

Fire Safety Regulations

Part C

in accordance with DIN 14096

**For the employees, students, interns, external companies,
with special fire protection duties
in the buildings, installations and institutions of the
University of Göttingen**

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Foreword (Preamble)

All permanent and temporary employees and students in a University institution have a duty to follow the general fire safety regulations. They must behave in such a way as to prevent fire from occurring and spreading at the University of Göttingen.

Entry into force

This expansion of the Fire Safety Regulations is put into force by the University management.

University of Göttingen

The President

Göttingen, December 2024

1 Introduction

1.1 General explanatory notes on the Fire Safety Regulations

These Fire Safety Regulations (FSR) consist of **Parts A, B and C**. The necessary organisational fire protection and the interaction of the three parts are governed by these Fire Safety Regulations Part C.

The Fire Safety Regulations primarily pursue the following protection goals:

- Preventing the development of a fire
- Preventing the spreading of fire and smoke
- Protection and rescue of people/animals in the event of a fire/emergency
- Enabling the implementation of effective extinguishing measures
- Minimising possible interruptions to business or disruptions due to a fire
- Protecting tangible and cultural assets

The Fire Safety Regulations also govern what to do in emergencies and take into account the requirements of legal standards, authorities and employers' liability insurance associations (Berufsgenossenschaft) with regard to fire protection.

1.2 Scope of validity

These Fire Safety Regulations apply to the whole of the University of Göttingen (without UMG). The rules of Fire Safety Regulations Parts A, B and C must be applied analogously for every hazardous incident.

1.3 Group of people

This Part C of the Fire Safety Regulations is directed towards all persons who perform special duties within fire protection (persons with special fire protection duties).

At the University of Göttingen, special functional posts are provided for fire protection. In general, these are:

- University management (UM)
- Administrative/institute directors (D)
- Fire protection experts (FPE)
- Fire protection officers (FPO)
- Safety officer (SO)
- Fire safety assistant (FSA)
- Emergency manager (EM)
- Health and Safety Officer (HSO)
- Real Estate and Facilities Management (REFM)

2 Fire prevention

2.1 Introduction

Fundamental fire prevention and fire protection measures are governed in Part B of the Fire Safety Regulations. The following rules and responsibilities also apply:

Creation of fire protection concepts/evidence	FPE, external FPE
Updating, revision and publication of the Fire Safety Regulations	FPO, REFM, UM, FPE
Creation of emergency plans/emergency concepts	EM, FPO, FPE
Creation of evacuation concepts	FPO, FPE, D
Regular inspections of the working area for fire protection issues	D, SO, FSA
Determination of the number of fire safety assistants required based on the risk assessment (min. 5% of employees)	D
Monitoring of compliance with fire safety provisions (in particular the Fire Safety Regulations) during ongoing operations	D, SO
Monitoring of emergency routes	REFM, HSO, SO, FPE, FPO, FSA
Checking and, if necessary, revision of the escape and rescue plans, fire brigade plans and emergency plans	FPO, REFM
Reporting of structural and technical defects	SO, FSA, FPO
Regular inspections of fire protection facilities and checking of functionality	REFM, SO, FPO
Compliance with maintenance schedules and schedules for periodic inspections of fire protection equipment	REFM
Compliance with fire safety provisions for changes of use of rooms, new construction, extensions and conversions and when carrying out building maintenance measures	REFM, FPE, FPO

Fire prevention

Keeping escape routes to the outside, manoeuvring areas and access routes for fire and rescue vehicles clear	D, REFM, SO
Monitoring of safety lighting and emergency power supply	REFM
Ensuring the fire detection and alarm systems are always ready for operation	REFM
Organising the regular inspection of the fire alarm system and the implementation of test alarms	REFM, FPO, FPE
Installation and updating of information and safety signs	REFM, FPO
Monitoring of the visibility of information and/or safety signs	D, SO, FSA
Supporting the fire protection officer and the fire safety assistant, as well as the first aiders, when performing their duties	D
Checking that all employees are present at the assembly point and reporting to the fire brigade and the emergency manager	D, FSA
Annual training of employees on fire protection and fire prevention	D
In the event of imminent danger, arranging for the area to be evacuated quickly	D, FSA
Implementation of extinguishing measures, provided personal safety is not at risk	FSA
Equipping the building with fire extinguishers in accordance with ASR A2.2	REFM, FPO
Carrying out evacuation drills, organising and evaluating fire drills	FPO, FPE, SO, D
Monitoring the smoking ban	D, SO, FSA
Authorisation for work involving a fire hazard	REFM

Contact person for the fire brigade or fire protection department	FPO, FPE
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3 Reporting and alarm procedure

3.1 Raising the alarm in the event of a fire

In the event of a fire, people in the building are alerted via the automatic fire alarm system, manual call points, in-house alarms or by shouting (use whistle if necessary). The fire brigade is alerted via the fire alarm system, the manual call points or by telephone (**emergency number 112**).

