

Framework fire safety regulations of the Humboldt-Universität zu Berlin (HU framework fire safety regulations)

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Subject matter

In addition to the regulations on building construction, occupational health and safety, these framework fire safety regulations of the Humboldt-Universität zu Berlin (HU framework fire safety regulations) regulate the general framework for keeping employees and students, as well as other users of the buildings, structures and premises, safe from fire hazards and provide instructions on what to do in an emergency.

The HU framework fire safety regulations are divided into parts A, B and C, which are each addressed to different audiences. They are based on standard DIN 14096: Fire safety regulations – rules for their creation and display, as amended in May 2014, and are adapted to the framework conditions of the Humboldt-Universität zu Berlin.

The President has overall responsibility within the framework of the HU fire safety principles for compliance with fire safety provisions and for the organisation of fire prevention and protection (monitoring and control obligation).

All employees and students, as well as other users of the buildings, structures and premises, are responsible for preventing fire hazards.

When organising and implementing measures for fire prevention, the interests of people with disabilities must be given special consideration, in accordance with the applicable legal regulations.

Scope of application

These HU framework fire safety regulations apply to all buildings, structures and premises used or run by the Humboldt-Universität zu Berlin.

Furthermore, the HU framework fire safety regulations apply to buildings, structures and premises that are rented or which are made available to third parties for their use, either in whole or in part.

HU framework fire safety regulations – Part A

Part A of the HU framework fire safety regulations is aimed at all persons in or on buildings, structures and premises that are used or run by the Humboldt-Universität zu Berlin. Part A of the HU framework fire safety regulations consists of the following notice in A4 format. It does not replace the rules on how to behave in the event of fire that are contained in escape and rescue plans.

Brände verhüten

- Keine offene Flamme
- Feuer, offene Zündquelle und Rauchen verboten



Preventing fires

- No naked flames
- Fires, unshielded sources of ignition and smoking are prohibited

Verhalten im Brandfall

1. Ruhe bewahren

What to do in the event of a fire

1. Keep calm

2. Brand melden

Handfeuermelder betätigen
(wenn vorhanden)



Notruf wählen:
0-112 oder 112 (Mobilfunknetz)
und
Wachschutz informieren:
2416 oder 030 2093 2416
(Mobilfunknetz)



2. Report the fire

Activate the manual call point
(if available)

Call the emergency services:
0-112 or 112 (from a mobile)
and
inform the security service:
2416 or 030 2093 2416
(from a mobile)

3. In Sicherheit bringen

Hausalarm betätigen
(wenn vorhanden)



Gefährdete Personen warnen
Hilflose Personen mitnehmen
Türen schließen
Gekennzeichneten
Fluchtwegen folgen
Aufzug nicht benutzen
Sammelstelle aufsuchen und
auf Anweisungen achten



3. Get to safety

Activate the building alarm
(if available)

Warn persons at risk
Assist others in need of help
Close doors
Follow the designated escape
routes
Do not use the lift
Go to the assembly point and
follow instructions

4. Löschversuch unternehmen

Feuerlöscher benutzen



4. Attempt to put out the fire

Use the fire extinguisher

Brände verhüten

- Keine offene Flamme
- Feuer, offene Zündquelle und Rauchen verboten



Preventing fires

- No naked flames
- Fires, unshielded sources of ignition and smoking are prohibited

Verhalten im Brandfall

1. Ruhe bewahren

What to do in the event of a fire

1. Keep calm

2. Brand melden

Handfeuermelder betätigen
(wenn vorhanden)



Notruf wählen:
0-112 oder 112 (Mobilfunknetz)
und
Wachschutz informieren:
70099 oder 030 2093 70099
(Mobilfunknetz)



2. Report the fire

Activate the manual call point
(if available)

Call the emergency services:
0-112 or 112 (from a mobile)
and
inform the security service:
70099 or 030 2093 70099
(from a mobile)

3. In Sicherheit bringen

Hausalarm betätigen
(wenn vorhanden)



Gefährdete Personen warnen
Hilflose Personen mitnehmen
Türen schließen
Gekennzeichneten
Fluchtwegen folgen
Aufzug nicht benutzen
Sammelstelle aufsuchen und
auf Anweisungen achten



3. Get to safety

Activate the building alarm
(if available)

Warn persons at risk
Assist others in need of help
Close doors
Follow the designated escape
routes
Do not use the lift
Go to the assembly point and
follow instructions

4. Löschversuch unternehmen

Feuerlöscher benutzen



4. Attempt to put out the fire

Use the fire extinguisher

HU fraework fire safety regulations – Part B

A. Introduction

Part B of the HU framework fire safety regulations is aimed at all persons (in particular, employees and students without special fire safety duties) located in a physical structure who are not only there on a temporary basis.

