

**Fire Safety Regulations of the University of Lübeck
of 22 May 2018**

In accordance with a decision made by the Executive Committee on 7 May 2018, the following regulations have been adopted:

1. Scope of Application

The fire safety regulations apply to all buildings, rooms, facilities and open spaces used by the University of Lübeck. In rental properties, the applicable local rules and regulations must also be observed. The fire safety regulations are binding for all individuals who are within the scope of application. Individuals, who are only temporarily at the University of Lübeck, must be informed as necessary. All employees, students and guests of the University of Lübeck are obliged to contribute with the utmost caution to the prevention of fires and other cases of damage or loss.

2. Responsibility for fire safety

The overall responsibility for fire protection at the University of Lübeck lies with the Executive Committee. In the institutes, facilities and administration, the responsibility for fire safety comes also under the direction and guidance of each supervisor.

All employees are to be notified annually of the fire safety regulations. Instruction on what to do in case of fire and the handling of firefighting equipment should be carried out once a year.

Das Dezernat Liegenschaften und Zentrale Dienste, Sachbereich Technischer Betrieb [the Department of Facility Management and Central Services; Technical Operations] is responsible for the inspection of fire alarm systems and fire extinguishing equipment as well as the elimination of technical fire safety deficiencies.

3. Preventive Fire Protection

3.1 Fire prevention

- Fire prevention is the top priority of fire safety. All employees, students and guests of the University of Lübeck are required to do their part for fire prevention and to inform themselves about fire safety regulations to the extent necessary (according to the potential danger).
- In order to avoid fires, everyone is under obligation to use particular care when dealing with fires, open flames, electrical equipment as well as explosive, combustible and flammable substances.

- Important requirements for fire safety are keeping things orderly and clean. Waste disposal must be carried out using the containers provided for this purpose. Matches, cigarettes or other tobacco remains may only be discarded in non-flammable containers (not in wastebaskets!).
- Smoking is only allowed outside the buildings and not directly in front of the entrance areas. If provided for, smoking is permitted only in the designated smoking areas.
- Compressed gas cylinders, in particular with combustible or oxidising contents, are to be deposited only at specified sites. Gas cylinders must not be stored in access areas, corridors or staircases. In addition, they must be secured against falling over and protected from the effects of fire and other sources of heat.
- Highly combustible and explosive substances may only be stored in designated, specially equipped and marked rooms or safety cabinets according to DIN 12925 Part 1.
- Storage rooms for wood, paper, flammable liquids or gases or other readily flammable substances must not be entered if one is using an open flame.
- Welding, cutting, soldering and splitting require special safety measures and, if necessary, written approval. Please take note of the accident prevention regulations „*Schweißen, Schneiden und verwandte Verfahren*“ [only available in the German-language version] (GUV-V D1).
- The setting-up and use of electrical equipment other than that which is professionally provided requires the consent of the supervisor. These devices must be included in the inventory list of the technical operations department at the University of Lübeck and must be regularly tested according to DGUV Regulation 3 (seal of approval). Only devices with CE markings may be used. Electric kettles, coffee machines and similar appliances must be equipped with an automatic switch-off. Without exception, used equipment must be inspected before being used.
- Electrical devices must be set up in such a way that they cannot pose a risk of fire (avoid heat accumulation, keep ventilation openings clear, keep sufficient distance from combustible materials).
- Make sure that lights and all electrical devices are switched off at the end of the day. Excluded are appliances/devices designed by the manufacturer for continuous operation (e.g. refrigerators).
- Long-term testing is always to be signposted with the name of the responsible person. Equipment in permanent operation must be such that there is no risk of fire during unattended periods.
- Portable electrical devices are to be regularly inspected on the basis of the accident prevention regulation DGUV V3 „*Elektrische Anlagen und Betriebsmittel*“ [only available in the

German-language version]. Electrical equipment or installations (such as electrical sockets, cables, etc.) showing defects must be immediately taken out of service and reported to the University of Lübeck's technical operations department.

- Conducting regular inspections ensures that the requirements of preventive fire protection are complied with at the University of Lübeck's facilities.
- Fire alarms and fire extinguishers are available in the University of Lübeck's facilities. **All employees are required to familiarise themselves with the locations of fire detection devices and extinguishers and receive appropriate instruction as to their use.**
- The burning of candles on Advent arrangements, Advent wreaths and Christmas trees as well as flammable decorations is prohibited.
- Preventive fire protection must also be ensured during construction work and after changes in building use.
- Regular inspections must be made to ensure that preventive fire protection measures have been taken.

3.2 Escape and emergency routes

Each person in authority must ensure, for the facilities within his or her area of responsibility, that

- Escape and emergency routes, stairwells, corridors and outdoor traffic routes are always kept entirely free of obstructions and flammable materials,
- Doors in escape routes and emergency exits are identified as such and, as long as there are still people in the building, must not be locked nor obstructed,
- Fire doors and smoke control doors are to be kept closed if they are not self-closing (it is forbidden to keep them open with the use of wedges or other objects),
- Fire access roads/fire lanes and emergency service parking areas are kept free at all times,
- A suitable assembly point is specified outside the building. The assembly point should be determined in coordination with the head of the UKSH fire and rescue service [Note: this term is used instead of the British "fire brigade" and/or American "fire department"].

