

# **Fire Safety Regulations**

## **(DIN 14 096)**



# Fire Safety Regulations Part B

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## Basic principles

Fire safety regulations contain instructions and rules tailored to the institution for fire prevention, firefighting and behaviour in the event of accidents, fires or other events of damage.

The fire safety regulations (DIN 14 096) are divided into three parts: Parts A, B and C.

Part A of the fire safety regulations is aimed at all persons present in the area in question. In this part, the most important rules of behaviour are to be communicated in writing. The fire safety regulations must be clearly displayed in prominent places.

Part B of the fire safety regulations is primarily aimed at employees and persons who are not only temporarily present in this area. This part consists of written instructions and rules of conduct to prevent the spread of smoke and to keep escape and rescue routes clear as well as instructions on behaviour in the event of fire and other hazards.

Part C of the fire safety regulations is aimed at employees with special fire safety duties. This group of persons is responsible or acts in an advisory capacity and has special operational knowledge. Part C is specifically tailored to the institution.

# FSO Part A (Notice)



## *In case of fire*



### *Keep calm!*

*Saving people has priority!*

#### *Report the fire*



*FIRE DEPARTMENT/Emergency Call*

**112**

*Police*

**110**

- *Who is reporting?*
- *What is the exact location?*
- *What is on fire?*
- *How many people are involved/injured?*
- *Wait for further questions!*

#### *Go to safety*



- *Warn endangered people*
- *Take along helpless people*
- *Close windows and doors*
- *Follow marked escape routes*
- *Do not use elevator*
- *Guide firefighters*
- *Go to assembly point*

#### *Extinguish fire*



- *Fight smaller and incipient fires with fire extinguisher/fire blanket*

## **Fire Prevention**

All persons are obliged to contribute to the prevention of fires through their behaviour. Everyone must familiarise themselves with these fire safety regulations and the notice in order to enable effective fire prevention and cautious, swift action in the event of a fire.

Smoking bans must be observed and enforced. Smoking is prohibited in all rooms of the Studierendenwerk.

Open fires or lights (such as candles, tea lights or similar) are prohibited in all rooms of the Studierendenwerk. Barbecues are only permitted in the designated areas outside the buildings.

Highly flammable or explosive substances may only be stored in the designated and specially labelled rooms. Only the quantity absolutely necessary for permanent use may be stored in workshops. Open flames (including lit cigarettes) are strictly prohibited when handling these substances.

Do not accumulate flammable waste, but dispose of it. The waste collection containers may only be placed in the rooms provided for this purpose. The lids of these containers must be closed.

Never pour flammable liquids down sinks or toilets.

Electrically operated devices and systems must comply with VDE regulations. This is guaranteed for intact devices bearing the VDE mark. The use of defective electrical devices is prohibited. If electrical devices are faulty, they must be taken out of service immediately. Electrical devices must be checked regularly in accordance with DGUV V3. When leaving the rooms, care must be taken to ensure that all electrical devices (unless they must be switched to continuous operation for operational reasons) are switched off or unplugged. Permanently installed electrical devices (stationary electrical devices) may only be connected by authorised persons. Devices which transmit jeopardising heat may only be placed on non-flammable surfaces. Cookers, irons and similar electrical devices must not be operated without supervision.

Flammable work such as welding, flame cutting, abrasive cutting, handling with flames etc. may only be carried out outside the workshops set up for this purpose with written authorisation (welding certificate, permit for flammable work). The safety precautions listed in the welding licence must be observed.

## **Spread of Fire and Smoke**

Until the fire brigade arrives, any unnecessary air supply to the source of the fire must be avoided, i.e. fire protection closures, windows and doors must be closed or kept closed.

Fire protection gates and smoke protection doors (e.g. double-leaf wire glass doors) in the corridors are normally kept open (with hold-open systems). If a smoke detector is triggered, all smoke protection doors and fire protection gates on the affected level of the respective building close automatically. The doors must not be wedged or held open.

Everyone is obliged to remove e.g. wedges from fire doors or objects from their closing path. Damage to the aforementioned equipment must be reported.