The content of Part B of the HU framework fire safety regulations is divided into two parts. Chapters B to F outline general instructions for and information about fire prevention. Chapters G to M outline the specific instructions on what to do in the event of a fire.

All employees and students are obliged to inform themselves of Part B of the HU framework fire safety regulations. In addition, all employees must receive instruction on the HU framework fire safety regulations – Part B (see HU fire safety principles).

B. Notice

The HU framework fire safety regulations are posted as a notice in the form of the HU framework fire safety regulations – Part A (<https://www.ta.hu-berlin.de/brandschutz>). There is one notice for all buildings excluding the buildings on the Adlershof campus (left), and one notice for the buildings on the Adlershof campus (right):

Brände verhüten <ul style="list-style-type: none"> Keine offene Flamme Feuer, offene Zündquelle und Rauchen verboten 	 <ul style="list-style-type: none"> No naked flames Fires, unshielded sources of ignition and smoking are prohibited
Verhalten im Brandfall 1. Ruhe bewahren	What to do in the event of a fire 1. Keep calm
2. Brand melden Handfeuermelder betätigen (wenn vorhanden) Notruf wählen: 0-112 oder 112 (Mobilfunknetz) und Wachschutz informieren: 2416 oder 030 2093 2416 (Mobilfunknetz)	 2. Report the fire Activate the manual call point (if available)  Call the emergency services: 0-112 or 112 (from a mobile) and inform the security service: 2416 or 030 2093 2416 (from a mobile)
3. In Sicherheit bringen Hausalarm betätigen (wenn vorhanden) Gefährdete Personen warnen Hilflöse Personen mitnehmen Türen schließen Gekennzeichneten Fluchtweg folgen Aufzug nicht benutzen Sammelstelle aufsuchen und auf Anweisungen achten	 3. Get to safety Activate the building alarm (if available) Warn persons at risk Assist others in need of help Close doors  Follow the designated escape routes Do not use the lift  Go to the assembly point and follow instructions
4. Löschversuch unternehmen Feuerlöscher benutzen	 4. Attempt to put out the fire Use the fire extinguisher
<small>Brandschutzordnung nach DIN 14096</small>	<small>06.07.2021</small>

Aushang
(Gebäude außer Adlershof)

Brände verhüten <ul style="list-style-type: none"> Keine offene Flamme Feuer, offene Zündquelle und Rauchen verboten 	 <ul style="list-style-type: none"> No naked flames Fires, unshielded sources of ignition and smoking are prohibited
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4. Löschversuch unternehmen Feuerlöscher benutzen	 4. Attempt to put out the fire Use the fire extinguisher
<small>Brandschutzordnung nach DIN 14096</small>	<small>06.07.2021</small>

Aushang
(Adlershof)

The notice for Part A of the HU framework fire safety regulations is to be hung up in entrance and exit areas, in front of access points to vertical escape and rescue routes (essential stairs), at intersections of horizontal escape and rescue routes (essential corridors), in assembly rooms (rooms for events or for the consumption of food and drinks, assembly halls, foyers, auditoriums, lecture halls and studios) and in transition zones to adjacent fire compartments. It may have to be put up in other locations if this is stipulated as a measure following a risk assessment.

C. Fire prevention

All employees and students are obliged to help prevent fires through their behaviour. The following rules must be observed by all employees and students for this purpose:

Objects, materials and substances

- Order and cleanliness make a fundamental contribution to fire prevention. Objects, materials and substances that are intended for disposal may only be stored in the rooms or areas designated for this purpose. If these rooms or areas are not available, the items must be disposed of immediately in the waste containers provided.
- Objects, materials and substances that contribute to the development and spread of fire (in particular, paper, office furniture and supplies, and other flammable objects, materials and substances) may not be placed or stored in escape and rescue routes. Likewise, electrical devices may not be operated unsupervised or connected to the mains without supervision in these areas.
- The storage of objects, materials and substances in other areas is to be kept to the bare minimum. Flammable solid, liquid and gaseous substances, radioactive substances, and the like, must be stored strictly in the stipulated locations.
- No objects, materials or substances that contribute to the development and spread of fire (in particular, paper, office furniture and supplies, and other flammable objects, materials and substances) may be placed or stored in rooms in which the controls for safety-relevant technical systems and equipment are located, nor may electrical devices be operated unsupervised or connected to the mains without supervision in such rooms. No other objects, materials or substances may impede the function of the safety-relevant technical systems and equipment. Access to these systems must be ensured at all times.
- The areas serving as escape and rescue routes, as well as other areas (in particular, corridors, stairwells and landings, and exits or closing areas of fire and/or smoke control doors), must not be blocked or restricted; this also applies when temporarily removing furniture and furnishings from rooms.
- Acts that bring about or increase fire hazards, in particular, the use of open fire and carrying fire accelerants or explosive substances on one's person (except for those used for teaching and research), are prohibited.

