

Fire Safety Ordinance

DIN 14096-B



Fire safety officer
Chief technical officer

Tel. -2994
Tel. -1103

Fire Safety Ordinance

The fire safety ordinance outlines preventative measures and what to do in case of a fire.

The fire safety ordinance applies to all buildings, properties and institutions of the University of Bamberg. It applies to all individuals who frequent the aforementioned areas for reasons of work, study, vocational training or other types of training, as well as to all visitors.

Failure to comply with regulations aimed at preventing or fighting fires may result in legal action concerning administrative or labour law and can even lead to criminal charges.

It is each person's responsibility to familiarise themselves with the regulations below, which must be followed in the event of an emergency.

Fire Safety Ordinance Section A

(general bulletin)

The general bulletin should be posted where it is clearly visible

- spaced regularly in hallways,
- in all lifts,
- in large lecture halls, classrooms, conference rooms, workshops, etc. as fitting for the respective dimensions of the room.

Prevent fires



In case of fire

Keep calm

Report the fire



Activate the call point and/or



Call emergency services

112

Seek Safty

Warn others

Help those in need of assistance

Close doors



Follow emergency exit signs



Do not use lifts



Go to the assembly point
and wait for instructions

**Extinguish
the fire**



Use the fire extinguisher



Use other available
fire-fighting equipment

Fire Safety Ordinance Section B

1. General Regulations

In the event of a fire or other emergency situation, the following university employees are required to take action:

- **Employees working in technical service departments or maintenance, as well as fire safety officers.** These individuals ensure that the proper technical measures are taken. The fire safety officer as well as the head of Section I/2 serve as the main contact persons for the fire brigade.
- **Faculty Deans** as well as facilities managers inform the fire safety officers or the head of technical services about potential risks and will be available for further coordination tasks.
- At the start of each new semester, each **chaired professor** will inform new employees and students about escape and emergency routes as well as emergency assembly points.
- **Lecturers** are responsible for evacuating persons from their respective lecture halls and classrooms.
- **Fire safety assistants**
Fire safety assistants receive special training on how to prevent and fight fires. During a fire, they are responsible for carrying out the necessary safety measures until the fire brigade arrives. For example, the fire safety assistant is in charge of evacuating people from the premises.
Always follow the instructions given by the fire safety assistant. All employees are required to inform themselves as to who the fire safety assistant in their division is. This information can be found on the fire safety bulletin posted in each building.
- **First responders**
First responders have received special first-aid training and can provide immediate assistance to people with injuries.

In the event of evacuation, fire safety assistants and first responders will be wearing a special vest so that they can be identified more easily.

The basic rule, however, still applies: In emergencies each individual has the duty to provide assistance and can be called upon to do so.

2. Fire Prevention

All university employees, students and visitors are required to do everything possible to prevent the risk of fires and other dangerous situations. When a fire breaks out or some other emergency occurs, quick and effective safety measures must be taken.

Smoking is strictly forbidden in all university buildings, in addition, it is prohibited to charge or park e-bikes, pedelecs, e-scooters or similar vehicles in university buildings.

- Oily rags must be stored in proper fireproof containers. Do not let combustible materials accumulate (e.g. paper, cardboard, film, etc.).

- The use of open flames is prohibited, such as candles, oil lamps, etc., except in laboratories for research or teaching purposes.
- Turn off all electronic devices when not in use. Individuals using personal electronic devices must ensure that the device meets the standards of the VDE Association for Electrical, Electronic & Information Technologies. Portable electronic devices are inspected on a regular basis. During inspection, any personal electronic devices will also be tested. Immediately report any fire hazards to Section I/2. Hazardous devices should be shut off and disconnected (e.g. unplug the power cord, use the emergency shut-off). Repairs are to be handled by the appropriate technician or service person.
- Extending power cords by connecting multiple extension cords or power boards is prohibited.
- Used or defective batteries will be collected and disposed of separately for reasons of fire prevention and especially environmental reasons. Special boxes for the safe storage of bloated and defective batteries are available at facility services offices.

The use of the following portable devices is prohibited:

- Space heaters (such as heating lamps),
- Immersion heaters of any kind,
- Hotplates and water heaters.

