

Fire Safety Regulations for Student Halls of Residence operated by Studentenwerk Leipzig

The following Fire Safety Regulations were developed in accordance with DIN 14096:2014-05.

Version number: 2.0

As of: December 19th, 2019

I. Information sheet „Behavior in Case of Fire“

Prevent Fires




No open flames; fire, open sources of ignition and smoking prohibited

Rules of conduct in case of fire

Keep calm	
Report fire	<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;">Activate the manual fire alarm</div> </div> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">Call 112</div> </div>
Get to safety	<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;">Warn endangered persons/ Take the helpless with you Close doors Follow marked escape routes</div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;">Do not use the elevator Move to assembly point: <u>Wait for instructions</u></div> </div>
Attempt to extinguish the fire	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">Use fire extinguisher</div> </div>

Brandschutzordnung nach DIN 14096 Studentenwerk Leipzig
State: 01.07.2019

II. Fire Prevention

All residents at the property shall be obligated to contribute to the prevention of fire and other events of damage or loss by exercising maximum care. They shall be required to inform themselves in detail about the fire hazards in their flats and surroundings, and about the measures/behavior to be adapted in the event of danger by reading the notices at the information boards.

Flammable or oxidizing substances, such as the following, pose an increased risk of fire:

- flammable liquids (alcohol, gasoline, solvents and disinfectants, sprays),
- easily flammable substances (paper, packaging materials),
- gases (natural gas, liquid gas),
- oxygen increases flammability of substances and acts as an oxidizer.

Furthermore, electrical heating devices, such as fan heaters, radiant heaters, radiators, etc., considerably increase the risk of fire.

When using electrical appliances and installations, the relevant application guidelines and operating instructions must be complied with. The operation of electrical heating devices is forbidden.

All residents shall be obliged to follow these Fire Safety Regulations and to participate in fire drills (e.g. evacuation). Order and tidiness are important prerequisites for fire prevention.

It is strictly forbidden to smoke or to handle igniters and use open fire or light in the non-private areas and in any of the technical rooms as well as in any places marked as no-smoking areas. Further details and special provisions shall be separately defined and regulated by the landlord.

The contents of ashtrays may only be emptied into containers consisting of non-flammable material that can be closed and have tightly sealed lids. Only receptacles made of non-flammable material may be used as ashtrays.

Any defects or damages to electrotechnical installations as well as any signs thereof (flickering lights, charred smell, etc.) must be reported immediately to the janitor and/or the technical on-call service, who shall then initiate appropriate measures. Use of additional heating devices (such as fan heaters, oil radiators, infrared heaters or convectors) is not permitted for reasons of fire protection and fire safety. Installing your own electrical equipment, such as lamps, track lighting, wiring in public areas (common rooms and club rooms), is not permitted.

When leaving the apartment or room, residents shall make sure to switch off the lights and any private electrical devices not approved for continuous operation. If possible, the main plug shall be pulled (this applies, for instance, to portable power packs/mobile phone chargers). Windows and doors shall be closed.

The request for switching off any electrical devices not approved for continuous operation shall also apply upon completion of works done on the landlord's behalf (e.g. by the janitor and/or contractors). If possible, the main plug shall be pulled (see above). Windows and doors shall also be closed.

For better legibility the masculine form is used, as the case may be. All personal nouns of one gender include all other genders.

In general, any defects interfering with fire protection or compromising the evacuation of the building or efficient firefighting shall be reported to the janitor immediately.

For further information on site-specific features concerning fire protection, please refer to the special notices at the respective facilities or contact the janitor. Such information shall be deemed an integral part of these Fire Safety Regulations.

III. Spreading of Fire and Smoke

Once a fire has broken out, fire and smoke must be prevented from spreading unchecked. Any smoke control doors available are self-closing in order to prevent the spreading of fire and smoke at any rate. Any such doors must not be kept open using wedges or fire extinguishers, fastened open, or rendered ineffective in any other way. Closing devices, such as overhead door closers, must not be unhinged or rendered unusable in any other way. The janitors shall, to a special degree, act to this effect and/or take care to ensure compliance with this rule during their surveillance patrols. In the event of fire, *all other room-enclosing doors* shall be kept closed.

