



FIRE SAFETY REGULATIONS

for

***the buildings, installations and facilities of
the Georg-August-Universität Göttingen***

Content

Fire Safety Regulations Part A

Alarm sheet Faculty of Medicine Göttingen (as respective attachment)

Alarm sheet University (as respective attachment)

Fire Safety Regulations Part B in accordance with DIN 14 096 P. 2

Valid for all staff, students, trainees and external companies

Created by: Department for Health and Safety/Environmental Protection

Fire Safety Regulations part B

for the staff, students, trainees, external companies,
buildings, installations and facilities
of the Georg-August-Universität, Göttingen

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Preamble

All permanent and temporary staff and students in a University facility have the duty to comply with the general fire safety guidelines. They have to conduct themselves in a way that prevents the development and spreading of fires within the grounds of the Georg-August-Universität Göttingen.

1. Fire prevention

- 1.1 Fire prevention is the first priority of fire safety.
- 1.2 Every fire must be fought in the development phase where possible. Fire fighting measures thus need to commence without delay. Here it is important to act calmly and sensibly.
The main principle is:

PERSONAL PROTECTION OVER MATERIAL PROTECTION

- 1.3 Within the University buildings smoking is only permitted in the designated areas. Existing smoking bans must be complied with.

Smoking ban



- 1.4 No burning tobacco remains or other items must be thrown into waste paper baskets or dust bins.
- 1.5 The use of fire and open flames (e.g. burning candles and Advent arrangements) is prohibited.

Outside of the designated workspaces with permanent authorisation, welding, soldering and other applications of fire are only permitted if written permission (work permit/welding permit) from the responsible departments

- 1. for external companies through the client, e.g. GM 1, GM 3, GM 4, G3-3,**
- 2. hospital fire station, Health and Safety/Environmental Protection,**

has been obtained. Fire detection devices can only be switched off by the fire brigade and G3-3/GM 3. In case of false alarms the **fire brigade and/or the fault reporting switchboard** and the line manager/client is to be contacted immediately.

- 1.6 Smoking is prohibited in laboratory areas and storage rooms for paper, gas bottles and flammable liquids.



In rooms where a leak of flammable gases, vapors or liquids is suspected, electrical equipment or switches must not be operated under any circumstances due to the increased risk of explosion.

- 1.7 The amount of flammable liquids made available in the workplace must not exceed the amount required for the day/shift.

1.8 Flammable liquids and hazardous materials must only be decanted into suitable, labelled containers. Existing safety equipment for the prevention of electro-static charging during decanting must be used.

1.9 Defects and conditions constituting a fire risk in electrical installations, machines and safety equipment must be reported immediately to the fault reporting switchboard under

- Telephone no. **1171** University (without UMG)
- Telephone no. **20000** Faculty of Medicine Göttingen (UMG)

and must also be reported to the line manager. These machines/installations are to be switched off and taken out of service immediately. Repairs of faulty equipment and installations must only be undertaken by the relevant specialist departments or authorised persons.

1.10 Electrical sub-distributors and power supplies must be kept accessible and not be obstructed with objects.



1.11 At the end of work it must be ensured that all lighting and electrical equipment no longer required is switched off. Safety equipment, telecommunication devices and fire prevention installations must not be switched off. Waste must be disposed of.

1.12 Fire fighting equipment (fire extinguishers, wall hydrants etc.) must not be taken out of service without prior agreement by the fire brigade or the department for Health and Safety/Environmental Protection. Blocking or parking in fire brigade access roads or inappropriate use or damage of fire fighting equipment is prohibited.

1.13 Do not enter areas for which you are not authorised.



1.14 In the event of damage, press releases will only be published following approval by the respective press departments of the University or the University Faculty of Medicine Göttingen or their agents. Staff are not permitted to communicate with the press.

2. Spreading of fire and smoke

2.1 Fire protection and smoke protection doors are intended to prevent the spreading of smoke and heat should a fire occur. These doors are marked accordingly. Fire protection doors must not be propped or wedged open. The placing of objects into the pivoting range or running surface of smoke-alarm controlled doors and gates is prohibited.

Example:



This is a **smoke protection door**. It closes on its own and must not be propped or wedged open.