Sources of ignition

- Work involving a risk of fire (especially hot work), such as welding, flame cutting, abrasive cutting, handling flames, etc., and activities with naked flames or hot surfaces as part of university work may only be carried out in rooms and areas approved for this purpose. Work involving a risk of fire may only be carried out outside of the approved areas with written permission (<https://www.ta.hu-berlin.de/brandschutz>). The safety precautions specified in the authorisation must be observed.
- Smoking is prohibited inside the buildings unless approved smoking booths are provided for this purpose.
- The use of open fire for barbecuing requires the written consent of the central fire safety officer. The application (<https://www.ta.hu-berlin.de/brandschutz>) must be presented to him or her 14 days before the barbecue in question is due to start.
- Employees and students who are the last to leave their rooms at the end of their time working must ensure that the lights and electrically operated devices are switched off (provided they do not have to be set to run continuously for operational purposes) and that there is no other risk of fire. Windows and doors must be closed.
- The heads of the organisational units in question, who have overall responsibility for the building, structure and premises in accordance with the HU fire safety principles, are responsible for giving consent – which may be revoked – to the operation of private electrically operated devices belonging to employees and students (in particular, coffee machines, refrigerators, fans, etc.). In such cases:
 - the HU framework house rules are to be applied;
 - only devices with a VDE or CE and GS mark may be operated;
 - the test procedure must be carried out in accordance with the Ordinance on Industrial Safety and Health (Betriebssicherheitsverordnung) and/or regulations of the DGUV (German Social Accident Insurance Association) (as amended), as applicable in each case;
 - the manufacturer's instructions must be applied; and
 - the user's liability for damage resulting from a malfunction may not be excluded.

Privately operated electric hot plates (cooking rings) – including both permanently installed and stand-alone devices – are prohibited. This also includes ceramic hobs, immersion heaters, etc., and induction devices. Likewise, toasters and comparable devices that bring an increased risk of fire may not be used. This does not apply to the operation of electrically operated devices in the context of academic work or to the operation of electrically operated kitchen devices in accommodation and restaurants.

- Electrical systems and electrically operated devices in the possession of the Humboldt-Universität zu Berlin may only be operated if in a technically perfect condition. In such cases:
 - the HU framework house rules are to be applied;
 - only devices with a VDE or CE and GS mark may be operated;
 - the test procedure must be carried out in accordance with the Ordinance on Industrial Safety and Health and/or DGUV regulations (as amended), as applicable in each case; and
 - the manufacturer’s instructions must be applied.
- When connecting devices that are operated electrically, it is necessary to make sure that the electricity infrastructure is not overloaded. When using multi-plug adaptors, in particular, it is important to ensure that the electrical load capacity is not exceeded. Multi-plug adaptors must not be plugged into each other in sequence.
- Permanently installed electrically operated devices (stationary electrical devices) may only be connected by qualified electricians. Repairs may only be carried out by specialist staff.
- The installation of large devices (in particular, photocopiers, etc.) must also be approved by the central fire safety officer.
- In the event of malfunctions (e.g., flickering light, smell of burning, etc.), devices must be disconnected from the mains electricity. The head of the organisational unit in question must be informed.
- Damage or defects to electrically operated devices must be reported to either the local fire safety assistant or the local fire steward.

D. Spread of fire

Spread of fire describes the spread of flames and smoke gases.

Fire and smoke control doors

Fire and smoke control doors are used to keep escape and rescue routes free of flames and smoke gases and to prevent and/or limit the spread of fire. Information signs that are attached to the fire and smoke control doors must be observed.



Sign marking a fire door
(sample)



Sign marking a smoke control door
(sample)

- All fire and smoke control doors must be kept closed, especially doors to essential corridors and essential stairwells and landings that serve as escape and rescue routes. This does not apply to automatically closing fire and smoke control doors. The functionality of automatically controlled door systems must be ensured at all times.
- Fire and smoke control doors must not be wedged or otherwise held open. Everyone is obliged to remove wedges or other objects from the closing areas of fire and smoke control doors and other fire barriers.
- Damage or defects to fire and smoke control doors must be reported to either the local fire safety assistant or the local fire steward.

Smoke and heat extraction devices

Smoke and heat extraction devices enable smoke gases to be extracted in the event of a fire. They are either controlled automatically or can be operated by employees and students, as well as the fire brigade. Misuse (e.g., for ventilation purposes) is prohibited.



Sign marking a button for the smoke extractor (sample)

Button for the smoke extractor (sample)

Button for the smoke extractor (sample)

- Basement light shafts must generally not be blocked or covered. If the fire brigade is deployed, they can be used to extract smoke and heat from the cellar.
- Any unnecessary supply of air to the source of the fire must be avoided (keep windows and doors closed – only open them to leave the room and then close them again to prevent and/or limit the spread of fire).
- Damage or defects to smoke and heat extraction devices must be reported to either the local fire safety assistant or the local fire steward.