It is forbidden **without exception** to store, leave or place any materials or objects in stairwells, under stairs, in corridors, near exits or on escape routes. Motor vehicles and bicycles may only be parked or left at the parking spaces/locations intended for that purpose.

In the event of fire, all the windows and doors must be closed, *but not locked*, upon leaving the building.

IV. Escape and Evacuation Routes

Escape and evacuation routes are any hallways, corridors, necessary stairwells, emergency exits and traffic routes in the building. They must be kept free and unobstructed at all times and to their full extent, be it inside or outside of the building. These routes are indicated by evacuation signs in the building and specified in the escape route plans. Any access roads to the property or to buildings, any rescue or attack routes for the fire department as well as any hydrants must remain clear and unobstructed under all circumstances. Evacuation signs must not be displaced or covered nor changed or removed without authorization.

V. Fire Warning and Fire Extinguishing Installations (Fire Alarm Systems)

Almost every student hall of residence is equipped with a fire alarm system that can be triggered by smoke or heat detectors in the corridors and stairwells as well as by activating a manual call point. In those properties there are manual call points bearing the inscription "Feuerwehr" (fire department) or "Hausalarm" (in-house alarm) at suitable locations in corridors/stairwells. Their protective panel can be easily smashed in, for instance using an elbow, or pressed in using any object.

Fire Alarm System with Direct Connection to the Fire Department

In student halls of residence equipped with a fire alarm system **with** a direct connection to the fire department, there are manual call points bearing the inscription “Feuerwehr” (fire department), that are situated in the corridors and hallways.



Smashing in the panel and pressing the button will directly alert the fire department and trigger an acoustic in-house fire alarm (alarm horn) in order to alert other persons in the building to the situation.

Fire Alarm System without a Direct Connection to the Fire Department

In student halls of residence equipped with a fire alarm system **without** a direct connection to the fire department, there are manual call points bearing the inscription “Hausalarm” (in-house alarm) or “Feueralarm” (fire alarm) in the corridors and hallways.



Smashing in the panel and pressing the button will only trigger an acoustic in-house fire alarm in order to alert other persons in the building to the situation. In addition to that, the fire department must be alerted via an emergency call by phone. The emergency call shall be made using the closest possible landline or a mobile phone. The emergency telephone number is 112.

Smoke Detectors without Connection to the Central Fire Alarm System

These smoke detectors are installed in some of the flats in the student halls of residence. They are intended solely for alerting the tenants themselves. As a general rule, the person using the facilities shall call the fire department if those detectors are set off.

Enquire with your janitor in order to find out more about the fire warning installations existing in your student halls of residence.

Every property contains the following fire extinguishing installations:

Portable fire extinguishers: in corridors, in stairwells and in technical rooms

FIRE EXTINGUISHER SYMBOL:



For better legibility the masculine form is used, as the case may be. All personal nouns of one gender include all other genders.

The locations of the fire extinguishers are indicated in the escape route plans. It is not allowed to change the location of any fire extinguisher or the fire extinguisher safety signs without authorization.

All residents shall make themselves familiar with the operating instructions of the portable fire extinguishers located near their apartments. Those instructions are printed on every portable fire extinguisher. Portable fire extinguishers are suitable for fighting smaller incipient fires. They shall be activated only directly at the scene of fire. Operating instructions are attached to the fire extinguishers.

Anyone stealing or intentionally misusing fire prevention and emergency equipment (e.g. fire extinguishers) may be reported for criminal prosecution. Any replacement costs shall be charged to the perpetrator.

