Fire Safety Regulations Part B

according to DIN 14096 Part 2

For individuals
without special fire protection duties
Kleve Campus

Purpose and area of application

The Fire Safety Regulations of Rhine-Waal University of Applied Sciences apply to all buildings, facilities, installations and open areas of the University, including externally rented properties. Part B is directed at students and employees of the University, and at companies or other organisations that enter the buildings and facilities of the university for any period of time. All above-named persons and entities must abide by these regulations.

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Fire prevention !

Fire, open flames and smoking are prohibited!

How to react in the event of fire

Keep calm!

1. Report fire

Call the fire brigade

Emergency call 112

Activate the fire alarm!

Who is reporting ?
Where is the fire ?
What is on fire ?
How many are injured ?

2. Evacuation

Help evacuate persons who require assistance or are incapacitated;
Close doors and windows;
Use escape routes;
Pay attention to instructions;
Assemble at the designated fire assembly point.

Lifts must NOT be used!

3. Attempt to put out fire

Do not attempt to fight a fire with a fire extinguisher or fire hose if you are putting yourself at risk

Rhine-Waal University of Applied Sciences Fire Safety Regulations according to DIN 14096

2. Fire prevention

Smoking is strictly prohibited in all buildings and facilities of Rhine-Waal University of Applied Sciences. Smoking is only permitted in designated outdoor areas. Cigarette butts and tobacco rests must be disposed of in the clearly marked cigarette receptacles on campus.

All forms of fire or open flame – including welding or other fire-related work, candles etc. – are prohibited in buildings and facilities of the University. This ban does not apply to hazardous work with fire undertaken by trained personnel in specially designated areas of technical facilities of the University, nor to assigned scientific tasks that require open flames to complete (for example laboratory experiments), provided that staff members have been properly instructed and trained, and are aware of the related hazards.

Exposed hot parts are prohibited in areas with a risk of explosion, as are all electrical devices unless they are rated for the required explosion protection class as defined by the guidelines of the German Association for Electrical, Electronic and Information Technologies (VDE).

In electrical rooms and maintenance areas of the university – for example transformer rooms, electrical control rooms, transfer stations, utility shafts, suspended ceilings and service tunnels – the storage of flammable materials for any period of time is strictly prohibited.

Electric appliances used to reheat or cook food and drink (microwaves, coffee makers etc.) must be installed securely on a flat surface. Appliances must be installed a sufficiently safe distance from flammable materials (min. 50 cm). **It is strictly prohibited to install or use privately-owned electric appliances without the express permission of the university.**

The use of multiple interconnected power strips and/or extension cables is prohibited.

Shut off main gas valves when not in use.

Packaging materials (cardboard, polystyrene, plastic film etc.) are highly flammable and must be disposed of as soon as possible at the nearest recycling and waste collection centre. It is strictly prohibited to store packaging materials for any period of time in laboratories, hallways, elevator areas etc.

When leaving work stations, make sure all electrical devices and instruments are OFF. If a device is intended for continuous operation, it must conform to all related requirements for its respective area of application.

Particular attention is required when handling or storing flammable materials and waste, when working in laboratories, or when undertaking tasks with an inherent risk of fire (for example welding, grinding or soldering).

Please note that all welding, grinding or soldering work undertaken on campus – particularly by external companies – requires the express permission of the University before beginning (a “hot work permit”). This permit can be obtained on application from Facility Management. In the case of external companies, the specified contractor is responsible for obtaining permission; for students and employees of the university, the person responsible for the respective project.

3. Spread of smoke and fire

Different protection systems are used to prevent or limit the spread of smoke and fire in buildings and facilities of the University.

Fire and smoke doors

Related German signs:

Fire and smoke doors are designed to prevent the spread of fire and smoke and isolate the danger to closed-off areas. In hallways and stairwells these doors and clearly marked as fire doors (“Brandschutztür”) or smoke doors (“Rauchschutztür”). Doors in areas with an increased risk of fire (utility rooms, copying rooms, storage rooms etc.) often have a fire- and/or smoke-resistant rating too.

For fire doors and smoke doors to be effective, they must be kept closed at all times. This does not apply to doors equipped with an automatic closing system and integrated detector, as this system ensures that the door automatically closes in the event of fire. Holding open doors with wedges, rope, heavy objects etc. is strictly prohibited. Removing, altering or damaging the closing mechanisms on doors is also strictly prohibited.

The doors to installation shafts, utility rooms and electrical distributors must be freely accessible at all times, as it may be necessary to quickly shut off the flow of gas, compressed air, electricity or water in an emergency.

Negligence or non-compliance with these regulations can render fire protection measures ineffective and result in serious damage to facilities, personal injury or loss of life.

Smoke ventilation systems

Smoke ventilation system should be activated in smoke-filled areas when safe to do so. The system is activated manually by a clearly marked button (“Rauchabzug”). These buttons are usually found in or near the entrances to lecture halls and their safety airlocks, stairwells, lifts etc. When activated, heat and noxious smoke is automatically removed from the area through special ventilation shafts.