E. Escape and rescue routes

Escape routes are circulation routes that are subject to special requirements and which serve to allow people to escape from possible hazardous areas and, at the same time, generally, for people to be rescued. Escape routes lead to the outdoors (to the assembly point) or to a secured area. Escape routes for the purposes of this regulation also include the rescue routes defined in building regulations law, provided they can be walked on independently.

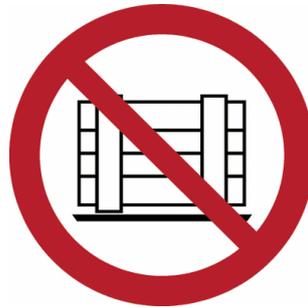
When setting up and operating escape routes and emergency exits, the requirements under building regulations law for setting up rescue routes must be taken into account. Additional requirements for escape routes and emergency exits may also result from the workplace regulations, e.g., from the Technical Rule for Workplaces ASR A2.3: Escape Routes and Emergency Exits, Escape and Rescue Plans. According to ASR A2.3, the following requirements must be met, in particular:

- Escape routes, emergency exits, escape hatches and doors along escape routes are to be clearly identifiable and permanently marked in accordance with Technical Rule for Workplaces ASR A1.3: Safety and Health Signs. The signs marking these must be affixed along the escape route in easily visible places and at a distance at which they can be identified. The direction of the escape route must be shown.



Sign marking an escape route/emergency exit, consisting of emergency sign E002 "Emergency Exit" and supplementary sign (directional arrow) (sample)

- Escape routes, emergency exits and escape hatches must always be kept clear, so that they can be used at any time. They may not be used for storing or setting down objects, materials or substances.
- Emergency exits and escape hatches that could get blocked from the outside are also to be marked externally with prohibition sign P023 "Do not obstruct", in accordance with ASR A1.3, and, if necessary, are to be secured through further measures, e.g., by attaching distancing brackets for motor vehicles.



Prohibition sign P023 "Do not obstruct" (sample)

- Doors along escape routes and emergency exits/hatches must be easy to open, without the use of special aids, so long as people are dependent on using the escape route in question in the event of a hazard. Easy to open means that the opening mechanism is easily identifiable and affixed in an accessible location (in particular, release levers or buttons for manually operating automatic doors), and that the means of activation is easy to understand and the door able to be opened with little use of force. Without the use of special aids means that the door can be opened directly by anyone in the event of a hazardous situation.
- Lockable doors and gates along escape routes must always be easy to open from the inside, without the use of special aids. This is guaranteed if they are fitted with special mechanical release devices that make it possible to open them easily in the direction of escape at any time by means of actuating elements (e.g., door handles, panic bars, panic bar latches or push plates), or with electrical locking systems that are approved under building regulations law. When electrical locking systems are used, the emergency release button takes over the function of the mechanical release device mentioned above. In the event of a power failure, electrical locking systems for doors along escape routes must unlock autonomously.



Sign marking an emergency release button (sample)



Emergency release buttons (sample)

- The outdoor area (assembly point) or secured area at the end of an escape route must be designed and dimensioned so that no congestion can develop and so that all persons fleeing along the escape route can be received without danger, e.g., due to traffic routes or public roads.



Sign marking an assembly point, consisting of emergency sign E007 (sample)

- Lifts may not be used as part of an escape route.
- Damage or defects to escape routes, emergency exits, escape hatches and doors along escape routes must be reported to either the local fire safety assistant or the local fire steward.

In addition to the signs in the building, the escape and rescue routes are marked on the escape and rescue plan.

Flucht- und Rettungsplan

Escape and Rescue Plan

Ziegelstraße 11

Signs and Symbols

LEGENDE

Standort your location	Notausgang/ Rettungsweg escape route / fire exit	Feuerlöscher fire extinguisher	Bedienstelle Rauch-Wärmeabzug department for smoke & diversion	Hausalarm alarm button	Sammelstelle assembly point

ÜBERSICHT

Erdgeschoss

Humboldt-Universität zu Berlin
Ziegelstraße 10, 10117 Berlin

erstellt: 08 / 2020
geändert:

Illustration of an escape and rescue plan (sample)

Safety and health signs and escape and rescue plans that are hung up which show the course of the escape routes as well as all extinguishing equipment and opportunities for reporting and alerting people of a fire must not be covered up, obstructed or removed.

F. Alarm and extinguishing devices

Equipment, resources and devices used to prevent, report and fight fires or to prevent the spread of fire (including the signs marking them) must not get damaged, be obstructed, be removed without authorisation or have their function impaired. All improper use is prohibited.

Damage or defects to the alarm devices and extinguishing equipment must be reported to either the local fire safety assistant or the local fire steward.

Alarm devices

Alarm devices are used to alert the fire brigade in the event of fires and other emergencies.



