

Fire protection regulation of the Studentenwerk Potsdam for the residential hall: Kaiser-Friedrich-Straße 133, 14469 Potsdam

The fire protection regulation of the Studentenwerk Potsdam consists of the Parts A, B and C

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Brände verhüten



Keine offene Flamme;
Feuer, offene Zündquelle und Rauchen verboten

Verhalten im Brandfall

Ruhe bewahren

Brand melden  Handfeuermelder
betätigen
und Telefon: (0) 112

In Sicherheit
bringen



Gefährdete Personen warnen /
Hausalarm betätigen

Aufzug im Brandfall nicht
benutzen

Hilflose mitnehmen

Türen schließen



Gekennzeichneten
Fluchtwegen folgen



Sammelstelle aufsuchen

Auf Anweisungen achten

Löschversuch
unternehmen  Feuerlöscher benutzen

Fire protection regulation DIN 14096-B

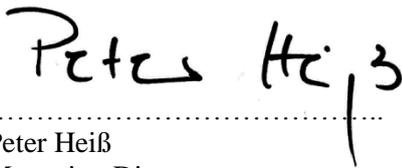
1) Introduction

The fire protection regulation is a summarizing provision for the behaviour of persons within the building in case of fire as well as for measures to prevent fires.

The fire protection regulation applies to the residential hall Kaiser-Friedrich-Straße 133 in 14469 Potsdam. Its territorial scope refers to all associated parts of the building and its open areas.

Part B of the fire protection procedure is aimed at all persons who reside in the residential hall Kaiser-Friedrich-Str. 133 permanently and not just temporarily (corresponds to all tenants and visitors). The persons concerned by this regulation must inform themselves on the fire hazard of their residence and the surrounding area as well as on measures to be taken in cases of danger.

The fire protection regulations Part B shall enter into force with effect from 01.10.2017.



.....
Peter Heiß
Managing Director

2) Fire prevention

The tenants and visitors are obliged to contribute to the prevention of fires and other cases of damage by acting with extreme caution. A basic requirement is also to comply with the principles of order and cleanliness.

The following must be observed:

1. Order and cleanliness are important prerequisites for fire protection.

Waste must be removed immediately and may only be collected in suitable containers and stored in designated rooms. Combustible waste must be disposed of or stored properly to prevent the danger of fire. Before emptying ashtrays, they must be checked for remaining embers.

Flammable and oxidising substances, such as e.g. flammable liquids (alcohol, petrol), highly combustible substances (packaging materials, chemicals) and gases (natural gas, liquid gas, acetylene) cause an increased risk of fire.

Special caution is required when handling and disposing highly combustible waste (paper, cardboard, foil and the like).

There is an increased danger of fire due to flammable or oxidizing substances.

2. Fires and open flames (candles, matches, sparks and the like) are prohibited in all rooms other than those designated for these purposes. Smoking, open light or fires are strictly forbidden in the designated areas! This provision also includes the lighting of candles (e.g. on Advent wreaths or other decorations).

Tenants and visitors must be informed in cases of non-compliance!

Open fire is prohibited on the premises of the residential hall!

3. It is generally forbidden to set up or use devices other than those provided by the Studentenwerk Potsdam without special permission.
 - 3.1 Exceptions are made only for the installation and use of private coffee machines, electric kettles, TV and radio devices as well as computers including peripheral devices if it can be ensured that they will be checked regularly according to the accident prevention regulation "Electrical Installations and Equipment" (DGUV Provision 3).
 - 3.2 Electric cookers, microwave ovens or similar electrical devices may only be used in special rooms (e.g. shared kitchens, kitchenettes) and have to be controlled constantly.
 - 3.3 Electric radiators and portable hotplates may only be used with special permission of the Studentenwerk Potsdam.
4. Defects and fire hazardous situations concerning electrical installations and devices have to be reported to the caretaker of the Studentenwerk Potsdam immediately. These devices or installations must be taken out of service at once. Repair work may only be carried out by authorised service personnel.

Special provisions

5. Combustible substances must have a minimum distance of no less than one meter from installations with heat development (lamps, cookers, motors, transformers, etc.), in cases of high heat the distance has to be sufficient to prevent the substances from inflaming.
7. The storage of flammable liquids is prohibited in all rooms, corridors and in the escape and rescue routes of the residential halls. Flammable liquids may be stored in designated storage places only. The specialist for occupational safety of the Studentenwerk Potsdam can provide more information on this topic.
8. Welding and soldering as well as burning and cutting operations are prohibited in the residential halls.