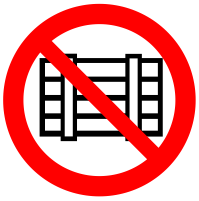
Smoke curtains

Lift shafts are equipped with automatically deploying smoke curtains. Should these fail to deploy in the event of fire, they can be manually activated via a clearly marked pushbutton (“Rauchschutzvorhang”).

Stairwells
Keep stairwell doors closed, even in the event of fire or during an evacuation, in order to prevent smoke from entering into the stairwell. Never hold open stairwell doors with wedges, and make sure doors are freely accessible at all times. This is absolutely essential in buildings that contain a safety airlock and a positively pressurised stairwell.

4. Emergency evacuation and access routes
Every visitor to the University premises is responsible for knowing the appropriate emergency escape routes for their present location. These routes are clearly marked on the emergency evacuation and access plans ("Flucht- und Rettungsplan") that are hung throughout university buildings. The plan for your building can be found in the annex of these regulations.

Emergency evacuation and access routes (stairwells, hallways, doors, emergency exits etc.) must be free of obstacles and obstructions at all times.



It is strictly prohibited to store or transport highly combustible or explosive materials in emergency evacuation and access routes. It is strictly prohibited to store any flammable items (devices, packaging, boxes etc.) for any period of time in emergency evacuation and access routes.

Electrical devices such as printers, fax machines, copy machines etc. must be installed in specially designated "service points" (special areas equipped with glass walls).

Doors in emergency evacuation and access routes must remain unlocked and freely accessible at all times. This also applies to all normal exit and emergency exit doors.

Emergency access areas

Related German sign:

Specially marked emergency access areas ("Feuerwehrzufahrt") and all adjacent areas must be freely accessible and unobstructed at all times. The University is responsible for ensuring total compliance with this requirement.

Parking in these designated areas is strictly prohibited at all times! Incorrectly parked vehicles can and will be towed at the owner's expense.

5. Fire alarms and extinguishing systems
Every visitor to a building or facility of the University is responsible for knowing the safety systems in place. This includes the location of alarms, first aid kits, fire extinguishers, fire blankets, emergency-stop switches, and emergency eye and body showers. All safety systems must be freely accessible at all times. It is strictly prohibited to obstruct or hide safety systems in any way. Warning and information signs must be clearly visible at all times.

Alarm systems
There are a number of ways to alert the fire brigade while on University premises:

RED fire alarm: Push the button to activate the fire alarm (labelled “Brandmelder”). This automatically triggers an alarm at the fire brigade and the building alarm (notice to evacuate the building immediately). Campus Supervision is also alerted by this alarm. After activating the fire alarm, you must always call the emergency number **112** to provide additional details to fire and rescue services.

Emergency 112 (see no. 7, “Report a fire”)

BLUE building alarm: Push the button to activate the building alarm (labelled “Hausalarm”). This produces an audible alarm horn and automatically alerts Campus Supervision.
The BLUE building alarm DOES NOT alert the fire brigade.
It is absolutely essential to call the emergency number **112** to alert fire and rescue services and provide additional details on the situation.

Emergency 112 (see no. 7, “Report a fire”)

Automatic fire alarms: Optical smoke alarms and heat alarms are automatically triggered by the accumulation of smoke or extreme temperature changes within a short period of time. Automatic fire alarms alert both the fire brigade and Campus Supervision, and they activate the building alarm (notice to evacuate the building immediately).

If you discover fire, you must **always** call fire and rescue services via the emergency number **112**, even if you have already activated the fire alarm.

Emergency 112 (see no. 7, “Report a fire”)

Fire extinguishing installations

Fire extinguishing installations are located in hallways, laboratories, workshops, storage areas and in individual rooms of the University. A pictogram clearly identifies their location and type. In laboratories, storage areas and individual rooms extinguishing systems are often located near the entrance. Employees of the university should always be aware of the nearest fire extinguisher relative to their working area. Some areas are also outfitted with fire hoses.

Always know which extinguishing agents are suitable for which situations.

The buildings and facilities of the University are equipped largely with water-, foam- and carbon dioxide-based extinguishing systems.

Everyday fluids, for example bottled water, coffee, flower water etc., can also be used to extinguish small fires. Never use water-based extinguishing agents on grease or chemical fires.

Fire blankets

Fire blankets can be found in some laboratories of the university. They are kept in red boxes/cases, and can be used to extinguish small fires and fires on clothing or body parts.

6. What to do in case of fire

Keep calm, avoid panic and carefully consider your actions! When in doubt:

Protect people before things
Activate the alarm
Call fire and rescue services immediately!

<u>Activate the RED fire alarm or the BLUE building alarm</u>

These alarms are usually found in or near stairwells and lifts, entrances to lecture halls, and building exits/entrances.

ALWAYS call the fire and rescue services via the emergency number **112**, even if you have already activated the RED fire alarm or the BLUE building alarm.