The following information must be provided when making an emergency call by telephone:

- **Where** is the site of the emergency: town, street, part of the building?
- **What** happened?
- **How many** people are involved/injured?
- **What** kind of injuries/what is the condition of those involved?
- **WAIT** for queries from the fire brigade!

The same applies to an emergency call regarding illness or an accident.

The University Fault Reporting Service **Tel.: (0551-39-) 20000** must then be informed for the purpose of further measures.

In an emergency, the following people are alerted or informed via the Fault Reporting Service:

- Emergency manager
- Fire protection officer
- Real Estate and Facilities Management department

3.2 Emergency response team for incidents outside regular working hours

An emergency response team from the Technical Building Management department and an emergency manager on duty have been appointed for the University's properties. This emergency response team is responsible for troubleshooting and coordinating immediate measures in the event of an incident outside regular working

hours. This emergency response team can be called in urgent emergencies via the University Fault Reporting Service **Tel.: (0551-39-) 20000**.

3.3 Alerting the crisis team

In the event of a major incident, the University's crisis team must be called together. The team is alerted via the Fault Reporting Service **Tel.: (0551-39-) 20000** on the instructions of the emergency manager. The responsible employees are alerted according to the list in the University's emergency folder. It may also be necessary to involve other external emergency organisations.

3.4 End of the alarm

Following consultation with the fire protection officer and the director of the institution, the emergency manager must determine the measures and sequence for cancelling the alarm and resuming normal operations. Depending on the incident situation, the police and/or the fire brigade and other responsible parties must be consulted.

4 Safety measures for people, animals, environment, tangible assets and cultural assets

4.1 What to do in the event of an alarm

An evacuation alarm automatically results in an immediate interruption of operations in the working areas.

In the event of an evacuation alarm, all persons must leave the building and go to the nearest assembly point. The fire safety assistants support the employees with the evacuation and ensure that everyone has vacated the building. The fire safety assistants will provide assistance at the assembly points.

4.2 Establishment of an assembly point

The first manager to arrive takes over managing the assembly point. Emergency communication should be ensured. Consultations must be carried out with the fire brigade, the emergency manager and the fire protection officer.

- Identifying those present
- Reporting missing persons to the fire brigade
- Providing first aid to casualties
- Ensuring that no one goes back into the building
- Looking after people

4.3 Technical Building Management duties

Assembly at the site outside of the incident area. Receiving orders from the technical emergency response team manager in conjunction with the emergency manager or the fire protection officer. In particular, clarify which technical facilities must be switched off or on. The fire brigade may also require support in their duties.

4.4 Infrastructure Facility Management duties

Supporting the emergency services on site, depending on the location. Involvement of the responsible caretakers.

4.5 Real Estate and Facilities Management duties

Support from the department and property managers depending on the situation at the site. Acceptance of any requirements from specialised companies in conjunction with the emergency manager or fire protection officer.

4.6 Entering rooms for the electricity supply

Entering rooms for the electricity supply, HIGH VOLTAGE, is only permitted by appropriately trained electricians, even in the event of fire or damage. These rooms are locked separately. The responsible electricity supply company must be informed.

4.7 Switching off the gas/water supply

If necessary, the gas/water supply can be switched off in the building by Technical Building Management or the fire brigade. Any further measures must be carried out by the energy supplier. They must be informed.

4.8 Rescuing tangible and cultural assets

The necessary rescuing of tangible and cultural assets must be coordinated with the director of the institution, the Infrastructure Facility Management department following consultation with the emergency manager or the fire protection officer. It is particularly important to the University that cultural assets are safeguarded, covered, relocated or rescued in the correct manner, if necessary according to an emergency plan.

The decommissioning of the IT areas must be agreed with the IT managers.

5 Extinguishing measures

5.1 Carrying out fire protection duties

All measures initially relate to the incident site until the fire brigade or other external emergency services arrive. Depending on the incident situation, further measures must then take place following consultation with the respective incident commander from the external emergency services.

