

Fire Safety Regulations

Part B

in accordance with DIN 14096

**For the employees, students, interns, external companies,
without special fire protection duties
in the buildings, installations and institutions of the
University of Göttingen**

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Foreword (Preamble)

“The fact that no fire has broken out in many buildings for decades does not prove that there is no danger, but represents a stroke of luck for those affected, the end of which must be expected at any time.”

(OVG Münster 10A 363/86)

Fire protection is not static, but rather an ongoing joint task that relies on the assistance of every single person. Dangers can thus be prevented in advance, so that an incident does not occur in the first place. In an emergency, it is important to be aware of the measures that must be taken in order to react quickly and correctly.

- In the event of a fire, you have an average of 4 minutes to escape safely.
- Inhaling fire smoke can lead to loss of consciousness in just 3 breaths and to fatal smoke poisoning in 2 minutes.
- An average incipient fire can be extinguished with 1 litre of water in the first minute, 10 litres are needed in the second, and 100 litres in the third.

All permanent and temporary employees and students in a University institution have a duty of care to follow the general fire safety regulations. They must behave in such a way as to prevent fire from occurring and spreading at the University of Göttingen.

Entry into force

Previous fire safety regulations for the University of Göttingen hereby lose their validity.

University of Göttingen

The President

Göttingen, December 2024

1 Fire Safety Regulations

The Fire Safety Regulations **Part A** (fire alarm information, see page 3) are directed towards all persons inside a building of the University of Göttingen. They must be displayed in every building of the University of Göttingen at least once on every floor, in prominent and appropriate locations (e.g. corridors, stairways, building entrances, etc.). Part A must also be displayed in a prominent location in every lecture hall and seminar room.


The Fire Safety Regulations **Part B** are primarily directed towards all employees of the University of Göttingen, but also to all students and other users who are not only in the building temporarily. Part B must be issued to all employees in writing or made available for their information.

The Fire Safety Regulations **Part C** are directed towards all employees of the University of Göttingen who have been assigned special duties within fire protection (e.g. managers, experts in preventive fire protection, fire protection officers, safety officers, fire safety assistants, etc.) and, with their regulations and specifications, represent a preventive emergency plan in the event of FIRE.

Contact, see fire protection homepage (without UMG)

<https://www.uni-goettingen.de/en/635132.html>

Fire Safety Regulations Part A: Fire Alarm Information



FIRE ALARM INFORMATION

FIRE/ACCIDENT

↓

Raise the alarm

↓

Report the incident

↓

Provide first aid

↓

Attempt to extinguish fire

↓

**Leave the danger zone,
close windows and doors, use indicated
escape routes**

↓

**Help people in need,
do not use the lifts**

↓


Brief the emergency services

Remain calm!


Fire	112
Accident/ambulance	112
Fault Reporting Service	(0551-39-) 20000 to be informed of all incidents

Location:

Push the fire alarm button



(old)



(new)

Pay attention to alarms and announcements!

Where	is the site of the emergency: Town, street, part of the building
What	happened?
How many	people are involved/injured?
What	kind of injuries/what is the condition of those involved?
Wait	for queries from the fire brigade!

Involve first aiders Name, telephone:	
Company first-aid room:	
Nearest doctor/hospital:	University Medical Center Göttingen

Fire safety assistant:	

Brief the emergency services

Position a guide in a prominent location in front of the building/area. Follow the fire brigade's instructions.

Additional emergency telephone numbers

Poisons hotline	0551 19240
Director of the University institution	

Alarmblatt_Englisch_UNI_20241212

Part B 12.12.2024

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2 Fire prevention

2.1 Fire prevention is the top priority of fire protection.

2.2 Every fire must be fought as early as possible in its incipient phase. Fire-fighting measures must therefore be initiated immediately. Proceed in a calm and level-headed manner.

The overriding principle is:

PROTECTING PEOPLE TAKES PRIORITY OVER PROTECTING PROPERTY

2.3 Smoking on the premises of University institutions is only permitted in the approved outdoor areas. Smoking bans must be observed.



2.4 No burning tobacco residues or objects should be thrown into waste-paper baskets or bins.

2.5 It is forbidden to handle fire, naked flames (e.g. burning candles and Advent crowns) and open sources of ignition. In specially designated rooms, e.g. in laboratories and workshops, it is permitted to handle fire, naked flames and open sources of ignition to the minimum extent necessary for operations, while taking into account the safety regulations.

