

This is a translation of the German version of the document.
The German document is the legally binding document.

**Fire protection regulations part
B according to DIN 14096**

for

**Persons without special fire
protection tasks**

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Cologne
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Introduction

The current version of DIN 14096 "Fire safety regulations - Rules for drawing up and hanging up" (entered into force in May 2014) is a summarized regulation for the behavior of persons within a building or company in the event of a fire and for measures to prevent fires.

This standard regulates the fire safety regulations Part A, Part B and Part C.

Part A (notice) is aimed at **all** persons who are in the building - even if they are only there for a short time (e.g. visitors).

Part B is aimed at persons who are regularly, **i.e. not only temporarily, on the move**, in a building (e.g. students, staff).

Part C is aimed at persons who have been assigned **special** fire protection **tasks in** addition to their general duties (e.g. operators or persons commissioned by the operator).

These fire safety regulations contain rules for fire prevention and instructions on how to behave and what to do in the event of a fire.

Kempen Krause Hartmann Ingenieurgesellschaft mbH was commissioned to draw up such **fire protection regulations Part B** in accordance with DIN 14096, taking into account the special features of the building's use.

This **Part B** of the fire safety regulations is aimed at all persons who are employed in the building and are not assigned special fire safety tasks.

They are obliged to participate in effective fire prevention, to act in accordance with the rules of these fire safety regulations and to refrain from dangerous actions at their workplace that could lead to a fire or to take all precautions to prevent the occurrence of a fire as far as possible.

Fire safety regulations must be professionally kept up to date, which is why they must be reviewed at least every 2 years by a competent person.

The Fire Protection Ordinance pursues the following protection goals:

- Counteract the development of a fire
- Counteract the spread of fire and smoke
- Protecting and rescuing people in the event of a fire or emergency
- Enable the implementation of effective extinguishing measures

- Minimize operational interruptions or disruptions after a fire incident
- Protect material assets

Scope of application



These fire safety regulations apply to the Rees site.


Notes

A fire or a hazardous goods leak in the workplace or training facility not only endangers people's lives, it can also lead to considerable material damage. Prevention is important in order to reduce the probability of occurrence. Compliance with the fire safety regulations is therefore of great importance.

Entry into force of the fire safety regulations

These Fire Safety Regulations Part B come into force on December 21, 2023 and comprise 24 pages.

Management / University management	Rees, Date:	Signature:
Dr. Kristin Scharnweber	19.02.2024	
JProf. Dr. Ann-Marie Waldvogel	19.02.2024	

Fire protection officer (external)	Rees, Date:	Signature:
Kuhn, Lisa EHBS Knecht GmbH & Co KG	16.02.2024	
Surname, first name		

Preventing fires



Fire, smoking and open sources of ignition prohibited

Behavior in case of fire

Keep calm
Report fire



Emergency call
(0) 112 Where is there a fire*
What is burning? How much is on fire?
Soft dangers? Waiting for fire



for queries Hausalarm

Bring to safety



Dangerous people warn
Helpless people take milk
Close doors
Follow marked escape routes Pay attention to instructions



Do not use the elevator



Visit the collection point

Attempt to delete



Use a fire extinguisher



Use fire-fighting equipment and devices

Brandschutzordnung Teil A gemäß DIN 14096
Erstelldatum: 05.10.2023
KEMPEN KRAUSE HARTMANN INGENIEURGESELLSCHAFT MBH

3 Fire prevention

3.1 Smoking

Smoking is strictly prohibited in the entire building and grounds. Smoking is only permitted in the designated smoking areas. No smoking areas are marked with signs in accordance with ASR A1.3.

3.2 Fire, open flames

Fire and naked flames are prohibited in the rooms outside the facilities provided for this purpose. If fire may nevertheless be used (e.g. Advent season), a suitable extinguishing agent or device must be kept in the immediate vicinity and the fire / open flames may only be lit under supervision. The management / university management is responsible for compliance with the ban.

3.3 Open ignition sources

All possible sources of ignition (sparks, flames, hot surfaces) must be avoided! If you discover a possible ignition hazard, remove it yourself (example: smoldering cigarette) or report it to the caretaker.

3.4 Safety regulations concerning work involving a fire hazard

Work involving a fire hazard may only be carried out by persons who are authorized to do so. Outside of permanently designated workplaces, this work is only permitted with the written approval (e.g. DGUV FBFHB-008, permit for work involving a fire hazard) of the management / university management or the person authorized by them. This permit must contain precise details of the protective measures to be taken.

