations as well as the provisions of fire safety and statutory legislation must be observed.
- Fire control equipment must be monitored to ensure it is present, complete, undamaged, and up to date and any necessary alternative measures must be defined. Ensure that escape routes, access roads, and deployment areas for the fire department are available and kept clear.
- Affix, monitor and, if necessary, update information and/or safety signs (mark escape and rescue routes, assembly points, fire control equipment, and special danger zones).
- Authorize and monitor particularly hazardous work (e.g., grant permits for work involving fire hazards including the definition of the safety measures to be taken, see appendix in Part C: Permit for hot work)
- For all work in areas at risk of fire and explosion, the safety measures required are to be prescribed and their implementation ensured.
- Implement and enforce the smoking ban in buildings and parts of buildings belonging to the University.
- Ensure that the fire safety regulations are adhered to and adapted in the case of structural changes to and change of usage of buildings; take responsibility for updating fire department site plans, escape and rescue route plans as well as the fire safety regulations.
- Members of staff and employees of external companies are to be briefed in fire safety (see appendix in Part C: Rules of conduct for external companies).

Special duties of fire safety officers:

- performing fire and evacuation drills
- promoting a good working relationship with the fire department and the building inspection authorities (Bauprüfamt)
- performing in-house fire safety inspections and participation in fire safety assessments carried out by the fire department

