

In Case of Fire

Part A of fire safety regulations according to DIN 14096

Stay calm

Immediately report the fire



Fire alarm:
Closest location

_____ (exact location / direction)

Fire department



112

Specify for the fire report:

Who is reporting?

What is burning?

Where it is burning?

How many people are injured?

Wait for further questions/instructions!

Please also call the service hotline of the
Technical Maintenance Service Centre
phone: +49 931 31- 84444

Take care of your own safety



Alert everyone in danger

Aid any disabled or injured people

Close all windows and doors

Follow the marked emergency escape route

Do not use elevators

Find the assembly point and instruct rescue service

Await instructions

_____ (exact name and location of the assembly point / direction)

Try to extinguish the fire

 only when possible without harming yourself

Closest fire extinguisher:

_____ (exact location / direction)



Closest fire hose:

_____ (exact location / direction)

Fire safety regulations (Part B) according to DIN 14096 - Brandschutzordnung (Teil B) nach DIN 14096 -

This fire safety regulation pamphlet contains rules for the prevention of fire and proper conduct in case of fire for all employees of the

Building C2 , (field: Institute of Inorganic Chemistry) Campus Hubland South
Gebäude C2 (Bereich: Anorganische Chemie, Campus Hubland Süd)

Content:

1. Introduction
 2. General measures
 3. Hazardous substances
 4. Working with fire
 5. Emergency escape routes
 6. Signaling units and fire extinguishing devices
 7. Conduct in case of fire
 8. Continuation of operations after a fire alert or fire
-

1. Introduction

The fire protection concept has two aims:

Prevention and containment of fire

Possible fire sources can be detected and eliminated by a thorough analysis of all working areas. The subdivision of the buildings into fire compartments, as well as the early detection through automatic fire detection systems, is performed to contain fires.

Protection of life and health of the people inside the building in case of fire

The most important instruments for protecting people inside the building are the escape and emergency routes. To ensure a safe evacuation of the building in case of fire it is necessary that the routes are of sufficient width, illuminated and free of smoke.

All measures described in the following are taken to ensure these aims and serve to protect the people in the institutions of the university.

All employees are obliged to contribute to effective fire prevention.

Fire safety regulations (Part C) according to DIN 14096 Brandschutzordnung (Teil C) nach DIN 14096

Building C2 , (field: Institute of Inorganic Chemistry) Campus Hubland South
Gebäude C2, Bereich: Institut für Anorganische Chemie, Campus Hubland Süd)

Responsibilities for people with special fire protection duties

Managers

Because of their special position, all Institute Directors, Professors and every head of a laboratory, as well as other managers, are responsible in the areas that they or their staff use. These people have to carry out their duties regarding working safety, accident prevention and fire safety. They should ensure that their subordinate staff are informed about the content of the fire safety regulation ordinance (Part A, B and C).

Until the fire department arrives, the manager of the affected area or the corresponding representative manages the fire measures. When the fire department is on-site, the authority to issue directives transfers to the officer-in-charge of the fire department. All staff members of the university are obliged to support the officer-in-charge.

Fire prevention officer

The fire prevention officer of the University of Würzburg is Mr. Michael Schreyer. He supports the regulation and implementation of the organizational fire safety regulations.

Evacuation exercise

In consultation with the fire prevention officer of the University of Würzburg, evacuation exercises are organized on a regular basis. The aim of these exercises is to practice the correct conduct during a fire alarm with the managers, all staff and students. They are also supported by the fire prevention officer in order to establish an internal alarm structure.

Instructors

In lecture halls, laboratories and similar rooms the attending instructors are responsible for clearing these rooms and ensuring nobody gets left behind. They check all rooms of their responsible area and walk with the students from their lecture to the assembly point. There they function as a contact person for the fire department. They will notify the fire department as to whether their area has been completely cleared.

These fire safety regulations Part C have been noted by the office manager of the Institute of Inorganic Chemistry with a signature.

Würzburg, den
date

.....
signature

2. General measures

Smoking is prohibited inside the building.

Windows have to be closed in all rooms after work.

The fire load should be as small as possible in all rooms.

Gas extraction points must be closed when finished working.

Electronic devices have to be in flawless condition at all times and inspected regularly, it is prohibited to use damaged devices.

Electronic devices have to be set up in such a way that even when they overheat other devices that are close by cannot catch fire. After work, all devices that are not needed for work have to be switched off.

3. Hazardous substances

Hazardous substances are only allowed at working stations when they are needed. Storage for longer periods is only allowed in safety cabinets.