2.6 When handling burning waste, electrical devices, gas-powered devices and other sources of ignition, particular attention must be paid to compliance with fire protection and safety regulations.

2.7 Welding, soldering and fire-related work are only permitted with written approval (work/welding permit) from the responsible authorities outside of the permanently designated workplaces that have a permanent permit (for external companies,

via the client, Real Estate and Facilities Management). Fire alarm systems may only be switched off by the fire brigade, GM 2 and GM 3. In the event of false alarms, the fire brigade or Fault Reporting Service and the supervisor/client must be informed immediately.

- 2.8 Electrical installations and equipment must be inspected regularly in accordance with DGUV Regulation 3 and maintained according to the regulations. Modifications and repairs must be carried out by trained electricians.
- 2.9 Electrical devices and installations must be adequately supervised when in operation. Devices and installations may only be operated unsupervised at night if there is no risk of fire or a risk assessment has shown that the required safety goals have been achieved through special measures.
- 2.10 Under no circumstances should electrical devices or switches be operated in premises where there has been a suspected leak of flammable gases, vapours or liquids. There is an increased risk of explosion here.
- 2.11 The quantity of flammable liquids available in the workplace must not exceed the amount required for that day/shift.
- 2.12 Flammable liquids and hazardous substances may only be filled into suitable and labelled containers. Safety equipment provided to prevent electrostatic charges during filling must be used.
- 2.13 Cleaning wool, cloths or the like that are oily, greasy or soaked in flammable liquids must only be stored in non-flammable containers (e.g. sealable metal containers) with a tight-fitting lid.
- Coffee machines and kettles must not be operated on flammable surfaces.
- 2.14 Flammable objects must not be placed or stored near to fireplaces or other possible sources of ignition.
- 2.15 Defects and fire-hazardous conditions in electrical systems, devices and safety equipment must be immediately reported to the University Fault Reporting Service on the telephone number (0551-39-) 20000 and to the operational

supervisor. These devices/systems must be taken out of operation immediately and removed from further use. Repairs to faulty devices and installation must only be carried out by the respective specialist departments or commissioned persons.

2.16 Electrical sub-distribution boards and supply equipment must be freely accessible and must not be obstructed with objects.

2.17 After work has ended, make sure that the lights and all electrical devices that are no longer required are switched off. Safety, telecommunications and fire protection equipment must not be switched off. Waste must be disposed of as per the regulations. Ensure that all fire barriers (e.g. fire and smoke protection doors) are closed.

2.18 Rechargeable and disposable batteries (see also the instructions from Safety/Environmental Protection section “Handling of lithium-ion batteries”)



Lithium-ion batteries or devices that contain them can be damaged above temperatures of just 70°C, which can lead to a fire hazard. As a result, they must not be exposed to intense sunlight or other heat sources for a prolonged period.

It is prohibited to bring damaged or faulty lithium-ion batteries or devices that contain them into the buildings of the University of Göttingen or to leave them there.

Individual rechargeable batteries with an output of more than 100 Wh or a weight of over 12 kg may only be stored within the University in suitable safety cabinets, or in accordance with VdS 3103. This also applies to several rechargeable batteries in the same room with a combined output of more than 100 Wh or a total weight of over 12 kg. If no suitable storage facilities are available for private rechargeable batteries, rechargeable batteries for, e.g. pedelecs/e-bikes or e-scooters must only be stored outside the building.

It is only permitted to charge batteries for products approved according to EU directives and in accordance with the respective manufacturer's information. The chargers for these batteries are also subject to prior inspection in the same way as other small private electrical devices. Only charge such batteries under supervision and while

Fire prevention

maintaining safety distances from flammable materials in accordance with VdS 3103, or in specially provided and designated cabinets. During charging, make sure that the batteries do not overheat: no direct sunlight, do not place on or near to heaters, do not cover batteries or charger.

When lithium batteries overheat significantly or begin to burn, highly toxic gases are initially released without any flames. If batteries are visibly and audibly releasing gas, where possible open the window, immediately leave the room, close the door behind you and inform the fire brigade. Do not attempt to extinguish the fire yourself! The incident must be reported immediately to the University Fault Reporting Service on the telephone number (0551-39-) 20000 and to the operational supervisor.