2.2 The controls of smoke vents and smoke and heat extraction systems must not be obstructed with objects.

3. Escape and rescue routes

- 3.1 The escape routes in the building are the marked corridors, staircases and emergency exits. The escape and rescue routes are marked as illustrated by the following examples:



Emergency exit



Rescue route left



Rescue route right

- 3.2 Escape and rescue routes must be kept clear at all times. The doors along rescue routes and emergency exits must not be locked as long as there are people present in the affected part of the building.
- 3.3 The emergency exits, the outside rescue routes and the access roads for the fire brigade/rescue service and the fire fighting equipment (e.g. hydrants, riser pipe feeds) must not be obstructed by objects or covered. These areas and entrances are to be kept clear of parked vehicles, refuse containers etc. at all times.
- 3.4 Every member of staff has the duty to make himself familiar with the rescue routes in his area of work.
- 3.5 Highly flammable waste and flammable liquids must only be disposed of in the correspondingly marked containers licensed for transport. Storage, including short-term, of gas bottles, flammable liquids and materials in the corridors, escape and rescue routes as well as in stairwells is prohibited.
- 3.6 Electrically locked doors in the escape routes will be automatically unlocked during a fire alarm or power cut. In the case of fire these doors can be opened by operating the **emergency** release. To prevent misuse of the doors an alarm will sound on release. Employees have the duty to make themselves familiar with the emergency equipment available in their area of work. Should you have any queries please contact the department for Health and Safety/Environmental Protection or your line manager.

4. Alarm and fire extinguishing systems

- 4.1 The alarm sheets are displayed in central locations in the respective departments. They contain important information on conduct during a fire. Get to know your alarm sheets.
- 4.2 To improve early fire detection, automatic fire alarms and sprinkler systems are used in part. Ask your line manager which systems are used in your area of work.
- 4.3 As well as early fire detection systems, automatic extinguishing systems are also used. Areas protected by an automatic extinguishing system are marked accordingly.

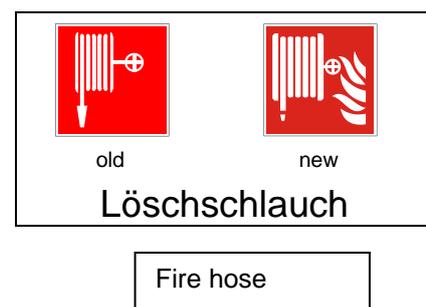
**Löschanlage
Bei Feuersalarm oder Ausströmen
von Löschgas Raum sofort
verlassen.**

Fire extinguishing system
If fire alarm sounds or
extinguishing gas is released
vacate room immediately

- 4.4 Push buttons for the manual triggering of fire alarms are usually located in the stairwells. Please make yourself familiar with the locations of the push buttons for your area (see alarm sheets displayed).



- 4.5 In the entire area of the Georg-August-Universität fire extinguishers and wall hydrant cabinets are located near the marked locations.



The location of the fire extinguishers and other extinguishing systems must be kept accessible at all times.

- 4.6 The fault reporting switchboard on
- Telephone no. **1171** University (without UMG)
 - Telephone no. **20000** Faculty of Medicine Göttingen (UMG)
- and the department for Health and Safety/Environmental Protection must be informed immediately of any used fire protection devices.

5. Conduct in the case of fire

- 5.1 Windows and doors of burning rooms must be closed (do not bolt or lock). The smoke protection doors must be closed.
- 5.2 Once the fire brigade has arrived their instructions must be followed. All staff have to participate in the respective measures and must comply with the orders of the fire brigade or the respective manager.
- 5.3 In rooms offering no escape routes, flammable materials such as curtains should be removed and used to block gaps around the doors. Stay near windows and attract attention.
- 5.4 Emergency switches for supplies for gas, vapor etc. will be operated by the persons responsible or their representatives. In the hospitals this must be done under consideration of patient care and safety.

6. Reporting a fire

- 6.1 **Every** fire must be reported to the fire brigade without delay. Even after a successful attempt by staff or other persons at extinguishing the fire, the department for Health and Safety/Environmental Protection and additionally for the Faculty of Medicine Göttingen the hospital fire station, must be informed immediately.

Depending on situation and location one of the following reporting stations should be contacted:

1. Telephone Telephone no. **112** Fire brigade emergency call

*must be
contacted in any
adverse event*

Telephone no. **1171** Fault reporting switchboard
University Göttingen (without UMG)

Telephone no. **20000** Fault reporting switchboard **Faculty of Medicine
Göttingen (UMG)**

2. Push button

- 6.2 When reporting an emergency by telephone the following information must be provided:

1. **Who is calling?** Name of the caller
2. **Where has something happened?** Exact description of the location (floor, hall, building)
3. **What has happened?** Description of the situation and the extent of damage in situ.
4. **How many people are involved/ injured?** Information of the number of injured/ affected persons
5. **WAIT!** Wait for any further questions from the fire brigade

- 6.3 When reporting an incident using the push button, the person triggering the alarm should stay near the push button so that they can provide the fire brigade with further information on their arrival. However, nobody should put themselves at risk in this situation.

7. Obeying alarm signals and orders

- 7.1 The fire alarms give off acoustic and optical signals.
Make yourself familiar with the signalling (sirens, flashing lights) in your area of work and, if required, ask your line manager.
- 7.2 Should alarm signals sound, leave the endangered areas.
Areas in which alarm signals are sounding must not be entered anymore.
- 7.3 In the case of uncertainties as to whether there is a fire alarm in your area, please contact your line manager or the department for Health and Safety/Environmental Protection.