c) Report and alarm procedure



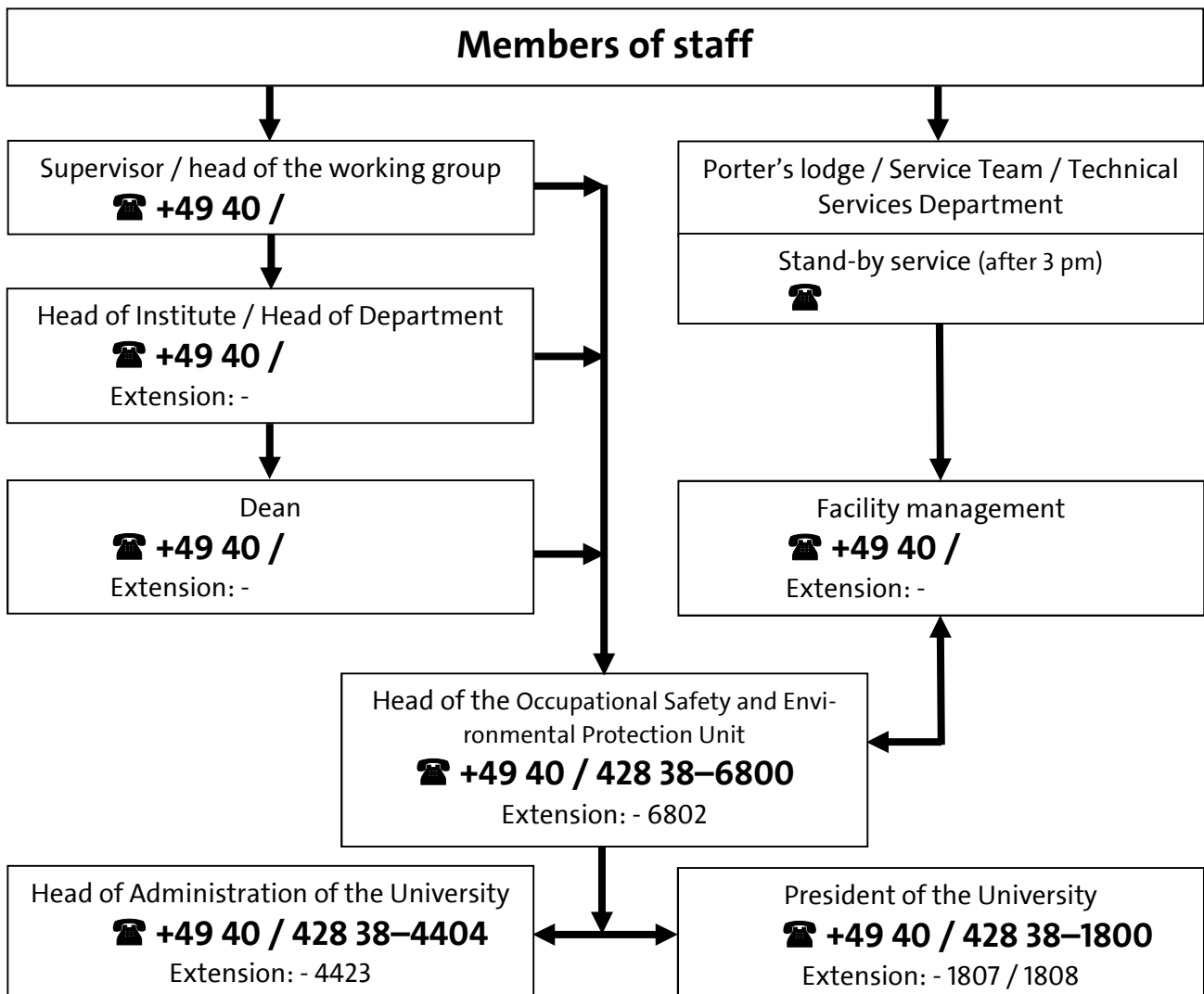
Alarm chain in the event of fire

In the event of a life-threatening emergency every member of staff is obliged to call the following emergency numbers directly. All fires are to be reported to the supervisor!

Fire department (0) 112 • Police (0) 110

Reporting in-house

If unusual events occur that pose a threat to the safety of the University staff, buildings, and facilities, the following information chain order is to be observed!



d) Safety measures for persons, animals, environment, and property

The evacuation of the building is to be initiated immediately and the completion of the evacuated measures is to be verified if this can be done without risk to life and limb. This applies in particular to lecture halls, laboratories, classrooms, offices as well as sanitary rooms and washrooms.

Persons who are unfamiliar with the area, disabled persons, and/or injured persons are to be looked after while leaving the building.

The order must to be given to stop all work.

Important working documents as well as property may only be recovered with permission from the fire department's officer-in-charge, and only if there is no risk of personal injury.

Activate special technical equipment (e.g., mechanical smoke extraction equipment, secondary power supply, if they are not activated automatically).

Deactivate special technical equipment or bring it into a safe operational condition (e.g., electrical, heating, and ventilation systems; laboratories; experiments).

e) Firefighting measures

Incipient fires are to be fought by the fire safety officers and all other members of staff with the available firefighting material and equipment paying strict attention to personal safety (portable fire extinguishers and wall hydrants should only be used by trained fire safety officers).

f) Preparing for the deployment of the fire department

Ensure that the fire department has unhindered access to the building or the scene of the fire.

The deployment areas for the fire department and the available power and water supply points for the fire department must be kept clear.

The fire department must be briefed by someone familiar with the site layout, a member of the Service Team / Technical Services Department, or the building's porter.

The building safety officer is the contact person for the evacuation officers as well as the fire department.

A member of the Service Team / Technical Services Department or the building's porter must provide the fire department with information about rooms with special hazards, have keys at hand, and provide access to plant rooms.

g) Follow-up measures

Upon completion of the deployment, the incident commander of the fire department will hand over the incident site to the responsible party of the University. In many cases he will tell the responsible party what measures need to be taken and what needs to be attended to.

To reduce the damage to a minimum, after the fire has been extinguished the following measures are to be taken immediately in agreement with the fire department and Department 8 (facility management), Section 83 (building repairs and service):

- Secure the scene of the fire to prevent accidents (legal duty to implement safety precautions), adverse effects of weather, and theft.
- Fire alarm systems, fire suppression systems, and firefighting equipment and systems must be rendered operational again immediately after use.

h) Appendix

- Evacuation of disabled persons in the event of fire—buddy system
- Duties of the fire safety, evacuation, and building safety officers
- Code of conduct and training for external companies
- Permit for hot work
- Emergency numbers

Conduct in the event of fire—Evacuation of disabled persons

Information about the buddy system and the appointment of buddies

Introduction

Members of staff with reduced mobility or who are wheelchair-bound find it particularly difficult to leave the building or reach a safe area in an emergency. The aim of the buddy system is to create uniform procedures to ensure that disabled persons (e.g., wheelchair-bound persons) can be rescued when a building is evacuated.

The following provisions apply to facilities of the University in which staff and students with the above-mentioned restrictions are present:

Implementation

The first priority is to check whether it is possible to organize a workplace at ground level for members of staff who have mobility or visual impairments or are wheelchair-bound, so that they can be evacuated from the building quickly in an emergency. In an emergency it may be necessary to evacuate a building quickly. Persons who are unable to leave the building unassisted due to health problems despite the provision of barrier-free routes for disabled people require special support when the building is evacuated.

