Fire Safety Regulations
for the University of Applied Sciences of Bremerhaven

The danger of fire on campus can be avoided by taking care and following the correct procedures. Fire in university buildings is a serious danger to the life and health of people inside them and places of work and study can even be destroyed. Fire safety regulations must therefore be obeyed in the interests of everyone working at the university. Violations of the fire safety regulations can lead to official prosecutions.

Fire Safety Regulations Part A

Behaviour in the event of fire

Keep calm

Report the fire

Activate the fire alarm
Ring Fire Service, tel. 0112
Ring Facility management (Dezernat 4), ring tel. 0324 or 0325 or 0326 or 0327

Find a place of safety

Warn endangered people
Help others to a safe place
Close the doors

Follow the marked escape routes
Do not use the elevators
Pay attention to the orders

Attempt to put out the fire

Use the fire extinguishers
A. **Fire prevention**

1. **Smoking** is completely prohibited in the university, especially in fire hazard areas like the laboratories, seminar rooms, lecture halls -- even during the breaks -- and in the library. Burning cigarette stubs must not be thrown into wastepaper baskets or waste bins.

   **Fire hazard** areas are those where easily inflammable materials are made, processed or stored or where mixtures of gas, steam, mist, dust or air combine together or other explosion-prone materials are present (e.g. in laboratories or where inflammable liquids are stored.)

2. **Welding, flame cutting and soldering** may only be carried out in those rooms allotted for this purpose (e.g. the metalworking shop in building L). Heated surfaces and flying sparks are a constant fire hazard because the sparks can easily land in cracks and gaps and cause a smouldering fire. An open fire often takes many hours to develop. Such work outside of the metalworking shop may only be carried out whilst using special, protective measures and for this, the necessary permit from the fire prevention officer must be obtained. This requirement is also valid for external companies.

3. **Highly inflammable or explosive materials** may only be stored in the rooms specially marked for this purpose. These materials can be stored in workshops and laboratories only in the amount needed for their continuous use. It is strictly forbidden to use an open flame (or a burning cigarette) while handling these materials.

4. Everyone who uses these rooms must ensure that all **waste material**, especially of inflammable kind, such as packaging, is removed from the rooms and especially from the corridors of the university. Each type of waste material must be deposited in the container provided for this purpose. Cotton waste, used cleaning cloths, especially those soaked with oil, paint or similar liquids, or similar highly inflammable materials may only be put into tightly closed metal containers. Inflammable liquids must not be poured down the drain.

5. **Electric household appliances and cooking devices** may only be used under supervision and must be placed on appropriate pads, such as Promatect or Thermax XNO 450 firecheck wallboard, which have a thickness of at least 2 cm and exceed the base of the machine by at least 2 cm. The use of immersion heaters is not allowed.
6. The staff of the university must know the emergency telephone numbers, the position of the nearest fire alarm and extinguisher as well as the emergency escape routes. The emergency telephone numbers must be put on the walls of the laboratories, so that everyone can give an alarm signal in an emergency.

B. The spreading of fire and smoke

The fire-doors in the corridors and stairwells should prevent the spread of smoke in the buildings. Therefore they must be kept permanently closed, except for the automatic doors, which close automatically when there is a fire.

These doors must on no account be wedged open or kept open in any other way.

The fire-resistant doors in firewalls and in those rooms with special fire hazards, (like laboratories, stock- and technical rooms) must also be closed permanently. It is forbidden to wedge these doors or keep them open in any way.

C. Escape- and rescue- routes

1. Entrance and exits, thoroughfares, passages, stairs, corridors and traffic areas, which can be used by the fire service in case of a fire, are all escape and rescue routes and must be kept absolutely free from any hindrances whatever.

2. More especially, corridors are no storage places. Therefore, nothing must be stored there, especially not any inflammable material and waste (e.g. packaging material).

3. Areas for the fire service, like ramps or side areas must always be kept clear, especially of parked cars and cycles.

4. Doors and emergency exits which constitute escape routes out of the rooms must not be blocked in the direction of the escape route, while these rooms are in use.

5. Safety symbols which point to escape routes must never, not even for a short time, be covered.

D. Alarm systems

1. Fire alarms are directly connected to the alarm network of the fire service.
2. **Telephones** are the best way of giving further and more exact information about the fire situation. The emergency number of the fire service (☎ 0112) should be clearly visible on every official telephone.