All University of Lübeck staff members are required to familiarise themselves with escape and emergency routes in the building. (Note: lifts/elevators are not escape and emergency routes).

3.3 Alarm equipment and extinguishing equipment

In the individual buildings and properties of the University of Lübeck there are extinguishers and different types of alarm equipment that must be made known to the staff members there. Fire

extinguishers are easy to install or mark. They must not be moved or obstructed. The employees must be instructed as to the locations of fire extinguishers and fire alarm systems near their workplaces and in the use of fire extinguishers.

Automatic fire alarm devices are installed in some buildings. If work is to be carried out which could cause the possible development of dust, smoke or heat, it may be appropriate to take the automatic fire alarm systems out of operation during this work, in order to avoid a false alarm. Such work must therefore be reported to and coordinated with the responsible technical operation department of the University of Lübeck.

The time for having the alarm system out of service is to be limited to the minimum necessary for completion of the work. After returning the fire alarm system to service, its operational readiness must be tested.

4. Behaviour in case of fire

The correct behaviour of staff members and students is crucial for effectively combating the fire. The basic requirement is to immediately report the fire and alert others (spread the alarm).

In particular, please take note of the alarm plan (what to do in case of fire).

4.1 Report the fire

- Stay calm and level-headed,
- Activate (press) the fire alarm and/or report the fire by using the in-house emergency number 02-70112. For facilities outside the campus (off-campus), contact the fire and rescue service at emergency number 112.
- When reporting by telephone, the following information is required:
 - 1) **Where** is the fire? (Building, street, which floor/level/storey, which room)
 - 2) **What** is burning? (Any special hazards or dangers)
 - 3) **How many** people are injured or at risk? (Names of anyone missing)
 - 4) **Who** is calling? (Give your name)
- Alert any endangered people to the emergency.

4.2 Rescue/Getting yourself and others to safety

- Save the people before fighting the fire!

- If danger threatens, leave the danger zone. Help people with disabilities leave the building. Lifts/elevators are not to be used as escape routes. Leave heavily smoke-filled rooms walking bent over or by crawling on hands and knees. Only take personally important things (keys, ID cards) if they are within easy reach.
- Should the emergency route be cut off, those affected are to remain in the respective area. The doors should be closed. Depending on the location and extent of the fire, the windows should be opened to bring attention to those trapped.
- Try to organise help (do not put yourself at risk), warn others of the danger.
- Provide first aid, request medical help as needed.
- Go to the designated assembly points. Check to see if all the staff members (including external staff) are present and accounted for and notify the fire and rescue service of the numbers.

4.3 Extinguishing the fire

- Attempts to extinguish (put out) the flames should only be made if you don't put yourself in danger.
- Initial fires (those in the beginning stages) can be fought with fire extinguishers.
- It is more effective to use several fire extinguishers at the same time than using one after the other.
- If the first attempts to extinguish the fire are unsuccessful, remove yourself from (leave) the source of the fire.
- Close windows and doors (do not lock the doors).
- If necessary and possible, make sure the following is done:
 - Switch off systems and devices (use the emergency off switch)
 - Shut off electricity and gas supply systems
 - Switch off ventilation systems
- The access routes for the fire and rescue service are to be kept clear.
- The fire and rescue service should have a local contact person [to be briefed/informed by] who knows the situation and the premises.

- Follow the orders/directives of the fire and rescue service and the incident command, respectively.

5. Behaviour after fires

- Any occurrence, of even the smallest fire, must be immediately reported to the supervisor, the „*Dezernat Liegenschaften und Zentrale Dienste*“ [Department of Facility Management and Central Service] and the „*Bereich Arbeitsschutz*“ [Occupational Health and Safety Department].
- Consequential damage should be kept to a minimum by securing the scene of the fire, ventilating the area and removing the extinguishing water.
- The scene of the fire may only be re-entered after **express** permission has been granted.
- Used fire extinguishers are to be left at the scene of the fire. In order to recognize that they have been used and need to be filled, they should be laid flat on the ground.
- Fire alarm systems, fire extinguishing systems, devices and equipment must be immediately made ready for use again.
- Electrical installations and equipment must be inspected before restarting/reuse.

6. Forbidden acts

It is **forbidden**:

- To use fire extinguishers improperly, to reduce their accessibility and operational readiness or to remove them from their position.
- To block or increase the fire load [the amount of combustible material per square metre of floor space] of stairways and corridors by placing e.g. furniture, appliances/devices, bicycles, packaging materials, etc. in them.
- To change, cover or remove informational and/or safety-oriented signs.

7. Fire safety exercises and instruction

Those in leadership positions must ensure that staff members participate in fire drills and instruction on fire and disaster response. The fire safety plan stipulates that all staff members are required to have this knowledge.

8. Entry into force

These fire safety regulations enter into force on the day following the date of the decision. At the same time the fire safety regulations of the University of Lübeck (from April 2017) will cease to be in force.

These fire safety regulations are to be made known to all staff members and external staff.

Lübeck, 22 May 2018

Prof. Dr. Gabriele Gillessen-Kaesbach
President of the University of Lübeck