The buddy system consists of two explicitly named persons ("buddies") who form an organizational unit—with a stand-in arrangement if possible—and who are responsible for evacuating the disabled person in an emergency.

A distinction is made between the following two cases:

1. If the disabled person is capable of leaving the building via the stairs (e.g., persons with a visual impairment), the buddies accompany them while they leave the building.
2. If it is not possible to leave the building with assistance (e.g., a wheelchair-bound person), the person in need of assistance must be brought to a safe area by one of the named buddies and looked after until the fire department arrives and takes over responsibility for their rescue.

The second buddy waits in front of the building and provides either the building safety officer (yellow vest) or the fire department with information about the exact location of the person to be evacuated (e.g., in front of the firefighter's elevator, floor, in office no. xy).

Safe areas

Safe areas are the stairwells and elevator lobbies whose walls and doors form a fire compartment with a minimum of 90 minutes fire separation.

In older buildings without structurally safe areas, the following applies:



Persons in need of assistance who are not able to leave the building without assistance and who cannot be carried are to be brought to a room that is located as far away as possible from the seat of the fire. The door to this room is to be kept closed until the fire department's rescue personnel have arrived and collected the person in need of assistance.

Procedure for staff members—what needs to be clarified?

- Inform the disabled person about this buddy system.
- Appoint at least two buddies as well as two stand-in buddies for the floor on which the disabled person works or on which they regularly spend time.
- Allocate the buddy duties to the individual buddies.
- Inform persons who work near the disabled person about the buddy system.

Procedure for students—what needs to be clarified?

- The responsibility lies with the professor, lecturer, or laboratory/workshop manager in whose activities the disabled person is presently taking part.
- Appoint two buddies from among the participants at the start of the seminar.
- Allocate the buddy duties to the individual buddies.

The buddies' duties must be carried out without personal risk.

Appointment

(For Universität Hamburg staff only; not for students)

The following persons have been appointed as buddies for the area of responsibility:

(Faculty/department/building/floor): _____

for the disabled person Mr./Ms. _____

Names: _____
Buddy 1: Name/signature

Buddy 2: Name/signature

Names: _____
Stand-in buddy 1: Name/signature

Stand-in buddy 2: Name/signature

Member of management responsible: Location/date/name/signature

Fire safety organization¹ at Universität Hamburg (excluding UKE)

Information about the duties of the fire safety officers, evacuation officers, and the building safety officer

The duties of the fire safety officers at Universität Hamburg

In accordance with the German Occupational Health and Safety Act (Arbeitsschutzgesetz, ArbSchG) and the accident prevention regulations, the employer must appoint members of staff who are responsible for performing firefighting activities. The employer must ensure that a sufficient number of insured persons have the know-how required to fight incipient fires by providing briefings and exercises with firefighting equipment.

Fire safety officers are responsible for performing preliminary firefighting activities. Due to their training they should possess the expertise required to fight an incipient fire with the available fire-extinguishing agents.

**These tasks must be carried out without personal risk.
No one must put themselves at risk when acting as a *fire safety officer*!**

It is important that the *fire safety officers* are aware of their limits, i.e., they are also able to judge when they would place themselves in danger even when performing only preliminary firefighting activities and how they can best limit the damage caused by the fire without putting themselves at risk.

Besides performing preliminary firefighting activities, the *fire safety officers* must inform the employer or his representative about potential hazards with regard to the spread of the fire and the risks arising from the fire, e.g., the fire load in escape and rescue routes.

Because the trained *fire safety officers* are present in many areas of the facility in the course of their normal duties, they are able to make a significant contribution to the preventive safety measures.

Training of *fire safety officers* at Universität Hamburg consists of an in-house fire suppression training course during which the following is taught:

- fire hazards and correct conduct in the event of fire
- the operating principles and effect of various fire extinguishers
- practical exercises with fire extinguishers

The training must be repeated at regular intervals.