9. Cleaning agents and laundry detergents may only be stored in designated cupboards.
10. It is not allowed to put up flammable decorations. Flammable materials in the escape and rescue routes are forbidden.
11. Fire hazardous work may only be carried out with a written permission and by authorized persons.

3) Spreading of fire and smoke

1. The buildings are divided into fire compartments to prevent the spreading of fire to other parts of the building. Fire-retarding doors were installed in these fire compartments. These doors principally have to be kept closed. This does not apply to automatically closing fire doors.

In case the fire doors are part of the escape and rescue route, they may not be locked during the opening hours of the building.

2. A fire is always accompanied by strong heat and smoke development. The spreading of smoke is to be considered as the main hazard. Smoke caused by fire obstructs the view and acts as a deadly respiratory poison!

Smoke-tight doors were installed in the corridors at specified intervals. In the case of fire, they help to restrict the development of smoke to a relatively small area and give enough time for the evacuation measures.

Fire doors and smoke-tight doors must be kept closed at all times.

3. Smoke vents are installed for the smoke clearance of the staircases. They can be opened manually by using the hand release handle and automatically via the fire alarm system.

4) Escape and rescue routes

Escape and rescue routes are clearly defined and marked routes that lead the way from every room through a hallway and a staircase to the outside of the building. In case of an evacuation every person present has to be able to leave the building quickly and safely. Every tenant and visitor has to obtain sufficient and regular information on the arrangement of the escape and rescue routes and the position of the assembly points. The arrangement of the escape and rescue routes and the position of the assembly point are indicated in the escape and rescue plans that are posted up in the building.

At the same time, these routes serve as rescue and attack routes for the fire brigade. The fire brigade access roads and alleys are part of the escape and rescue routes.

1. All escape and rescue routes in buildings and outdoors have to be kept clear to their full width. Items in rescue routes are tripping hazards. Doors in escape routes and emergency exits must not be locked and it must be possible to open them from the inside at any time during the opening hours of the building.
2. The outdoor rescue routes, the access roads and the areas for the fire brigade and the rescue services (fire brigade assembly area) have to be kept clear at all times. This requirement particularly applies to the parking of vehicles and other objects that cannot be moved without the assistance of a third party.
3. Instructions on escape and rescue routes (signage, plans of escape and rescue routes, assembly point signs) must not be covered, destroyed, defaced or removed.
4. Devices for self-protection (fire extinguisher) and their instructions must not be covered, damaged or removed. It must be possible to access these devices easily.
5. The caretaker must be informed about every irregularity (e.g. blocked escape and rescue routes, hidden or missing safety signs) immediately!

5) Detection and extinguishing devices

All building sections are equipped with manual call points (blue house alarm). The manual call points are marked with the security marking according to DIN EN ISO 7010.

In the event of fire, break the glass of the call point with an object or a covered hand and push the button deeply into the call point.

For general safety, the following number must be called additionally in case of fire:

Telephone: 112

Note: A connection to the main control centre of the fire brigade in Potsdam is automatically established after initiating an alarm via 112.

Extinguishing devices in the form of fire extinguishers are located throughout the building sections and are marked with security marking according to DIN EN ISO 7010.

Inquire about the nearest fire alarm and extinguishing device in time and make yourself familiar with the handling.

The locations of the fire alarm and extinguishing devices are indicated in the escape and rescue plans. Instructions on how to handle fire extinguishers are set out in Appendix 1 (Part C) - "Correct Fire-Fighting Measures". The security marking according to DIN EN ISO 7010 are set out in Appendix 2 (Part C) - "Safety and Health Signs according to DIN EN ISO 7010".

6) Behaviour in case of fire

Correct behaviour is of crucial importance for an effective implementation of rescue and fire-fighting measures or technical assistance.

At large gatherings of people, even minor damages can make an individual case of misbehaviour spread to a larger crowd. The top priority of each individual is to prevent misbehaviour by demonstrating prudence and by keeping calm!

KEEP CALM!

The correct behaviour serves your own protection.

Inconsiderate actions lead to misbehaviour and panic!

7) Reporting a fire

Every resident and employee is obliged to report a possible fire. A fire can be reported by means of a manual call point and additionally by telephone at: 112 (also see Part B, Section 5 - fire alarm and extinguishing devices).