Sign marking a manual call point (manual fire alarm), consisting of fire protection sign F005



Manual call point (sample)

If none of the alarm devices shown above are available, the emergency services must be contacted by telephone (see HU framework fire safety regulations – Part A). If there is a building alarm, this must also be activated. This is used internally to alert people inside the building.



Sign marking an alarm device for the building alarm (sample)



Alarm device for the building alarm (sample)

Faults and technical problems are to be reported to:

Time	Contact	Telephone number
07:00 a.m. – 3:00 p.m.	Fault hotline (on-call technical service)	99999 or 030 2093-99999 (from a mobile)
3:00 p.m. – 7:00 a.m.	Security service (informs the on-call technical service)	All buildings excluding Adlershof: 2416 or 030 2093-2416 (from a mobile) Adlershof: 70099 or 030 2093-70099 (from a mobile)

Extinguishing devices

Extinguishing devices (fire extinguishing units), such as portable fire extinguishers or fire hoses (wall-mounted fire hose reels), are used to fight incipient fires. Incipient fires may only be fought if this does not endanger the person attempting to put out the fire. Extinguishing devices are positioned at various places and are clearly marked.



Sign marking a portable fire extinguisher, consisting of fire protection sign F001



Portable fire extinguisher (sample)



Sign marking a fire hose, consisting of fire protection sign F002



Fire hose (sample)

Employees and students must be familiar with how to choose the correct extinguishing agent and with how to handle and where to locate the extinguishing devices. Extinguishing devices must always be kept in an operational state and must not be used for purposes other than those intended. Access to them must be guaranteed at all times.

The fire class of a portable fire extinguisher, which determines which flammable substances the extinguisher in question is suitable for, is indicated on the extinguisher.

Fire class	Description/examples	Extinguishing device/extinguishing agent
A	Fires involving solid substances, mainly of an organic nature, which normally produce embers as they burn (e.g.: wood, paper, coal, hay, straw, some plastics, textiles)	Portable fire extinguisher. (ABC powder extinguisher, water extinguisher, foam extinguisher) Fire hose
B	Fires involving liquids or substances that turn into liquids (e.g., petrol, ethanol, tar, wax, numerous plastics, ethers, varnishes, resin)	Portable fire extinguisher. (ABC powder extinguisher, foam extinguisher, carbon dioxide extinguisher)
C	Fires involving gases (e.g.: ethyne (acetylene), hydrogen, natural gas, methane, propane, butane, mains gas)	Portable fire extinguisher (ABC powder extinguisher) Note: the gas supply must be cut off immediately
D	Fires involving metals (e.g.: aluminium, magnesium, sodium, potassium, lithium and their alloys)	Powder for metal fires and, as an emergency extinguishing agent, dry sand Note: do not use water as an extinguishing agent
F	Fires involving cooking oils and fats (e.g.: vegetable or animal oils and fats)	Special extinguishing agent for fats Note: do not use water as an extinguishing agent

It is preferable to use carbon dioxide extinguishers in electrical service rooms, server rooms and laboratories. DGUV Information Sheet 205-034: Use of Carbon Dioxide (CO₂) Fire Extinguishers Inside Rooms is to be taken into account.

The suitable extinguishing device and extinguishing agent is chosen in consultation with the technical department and the central fire safety officer.

Used portable fire extinguishers must not be hung in their corresponding holders again, but must be placed on the floor beneath their holders. In order to allow for them to be replaced in a controlled manner, either the local fire safety assistant or the local fire steward must be informed.

G. What to do in the event of a fire

- Stay calm. Acting rashly can cause you to do the wrong thing and panic.
- Report the fire (see section H).
- Observe alarm signals and follow instructions (see section I).
- Get to safety (see section J).
- Attempt to put out the fire (see section K).
- Special rules of conduct (see section L).
- Appendix (see section M).

H. Reporting a fire

Anyone who has detected a fire (incipient fire) or an explosion must immediately do the following if an alarm has not yet been activated:

- **Firstly**, alert the emergency services:

The emergency services are alerted by activating the nearest manual call point (see section F), if available. This is done by smashing the pane and pressing the button. **In addition**, the emergency services must be alerted by telephone. The following information will be needed:

1. Where is the fire?

Description of the location of the fire, e.g.: district, street, house number, building, floor, room number and additional information, such as campus and access route. The more precise the description of the location, the less time the emergency services will spend looking for the site of the incident.

People who are not familiar with the area should ask local employees, students, passers-by, or the like, for help determining the location.

2. What is on fire?

Description of the objects, materials or substances that are on fire or the type of fire in short, concise keywords, e.g.: fire in a waste container, fire in an office, development of smoke in the hallway or stairwell, smoke coming from an open window, explosion in a laboratory, etc.