¹ Legal basis: Section 10 of the German Occupational Health and Safety Act (Arbeitsschutzgesetz, ArbSchG); Section 22 of Regulation 1 of the accident prevention regulations issued by the German Social Accident Insurance (Deutsche Gesetzliche Unfallversicherung)

The duties of evacuation officers at Universität Hamburg

Another important aspect of the emergency planning is the evacuation of the faculty or department or parts thereof affected. While the fire protection officer endeavors to fight fires, in the event of an incipient fire for example, all other persons must vacate the faculty or department or the hazardous area as quickly as possible. The employer is responsible for the evacuation of the staff in accordance with the German Occupational Health and Safety Act (Arbeitsschutzgesetz, ArbSchG) and the Accident Prevention Regulations.

**These tasks must be carried out without personal risk.
No one must put themselves at risk when acting as an *evacuation helper*!**

Besides the general briefing for staff members, *evacuation officers* must also receive the training required to allow them to perform their responsibilities for the evacuation of buildings. They must have knowledge about the building, the escape and rescue routes, and the assembly points.

- *Evacuation officers* (orange vests) take on organizational and coordination duties during the evacuation of buildings.
- In the event of danger, they ensure the rapid evacuation of the area for which they are responsible, e.g., a department or single floor of a building.
- They report the evacuation of the area for which they are responsible and, if relevant, special circumstances (for example persons with reduced mobility who have not left the area) to the building safety officer (yellow vest).
- If persons with disabilities are employed, the *evacuation officer* must check, for example, whether a hearing-impaired person has heard the alarm or a mobility-impaired or wheelchair-bound person has already been accompanied to a safe area by colleagues or their buddy, e.g., to a stairwell or the assembly point.

Every member of staff has a duty to help persons who are unfamiliar with the building or persons with reduced mobility and accompany them outdoors.

The duties of the building safety officer at Universität Hamburg

As soon as the alarm sounds, the *building safety officer* (yellow vest) must proceed immediately to the main entrance and act as the contact person for the evacuation officers as well as the fire department.

His responsibilities include:

- receiving information from the evacuation officers concerning "cleared" floors or areas; relaying these reports to the fire department, pointing out special circumstances!
- acting as the contact person for the fire department with regard to the evacuation of the building; and
- sending members of staff back to their workplaces after the fire department has given the all-clear or, if necessary, sending them home after consulting the faculty or the presidium administration.

Code of conduct and briefing for external companies

1. Smoking is prohibited in all University buildings. Furthermore, in outdoor areas in which smoking is permitted, cigarettes must be disposed of in the ashtrays provided.
2. When working at the University, the accident prevention regulations and the fire safety regulations are to be observed and adhered to.
3. Access is only permitted to those areas of the University in which the contractual work is to be performed.
4. Prior to commencing the work, a briefing must be provided by a member of the University staff responsible for coordinating the work to be performed.
5. Inform the staff member responsible about hazards that occur that were not defined before work began.
6. Hot work (welding, grinding, cutting, soldering, thawing, and cutting work) is only permitted in suitably equipped workshops. Before performing work involving fire hazards outside of the workshop, a permit for hot work must be obtained from the member of staff of the contracting entity responsible (Head of the Technical Center / Head of the Service Team), who is responsible for deciding which safety measures are to be taken (fire extinguisher, bucket of water, fire sentry, etc.). The permit for hot work must be present in written form at the place of work. A copy is to be sent to the fire safety officer of Universität Hamburg.
7. Pay attention to the safety signs on the grounds and in the buildings of the University.
8. When working at heights, cordon off working and transportation areas if there is a risk that parts, tools, or other objects might fall from a height.
9. Ensure that any potentially water-polluting substances (liquids) used cannot enter the sewerage system or the soil.
10. Inform yourself about the location of escape and rescue routes, firefighting equipment, and first-aid equipment.



11. Vehicles may only be parked on the University grounds in the designated areas. It is forbidden to park on designated access routes for disabled persons, even for loading and unloading purposes.

Declaration:

I, the undersigned, confirm that I have been comprehensively briefed in and have understood the points listed and will conduct myself accordingly.