8. Escaping

- 8.1 Avoid all panic. Stay calm and composed. Interrupt your work and leave the building when requested to do so, using the marked escape routes. When leaving be considerate of guests, visitors, disabled or injured persons as they may require additional assistance.
- 8.2 Very smoky rooms should be vacated in a bent over position or by crawling.
- 8.3 Once you have left the area to be vacated, go to the assembly points. You can ask your line manager for the location of the assembly points or consult the alarm sheets. In areas where escape and rescue route plans are displayed, these must be obeyed.
- 8.4 In the case of fire do **not** use lifts.



**Aufzug im Brandfall
nicht benutzen !**

- 8.5 Once endangered areas have been cleared, the managers are obliged to perform a headcount of the staff at the assembly point. Staff must not leave the assembly point.
- 8.6 In the hospital, the dermatology clinic and the psychiatric clinic emergency stretchers and escape hoods are provided for the evacuation of patients. Please ask your manager for the storage locations of the emergency stretchers. On the University site further rescue aids (e.g. Evak-chair) might be available. Where required please ask your manager for their locations.



- 8.7 Clearing of endangered areas in the Faculty of Medicine Göttingen will be on the basis of an emergency plan. For the University site, existing emergency plans are to be considered. The instructions of management and fire brigade must be followed.

9. Attempting to extinguish a fire

- 9.1 As soon as a fire has been discovered, members of staff can begin to take extinguishing measures, providing they feel that this is possible without endangering themselves. Endangered persons must be warned and have to leave the immediate danger zone.
- 9.2 Fire fighting equipment is located in the marked areas (see point 4 of the Fire Safety Regulations).
- 9.3 When attempting to extinguish a fire, consideration must be paid to personal safety and the distance to electrical installations and equipment.
- 9.4 Person fires must be smothered (e.g. fire blanket). Injured persons are to be brought along and handed over to the first aiders. Burn injuries should only be cooled with running water (drinking water if possible) until arrival of the emergency physician.

10. Particular codes of conduct

- 10.1 The Fire Safety Regulations must be communicated to all permanent and temporary staff at the Georg-August-Universität Göttingen. The announcement must be repeated at regular intervals in the form of training, where possible in connection with a fire drill (theory and practice). Training must be documented.
The point of contact for planning and coordinating fire safety training is the department for Health and Safety/Environmental Protection.
- 10.2 The laboratory manager/institution manager or their representatives have to be available as point of contact for the support staff during office hours.
- 10.3 In the laboratories flammable liquids must only be stored in the intended locations (e.g. safety cabinets).
- 10.4 For each building/institution of the University fire instructions (attachment 2) are to be drawn up in cooperation with the department for Health and Safety/Environmental Protection and the user. These contain an overview of the alarm and fire fighting options adapted to the local conditions in a clear and concise format. In the case of fire they will provide information to the helpers.
In the case of fire the instructions must be handed to the officer-in-charge of the fire brigade.

Attachment

1. Alarm sheet Faculty of Medicine Göttingen
Alarm sheet University
2. Fire instructions

Earlier fire safety regulations for the University site are herewith no longer valid.

Göttingen, July 2012

Georg-August-Universität Göttingen

The presidium

The executive board

Attachment 2 Fire instructions (SAMPLE)

1.	Fire alarm	Is triggered automatically by fire warning system or by emergency call 112 or by triggering the push button <i>(information on how the alarm can be triggered)</i>	
2.	Alarm signal	Shrill siren sound, immediately vacate the building. Where possible, switch off equipment, machines, gas and electricity before. Do not switch off light <i>(information on the alarm signal and code of conduct)</i>	
3.	Assembly point	In front of the main entrance <i>(information on the location of the assembly points)</i>	
4.	Extinguishing equipment/ extinguishing materials	Handheld powder and carbon-dioxide extinguishers are located in the laboratories and the corridors. Fire blankets outside the laboratories. Fire escape hoods are located outside the stairwell <i>(information on the location of small extinguishers and extinguishing materials, any rescue aids available where applicable)</i>	 
5.	High-risk work and storage areas	Room 234 radioactive II Room 123 laboratory S II genetic engineering Room 456 solvent store, for inventory see list next to entrance door <i>(information on handling or storing of hazardous substances or dangerous areas)</i>	  
6.	extinguishing materials Protective equipment	Room 234 powder, contamination protection suit, safety mask Room 478 no water , only powder <i>(information on the extinguishing materials to be used, particular safety equipment)</i>	
7.	Escape routes	Stairwell and escape balcony <i>(information on the escape and rescue routes)</i>	