Charging stations for batteries, such as those used in industrial trucks (electric pallet trucks/forklift trucks) or in cars as starter batteries, must be free of thermal loads within a radius of 2.50 m. Alternatively, there can be a fire-resistant partition from flammable materials. Charging areas must be indicated accordingly. The distance between the charger and the battery must be at least 1.00 m during charging. The charger must only be operated on a fireproof surface and protected against tipping over and mechanical damage. Charging areas must be sufficiently ventilated or be located in an area where sufficient dilution takes place due to a large volume of room air and natural air movement. Do not disconnect or connect batteries while current is flowing. Follow the relevant safety regulations (e.g. VdS 2259).

Contact the Central Waste Collection department to dispose of rechargeable batteries/binding agents with electrolyte (Tel. (0551-39-) 24797 or 29972). In the event of doubt, contact the waste officers in the Safety/Environmental Protection section.

3 Fire and smoke propagation

- 3.1 In the event of a fire, fire protection and smoke protection doors are intended to prevent smoke and heat from spreading. These doors are indicated accordingly. Wedging or holding open these doors is prohibited. It is prohibited to take the overhead door closer out of operation.

Fire door

Do not block, tie or wedge open!

In the area around smoke detector-controlled doors and gates with a hold-open system, no objects may be placed in the swinging area of the doors and the running areas of the gates.

Example of marking:



- 3.2 Doors to small kitchens and photocopying rooms must also be kept permanently closed if these do not have a hold-open system controlled via smoke detectors.
- 3.3 After work has ended, all windows and doors (also doors with a hold-open system) must be closed in order to prevent the development and spreading of fire and smoke.
- 3.4 The controls for smoke extractors and smoke and heat extraction systems (SHEVS) must not be obstructed with objects.

4 Escape and emergency routes

- 4.1 The escape routes in the building are the indicated corridors, stairways and emergency exits. The escape and emergency routes are indicated, as shown in the examples below:



- 4.2 Escape and emergency plans and escape and emergency route signage must not be covered or obstructed.
- 4.3 Escape and emergency routes must be kept clear at all times. The doors along emergency routes and at emergency exits must not be locked as long as there are people inside the respective part of the building.
- 4.4 The emergency exit doors, the emergency routes to outside, the access roads and areas for the fire brigade/emergency services, and fire protection equipment (e.g. hydrants, feeds for risers) must not be obstructed or covered with objects.

Detection and extinguishing equipment

These areas and entrances must be kept clear of parked vehicles, refuse containers, etc., at all times.

- 4.5 Doors on escape routes and at emergency exits must open easily without any special tools.
- 4.6 Stairways and necessary corridors must be kept free of thermal loads.
- 4.7 Every employee, student, intern and external company employee must familiarise themselves with the escape routes in their working area/the area they are occupying.
- 4.8 Highly flammable waste and flammable liquids must only be disposed of in correspondingly indicated containers with transport approval. It is not permitted to store gas cylinders, flammable liquids and materials – even temporarily – on traffic routes or on escape and emergency routes, especially in the stairways.
- 4.9 Electrically locked doors are automatically unlocked on escape routes in the event of a fire alarm or power failure. In the event of a fire, these doors can be opened by operating the **emergency** release. To protect the doors from misuse, an alarm sounds when they are unlocked. Employees must familiarise themselves with the emergency equipment found in their working area.

5 Detection and extinguishing equipment

- 5.1 The Fire Safety Regulations Part A (fire alarm information) are displayed in the University buildings. They contain important information on what to do in the event of a fire. Familiarise yourself with fire alarm information.
- 5.2 In many University buildings, a fire alarm system (FAS) is used to improve the early detection of fires. Manual call points (red housing) for this are installed on escape and emergency routes, among other places, and directly alert the fire brigade. Familiarise yourself with the locations of the manual call points!



Manual call points



These are indicated like this on escape and emergency route plans

- 5.3 Some University buildings have in-house alarm systems. The control points (blue or yellow housing) are located in areas such as escape and emergency routes and activate the evacuation alarm for the respective building. The fire brigade is not alerted directly.
- 5.4 The emergency number 112 can be dialled directly from all telephones within the University. In premises that do not have a telephone, the emergency number must be called via mobile phone.

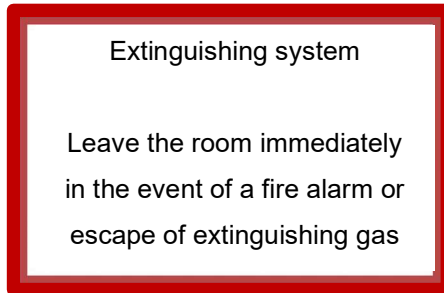
Fire brigade emergency number: 112

- 5.5 All University buildings are equipped with fire extinguishers. Individual buildings also have wall hydrants as extinguishing equipment. The extinguishing equipment must be freely accessible at all times and must not be obstructed with objects. The locations are marked on the displayed escape and emergency plans. Familiarise yourself with the locations of the extinguishing equipment!