3.1 Storage

Hazardous substances are only allowed to be stored in designated containers and cabinets. Spontaneously inflammable substances have to be stored separate from flammable substances and separate from other spontaneously inflammable substances.

Pressurized gas cylinders are not allowed to be stored with flammable solvents.

When storing flammable hazardous substances one has to check if storage in an ex-protected refrigerator is necessary.

3.2 Waste disposal

Inflammable liquids should not be wiped up with flammable rags, fleece fabric or flammable binding agents. They should be covered with non-combustible binding agents (Vermiculite, diatomaceous earth (Kieselgur), fire extinguishing sand). Do not use Vermiculite or wet sand for substances that react with water. Do not use Rensch-Rapid with oxidizing or self-igniting substances.

Solid flammable waste and materials saturated with oil or other inflammable substances (e.g. cleaning rags, paper filters) can only be disposed of in airtight metal containers because they can self-ignite with air (danger of smoldering fire!).

4. Working with fire

This includes welding, flame-cutting, defrosting and soldering with an open flame as well as cognate methods. These techniques are especially combustible and are often causes of fire.

It is mandatory, in all cases where working with fire outside of the designated work areas is required, either by employees or by outside companies, to request a written permit (license) from maintenance. All work that has to be undertaken before, during and after working with fire must be stated on this license. One copy of the signed permit needs to be put up by the workplace.

This permit has to be prompted and signed by the respective commissioner (university building inspection office, maintenance, or occupant) and the consent of maintenance (facility manager or representative) has to be obtained.

The commissioner has to ensure the briefing, coordination and the orderly execution of the work.

The guidelines for maintenance work and servicing must also be considered.

5. Emergency escape routes

Emergency exits must be easy to open from the inside at all times.

- Self-locking doors are not allowed to be blocked or fixed.
- Emergency escape routes have to be kept clear. In particular, electronics and flammable materials are not allowed to be stored or put up – even temporarily – in hallways or stairways.
- Exit doors are not allowed to be blocked.
- Emergency escape routes have to be marked with phosphorescent ink/paint and the signs cannot be covered.
- The fire rescue path has to be kept clear.

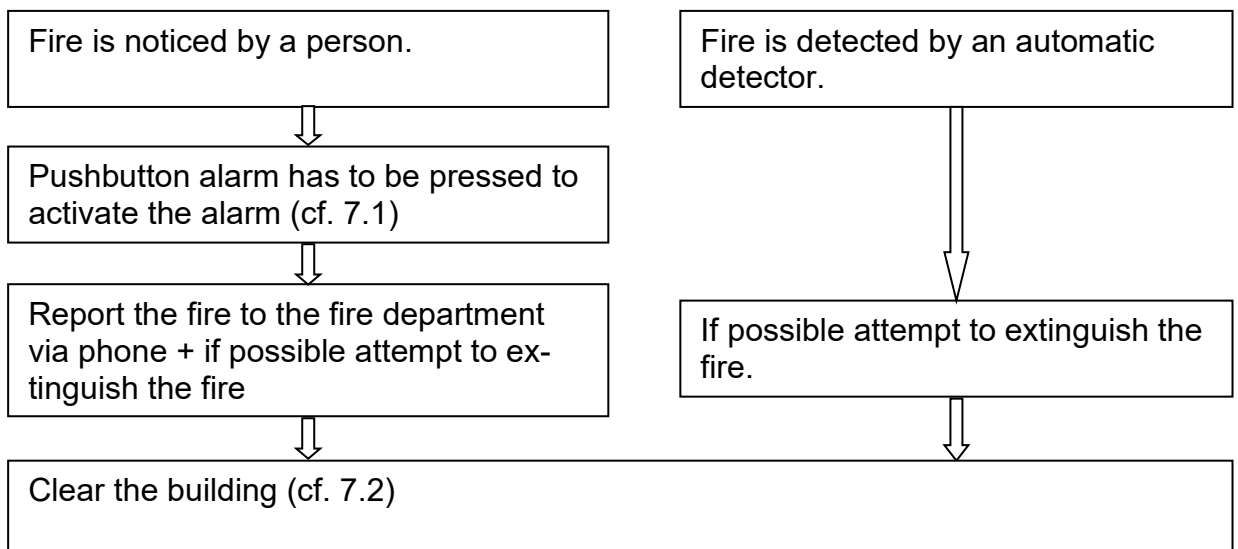
6. Signaling units and fire extinguishing devices

All occupants of the building are required to inform themselves about the locations and mode of operation of extinguishing devices. This is especially important for the extinguishing devices close to a person's workplace.