3.5 Combustible waste

Easily combustible waste such as paper, cardboard, foil, etc. should only be placed in metal waste containers. The waste containers should be emptied daily.

3.6 Waste disposal

Waste must be stored outside the building. Waste garbage cans in the building should be emptied daily, or several times a day if necessary.

Large waste containers must be stored outside and should be at least 5 m away from the building or enclosed by non-combustible storage boxes. The waste containers must be kept closed.

3.7 Explosion hazards

The production, storage and use of highly flammable and/or explosive substances is prohibited.

3.8 Electrical appliances

Fires are often caused by the incorrect use of electrical appliances. A few rules must therefore be observed:

- Electrical appliances may only be operated by appropriately instructed persons
- Electrical appliances that are not required must be switched off
- All electrical appliances must be tested by a qualified electrician before they are used for the first time and then every two years thereafter
- No electrical devices that have not been tested may be operated
- Hot appliances such as fan heaters, kettles and coffee machines may only be operated under supervision and must be switched off after use.
- Fan heaters and light bulbs must not be covered when switched on. In addition, a minimum distance of 0.5 m from flammable materials must be maintained
- Multiple sockets and extension cables must not be connected in series. The total load must also be observed (usually max. 3,500 watts)

3.9 Defective electrical appliances

No changes or extensions may be made to the electrical installation.

Defects or fire-hazardous conditions in electrical systems and appliances must be reported immediately. Affected devices or systems must be taken out of operation immediately. Repairs may only be carried out by qualified personnel

3.10 Batteries in general

Old, empty or defective batteries are collected and disposed of separately for fire and environmental protection reasons. The contact terminals of large block batteries must be taped to prevent sparks and short circuits.

3.11 Charging lithium batteries

Medium-power lithium batteries (e.g. pedelec, e-bike, e-scooter, light electric vehicle, etc.) may only be charged under supervision. The charger must be disconnected from the mains after use.

High-power lithium batteries (electric passenger vehicles) may only be charged at the electrical connections provided for this purpose. Only cables approved by the vehicle manufacturer may be used. These must be tested by a qualified electrician before initial operation.

3.12 Safety regulations and technical rules

Safety regulations and technical rules must be observed. DStaff Office 02 of the University of Cologne provides an overview of rules and regulations in the hazardous areas.

3.13 Flammable decorations

Flammable decorations in escape routes may only be installed with the approval of the fire safety officer. Only decorations that are at least flame-retardant should be used. Installations or decorations must not restrict or obstruct the escape route.

3.14 Cleaning agents and detergents

Cleaning agents and detergents may only be stored in the storage room provided for this purpose.

4 Fire and smoke spread

4.1 Fire and smoke protection doors

Fire protection and/or smoke protection doors as well as tightly closing room doors prevent fire and smoke from spreading through the building in the event of a fire and thus endangering people through smoke in the escape routes or through the effects of fire.



Never block fire and/or smoke protection doors - not even temporarily - by wedging, tying or similar objects. This applies in particular to escape routes (stairwells, corridors).

For doors with approved hold-open devices, ensure that the closing areas of the doors are not blocked. Such doors may be opened during operating hours and held open with the hold-open device provided.

Fire protection closures must always be kept closed when not in use.

4.2 Close doors

Doors must always be closed after the room in question has been used in order to reduce the possible spread of fire and smoke.

4.3 Accumulation of flammable substances

The storage of goods, consumables and flammable materials must be designed in such a way that the spread of fire can be counteracted. Order and cleanliness increase safety. Every user of the building is instructed to keep the seminar and laboratory rooms and the workshop clean. Fire loads must be reduced to the operationally necessary amount.

4.4 Storage of flammable liquids

No flammable liquids or gases may be stored in the building unless they are used for production/cleaning.

4.5 Hazardous substances

Hazardous substances must be stored in storage areas with increased safety precautions. Hazardous substances are labeled with the hazard symbols in accordance with the CLP Regulation.

Only instructed persons are permitted to handle hazardous substances.

5 Escape and rescue routes

5.1 Escape and rescue routes

Escape and rescue routes are marked with green signs. In the event of an evacuation, they serve as an escape route and as an attack route for the fire department for rescue and firefighting.

Escape and rescue routes must be usable in their full width at all times.

Corridors, stairs and exits must not be blocked or constricted by objects. Objects in escape routes pose a tripping hazard and can contribute to the spread of fire. Emergency exits must be kept clear at all times.

The signage must not be covered or removed.