<u>Alert fire and rescue services</u>

All telephones: **112**

When safe to do so, also alert Campus Supervision in the event of fire (phone: 02821 80673 333).

Attempt to extinguish a fire only if you have a suitable extinguishing agent and are not putting yourself at risk of injury.

7. Report a fire

Emergency call 112

Fire and rescue services need specific details about emergency situations in order to effectively respond to fires and/or quickly rescue trapped individuals:

Where is the fire?
Building, floor, room number – you must be able to provide these details on your current location at all times. Employees are advised to keep these details near the telephone for emergencies.

What is on fire?
Size and type of fire; other possible dangers in the area, for example chemicals, pressurised gas cylinders, high voltage electrical lines or electrical systems.

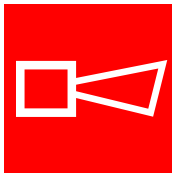
How many people are injured?
Is anyone injured? What type of injuries? How serious?

Who is reporting?
The name of the person calling 112.

Wait for more instructions!
Do not hang up! Fire and rescue services may need further information from you. The dispatcher should end the telephone call.

Wait for fire and rescue personnel to arrive. Provide them with relevant details about the situation.

8. Pay attention to alarm signals and instructions



The fire alarm produces an alarm sound and announces evacuation instructions in the building where it was activated. The fire alarm is a signal to immediately evacuate the building. Immediately end all telephone conversations; switch off any electrical equipment and/or gas, power and water lines (but not cooling water); close (but do not lock) doors and windows.

On the premises of the University the fire alarm is also linked to the building alarm. Thus, when a manual alarm is activated (RED or BLUE alarms) or an automatic fire alarm system is triggered by smoke or heat, the evacuation alarm is also activated. Leave the building immediately if you hear the evacuation alarm. Pay attention to the announced instructions and evacuate the building accordingly.

Inform others about the alarm and the building evacuation as necessary.

Provide evacuation assistance to people with restricted mobility or special needs.

Obey the instructions of fire and rescue personnel.

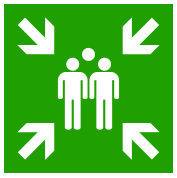
9. Evacuating to safety
Help disabled, injured or incapacitated people escape from dangerous areas. Close (but do not lock) fire doors and smoke control doors without automatic closing mechanisms. Where possible, close (but do not lock) nearby windows and doors.

NEVER use a lift during a fire due to the risk of fatal smoke inhalation! In the event of fire, lifts will automatically descend to the ground floor (or another smoke-free floor) and then deactivate. Evacuate the building via the predetermined emergency escape routes. Be aware of the nearest escape route at all times.

Urge all people in your vicinity to evacuate the building immediately.

Switch off all electronics immediately (use emergency shutoff button or unplug). Do not switch off or deactivate any safety systems or devices.

If you encounter smoke during your escape, keep low and crawl along the floor to safety! If escape routes are blocked or inaccessible, obey these instructions: close the door and make yourself visible at the window (call out, make noise, call emergency 112 or Campus Supervision). Wait for rescue.



After you leave the building, go directly to the nearest fire assembly point. Make sure all colleagues are present. If a person is missing or unaccounted for, inform the fire brigade immediately.

Do not block the building's entrance/exit, as this can hinder fire and rescue services. Watch out for vehicles and traffic if you must cross public roads or emergency access roads to reach the assembly point.

10. Attempt to put out the fire
As a rule, help others escape before attempting to put out a fire.

If possible, fight small fires using available and suitable extinguishing devices/agents (fire extinguisher, fire blanket, water etc.) Only attempt to put out a fire if you are not putting yourself at risk. If the flames or the source of the fire are concealed by smoke, do not attempt to fight the fire and evacuate the building immediately! Never enter smoke-filled areas!

Fire extinguishers should only be used near the source of a fire.

Aim the fire extinguisher directly at the base of the fire, not at smoke or flames. Do not stand too close to the fire as the force of the spray can spread burning embers. Always attack fires in the direction of the wind. Spray the fire extinguisher across the fire from down to up and from front to back.

Used or expired fire extinguishers must be reported to the Fire Safety Officer.

Put out gas fires by interrupting the gas flow. Leakage or escape of flammable gases can produce a serious explosion hazard!

If a person or their clothing is on fire, do not let them run away! If necessary, forcibly pull the person to the ground and extinguish the fire immediately. Fire extinguishers can always be used to put out fires on body parts and should be the preferred method. Emergency showers, fire blankets or other clothing (lab coats, jackets etc.) are also suitable methods.

If your attempts to put out a fire are unsuccessful and the fire continues to spread: if safe to do so, close (but do not lock) all windows and doors, then evacuate the danger area together with any other remaining people.

Use extreme caution when opening any closed doors in the event of fire. This can allow fresh oxygen to enter, resulting in an explosive backdraft and/or massive spread of smoke.

11. Other special responses to fire

For other special responses to fire in particularly hazardous areas, please refer to the specific rules and guidelines of the respective institute or faculty (in their operating instructions and emergency plans, for example).