VI. Behavior in Case of Fire

In case of fire, you need to stay calm. Saving human lives takes priority over fighting a fire. It is mandatory to follow the instructions given by the landlord's employees charged with special firefighting tasks (in general the janitors) and/or the officers-in-charge of the fire department.

VII. Reporting a Fire

Any person discovering a fire must immediately report the fire to the fire department (tel. no. 112) and, subsequently, to the janitor. This shall be done regardless of whether the fire is fought by means of the portable fire extinguishers or not.

Report the fire first – extinguish afterwards!

If a fire is reported via telephone, the following information shall be necessary:

Where is it burning? - address, building, location of the fire (house number, floor, apartment)

What is burning? (burning substances, objects)

Are people in danger?

Who is reporting the fire? (surname, first name, where is the fire reported from)

Wait for further enquiries.

Note: the control center shall be the one to end the call, not you!

In the halls of residence thus marked, the fire call may also be made by means of the manual call points.

VIII. Observing and Complying with Alarm Signals and Instructions

If you suspect there is a fire, you must immediately sound the alarm! Smash in the protective panel of the manual call point (using your elbow) or press it in using an object.

Using manual call points bearing the inscription "Feuerwehr" will directly alert the fire department and trigger an acoustic in-house fire alarm (alarm horn) in order to alert other persons in the building to the situation.

Using manual call points bearing the inscription „Hausalarm“ will only trigger an acoustic in-house fire alarm in order to alert the other persons in the building to the situation. In addition to that, the fire

department must be alerted via an emergency call by phone. The emergency call shall be made using the closest possible landline or a mobile phone. The emergency telephone number is 112.

For student halls of residence with no manual call points in the corridors/stairwells, an emergency call must be made using the closest possible landline or a mobile phone. The emergency telephone number is 112.

The landlord's employees and, after their arrival, the fire department/police are authorized to give further instructions.

IX. Getting to Safety

After the alarm is sounded and upon instruction, you are obliged to leave the danger area immediately via the corridors, stairwells, stairs and exits. If the rooms are filled with smoke, proceed by stooping or crawling as there is usually still breathable air close to the ground. Residents and any temporary visitors shall follow the indicated known escape and evacuation routes and gather at the designated assembly point.

X. Trying to Extinguish a Fire

In the event of *evidently controllable* incipient fires (e.g. fire in a wastepaper basket), **every person present** is obligated to try to extinguish the fire. Incipient fires shall be immediately fought using the firefighting equipment available (portable fire extinguishers). As the case may be, several portable fire extinguishers are to be used *simultaneously*, not subsequently. For your own safety, fires should always be fought by at least *two persons*. Any attempts to extinguish a fire shall only be carried out without putting one's own life and health in danger. If *smoke emission increases*, the room must be vacated *immediately*. Breathing in fumes can be fatal!

Smoke outlets are activated automatically, by the fire department or by persons present on site.

Any vehicles parked near the burning property or parked unlawfully on the areas reserved for use by the fire department must be removed before the fire department arrives.

After arrival of the fire department, their officer-in-charge shall generally be responsible for giving instructions on the actions to be taken. It is *mandatory* to follow the instructions given by the fire department.

Should there be any persons burning, the fire shall be extinguished using appropriate measures (e.g. smothering the flames by covering with coats, extinguishing using suitable fire extinguishers). Burning persons shall be prevented from running on.

When attempting to extinguish a fire, make sure to *keep clear the necessary paths for retreat*. Make sure to observe the following directions:



XI. Special Rules of Conduct / Behavior after Fire

In the event of fire, any doors leading to the scene of fire shall be closed, but *not* locked. Any other doors and windows are to be kept closed as well, but *not* locked. Any working equipment (e.g. equipment of contractors)

shall – if still possible – be switched off and, as the case may be, secured. Any electrical installations and any portable electrical equipment shall – if this is still possible – be switched off.

After arrival of the fire department, the scene of fire may only be entered with permission given by the fire department's officer-in-charge. You are obliged to follow the instructions given by the landlord's employees.