

**Fire Safety Regulations Part B in accordance with DIN 14096 Part 2  
of the University of Ulm**

**- For all employees without specific fire fighting duties -**

Fire protection depends on your participation. These Fire Safety Regulations summarize the most important rules to prevent fires and tell you how to act in the event of fire.

**In the event of fire**

Keep calm

Report the fire



Emergency telephone number 112

Leave the danger zone



Press the pushbutton fire alarm

Warn people in the vicinity  
Take people needing help with you

Close the doors



Follow the signed rescue routes

Do not use the lifts

Observe instructions

Try to put out the fire



Use the fire extinguisher



Use the wall hydrant



Use the fire fighting equipment (e.g. fire blankets)

Fire Safety Regulations in accordance with DIN 14096

**1. Fire prevention**

- The use of fire and open flames (e.g. welding and other open-flame work, candles, and paraffin lamps) is forbidden throughout the building. Fire hazardous work at the designated workplaces in the technical workshops undertaken by technical staff as well as work requiring open flames for performance of set tasks (e.g. in the laboratory) are exempted from this ban as long as staff has been instructed and made aware of the specific risks involved.
- Welding, cutting, soldering, melting and cut-off grinding work outside designated workplaces require a welding permit.
- Smoking is not permitted. Cigarette and tobacco remnants may only be entered into the signed non-flammable ash containers.
- Easily flammable waste such as paper, cardboard, transparencies etc. may only be disposed of in the signed waste containers. Bulky waste must be disposed of in the waste containers outside the building.
- Due to fire hazard, flammable furniture and materials must never be stored in corridors, rescue routes and below staircases, cf. point 3.
- Electrical equipment and resources must be inspected regularly to ensure proper working order.
- It must be ensured that a minimum distance of 1m is kept between equipment radiating heat and flammable materials.
- Defective electrical equipment and resources must be removed from operation and withdrawn from use. Repairs may only be performed by specialist personnel. All electrical equipment should be switched off after use if possible.
- When dealing with hazardous substances (e.g. flammable liquids and gases) the respective instruction manuals must be followed.
- In explosion hazard working areas, the precautionary measures specified for these areas must likewise be followed.
- As a general rule, no flammable liquids and gases may be stored in the building outside designated storage areas, with the exception of small quantities (up to 5 L in non-breakable containers) in workshops and laboratories. The quantities held at disposal may not exceed daily requirements.
- Detergents may only be stored in the designated storage areas.

## **2. Spread of fire and smoke**

- In the building, the areas particularly vulnerable to fire hazard (e.g. archives, paper storage) and the individual floors are subdivided into fire compartments. These fire compartments have fire-retarding doors built in. Additionally, corridors and corridor openings into staircases feature smoke-proof doors creating smoke compartments so that in the event of fire not all rescue routes will fill with smoke simultaneously and there will be sufficient time for evacuation.
- Smoke-proof and fire-retarding doors close automatically to ensure that they are closed in the event of fire. These doors must never be blocked and thus held open (e.g. through the use of doorstops, flower tubs, fire extinguishers or bins).

- Smoke-proof doors in corridors may also be fitted with a self-closing device so that permanently open doors close automatically in the event of smoke caused by fire. Here, it must be ensured that no objects are placed within the closing area of the door wings.

### **3. Escape and rescue routes**

- The signed escape and rescue routes (corridors, staircases and exits) must not be blocked or obstructed. Objects obstructing rescue routes create a risk of stumbling. If these objects are flammable, they can furthermore contribute to the spread of the fire.
- It must be ensured that all doors forming part of rescue routes and emergency exits can be opened easily and without further auxiliary aids (e.g. keys) from the inside at all times.
- Signs and plans of rescue routes must not be covered. All persons must acquaint themselves with escape and rescue routes in the areas that they spend time in.
- Outdoors rescue routes to the assembly points as well as movement areas and access roads for the fire and rescue services must be kept clear of vehicles, containers and other equipment at all times.

### **4. Fire alarm and fire extinguishing devices**

- Fire and rescue services can be alerted from all university telephones on phone number 112. Some buildings are additionally fitted with pushbutton fire alarms to directly alert the fire service and the porter's office in the main building (Leitwarte, phone 22222), which is always manned.
- All university buildings are fitted with fire extinguishers suitable for the respective fire classes for fighting original fires. Some buildings or rooms are additionally fitted with wall hydrants, fire blankets and emergency showers. The signed fire extinguishing equipment must be held ready for action and easily accessible at all times. Acquaint yourself with your surroundings and make sure you know how to use the fire extinguishing equipment located therein.

### **5. Behaviour in the event of fire**

- Keep calm! Do not act rashly as this can lead to error and cause panic.

#### **Reporting the fire**

- When a fire breaks out immediately alert the fire service via internal telephone on phone number 112 or using a pushbutton fire alarm.
- If you use the phone, please state:

**Where** did it happen?

State the location

**What** happened?

Describe the situation and the scope of the event, are people in danger?

**Who** is phoning?

Name of person reporting the fire

**Wait** for further questions

### **Observance of alarm signals and instructions**

- You are instructed to evacuate the building in the event of fire if the siren of the building's alarm installation sounds or by telephone and/or gas horns according to the respective building's alarm plan.

### **Leaving the danger zone**

- In the event of fire, exit the building via the signed rescue routes and proceed to the assembly area. Assist people needing help and handicapped people and direct others still in the building to leave the same.
- Stay calm and level-headed during evacuation. Walk quickly but do not rush.
- Close doors and windows of the area on fire (important: do not lock them!)
- Switch off all the equipment (use emergency switches, pull the plugs). Security-related devices must not be rendered ineffective.
- Leave your workplace and close but do not lock the door.
- Do not use the lifts.
- If it is no longer possible to exit rooms (e.g. due to dense smoke in the corridor), stay in your rooms, close the doors and try to attract attention to yourself by the window. Take down all flammable materials (e.g. draperies, curtains) in close proximity of the fire. Seal door gaps with wet cloths. Wait to be rescued by the fire service.

### **Attempting to extinguish the fire**

- Never put yourself at risk when attempting to extinguish the fire. For putting out the fire you will find fire extinguishers and in some cases wall hydrants and fire blankets at your disposal.
- Prevent persons who have caught fire from running away and envelope them closely in fire blankets until the fire has gone out or extinguish the fire with emergency showers.

### **6. Special rules of conduct**

- For further rules of conduct in high-risk areas refer to the rules adopted by the individual institutes/departments (e.g. instruction manuals and alarm plans).

These Fire Safety Regulations adopted by the University of Ulm take effect on 1 March 2008 and supersede the previous Fire Safety Regulations.

Ulm, 1.3.2008