3. In some areas with special risks there are **automatic fire alarms**. These alarms react to smoke or heat. To avoid false alarms, smoking is prohibited in these areas. Work which might cause false alarms, (e.g. steel cutting), may only take place after the alarm in question has been switched off by authorised persons.

### E. Firefighting equipment

Fire extinguishers are available in all areas of the university, especially in the corridors. Most of them work with a powder extinguisher. We advise everybody, to read the instructions for the extinguisher carefully and on a regular basis. Used or only partly-used extinguishers must be given to the Dezernat 4, to the fire safety officer, for renewal. Hydrants are to be used only by the fire service or trained personnel. The water intake areas, (the area around a hydrant), must always be kept free.

### F. Behaviour in the case of a fire

1. **Keep calm**

2. **Report the fire**

   Use the **fire alarm**.
   Break the glass and push the button down.
   or
   use the telephone

   ☎ 0112 fire service
   ☎ 0324 or 0325 or 0326 or 0327 facility management (Dezernat 4)
   (should be informed, in any case)

   Include the following information:
   - Your Name
   - Where is the fire?
   - What is burning?
   - Are people in danger? If so, how many?
   - Wait until the call is disconnected by the receiver of the call (Queries!)
3. **Follow alarm signals and instructions**
   The people in charge must remain available to the fire service, so that all necessary steps can be discussed and arranged. The staff must follow these instructions.

4. **Get to safety**
   Keep calm, avoid panic.
   When the house alarm starts, leave the building, go to the appointed assembly areas to check if there are still people inside the building.
   The assembly points in the university are:
   - **Building C**: the grass area in Van-Ronzelen-Str.
   - **Building K, L, V, S, T, M, Z**: the grass area next to the Geeste river.

   When leaving a room, **always check that nobody is left there** (e.g. in toilet rooms or adjacent rooms). **Take vulnerable, disabled or injured people with you.** **Shut all doors** to prevent fire and smoke spreading.

   **Do not use elevators.**

   If the escape route is blocked, it is vital to attract the attention of the rescuers from the nearest possible opening (window, door, balcony) visible to them by shouting or waving your hands. Do not jump out of the window because these jumps are almost always fatal.

5. **Attempt to extinguish a fire**

   Only use a **fire extinguisher** when there is no risk to yourself and until the fire service arrives.
   Please note the following principles:
   - Extinguishers should only be started in close proximity to the fire!
   - Do not extinguish randomly, concentrate on the fire spot or burning surface!
   - Always approach the fire from the direction of the prevailing wind!
   - Always fight fire spots from the bottom to the top!
   - Burning liquid should be covered with a cloud of the extinguisher’s powder!
   - Fight bigger fires in combination with other extinguishers at the same time!

   **G. Special rules**

   1. Every unintended ignition of material – even if it is very slight – must be reported to the fire safety officer (☎ 0471/ 4823-282 or ☎ 0172-7121882).
   Additionally we refer to the regulation of §310 of the StGB (the causing of a fire).
2. After any kind of fire the Rector (☎ 0471/ 4823-100) and the Chancellor (☎ 0471/ 4823-120) must be informed without delay.

3. During the clearing up work after a fire, the staff must be protected (at least by gloves and dust masks P 2)

4. If members of staff have any kind of health complaint, (also from smoke inhalation), the medical department must be contacted, phone 0421/ 361- 6743 or -6744.

5. After clearance is given by the police or the fire service, an investigation must be made as to how far smoke, soot, chemicals or unpleasant odours have affected the working environment. This evaluation must be carried out by the work safety department and the company medical department.

6. The salvaging of material assets and working appliances may be done only after the police or the fire service have allowed re-entry to the danger zone.

H. Final remarks

These internal fire safety regulations do not dispense with the obligation of following and abiding by other laws and regulations for safety at work.

Students and new employees at the University of Applied Sciences of Bremerhaven must be informed about the current fire safety regulations by the head of the laboratory or staff superior at the beginning of their period of study or on their first day at work.

These fire safety regulations should be displayed inside the university buildings, to enable every employee or student to take notice of them at any time.

Inside the laboratories the “Laboratory regulations at the Bremerhaven University of Applied Sciences” should also be regarded. These regulations should be available in every laboratory.

Every member of the university must be acquainted with these instructions, which must be followed in any case of emergency.

Bremerhaven, 01.02.2012
University of Applied Sciences of Bremerhaven

Karsten Gerlof (Chancellor)