3. How much of the building is on fire?

Description of the scope/extent of the fire in short, concise keywords, e.g.: fire involving a pool of liquid several square metres in size, fire involving several cubic metres of office supplies (e.g., in a storage area), fire involving two large waste bins, etc.

4. Which dangers exist?

Description of the dangers to people or material assets in short, concise keywords, e.g.: several people are missing, one person is waving at the window, valuable cultural assets are threatened by fire, there is a laboratory with chemical (C), biological (B), radioactive (R) or nuclear (N) hazardous substances (CBRN hazardous substances) in the building, etc.

5. Wait for further queries?

A name and callback number should be provided for further queries. It must be ensured that this can be reached. If possible, stay on site to instruct rescue workers if necessary.

- **Secondly**, inform the security service:

The security service is informed by telephone (see HU framework fire safety regulations – Part A):

Buildings except Adlershof	Adlershof
Dial the emergency number: 0-112 or 112 (from a mobile)	Dial the emergency number: 0-112 or 112 (from a mobile)
Inform the security service: 2416 or 030 2093 2416 (from a mobile)	Inform the security service: 70099 or 030 2093 70099 (from a mobile)

- **Thirdly**, activate the building alarm, if available:

Activating the building alarm (see section F) also serves to internally alert people inside the building. The emergency services are not alerted.

- **Fourthly**, contact the local fire safety assistant or the local fire steward:

The local fire safety assistant or the local fire steward must be contacted in accordance with the emergency plan (see section M).

If you are not able to alert, inform or contact the local fire safety assistant or local fire steward yourself, you must reliably arrange for another person to do so.

I. Observing alarm signals and following instructions

- If the fire or building alarm sounds, or if the fire brigade, police, security service or persons entrusted with fire safety duties so request, the affected building section/the building must be evacuated and people should make their way to the assembly point, unless otherwise specified.
- The instructions of the security service or staff entrusted with fire safety duties must be followed until the fire brigade or police arrive.

J. Getting to safety

- In the event of a fire, the main danger is caused by the smoke from the fire. It has a toxic, corrosive and/or asphyxiating effect and impairs visibility.
- People who are in danger, in particular, people with disabilities, are to be warned immediately, provided that this does not involve anyone putting his or her own self at risk. This applies, in particular, to surrounding areas such as offices, toilets, workshops, laboratories and storage areas, etc.
- The danger zone and the building must then be evacuated immediately via the marked escape and rescue routes. People should make their way to the assembly point (see section E). Once there, they must obey the instructions of the fire brigade, the police, the security service or persons entrusted with fire safety duties.
- If the nearest escape and rescue route is blocked or cannot be passed, one must check whether another escape and rescue route is available. Information about this can be found on the escape and rescue plan (see section E).
- If all escape and rescue routes are blocked or cannot be passed, people should make themselves noticeable at the nearest possible opening in the building (e.g., a window) by calling out and gesturing with their hands. In addition, the emergency services should be called and the security service informed (see section H). If one is in a room or hallway, all doors between that point and the fire must be closed. If possible, the gaps around the doors should be sealed with moistened cloths to prevent smoke from the fire from getting through. The windows should be opened as wide as possible in order for the smoke that gets in to be able to dissipate.
- Stoop down or crawl to evacuate rooms that are heavily filled with smoke.
- Lifts must not be used in the event of a fire.
- People with disabilities and those who are injured should be helped if needed. If it is not possible to carry out rescue measures without putting oneself at risk, one must wait for the fire brigade to arrive and pass on the relevant information to the rescue workers.
- People who are known to still be in the building or who are known to have not shown up at the assembly point must be reported immediately to the fire brigade, the police, the security service or the persons entrusted with fire safety duties.

K. Attempting to put out a fire

- Incipient fires may only be fought if doing so does not put oneself at risk.
- Incipient fires must only be fought using the extinguishing devices available and the suitable extinguishing agents (see section F).
- Portable fire extinguishers must be used in accordance with DGUV Information Sheet 205-025: Using Fire Extinguishers Correctly. When doing so:
 - Pay attention to the direction of the wind and maintain sufficient distance.
 - Do not put out the flames, but rather the burning objects, materials and substances.
 - Extinguish the fire in bursts. Only use as much extinguishing agent as is necessary to put out the fire. Keep reserve extinguishing agent at hand in case the fire re-ignites.
 - Extinguish extensive fires from front to back.
 - Extinguish fires involving dripping or flowing fuel from top to bottom.
 - If possible, use several extinguishers at the same time – not one after the other.
 - Extinguish fires on people using a portable fire extinguisher.
 - Watch out for re-ignition! Do not leave the scene of the fire – monitor it!
 - Portable fire extinguishers that have been used must not be returned to their place. They must be refilled and checked.
- Remove flammable objects, materials and substances from the fire danger zone insofar as it is safe to do so.
- In the event of a fire involving electrical systems or electrically operated devices, these must be de-energised if possible.
- In addition to windows and doors, fire barriers, such as fire doors, gates, dampers or shutters, and smoke control doors must also be closed.