What to do in the event of fire

- 5.6 In addition to early fire detection systems, automatic extinguishing systems are also used. Areas that are protected by an automatic extinguishing system are indicated.



- 5.7 All persons who are not only in the building temporarily should familiarise themselves with the operating instructions for the fire extinguishers, fire blankets, emergency showers and wall hydrants.
- 5.8 Fire protection equipment (as before) must be reported to the University Fault Reporting Service on (0551-39-) 20000 immediately after use.

6 What to do in the event of fire

- 6.1 The Fire Safety Regulations Part A apply (see chapter 1, page 3).
- 6.2 Remain calm! Acting in a rash, hectic manner leads to mistakes and quickly spreads to other people.
- 6.3 The windows and doors of burning rooms must be closed (do not lock or bolt them). The smoke protection doors must be closed.
- 6.4 Once the fire brigade arrives, their instructions must be followed. All employees and students must participate in the respective measures and follow the instructions of the fire brigade or the respective supervisor.

Report fire

- 6.5 In rooms that no longer offer a possibility of escape, stay near to the window and make yourself visible.
- 6.6 Emergency switches for gas, vapour, etc., are operated by the person responsible or their authorised representative.
- 6.7 Primary safety goal: rescuing people

7 Report fire

7.1 **Any** incident involving smoke or fire must be reported to the fire brigade immediately. Even if employees and students or other persons have successfully extinguished the fire, it must still be reported immediately. Depending on the situation and location, the following reporting methods must be used:

1. **Telephone** Telephone No. **112** Fire brigade emergency number
Telephone No.: University Fault Reporting Service
(0551-39-) 20000
(Must be informed of all incidents)

2. Fire alarm button

7.2 The following information must be provided via telephone when raising the alarm:

1.	Where is the site of the emergency?	State town, street, part of the building
2.	What happened?	Indicate the location and scope of the incident
3.	How many people are involved/injured?	Information on the number of injured/affected persons
4.	What kind of injuries/what is the condition of those involved?	Information on the nature and severity of the injuries/condition of the affected persons
5.	WAIT for queries!	Wait for queries from the fire brigade

- 7.3 In addition to reporting the fire by telephone, the fire alarm system must always be triggered, if available.
- 7.4 If the alarm is triggered by a fire alarm button, the person who triggered the alarm should stay in the vicinity of the alarm in order to be able to provide more detailed information to the approaching fire brigade. In doing so, they must ensure they keep themselves safe.

8 Pay attention to alarms and instructions

- 8.1 Some University buildings have acoustic and visual alarm systems (horns and flashing lights). Familiarise yourself with the signalling equipment in your working area and ask your supervisor if necessary.
- 8.2 If there are no acoustic alarm systems, in the event of a fire all persons in the building must be alerted by shouting/whistling if necessary.
- 8.3 In the event of an alarm, the building must be evacuated completely. Areas in which alarms are sounding must no longer be entered. All work must be stopped, lessons/events must be interrupted and the building must be vacated immediately via the indicated escape routes.
- 8.4 Once the fire brigade arrives, their instructions must be followed. All employees and students must participate in the respective measures and follow the instructions of the fire brigade or the respective supervisor.
- 8.5 The building may only be entered again once the fire brigade has given the all-clear.

9 Get people to safety

- 9.1 Do not panic. Remain calm and level-headed. Stop your work and leave the building via the indicated escape routes when instructed to evacuate the building.

When evacuating the building, consider guests, visitors, disabled, injured or older people. They may need special assistance.

- 9.2 Event organisers (lecturers, etc.) ensure that their classroom (lecture hall, seminar room, etc.) is evacuated in a quiet and orderly manner if an alarm sounds during their event.
- 9.3 Rooms with heavy smoke must be vacated while bending over or crawling.
- 9.4 Escape and emergency plans are displayed in most buildings and show the respective assembly point for the building. In all other buildings, people assemble near to the respective main entrance, an adequate distance from the affected building.



- 9.5 In the event of fire, do **not** use lifts.

