

Fire Protection Ordinance

for
Luisenstraße 56, House 1

1. Officers

Fire Protection Officer

Dr. Brigitte Lehmann (interim), Humboldt Graduate School

Phone: 2093-1720

Fire Protection Forepersons

Dr. Martin Nagelschmidt / BGSS

Phone: 2093-4455

Hannes Schurig / IQB

Phone: 2093-5513

Annette Winkelmann / Mind & Brain

Phone: 2093-1706

Safety Officer

Annette Winkelmann / Nordflügel

Phone.: 2093-1706

Martin Nagelschmidt / BGSS

Phone.: 2093-4455

Kerstin Dolch / IQB

Phone.: 2093-5514

First Aiders

Martin Nagelschmidt / BGSS

Phone.: 2093-4455

Anette Winkelmann / Mind & Brain

Phone.: 2093-1706

Nele Kampa / IQB

Phone.: 2093-5507

Medical Officer

Dr. Ulrike Pohling

Phone: 450-570701

2. Fire Prevention

In order to prevent fires and explosions, all employees, students, and other individuals present in the building are required to comply with the following regulations:

- Smoking and open flames of any kind are not permitted inside the whole building.
- Electric appliances may only be operated in accordance with the equipment manufacturers' safety rules and in excellent technical condition. In case of malfunctions, the operator is required to disconnect the appliance from the power outlet. Only appliances with the VDE label may be used.

3. Fire and Smoke Proliferation

- All fire doors and smoke protection doors must be kept closed, especially accesses to hallways and stairways. Automatic fire doors and smoke protection doors are excepted.
- Instructions for operating mechanical smoke vents are to be observed.

4. Escape and Emergency Routes

- Escape and emergency routes are marked by green arrowed signs.
- Escape and emergency routes must provide adequate width for escapees on foot and must not be obstructed by storing or depositing objects or materials.
- Emergency exits must not be obstructed or locked.
- Emergency vehicle accesses and areas so designated must be kept open.

5. Alarms and Extinguishing Devices

- Damaging, removing without permission, or technically disabling any installation, agent, or equipment intended for fire prevention, fire alarm, and firefighting or fire dispersal prevention, including their respective identification, is strictly forbidden.
- Manual shut-off devices for gas, water, electrical equipment, and hydrants must not be obstructed.
- All employees, students, and other individuals are required to memorize the locations and functions of smoke detectors, fire alarms, fire extinguishers, fire blankets, and sprinklers.

6. Conduct in Case of Fire

Stay calm – thoughtless behavior may cause a panic.

- Follow instructions from superiors.
- Make sure all individuals leave the danger zone.
- Help people in need when and where required.
- Do not use elevators in case of fire.
- Extinguish fires immediately using the means available, but do not endanger yourself.
- Prevent fresh air from reaching the source of the fire (keep doors and windows closed – open only for evacuation).
- Cover persons on fire with coats, blankets, or towels while rolling them on the floor. Use extinguishing agents (water, powder, etc.) for dousing the fire.

7. Reporting a Fire

- Any employee, student, or other individual present is obliged to trigger the house alarm upon noticing a fire.
- When reporting a fire, the following information is needed:
 - I. Where is the fire (address and place)?
 - II. What is on fire?
 - III. Is there any danger to people?
 - IV. Who is reporting the fire?
- It is obligatory to alert the fire brigade even if no assistance in extinguishing the fire seems to be required. After the alert, wait for the arrival of the firefighters and brief them on the situation.
- After the arrival of the fire brigade, only instructions from firefighters are to be complied with.

8. Alarm Signals

- The evacuation signal announces the immediate evacuation of the building.
- The blue house alarm activators are to be triggered manually; a constant tone will sound in the respective building and security will be alerted to the triggering of the alarm.

9. Evacuation

- All persons are to leave the danger zone via the stairways immediately. Elevators must **not** be used in case of a fire.
- Evacuees are to proceed to the following gathering point: Gathering point in the park (campus side, back entrance).

10. Trying to Extinguish the Fire

- Nascent fires are to be fought immediately by using extinguishing devices on hand (fire extinguishers, built-in hydrants).
- Flammable objects are to be removed from the danger zone of the fire immediately.

11. Special Rules of Conduct

- All doors leading to the origin of the fire are to be closed immediately, but must **not** be locked.

Signature of office chief