Fires that have been put out through successful extinguishing attempts are to be reported to both the security service and the local fire safety assistant or local fire steward. The security service will inform the fire brigade and coordinate further measures with them. The Technical Department and the central fire safety officer must be informed.

L. Special rules of conduct

- When leaving the building, all doors and windows must be closed in order to limit the spread of fire within the building. They must not be locked, however, in order to allow the fire brigade to carry out rescue and firefighting measures.
- Electrical devices that are in operation must be switched off. In laboratories and workshops, in particular, valves and/or taps for gas and/or fluid lines must be closed. CBRN hazardous substances must be safely stored in the containers provided for this purpose or other storage facilities. Emergency stop buttons and/or emergency gas shut-off buttons must be activated, if available.



Emergency stop button (sample)



Emergency gas shut-off button (sample)

- Fire safety facilities, such as extraction or supply points for extinguishing water and marked paths and areas for the fire brigade, must be kept free for them and other emergency personnel at all times.

Feuerwehruzufahrt

Sign marking a fire brigade access route
(sample)

Fläche für die Feuerwehr

Sign marking an area for the fire brigade
(sample)

- The fire brigade, police and other emergency personnel are to be briefed by the security service if the latter are already on site in the event of an alarm. If necessary, the fire brigade, police and other emergency personnel can also be briefed by persons entrusted with fire safety duties or by employees who are familiar with the area.

M. Appendix

- According to the HU fire safety principles, an emergency plan for the individual buildings, structures and premises is to be drawn up (<https://www.ta.hu-berlin.de/brandschutz>), updated and publicised by the head of the organisational units in question. Emergency plans are used to make specific additions to and/or to substantiate the HU framework fire safety regulations in individual buildings and in/on the structures and premises, and include, among other things:
 - the contact details of the central fire safety officer;
 - the contact details of the local fire steward, also stating his/her area of responsibility in accordance with his/her letter of appointment;
 - the contact details of the local fire safety assistants, also stating their areas of responsibility in accordance with their letters of appointment;
 - the location of the assembly point;
 - the measures for protecting material or cultural assets worthy of protection;
 - the measures for protecting and protecting against CBRN hazardous substances;
 - the regulations regarding rooms, buildings, structures and premises of a special nature and with a special use (in particular, workshops, laboratories, storage areas, archives, rooms for keeping animals, etc.); and
 - other information that is relevant for fire safety.
- In the case of rented buildings, structures and premises, the site-specific rules and instructions outlined in the fire safety regulations that apply at the location in question must be observed and integrated into the emergency plans in addition to the HU framework fire safety regulations.
- The emergency plans must be agreed with the central fire safety officer, who is to be given a copy of the agreed version, signed and dated by the head of the organisational unit in question. The original remains in the fire safety folder as an appendix to the HU framework fire safety regulations – Part B.

HU framework fire safety regulations – Part C

A. Introduction

Part C of the **HU framework fire safety regulations** is aimed at all persons with special fire safety duties and all persons who have been assigned special duties relating to fire safety in addition to their general duties (e.g., central fire safety officer, local fire steward, local fire safety assistant, local caretaker).

All the heads of the organisational units in question and all fire safety staff (central fire safety officer, local fire steward, local fire safety assistant) have a duty to inform themselves of the HU framework fire safety regulations – Part C. In addition, all employees, with the exception of the central fire safety officer, must receive instruction on the HU framework fire safety regulations – Part C from the head of the organisational unit in question (see HU fire safety principles).

B. Fire prevention

Basic policy:

HU framework fire safety regulations – Part B, section C

Additional information:

The responsibilities and duties of

- the president;
- the heads of the organisational units in question;
- the Technical Department;
- the fire safety staff (central fire safety officer, local fire steward, local fire safety assistant); and
- the caretakers

are specified in the HU fire safety principles.

C. Reporting and alarm process

Basic policy:

HU framework fire safety regulations – Part B, sections H and I.

Additional information:

In accordance with the HU fire safety principles, as amended, for the duration of fire safety and evacuation exercises, as well as in the event of a fire, up until the fire brigade or police take over the site of the incident, the local fire steward and the local fire safety assistants, supported by the security service of the Humboldt-Universität zu Berlin, jointly exercise the householder's rights ex officio in accordance with § 3 (2) point 1 of the framework house rules of the Humboldt-Universität zu Berlin, as amended, as officers for householder's rights. They are authorised to issue orders to all people who are in buildings or structures or on premises that the HU uses or has made available to third parties for their use.

The evacuated buildings, structures and premises may only be entered again after approval has been given by the fire brigade or police and the Technical Department, in consultation with the central fire safety officer, the head specialist for occupational safety and the head of the organisational unit in question.