The following information should be given when reporting a fire:

| | | |
|-----------------|-------------------------------|----------------------------------------------------------------------------------------|
| WHERE | is the fire? | Building, floor, room |
| WHAT | is on fire? | Mention succinctly what has happened |
| HOW MUCH | fire is there? | Approximate estimation of the size of the fire |
| WHAT | are the dangers? | Number of injured or vulnerable persons; possible spreading of the fire to other areas |
| WHO | is calling? | First name and surname |
| WAIT | for further inquiries! | Only the alarm centre (e.g. fire brigade) itself terminates the conversation! |

8) Observe alarm signals and instructions

Mind alarm signals (siren/horn)! Obtain information on the nature of the alarm signals used in your building from your caretaker.

Note: A test alarm is always announced previously in writing and/or orally. Unlike in the case of a test alarm, the alarm signal can be heard constantly during the hazardous situation.

The alarm signal that can be heard in the event of an emergency will be switched off by the fire brigade only!

9) Safety measures

1. All tenants and visitors have to leave the common rooms or living spaces immediately and go to the assembly points by fastest means. The location of the assembly point is indicated on the escape and rescue plans posted up in the building. Visitors shall be urged to leave the building as well.

Help persons in need or vulnerable, disabled or injured persons to leave the building quickly!

2. The elevators may not be used in the event of fire, as a power failure is likely to occur and the elevators then become a fatal trap.

DO NOT USE THE ELEVATORS!

3. In case of an emergency, leave the building quickly but not hastily via the marked escape and rescue routes in the direction of the arrow (escape direction). The direction of the escape routes is indicated on the escape and rescue plans posted up in the building.

Fire-gases accumulate under the ceiling of rooms first. Stoop down to retreat from smoke-filled rooms in order to take advantage of the often still breathable air and better visibility close to the floor. Wet towels in front of your mouth and nose make it easier for you to breathe.

In case it is not possible for you to leave the building through the staircases, go to the next waiting room. These waiting rooms are marked with the security marking according to DIN EN ISO 7010. The locations of the gathering points are indicated on the escape and rescue plans posted up in the building. The fire brigade carries out the evacuation of these areas, which are protected by fire doors.

If rooms cannot be exited any more (e.g. due to severe smoke development), stay in your rooms and close the doors behind you. Remove all flammable materials (blinds, curtains) in the immediate vicinity of the window and block all door cracks with wet cloths to prevent smoke from coming into the room. Make yourself noticeable at the window and wait to be rescued by the fire brigade.

4. Stay at the marked gathering point until the professional fire brigade give the all-clear signal! This helps to determine the completeness and facilitates the operation of the rescue forces considerably. It is only possible to return to the building with the permission of the professional fire brigade.

Do not return to the building and keep other people from going back into the building!

10) Attempts to extinguish a fire

1. In the event of fires in electrical installations, the power supply must be interrupted immediately by pressing the emergency stop button!
2. Combat the initial fire with the nearest, appropriate fire-fighting equipment.

Only attempt to extinguish the fire if this is possible without taking risks!

3. Fire-fighting equipment must be used according to the instructions. Take into account the listed information in Appendix 1 (Part C) on how to behave correctly when taking fire-fighting measures.
Extinguishing agents: Fire extinguisher 6 kg ABC powder (in general hallways)
 Fire extinguisher 2 kg CO₂ (plant room)
4. Keep persons who are on fire from running away but cover them with coats, jackets or blankets and roll them back and forth on the floor to smother the flames.

In case of immediate danger, the rescue of persons has priority over fire-fighting!

11) Special code of conduct

1. If no persons are at risk, close windows and doors when leaving rooms, hallways etc. to prevent fire and smoke from spreading. Do not lock the doors!

All exits must be opened in cases of fire or danger.

2. Real assets have to be kept safe, as far as this is possible without taking risks.

Life and health of persons always have priority over the rescue of real assets!

3. The instructions of the caretaker or the employees of the Studentenwerk on site are to be observed until the rescue forces arrive.

Following measures must be taken until the arrival of the fire brigade:

- warn endangered persons and evacuate them from dangerous area if possible
- assist disabled and injured persons
- have a calming effect on these persons
- injured persons have to be taken care of constantly in case of danger, if necessary, carry out immediate life-saving measures.

Until the fire brigade arrives, comply with the instruction of the staff in charge of the evacuation immediately!