5.2 Escape and rescue plans

Escape and rescue plans are displayed in the corridors near the stairwells and in the accommodation rooms. These serve as a guide in the event of an evacuation and should be known to all users of the building.

5.3 Do not close emergency exits

Emergency exits must not be locked. They must always be openable in the event of danger. If doors in the building are locked, it must be ensured that they are fitted with a panic lock on the inside.

5.4 Collection point

In the event of an evacuation, all users of the building must present themselves at the assembly point in order to be able to check completeness.

The collection point is located in the parking lot and is marked with a sign.

5.5 Outdoor escape and rescue routes, areas and paths for the fire department

The main entrance to the building is directly accessible from the public thoroughfare Dores-Albrecht-Straße.

Outdoor escape routes and access routes must be kept clear at all times.

6 Signaling and extinguishing devices

6.1 House alarm

Manual call points are installed in the building, which trigger a manual and comprehensive internal alarm (house alarm).

If the alarm is triggered or if a fire/damage event is detected, the fire department must be called immediately and informed.



House alarm

Smoking and work with increased dust generation (e.g. sanding wood or dust sweeping) must be avoided in the area of smoke alarms / smoke detectors due to possible false alarms. If such work in the area of smoke alarms/smoke detectors cannot be avoided, the fire safety officer must be consulted and, if necessary, the smoke alarms/smoke detectors installed in the area must be switched off for the duration of the work.

6.2 Emergency call

In an emergency, use the following numbers:

Note: A **"zero"** must be selected as the release before dialing

Fire department **0-112**

Police **0-110**

Ambulance / Emergency doctor **0-112**

In the event of special incidents that endanger the safety of users, the building and the building's facilities, the following persons and the 24-hour staffed office must be notified:

24-hour staffed office of the UoC Tel:2200
(porter's lodge main building)

JProf. Dr. Ann-Marie WaldvogelMobile : +49 176 380 34 240

Dr. Kristin ScharnweberMobile : +49 172 877 44 58

Janitor Mr. SchiavoMobile : +49 172 237 60 22

Department 5, Mr. BullwinkelMobile : +49 151 146 38 381

6.3 Signaling devices (telephones)

The fire and rescue services can be alerted from any telephone in the building using the emergency number 0-112.

6.4 Extinguishing equipment

Fire extinguishers are provided throughout the building. The locations of the extinguishing equipment can be found in the escape and rescue plans.

The fire extinguishers and fire-fighting equipment are marked with red signs in accordance with DIN EN ISO 7010 and ASR A 1.3:



Fire extinguishers



**Means and
equipment for fire
fighting**

6.5 Storage ban in front of fire protection/safety equipment

Fire protection/safety equipment (e.g. fire extinguishers) must always be freely accessible. It is therefore forbidden to block them. Fire protection or safety equipment that has been blocked must be cleared immediately. The fire safety officer must be informed of the incident.

6.6 Rules of use: Fire extinguishers

The operating instructions are attached to the fire extinguishers. However, the following points must always be observed:

- Operate fire extinguisher intermittently

- Extinguish surface fires starting from the front; do not spray into the flames, but into the source of the fire from below
- Extinguish dripping and flowing fires from the point of origin (top) to the ground (bottom)
- Sufficient fire extinguishers must be used at once! Several extinguishers should not be used one after the other, but as simultaneously as possible.
- Always attack the fire in the direction of the wind (outside area)
- Beware of re-ignition! A fire can reignite even after it has been extinguished.
- Monitor the scene of the fire, have additional extinguishing agents ready

6.7

Burning persons

A person with burning clothes must not be allowed to run away, but must instead be thrown to the ground. They can be extinguished with a powder, foam or water extinguisher. First aid must then be administered. Alert the emergency services.

7 Behavior in case of fire

Take calm and considered action to ensure that the necessary measures are carried out in the best possible way. Have a calming effect on other people. Get yourself and other people to safety.

- Keep calm! Rash action leads to panic!
- Report fire!
- Close the doors - important: do not lock them!
- If possible, switch off energy sources, appliances and machines before leaving the room!
- If possible, attempt to extinguish!
- Keep yourself and your students safe!
- Close the doors to the fire room - important: do not lock them!

Rescuing people before fighting fires!

7.1 Behavior in case of fire smoke

Smoke-filled rooms should be left in a crouched position, as the most breathable air is to be expected near the floor. Fire smoke is toxic. If there is a lot of smoke, leave the room immediately.

8

Report fire

In the event of a fire, immediately activate the nearest manual call point and report the fire to the fire department by calling the emergency number (0) 112!