The following exceptions are permitted:

- Coffee makers which have been tested according to DGUV regulation 3. When setting up the coffee maker, make sure that it is placed on a flat, fireproof surface. Keep it away from combustible materials.
- Electric kettles which have been tested according to DGUV regulation 3 and have fully enclosed heating elements as well as an automatic safety stop (run-dry protection) to prevent overheating. When setting up the electric kettle, make sure that it is placed on a flat, fireproof surface.
- Fan heaters which have been tested according to DGUV regulation 3 and which are only used occasionally. The use of a fan heater must be approved on a case-by-case basis. Prior to use, the device must be inspected by Section I/2 as well as the fire safety officer. If Section I/2 approves the device, it will also determine where the fan heater is to be placed.

Do not block vent openings. Do not put anything over plugs and outlets, as doing so can create a dangerous build-up of heat.

Flammable liquids and gasses are not to be stored inside university buildings (Exception: Laboratories or workshops where these materials are in use. Here, special rooms or cabinets are required for the passive storage of such substance).

Hot Work

Welding, soldering and cutting outside a workshop is only allowed with written approval from the head of Section I/2 and with the appropriate permit (work permit for hazardous flammable materials and the accompanying safety measures).

Regulations for Contractors

As a general rule, before work commences the contracting authority is required to provide the proper permit to contractors working with hazardous flammable materials. The contracting authority is to include the permit as part of the contractual agreement. The necessary extinguishing agents are to be provided by the commissioned contractors. The head of Section I/2 is responsible for providing instructions to the contractors.

Upon completion, the work site must be kept under surveillance until everything has cooled to the point that there is no longer a risk of combustion.

3. Preventing the Spread of Fire and Smoke

Do not tamper with fire and smoke doors. Fire doors are meant to ensure that once a fire has started it remains contained within a given area of the building (fire compartments) for as long as possible. Smoke doors are meant to keep (toxic) fumes, which can sometimes quickly become deadly, from spreading to adjacent areas and stairwells. These protective barriers only work to contain the fire and smoke if closed properly.

Fire and smoke doors without an automatic release mechanism must be kept closed at all times (these doors do not have release mechanisms).

Propping them open with door jams, chains or similar items is **prohibited**.

Employees are required to remove such items from fire doors as well as any objects that keep them from closing properly. Any damage to fire and smoke doors must be reported immediately to Section I/2.

With fire and smoke doors equipped with automatic release mechanisms, the path of the door must be kept clear at all times; the doors automatically close in the event of a fire.

In case of fire, shut all doors and windows that are not emergency exits.

To keep stairwells free of smoke, exhaust fans have been installed in certain areas. Some turn on automatically; others need to be activated manually.

High traffic areas, such as hallways and stairwells, as well as some mechanical rooms and storage rooms are equipped with fire doors.

4. Means of Egress

Emergency exit routes are clearly marked and indicate the way out via hallways and stairs or via a secondary emergency exit.

The secondary emergency exit is an additional evacuation route. It might lead to another stairwell in the building or to a window exit. Window exits might be equipped with a fire escape ladder or a rescue platform.

During an evacuation, everyone must be able to exit the building quickly and safely (emergency exit routes).

Fire lanes are also part of emergency exit routes.

Emergency exit routes must be kept completely clear at all times. Emergency exit doors must never be blocked or obstructed. Objects left in emergency exit routes can be fire hazards and can prevent a quick and safe evacuation. Combustible materials are not to be stored in emergency access hall-

ways. Furniture and installations in necessary corridors must be made of materials which are not readily flammable. Stairwells must be kept completely free from fire loads.

These means of egress are also used by firefighters to access the building for rescue and firefighting efforts.

Outdoor paths of egress, fire lanes and emergency vehicle access areas must also be kept clear at all times.

It is therefore strictly forbidden to leave anything in these areas that cannot be removed quickly by a single individual, such as vehicles, large waste containers, storage units, or modular structures. Employees, instructors, students and visitors should regularly inform themselves about emergency exit routes and means of egress as well as the locations of assembly points (see emergency exit maps and evacuation diagrams).

Emergency exit signs (including evacuation maps and assembly point signage) are never to be covered, destroyed, defiled or removed.

The information above also applies to secondary emergency exits.

Any infractions (e.g. blocked emergency exits, missing or damaged safety signs) should be dealt with immediately to the best of an individual's abilities given their professional and/or administrative responsibilities. The infraction should then be reported to the appropriate authorities including the fire safety officer!

5. Alarm Systems and Fire Extinguishers

Most university buildings are equipped with manual call points and automatic fire alarms. When the call point or automatic fire alarm are activated the university's fire alarm system directly notifies the central emergency response centre. If there is no fire alarm system in the building, you will need to call the central emergency response centre to report the fire (112).