**Never leave the premises with your vehicle.
You endanger other persons and hinder the rescue vehicles!**

4. The leadership goes to the local leadership of the operation (fire brigade) after the arrival of the fire brigade. A brief, factual information must be given about:
 - the location of the fire
 - the spreading of the fire
 - missed or endangered persons

After the arrival of the fire brigade, only the instructions of the local leadership of the operation are to be observed!

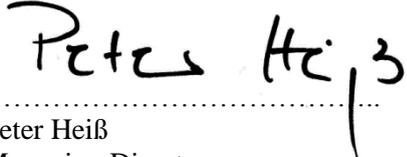
Fire protection regulation DIN 14096-C

(for persons with special fire protection tasks)

1) Introduction

The fire protection regulation Part C is aimed at persons to whom specific tasks of fire protection have been transferred in addition to their general duties (e.g. fire protection officers, fire protection assistants).

The fire protection regulation Part B shall enter into force with effect from 01.10.2017.


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Peter Heiß
Managing Director

2) Fire prevention

Principally, the head of department and the caretaker are responsible for the compliance with and the enforcement of the fire protection regulations. They are advised and supported by the specialist for occupational safety.

In their respective area of responsibility, the heads of department of the Studentenwerk Potsdam have to ensure, that the fire protection regulation is made known to all persons concerned and the fire protection regulation is implemented. The announcement is to be repeated annually, preferably in the context of an instruction and shall be placed on record. The fire protection regulation DIN 14096-A (notice board) is to be posted in a permanently legible way in appropriate places in connection with the escape and rescue routes.

The responsible department must ensure that external companies and individuals, who stay or work in the facilities of the Studentenwerk Potsdam only temporarily, undertake to comply with the fire safety regulations.

The department for general management (head of department GM) is responsible for the orderly condition and regular maintenance and testing of the fire extinguishing and alarm systems - including their markings. For these purposes inspections of the facilities have to take place in regular intervals. The number and extent of the inspections depend on the local conditions. However, an inspection of the entire area has to be carried out and placed on record at least once a year. These measures have to be controlled by the head of department.

The department for construction initiates the periodic review of portable equipment. An inspection on whether the type and number of extinguishing devices - including their markings - still meet the requirements is initiated by the responsible head of department for construction in cases of changes of usage or changed working conditions. He is supported by the heads of department.

The respective head of department must make sure that there is a test at least once a year on how employees, students and other persons rescue themselves or can be rescued in cases of fire or other emergencies (fire protection and evacuation exercises).

The fire protection regulation is reviewed and handed out to the tenant at the time of signing the rental contract or in the residential halls by the caretaker.

The managing director is responsible for the annual revision and delivery of the instructions in cases of emergencies, burglaries, fires and other special incidents in the facilities of the Studentenwerk Potsdam to the responsible persons (head of department, caretaker).

3) Reporting and alerting procedure

1. When setting off the fire alarm system (Brandmeldeanlage - BMA) an alarm sound can be heard (internal alarm)
2. the fire brigade must be alerted
3. the caretaker informs the management of the Studentenwerk
4. the fire brigade is responsible for clearing the alarm.

4) Safety measures for persons, animals, the environment and material assets

In the event of an alarm the building must be left immediately, the following measures must be taken:

- all persons are to be informed and urged to leave the building
- it must be checked, whether all persons are informed and the areas have been left
- at the gathering points the head of department and the subject area managers or their representatives carry out an attendance control
- this person informs the leader of the rescue service if there are still people in the dangerous area
- locals, disabled or injured persons are being taken care of and, if necessary, supported when leaving
- if necessary, the responsible caretaker puts the technical equipment (e.g. mechanical smoke vent systems) into operation.
- The caretakers close down special technical installations (e.g. supply lines, filling systems, electrical installations) or bring them to a safe operating status.
- when the rescue teams arrive, the caretaker, the property managers or their representatives take on the task of informing the leadership of the operation.

The management of the measures on the fire ground lies with the responsible person in charge (caretaker, property manager) or his/her representative. With the arrival of the fire brigade its leader takes over the leadership. It is essential to comply with the instructions of the leader of the fire brigade.

5) Fire-fighting measures

Every hostile fire must be fought at an early stage if possible. If a resident notices a hostile fire breaking out which cannot be extinguished with a portable fire extinguisher or other means, a fire alarm must immediately be set off.

During fire-fighting measures, the focus lies on the protection of persons.