Hamburg, date: Company: Signature:

Erlaubnisschein für feuergefährliche Arbeiten / Heiarbeiten


wie Schweien, Schneiden und verwandte Verfahren (Schweierlaubnis nach DGUV Regel 100- 500)

Trennschleifen Lten Auftauen Heiklebearbeiten _____


1	Arbeitsort / -stelle Brand-/explosions- gefhrdeter Bereich	Rumliche Ausdehnung um die Arbeitsstelle: Umkreis (Radius) von m, Hhe von m, Tiefe von m
2	Arbeitsauftrag (z.B. Trger abtrennen) Arbeitsverfahren	Auszufhren von (Name): _____
3 Sicherheitsmanahmen bei Brandgefahr		
3a	Beseitigung der Brandgefahr	<input type="checkbox"/> Entfernen beweglicher brennbarer Stoffe und Gegenstnde – ggf. auch Staubablagerungen <input type="checkbox"/> Entfernen von Wand- und Deckenverkleidungen, soweit sie brennbare Stoffe abdecken oder verdecken oder selbst brennbar sind. <input type="checkbox"/> Abdecken ortsfester brennbarer Stoffe und Gegenstnde (z.B. Holzbalken, -wnde, -fubden, -gegenstnde, Kunststoffteile) mit geeigneten Mitteln und ggf. deren Anfeuchten <input type="checkbox"/> Abdichten von ffnungen (z.B. Fugen, Ritzen, Mauerdurchbrchen, Rohrffnungen, Rinnen, Kamine, Schchte zu benachbarten Bereichen mittels Lehm, Gips, Mrtel, feuchte Erde usw.)
		Name: _____ Ausgefhrt: _____ (Unterschrift) _____
3b	Bereitstellung von Lschmitteln	<input type="checkbox"/> Feuerlscher mit <input type="checkbox"/> Wasser <input type="checkbox"/> Pulver <input type="checkbox"/> CO ₂ <input type="checkbox"/> _____ <input type="checkbox"/> Lschdecken <input type="checkbox"/> angeschlossener Wasserschlauch <input type="checkbox"/> wassergefllter Eimer <input type="checkbox"/> Benachrichtigen der Feuerwehr <input type="checkbox"/> _____
		Name: _____ Ausgefhrt: _____ (Unterschrift) _____
3c	Brandposten	<input type="checkbox"/> whrend der feuergefhrlichen Arbeiten Name: _____
3d	Brandwache	<input type="checkbox"/> nach Abschluss der feuergefhrlichen Arbeiten Dauer: _____ Stunde/n Name: _____
4 Sicherheitsmanahmen bei Explosionsgefahr		
4a	Beseitigung der Explosionsgefahr	<input type="checkbox"/> Entfernen smtlicher explosionsfhiger Stoffe und Gegenstnde – auch Staubablagerungen und Behlter mit gefhrlichem Inhalt oder mit dessen Resten <input type="checkbox"/> Explosionsgefahr in Rohrleitungen beseitigen <input type="checkbox"/> Abdichten von ortsfesten Behltern, Apparaten oder Rohrleitungen, die brennbare Flssigkeiten, Gase oder Stube enthalten oder enthalten haben, ggf. in Verbindung mit lufttechnischen Manahmen <input type="checkbox"/> Durchfhren lufttechnischer Manahmen nach EX-RL in Verbindung mit messtechnischer berwachung <input type="checkbox"/> Aufstellen von Gaswarngerten _____ <input type="checkbox"/> _____
		Name: _____ Ausgefhrt: _____ (Unterschrift) _____
4b	berwachung	<input type="checkbox"/> berwachen der Sicherheitsmanahmen auf Wirksamkeit Name: _____
4c	Aufhebung der Sicherheitsma- nahmen	nach Abschluss der feuergefhrlichen Arbeiten nach _____ Stunde/n Name: _____
5	Alarmierung	Standort des nchstgelegenen Brandmelders _____ Telefons _____ Feuerwehr Ruf-Nr. _____
6	Auftraggeber Unternehmer (Auftraggeber)	Die Manahmen nach 3 und 4 tragen den durch die rtlichen Verhltnisse entstehenden Gefahren Rechnung. Datum _____ Unterschrift des Betriebsleiters oder dessen Beauftragten nach § 8 Abs. 2 ArbSchG _____
7	Ausfhrender Unternehmer (Auftragnehmer)	Die Arbeiten nach 2 drfen erst begonnen werden, wenn die Sicherheitsmanahmen nach 3a-3c und/oder 4a, 4b durchgefhrt sind. Datum _____ Unterschrift des Unternehmers oder seiner Beauftragten _____ Kenntnisnahme des Ausfhrenden nach 2 _____ Unterschrift _____

EMERGENCY NUMBERS


Fire department

 (0) 112

Police

 (0) 110

Ambulance / emergency ambulance

 (0) 112