Several university buildings are equipped with automatic alarm systems (sirens) or smoke detectors. Leave the building immediately if you hear the alarm sound. In buildings without alarm sirens, fire warnings must be delivered vocally and immediately (by shouting "FIRE").

All buildings have fire extinguishers. Employees need to know where they are located.

All employees are required to familiarise themselves with the location and function of the fire alarms and various fire extinguishers.

Report any defective, missing, or used equipment immediately to the fire safety officer. Personal safety equipment (fire extinguishers, other firefighting tools) and the accompanying info signs are not to be blocked, damaged or removed. They must always be readily accessible.

6. In Case of Fire

Report the fire

If a fire breaks out or if you smell smoke, immediately follow these steps in the given order:

- **Manually activate the call point (if available)**
- **Call emergency services 112**

Be ready to provide the following information:

- Where is the fire?
- What is burning?
- How big is the fire?
- What other dangers are there?
- Wait to answer any questions.

After notifying emergency services, contact the appropriate fire safety assistants and the fire safety officer (tel.: 863-2994) as well as Section I/2) if possible. Employees are individually responsible for informing themselves about who the fire safety assistants are for their workplace.

Keep calm.

Irrational behaviour can cause panic. Warn people in the area affected by the fire. Never forget the basic rule that saving human lives comes before saving property. People who have difficulty walking and people with injuries need special attention.

Never ignore a fire alarm. Follow the fire safety assistants' instructions until they are relieved from duty by the fire brigade.

Get to safety!

Exit the building using the nearest marked emergency exit. In the event of a fire do not use lifts (the electricity might go out). Use the stairs instead.

Help bring anyone who has difficulty walking or injuries to safety, attend to their needs and look after them. In order to help rescue disabled persons, evacuation chairs are available at the following buildings: An der Universität 5, An der Weberei 5, Feldkirchenstraße 21, Markusplatz 3 (lecture hall) and Markusstraße 8a. The use of evacuation chairs is explained during the annual safety trainings, and can be found on the internet site of the Work Safety administrative unit: www.uni-bamberg.de/sicherheitswesenallgemeinevakuierungsstuhl/

Do not lock the doors!

If smoke has spread to the hallways and stairwells, open windows and doors to the outside to help clear the air.

The primary danger during a fire is caused by smoke and its toxic, corrosive and asphyxiating properties. That is why it is imperative that you close doors behind you when leaving areas affected by the fire to prevent the smoke from spreading. Stay low when passing through smoke-filled areas (bend down or crawl). Usually there is still breathable air near the floor.

Find the assembly point immediately once you have exited the building. A list of assembly point locations is included as an appendix to this document. Your building's assembly point is also posted on the "In Case of Fire" bulletins. These bulletins can be found inside each building.

If it is not possible to reach an exit (e.g. there is too much smoke), try to keep as far away from the fire as possible. Keep doors closed. Try to reach a window and make yourself seen so that the fire brigade can help evacuate. If possible, place wet cloths (towels, clothing, etc.) along the bottom of doors to keep out the smoke. Burning objects near windows should be removed.

Put out the fire!

As long as you do not put yourself at risk, attempt to put out the fire until the fire brigade arrives.

Anyone whose clothing catches fire should stop moving. Put out the fire by wrapping the person in a blanket and have them roll on the ground. You can also use a fire extinguisher to put out burning clothing, but do not spray the extinguishing agent in a person's face (it can block their airways!).

7. Further Rules of Conduct

Remain at the assembly point until the fire brigade gives the all-clear.

Never leave the premises by vehicle. Doing so puts other people at risk and blocks emergency service vehicles.

Until the fire brigade arrives, do the following:

- Warn people in danger and help them get to safety if possible.
- Provide help to people with disabilities.
- Reassure people and give them a sense of calm.
- Provide first aid.
- Do not re-enter the building and prevent others from doing so.
- At all times make sure that you do nothing that puts you further at risk.

8. Final Provisions

The fire safety ordinance is an internal university document that does not exempt anyone from duties stipulated elsewhere according to occupational safety regulations or rules governing technological devices. This ordinance can be amended to meet the specific requirements of particular areas.

All university units are required to share them with their members.

The fire safety ordinance is to be posted in designated areas and is available online at www.uni-bamberg.de/fileadmin/www.abt-studium/Rechtsvorschriften/3Liegenschaften/Brandschutzordnung/Brandschutzordnung.pdf. New employees are to be given a copy of the ordinance by their personnel contact person.

This fire safety ordinance takes effect on 01 December 2024, at which point the previous fire safety ordinance from 15 March 2016 is no longer valid.