In this context the provisions of this fire protection regulation Part B - Paragraph 10 "Attempts to extinguish a fire" must be complied with.

6) Preparation for a fire brigade operation

If possible, the following measures should be taken by the caretaker or the object managers before the arrival of the fire department:

- the access to the fire ground and the surrounding area must be cleared
- areas for the fire brigade and draw-off points must be kept clear
- the caretaker, the property managers or their representatives take on the task of passing on information to the leadership of the fire brigade (e.g. there are missing and injured people)
- the fire brigade must be granted access
- other information material must be available
- all elevators must be stopped

7) After care

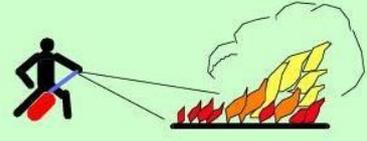
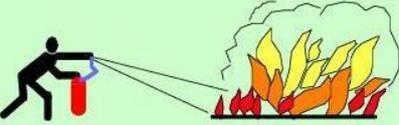
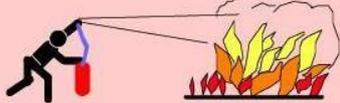
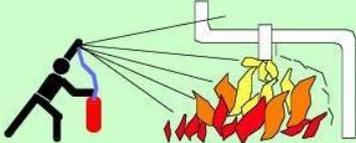
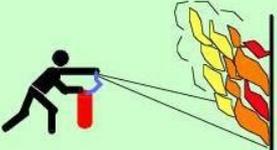
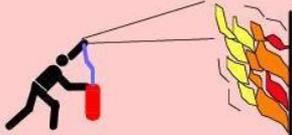
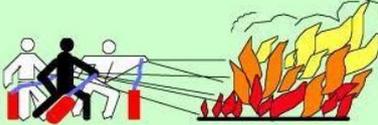
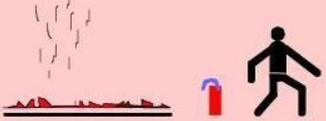
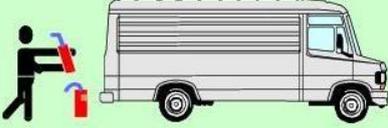
If required, the fire ground is secured after the departure of the rescue forces. Fire protection systems are made ready for use again. Where appropriate, also in specific areas. The fire prevention officer ensures that used fire-fighting devices (portable fire extinguisher, fire blankets, etc.) are replaced.

8) Annex

Annex 1: Handling fire extinguishers

Annex 2: Safety and Health Signs according to DIN EN ISO 7010

Annex 1: Handling fire extinguishers

| ZH 1/112 | RICHTIG | FALSCH |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Brand in Windrichtung angreifen |  |  |
| Flächenbrände vorn beginnend ablöschen ! |  |  |
| Tropf- und Fließbrände von oben nach unten löschen ! |  |  |
| Wandbrände von unten nach oben löschen ! |  |  |
| Ausreichend Feuerlöscher gleichzeitig einsetzen, nicht nacheinander ! |  |  |
| Rückzündung beachten ! |  |  |
| Nach Gebrauch Feuerlöscher nicht wieder an den Halter hängen. Neu füllen lassen ! |  |  |

Annex 2: Safety and Health Signs according to DIN EN ISO 7010

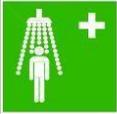
I. Brandschutz

| | | | |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------|
|  | Feuerlöschgeräte |  | Einrichtungen zur Brandbekämpfung |
|  | Notruftelefon |  | Brandmelder manuell / Druckknopfmelder |
|  | Löschschlauch / Wandhydrant |  | Feuerwehrlleiter Not- und Rettungsleiter |
|  | Richtungsangabe zur nächsten Einrichtung (nur in Verbindung mit einem anderen Zeichen) | | |

II. Flucht- und Rettungswege

| | | | |
|--------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------|--------------------------------|
| Fluchtwegrichtung (Beispiele) | | | |
|  | | | |
|  | Sammelplatz |  | Richtungsangabe Sammelplatz |

III. Einrichtungen der ersten Hilfe

| | | | |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------|
|  | Einrichtung zur ersten Hilfe / Verbandkasten |  | Krankentrage / Ruhe- und Erste-Hilfe-Raum |
|  | Notdusche |  | Augendusche |
|  | Richtungsangabe zur nächsten Ersten-Hilfe-Einrichtung (nur in Verbindung mit einem anderen Zeichen) | | |