**Do not use lift in the
event of fire**

- 9.6 Once unsafe areas have been evacuated, supervisors are obliged to check that all employees are present at the assembly point. The employees must not leave the assembly point.
- 9.7 Missing persons must be reported immediately to the arriving fire brigade.
- 9.8 Rescue equipment (e.g. stretcher, evacuation chair) may be available in the University. The locations are shown on the escape and emergency plans and can be obtained from the supervisors if necessary.



- 9.9 The locations of first aid facilities are shown on the escape and emergency plans and are indicated by the following symbol.



- 9.10 In rooms that no longer offer a possibility of escape, stay near to the window and make yourself visible.
- 9.11 On the University premises, existing emergency plans must be taken into account for certain buildings. Instructions from the supervisors and fire brigade must be followed.

10 Attempt to extinguish the fire

10.1 As soon as a fire is discovered, employees or students can begin extinguishing measures, as long as they believe this is possible without endangering themselves. People at risk must be warned and must leave the immediate danger zone.

10.2 Ensure that the right extinguishing agent for the respective flammable substance is used.

10.3 Fire-fighting equipment is located in the indicated areas (see chapter 5 of the Fire Safety Regulations).

10.4 When attempting to extinguish a fire, you must ensure your own safety and that you are a safe distance from electrical systems and devices.

10.5 If a person is on fire, the following must be observed:





- Immediately extinguish the fire on the person, while ensuring your own safety.
- The casualty is likely to run away.
- People who are on fire can be extinguished with water, fire extinguishers, thick fabrics (e.g. fire blanket) or by rolling on the floor.
- After extinguishing, emergency life-saving measures must be performed if necessary.
- Immediately alert the emergency services
- Cool affected parts of the body with water for a short time (danger of hypothermia)

11 Special code of conduct






- 11.1 All permanent and temporary employees and students of the University of Göttingen must be informed of the Fire Safety Regulations. This information must be repeated at regular intervals in the form of training. The training must be documented in writing.
- 11.2 All permanent and temporary employees must take part in regular evacuation drills.
- 11.3 The managers or their representatives must be available during office hours as a contact person for the emergency services.
- 11.4 Flammable liquids must only be stored in the designated areas (e.g. safety cabinets) in laboratories and workshops.
- 11.5 As an appendix to these Fire Safety Regulations, a fire information sheet (Appendix 1) must be drawn up in cooperation with the University's fire safety officer and the user for University buildings/institutions without a fire brigade plan in accordance with DIN 14095. This must a clear, brief overview of the alarm and fire-fighting facilities in accordance with local conditions. It is used to inform the emergency services in the event of a fire. In the event of a fire, the plan must be issued to the incident commander from the fire brigade.

Appendices

Appendix I Fire information sheet

1.	Fire alarm	<p>Triggered by the automatic fire alarm system or by calling the emergency number 112 or by triggering the fire alarm button.</p> <p><i>(Information on how alarm can be triggered)</i></p>	
2.	Alarm signal	<p>Shrill wailing sound, leave the building immediately. If possible, switch off equipment, machines, gas and electricity beforehand.</p> <p>Do not switch off any lights.</p> <p><i>(Information on the alarm signal and measures to be taken)</i></p>	
3.	Assembly point	<p>e.g. in front of the main entrance</p> <p><i>(Information on the location of the assembly points)</i></p>	
4.	Fire extinguishers/ Extinguishing agents	<p>Hand-held powder and carbon dioxide fire extinguishers are located in the laboratories and corridors.</p> <p>Fire blankets outside the laboratories.</p> <p><i>(Information on locations of small extinguishers, any available rescue equipment)</i></p>	

Appendices

5.	Work and storage rooms with special hazards	<p>Rooms?? Radioactive II</p> <p>Rooms?? Laboratory S 2Genetic Engineering</p> <p>Room? Solvent warehouse, for stock see list next to the entrance door</p> <p><i>(Information on the handling or storage of hazardous substances or hazardous areas)</i></p>	  
6.	Extinguishing agents Protective equipment	<p>Rooms?? Powder, contamination protection suit, respiratory protection</p> <p>Rooms??? no water, only powder</p> <p><i>(Information on the extinguishing agent to be used, special protective equipment)</i></p>	
7.	Escape routes	<p>Stairway and escape balcony</p> <p><i>(Information on escape and emergency routes)</i></p>	
8	Emergency plan	available?	
9	Protection of property	Cultural assets/valuable objects to be specially protected	