When reporting a fire to the fire department, follow the so-called 5-W reporting scheme and speak slowly and clearly.

5-W scheme:

- **Where did it happen?**
The person reporting the fire must state the name of the company. The room in which the fire broke out should be described as precisely as possible
- **What is burning?**
If possible, the reporting party should state briefly and concisely, if possible in keywords, what has happened. For example: "A heater has caught fire!"
- **How much burns?**
This indicates how many people are in the room, whether they have already left the room or whether there are any casualties and whether the fire has already spread. For example: "No one is injured." "One person is injured by the fire." "Everyone has left the room." "The room is fully engulfed in flames."
- **What dangers?**
A precise description is required here, e.g: "The gas cylinder is located next door."
- **Waiting for queries!**
After the reporting party has provided this information, they wait to see if the reporting office asks any questions. This means that the call is ended by the hotline.

9 Observe alarm signals and instructions

Take every alarm seriously!

The building has a comprehensive internal alarm system in the form of sirens.

This is triggered by the "blue" manual call points as well as the automatic fire alarms.

The alarm can be triggered manually by activating a manual call point.

There is also a visual alarm in the barrier-free accommodation rooms. As soon as these signals are perceived, warn the other people and leave the building in an orderly fashion. Go to the assembly point!

Before the fire department arrives, the instructions of the fire safety officer are followed.

After the arrival of the fire department, only the instructions of the fire brigade are to be followed.

The building may only be re-entered after clearance has been given by the fire department and the fire safety officer(s).

10 Bring to safety

10.1 Leave the danger zone

Leave the danger zone via the marked escape routes. Do not take any objects with you. Persons in the building must be asked to leave the building immediately via the marked escape routes.

Leave the seminar rooms closed. Reassure people and make your way quickly to the assembly point.

Check your students for completeness at the collection point.

Take people in need of assistance, people with limited mobility and injured persons.

Walk quickly, but not frantically.

10.2 Do not use the elevator

Do not use elevators in case of fire! Never use an elevator during an evacuation; always use the stairs to get outside.

10.3 Blocked escape route

In the event of danger or evacuation, always use the shortest route to the outside. If this is blocked, there is another escape route available. If this is also not passable, make yourself noticed at a window or inform the fire department by telephone.

If it is no longer possible to leave the room (e.g. in the event of rapid and heavy smoke formation), stay in your room, close the doors and make yourself noticed at the window. Remove all flammable objects (e.g. curtains, drapes, etc.) in the immediate vicinity of the windows. Block the cracks in the door with wet cloths. Wait for the fire department to rescue you.

10.4 Visiting the collection point

After leaving the building, go to the collection point. Do not leave the collection point without being instructed to do so.

10.5 Behavior at the collection point

Remain at the assembly point until further instructions are given. At the assembly point, an evacuation assistant wearing a yellow vest will check that all persons are present. To do this, report lost persons, colleagues, students and visitors. Report injured persons or special features (e.g. location and cause of the fire) to the evacuation assistant.

The evacuation assistant arranges everything necessary and reports to the management.



Collection point" sign

10.6 First aid equipment

First aid equipment is available in the following areas:

- First floor: in the necessary corridor in the area of the sanitary facilities and
- 1st floor: in the necessary hallway in the area of the exit to the outside staircase.

11 Attempt to extinguish

11.1 Fighting incipient fires

Incipient fires must be fought immediately with the available extinguishing agents (e.g. fire extinguishers).

11.2 Attempt to extinguish

- Caution: No danger to yourself! Fire smoke can be fatal in a very short time.
- Only attempt to extinguish the fire when all persons have left the danger zone.
- If possible, carry out extinguishing attempts with several people and use several fire extinguishers at the same time.
- If possible, keep extinguishing agents in reserve so that you can extinguish the fire if it flares up again.
- Be careful when opening locked doors (risk of flash fire).
- Close the doors to the fire room after stopping or completing the extinguishing attempt.
- If possible, flammable objects must be removed immediately from the danger zone of the fire.