All alarm signals and extinguishing devices have to be accessible and ready for use at all times. Adjusting them or removing them is prohibited. Do not use the extinguishing devices improperly (e.g. using a fire extinguisher as a doorstop).

Fire alarm boxes and fire extinguishing systems are on every floor. Fire alarm boxes are usually close to the exits and staircases or close to the emergency balconies. The exact location can be ascertained from the escape plans.

7. Conduct in case of fire



7.1 Reporting the fire

The fire department is notified automatically via the fire alarm, and the house alarm starts (continuing sound of a horn).

In buildings without an alarm sound, others have to be alerted.

Phone 112

After pushing the fire alarm the fire department has to be notified about the situation by phone. The emergency call can be made from every house telephone. The report should contain the following information:

Who is reporting? State name.

Where is the fire? Exact location: Building, part of the building, floor, laboratory number or room number.

What happened? Cause of fire, type of fire, spread of fire?
When injured: Number of people, and type of injury.

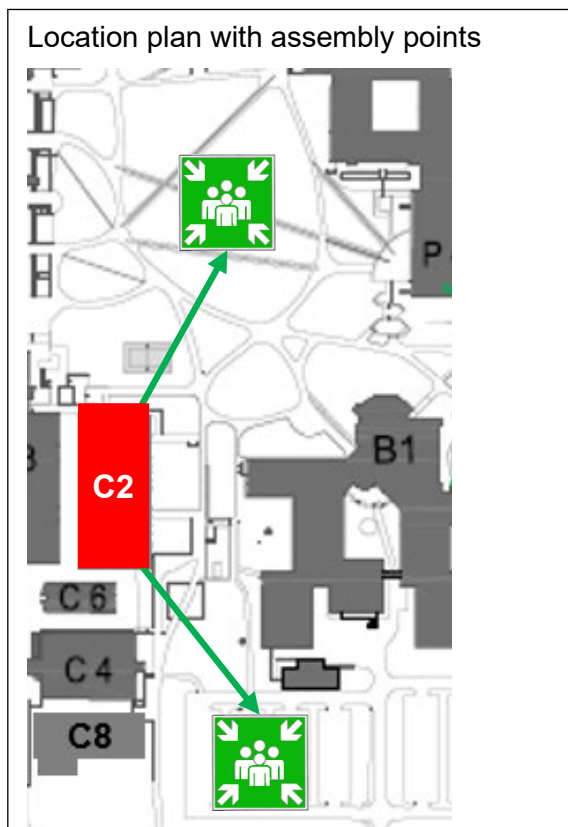
Wait until the rescue directing center has ended the call!

7.2 Clearing the building! Getting oneself and others to safety.

When there is an alarm the building has to be vacated instantly, aid injured or disabled people. Do not use the elevator.

Follow instructions by the fire department and the respective responsible staff (Director, Professor or other authorized staff).

Everybody who is not needed for fire extinguishing or rescue work needs to leave the danger zone immediately and go to the assembly point.



When leaving the room, windows and doors have to be closed! Gas and electricity has to be turned off in the laboratories.

When the escape path is blocked call for attention by the windows.

7.3 Attempting to extinguish a fire

Up until the fire department arrives the fire should be fought with appropriate tools, as long as it is possible without harming oneself.

The following applies:

Your own safety has priority!

Personal safety is more important than safety of property!

Choose the fire extinguishing agent properly! (cf. attachment 2)

If the fire cannot be controlled, close all doors to prevent the fire and smoke from spreading!

- 7.4 Finally, the fire department should be briefed by a person that knows the building, pointing out possible dangers (e.g. pressurized gas cylinders, hazardous substances). When there are no further needs the fire rescue will head for the fire alarm center first.

One designated person on every entry should prevent people without authorization or that do not know of the danger to enter the building.

8. Continuation of operations after a fire alert or fire

After a fire alarm (building alarm), the building or rooms affected by the fire are only allowed to be entered and used again after clearance from the fire department and after consent of the respective leader of the organization unit (director of the institute, or supervisor of the laboratory). If necessary, the security engineer, fire protection engineer and/or the person responsible for hazardous substances of the university can be included in the decision. Potential threats to people have to be ruled out!

These sample fire regulations part B have been noted by the office manager of the Institute of Inorganic Chemistry with a signature and have been handed out to staff for their information.

Würzburg, den

Date

.....

Signature