5.2 Fighting incipient fires

In the event of fire, the fire safety assistants assemble at the site outside of the danger zones. Two to three fire safety assistants explore the location of the fire together, taking their personal safety into account, and start fighting the fire if necessary. The fire protection assistants have access to hand-held fire extinguishers and also the wall hydrant cabinets in individual cases to fight fires. The following applies here: RAISING THE ALARM, RESCUE, EVACUATION and PROTECTING PROPERTY take PRIORITY over firefighting. An attempt to extinguish the fire must only be made if this is possible without endangering yourself.

The location of the fire and the number of fire safety assistants on duty on the respective floor is communicated to a person familiar with the site, who goes to the building entrance and passes this information on directly to the arriving incident commander from the fire brigade.

5.3 Extinguishing of people who are on fire

If a person's clothing has caught fire, emergency showers should be used where possible. If this is not possible, hand-held fire extinguishers can also be used. Make sure, however, that the jet does not point towards the person's face. The extinguishing jet from a carbon dioxide extinguisher should also not be directed at uncovered parts of the body, as this can cause injuries.

5.4 Danger of burning gas

In the case of fires involving the escape of burning gas, the extinguishing process may extinguish the flame, but the gas that continues to escape can become a hazard if the supply is not stopped. The gas supply must be switched off.

5.5 “Flash over” danger

Danger in the case of fires in enclosed spaces. Opening the doors can cause a violent darting flame and blast wave due to the oxygen supply!

5.6 Fires near pressurised gas cylinders

In the event of fires on or near pressurised gas cylinders, open cylinder valves must be closed and all cylinders in the vicinity must be removed if this can be done safely. The personnel must be warned and the area must be evacuated. The affected gas cylinders should be cooled for a long time, if possible while covered. Gas cylinders must be taken out of operation following a fire and be inspected by a specialist company. Special regulations apply to acetylene cylinders.

5.7 Danger of burning liquids

When extinguishing liquid fires, make sure that the extinguishing jet is not held directly into the liquid to prevent it from spreading.

5.8 Gas extinguishing system in IT rooms

The IT systems and other technical rooms are protected against the spreading of fire in many areas by automatic GAS EXTINGUISHING SYSTEMS. Rooms flooded following a fire may only be entered after they have been checked/any hazardous substances have been measured by the fire brigade.

6 Preparation for the fire brigade

6.1 Briefing the fire brigade

A guide should be posted in the entrance area for the approaching fire brigade in order to explain the route to the incident site to the emergency services.

6.2 Areas and hydrants for the fire brigade

All persons on the University premises are obliged to keep the access roads clear for the fire brigade and the emergency services along with the locations of the fire hydrants.

6.3 Entrances/access roads

As doors and gates must also be used by the fire brigade as access routes to the buildings, they must be kept clear at all times, i.e. they must not be obstructed or parked on.

6.4 Fire brigade key depot (FBKD)

A general main key and a technical key are generally located in the building's FBKD, which must also only be opened by the fire brigade. In addition, a person with key authorisation and knowledge of the site should be available to support the fire brigade.

7 Follow-up (postvention)

7.1 Securing the fire or incident site

The incident site is usually handed over to a University representative. In most cases, this is the emergency manager. The extent to which the incident site must be cordoned off must be agreed with the fire brigade or police. A security firm should be commissioned with the task of securing the site.

7.2 Investigation and inspection

When the incident site is handed over, the emergency manager should ask the incident commander whether the incident site still poses a risk to the public or could possibly still pose a risk, so that further measures can be taken if necessary. The question of whether a fire watch should be deployed must also be clarified.

Other inspection tasks that the fire safety officer must carry out in conjunction with Technical Building Management or Infrastructure Facility Management depend on the incident situation.

The following hazards can exist:

- Collapsing or falling parts of buildings
- Fire by-products
- Contaminated firefighting water

7.3 Operational readiness of fire protection equipment

At the instigation of Technical Building Management or Infrastructure Facility Management, the required or deployed fire protection equipment must be repaired or replaced. These tasks should be carried out in coordination with the fire protection officer.

7.4 Putting electrical systems back into operation

Electrical systems may only be put back into operation if it is ensured that they correspond to the current DIN VDE regulations despite the fire.

7.5 Reports to the supervisory authorities

Depending on the incident situation, the supervisory authorities may request reports regarding the incident. If necessary, the responsible director of the institution and the legal department, among others, should be involved.

7.6 Determining the cause of the incident

The executing authorities should be supported here by the fire protection officer or, if necessary, by the fire protection expert.

7.7 Resumption of normal operations

Only after the safety measures have been completed can normal operations be gradually resumed by the fire protection officer, emergency manager, institution director in conjunction with Real Estate and Facilities Management.