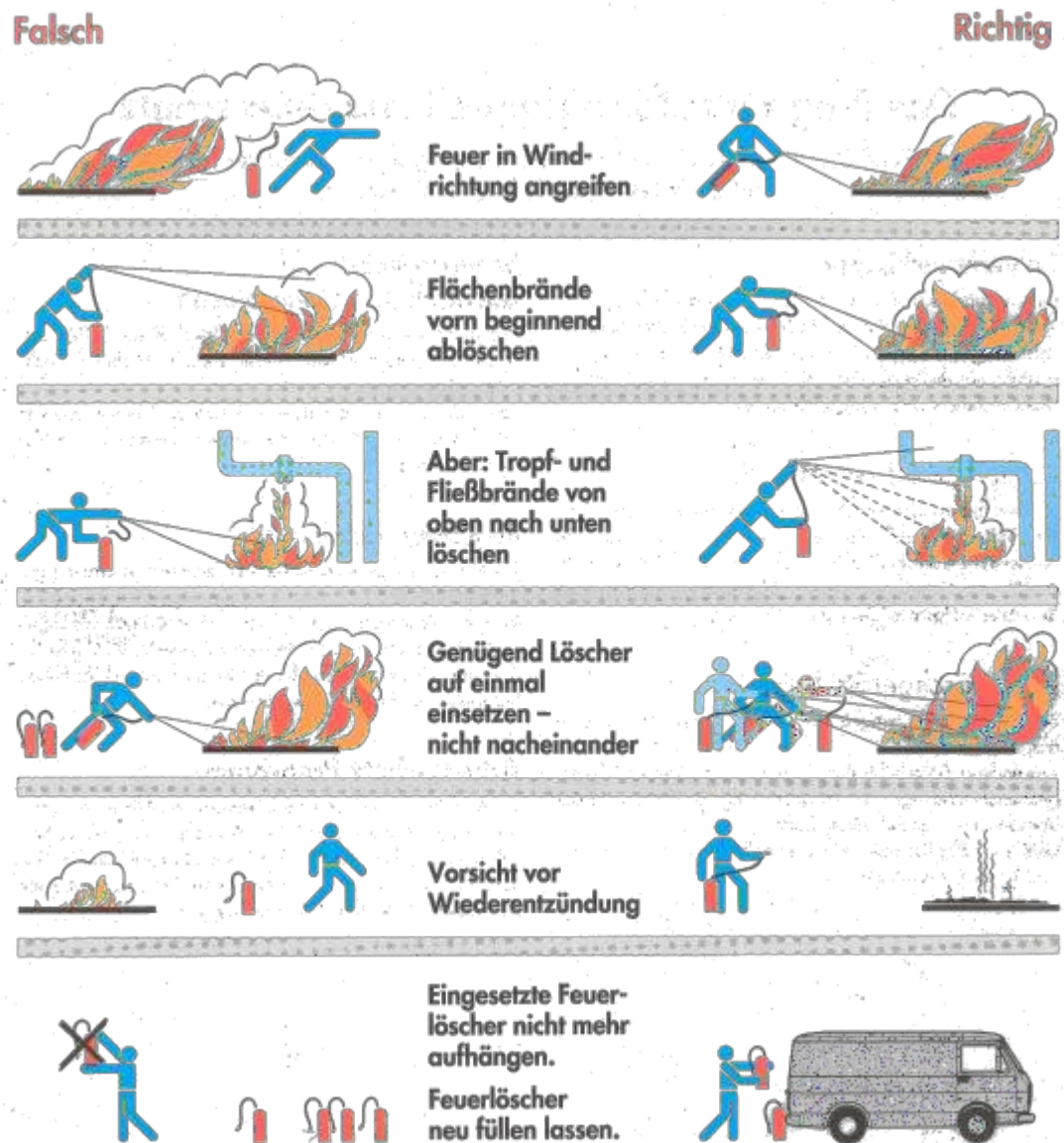
11.3 Fire classes

Fire class	Characterizing flammable substances	Suitable extinguishing agents
A	Wood, paper, plastics	Water, ABC powder foam, foam extinguisher
B	Oils, greases, solvents, gasoline	Carbon dioxide extinguisher, ABC powder foam, foam extinguisher
C	All flammable gases	Carbon dioxide extinguisher,

		ABC powder foam,
D	Metal fires	Metal fire powder extinguisher
F	Fires from cooking oils/fats in deep-fat frying and deep-fat baking appliances and other kitchen equipment and appliances	Grease fire extinguisher No water!

11.4

Handling fire extinguishers



12 Special rules of conduct

12.1 Measures after fires

- Report any fire, including extinguished fires, immediately to the management or representative.
- Keep consequential damage to a minimum by securing the fire area, cross-ventilation and the absorption of extinguishing water.
- Report used fire extinguishers to the janitor so that they can be made ready for use again immediately!
- Report defective or activated manual call points (house alarm) to the janitor so that they can be restored to working order as quickly as possible.
- Do not use any electrical systems and equipment until they have been checked and approved by a specialist company.

13 **Appendix**

none