D. Safety measures for people, animals, the environment and material assets

Basic policy:

HU framework fire safety regulations – Part B, section J.

Additional information:

In the event of evacuation measures, the local fire safety assistant for the evacuation area in question is responsible. He or she checks that no people are left behind, especially in offices, toilets, workshops, laboratories, storage areas, etc.

If the local fire safety assistant for the evacuation area in question is not available, the evacuation measures must be carried out by other persons entrusted with fire safety duties, preferably by another local fire safety assistant.

During events, the event managers are responsible for any necessary evacuations. Again, he or she must check that no people are left behind. For the purposes of the HU framework fire safety regulations, event managers include the following persons, in accordance with the Administrative Directive Concerning Procedures and Responsibilities for Implementing Legislation on Occupational Safety, Health and Environmental Protection at the Humboldt-Universität zu Berlin dated 30th June 2010:

- University professors and university lecturers, when independently carrying out research and teaching duties
- Research fellows, if they have been assigned duties related to teaching and research that are to be carried out independently
- Heads of courses who are performing this role independently (e.g., teaching staff for special assignments and contract lecturers)
- Other persons who hold events in buildings, on structures or on premises belonging to the Humboldt-Universität

The person coordinating the evacuation should preferably be someone who is already entrusted with fire safety duties, preferably the local fire steward. He or she reports to the assembly point after leaving the building and, in cooperation with the security service and the local fire safety assistants, checks whether everyone has left the building and arrived at the assembly point. The results of the check must be communicated to the security service (if not yet on scene), the fire brigade and the police.

In cooperation with the security service, the fire brigade and the police, the person coordinating the evacuation arranges for the further care of all those present at the assembly point and, if necessary, their accommodation.

The further instructions of the fire brigade, police or security service must be followed.

Where applicable, measures to protect animals or material or cultural assets that are worthy of protection, as well as to protect and protect against CBRN hazardous substances, can be found as an emergency plan in the appendix to the HU framework fire safety regulations – Part B (see HU framework fire safety regulations – Part B, section M).

E. Extinguishing measures

Basic policy:

HU framework fire safety regulations – Part B, section K.

Additional information:

If several people are available to fight an incipient fire, one person must be appointed who will coordinate the firefighting based on the following formula: **Who** does **What** and, if applicable, **with Whom?** Example:

- "Person 1 and person 2 will fight the fire at the same time, each using a portable fire extinguisher!"
- "Person 3 will alert the emergency services and the security service by telephone!"
- "Person 4 will press the fire alarm manual call point and activate the building alarm!"
- "Person 5 will check whether any people are still present in the laboratory or workshop!"

The person acting as coordinator should preferably be someone who is already entrusted with fire safety duties.

F. Preparing for deployment of the fire brigade

Basic policy:

HU framework fire safety regulations – Part B, section L.

Additional information:

The security service may have to put a guide in place on the public roads to show the approaching fire brigade, police and other emergency personnel the way to the site of the incident. If the security service is not yet on site in the event of an alarm, the guide is to be put in place by persons entrusted with fire safety duties or employees who are familiar with the area.

The security service must keep any ground plans for the fire brigade that exist and any necessary keys ready and hand them over to the fire brigade when they arrive.

G. Follow-up

After a fire incident, the following measures are to be initiated by the Technical Department in consultation with the central fire safety officer, the head specialist for occupational safety and the head of the organisational unit in question:

- informing the relevant internal and external bodies as well as the users of the affected building, structure or premises,
- inspecting and assessing the damage resulting from the fire,
- the internal fire origin and cause investigation, if necessary in cooperation with the fire brigade and police,
- derivation of measures to limit or eliminate the damage caused by the fire, in particular, safeguard measures, renovation measures, closure of workplaces, relocation of workplaces, protection of material and cultural assets, etc.,
- implementation of the measures,
- re-opening the building, structure or premises in coordination with the responsible building supervisory authority and accident insurance and
- once again informing the relevant internal and external bodies as well as the users of the affected building, structure or premises.

H. Appendix

Supplementary rules that go beyond the rules established in the HU framework fire safety regulations – Part A, Part B and Part C and which serve to keep employees, students and other users of the buildings, structures and premises safe from fire hazards and to protect material assets against fire hazards are to be created, updated and publicised by the head of the organisational units in question as required, in accordance with the HU fire safety principles.

The requirement to do so may be determined by the president, the head of the organisational unit in question, the central fire safety officer, the local fire steward, the local fire safety assistant or the local caretaker.

The supplementary rules must be agreed with the central fire safety officer, who is to be given a copy of the agreed version, dated and signed by the head of the organisational unit in question. The original remains in the fire safety folder as an appendix to the HU framework fire safety regulations – Part C.

Entry into force

These HU framework fire safety regulations enter into force on the day following their publication in the *Official Gazette of the Humboldt-Universität zu Berlin* and replace all previously applicable fire safety regulations.