Smoke and heat extraction systems can be found in many staircases. They allow smoke to escape in the event of a fire. The ventilation openings are normally closed and are opened in the event of a fire either by smoke detectors or by pressing a button after breaking the glass in the blue cover frame. It is not permitted to use these facilities for any other purpose (e.g. for ventilation).

Accumulations of flammable materials, especially residual materials, must be avoided.

## Escape and Emergency Routes

Escape routes, emergency routes, areas for the fire brigade, parking spaces, etc. must be kept clear at all times.

The full width of escape routes, stairways and traffic routes in buildings and outdoors must be kept clear at all times. Doors in escape routes and emergency exits must not be locked during operating hours. Doors in escape routes and emergency exits must be easily operable by any person without the use of tools. Emergency exits must be accessible in the direction of escape at all times. Staircases must be kept free of fire loads, the short-term storage of fire loads is also prohibited as well.

All persons must familiarise themselves with and memorise the location and route of escape and emergency routes using the escape and emergency plans on display. Everyone must ensure that these routes are not obstructed.

Safety signs (security identifiers, such as fire protection, emergency and first aid equipment signs) as well as escape and emergency plans on display, which show the course of the escape routes as well as all fire extinguishing and signalling options, must not be covered and/or blocked.

Vehicles parked in access zones for the fire brigade must be removed from this area. (At the request of the police, have them towed away!)

## Signalling and extinguishing equipment

All persons must be informed about the locations close to them and the mode of operation of fire extinguishers and fire alarm systems.

They must receive practical training on behaviour in the event of fire and on the use of fire extinguishers. They must ensure that these locations are not obstructed and that fire protection equipment is easily accessible.

Any misuse of fire extinguishing equipment, fire extinguishers and alarm devices is prohibited.

Everyone is obliged to familiarise themselves with the location of the fire alarms and extinguishing equipment in their working or occupied area. The replacement of used or defective fire extinguishers as well as the absence of fire extinguishers must be reported immediately.

## Behaviour in the event of fire

- The top priority in the event of a fire is to remain calm and level-headed! Rash behaviour can lead to panic!
- Every fire must be reported immediately or a report must be made. This is done by alerting the fire brigade by dialling the emergency number 112.
- Attention must be paid to the information "Behaviour in the event of fire", fire safety regulations part A (notice).
- In the event of immediate danger to persons, rescuing people takes precedence over fighting the fire. Persons on fire must not be allowed to run away. They must be wrapped in coats, jackets, blankets, cloths or similar and rolled on the floor.
- In the event of fires in electrical installations, the power must be switched off immediately if possible.
- The fire brigade's access routes must be kept clear. The fire brigade must be instructed by a company employee familiar with the area.
- The instructions of the fire brigade must be followed.

In the event of fire, the main danger comes from fire smoke due to its toxic, corrosive and suffocating effect. It is therefore essential to close the doors when leaving danger areas to avoid

further smoke. In smoke-filled areas, walk or crawl with a stoop; there is usually still breathable air near the floor.

## Reporting a fire

The top priority in the event of a fire is to remain calm and level-headed.

Any fire must be reported immediately: via the nearest push-button alarm or by telephone to the local fire brigade with precise details:

- Who is reporting?
- What has happened?
- How many people are affected?
- Where has something happened?
- Wait for further enquiries!

After a report has been made, do not end the call immediately, but wait for enquiries, instructions or similar from the fire brigade!

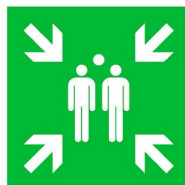
## Observe alarm signals and instructions

- The fire alarm is signalled by the siren and by shouting.
- Persons at risk must be brought to safety without self-endangerment. Doors must be closed and the signposted escape routes must be followed.
- Do not use lifts in the event of fire.
- Do not report a fire within the institution until the fire brigade has been alerted:
  - Supervisor (employer, deputy)
  - Fire safety officer
  - On-call service/emergency service

## Getting to safety

- Keep calm!
- Help disabled and injured persons. If escape routes are blocked, you should make yourself known at the nearest building opening.
- Lifts must not be used as escape routes.
- Heavily smoke-filled rooms must be left bent over or crawling.
- If possible, take personal belongings with you when evacuating the building.
- During evacuation measures, always check that no persons have been left behind (e.g. in WCs and adjoining rooms).
- Go to assembly points

Assembly points are marked with this sign








Ensure that all persons are present at the assembly point. At the assembly point, the number of people present is determined and reported to the fire brigade. If there is an immediate danger to people, rescuing people takes precedence over firefighting. The risk to yourself should be minimised as far as possible.