University of Bamberg
Bamberg, 01 December 2024

Prof. Dr. Dr. Kai Fischbach
President

Dr. Dagmar Steuer-Flieser
Chancellor

| Building code | Organisational unit | Assembly points |
|---------------|---|--|
| AS6 | Augustenstraße 6 | Innenhof Wilhelmsplatz 3 |
| AS20 | Augustenstraße 20 | Innenhof Wilhelmsplatz 3 |
| AU37 | Austraße 37 Downtown Student Cafeteria Schwanenhaus | Heumarkt/Holzmarkt |
| DO2A | Auditorium/Dominikanerstraße/AULA | Katzenberg |
| F21 | Feldkirchenstraße 21 | Park area Troppauplatz |
| FMA | Feldkirchenstraße/Heidelsteig | Park area Troppauplatz |
| F15 | Fischstraße 5 | Vorplatz Am Kranen 1-3 (boating dock) |
| FL2 | Fleischstraße 2 | Heumarkt/Holzmarkt |
| GU13 | Gutenbergstraße 13 | Park area Gutenbergstraße |
| HM2 | Branch Library 4 | Heumarkt/Holzmarkt |
| FME | Mensa Feldkirchenstraße 21 | Parking lot with table tennis and basketball court on the corner of Feldkirchenstraße and Kantstraße |
| ITS | Feldkirchenstraße 21 IT-Service; Computing Centre | Parking lot with table tennis and basketball court on the corner of Feldkirchenstraße and Kantstraße |
| K16 | Kapuzinerstraße 16 | Heumarkt/Holzmarkt |
| K18 | Kapuzinerstraße 18 | Heumarkt/Holzmarkt |
| K20 | Kapuzinerstraße 20 | Heumarkt/Holzmarkt |
| K24 | Kapuzinerstraße 24 | Heumarkt/Holzmarkt |
| K25 | Kapuzinerstraße 25 | Vorplatz Am Kranen 1-3 (boating dock) |
| K32 | Kapuzinerstraße 32 | Kiosk at the corner of Markusstraße and Kapuzinerstraße |
| KÄ7 | Kärntenstraße 7 | Area behind Auto-Scholz's information centre |
| KR1 | Am Kranen 1 | Vorplatz Am Kranen 1-3 (boating dock) |
| KR3 | Am Kranen 3 (Branch Library 5) | Vorplatz Am Kranen 1-3 (boating dock) |
| KR10 | Am Kranen 10 | Vorplatz Am Kranen 1-3 (boating dock) |
| KR12 | Am Kranen 12 | Vorplatz Am Kranen 1-3 (boating dock) |
| KR14 | Am Kranen 14 | Vorplatz Am Kranen 1-3 (boating dock) |
| KS13 | Kapellenstraße 13 | Kirchplatz Wunderburg |
| LU19 | Luitpoldstraße 19 | Gangolfsplatz |
| M3 M3N | Markusplatz 3 (Marcus-House) Branch Library 2 | Area in front of Concert and Congress Hall |
| M6 | Pre-School, Markusstraße | Foyer MG1 |
| MCA | Cafeteria Markuskugelhänge | Area in front of Concert and Congress Hall |
| MG1 MG2 | Annex Building MG1 & MG2 | Area in front of Concert and Congress Hall |
| MND | Markusstraße 8 Noddack-House | Area in front of Concert and Congress Hall |
| MS12 | Markusstraße 12 | Area in front of Concert and Congress Hall |
| PF16 | Pfeufferstraße 16 | Area in front of Concert and Congress Hall |
| SP17 | Schillerplatz 17 | Wendeplatte Ottostraße (turning area at the end of road) |
| U2 | An der Universität 2 (Branch Library 1) | Heumarkt / Holzmarkt |
| U5 | An der Universität 5 | Heumarkt / Holzmarkt |
| U7 | An der Universität 7 | Heumarkt / Holzmarkt |
| U9 | An der Universität 9 | Heumarkt / Holzmarkt |
| U11 | An der Universität 11 | Heumarkt / Holzmarkt |
| UB | Branch Library 3/Central Library | Park area Troppauplatz |
| WE5 | An der Weberei 5 | On the lawn with the fountain in front of An der Spinnerei 6 |
| WE5N | An der Weberei 5N | On the lawn with the fountain in front of An der Spinnerei 6 |
| ZW4 ZW6 | Am Zwinger 4/6 | Wendeplatte Ottostraße (turning area at the end of road) |