## Attempt to extinguish a fire

- The highest principle applies here: rescue people before rescuing property and extinguishing a fire
- Fires should be fought with the nearest suitable extinguishing equipment if possible.
- Extinguishing attempts should only be carried out without endangering yourself.
- In the event of fires in electrical systems, switch off the power immediately.
- Only use portable fire extinguishers at the source of the fire.













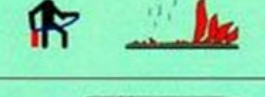
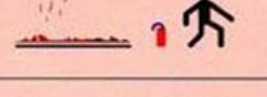
Overview of fire classes and the respective suitable extinguishing agents:

Brand-klasse	Symbol	Brandstoff	Erscheinungsbild	Beispiele
<b>A</b>		feste, nicht schmelzende	Glut und Flammen	Holz, Papier, Textilien, nicht schmelzende
<b>B</b>		Flüssigkeiten, schmelzende	Flammen	Lösungsmittel, Öle, Wachse, schmelzende Kunststoffe
<b>C</b>		Gase	Glut und Flammen	Propan, Butan, Acetylen, Erdgas,
<b>D</b>		Metalle	Flammen	Aluminium, Magnesium, Natrium
<b>F</b>		Speisefette und -öle in Fritier- und Fettback-	Flammen	Speisefett, Speiseöl

Fire class	Symbol	Fire substance	Appearance	Examples
<b>A</b>		<b>Solid, non-melting materials</b>	<b>Embers and flames</b>	<b>Wood, paper, textiles, non-melting materials</b>
<b>B</b>		<b>Liquids, melting</b>	<b>Flames</b>	<b>Solvents, oils, waxes, melting plastics</b>
<b>C</b>		<b>Gases</b>	<b>Embers and flames</b>	<b>Propane, butane, acetylene,</b>

				natural gas
D		Metals	Flames	Aluminium, magnesium, sodium
F		Edible fats and oils in deep-frying and deep-fat frying appliances	Flames	Cooking fat, cooking oil

## Richtiges Löschen mit Feuerlöschgeräten

	RICHTIG	FALSCH
Brand in Windrichtung angreifen !		
Flächenbrände vorn beginnend ablöschen !		
Tropf- und Fließbrände von oben nach unten löschen !		
Wandbrände von unten nach oben löschen !		
Ausreichend Feuerlöcher gleichzeitig einsetzen, nicht nacheinander !		
Rückzug beachten !		
Nach Gebrauch Feuerlöcher nicht wieder an den Halter hängen. Nachfüllen lassen !		

### Correct extinguishing with fire extinguishers

#### Correct / Incorrect

Extinguish fire downwind!

Extinguish wildfires commencing at the front!

Extinguish flowing and dripping fires from the top to the bottom!



Extinguish wall fires from bottom to the top!  
Use sufficient extinguishers simultaneously, not successively!  
Observe withdrawal!  
Do not hang the fire extinguisher back on the holder after use. Have it refilled!

Continue to monitor the source of the fire, beware of re-ignition! Shut fire protection closures, windows and doors.

### **Special rules of behaviour:**

Every fire, even the smallest one, must be reported immediately to the immediate supervisor, the person responsible or the fire safety officer.

The course of the fire must be described in a brief report. This must also include information on the use of fire extinguishing equipment.

In the event of a fire, additionally

- salvage material assets
- secure work equipment

### **Concluding remarks**

**These fire safety regulations apply to all persons who work in this organisation in any form, to residents and, with restrictions, also to visitors.**

**The employer and its representatives as well as the department heads are responsible for the complete distribution of the fire safety regulations and the ongoing information of the employees in their areas.**

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