

Fire Safety Regulations

for the Auge Gottes Student Halls

The fire safety regulations provide information on proper conduct in the event of a fire as well as correct behavior to prevent damage caused by a fire and avoid endangering health and property.

The provisions of the fire safety regulations must be strictly adhered to.

The following fire safety representative is responsible for fire safety:

Günther Reiter 0699 13194488

The fire safety representative is responsible for monitoring compliance with the officially prescribed fire protection measures and the provisions of the fire safety regulations. The instructions of the fire safety representative must be complied with. Any concerns related to fire safety must be reported in writing.

The fire safety regulations are an integral part of the usage contract. Every resident must take note of these fire safety regulations and does this by fulfilling the requirements necessary in order to obtain an accommodation space.

Failure to comply with the provisions of the fire safety regulations may also result in civil and/or criminal penalties.

Date: 01.01.2014



Dr. Dieter Schüssler
Chairman

1. General fire prevention measures

- 1.1. Maintaining order and cleanliness in the building is a basic requirement for fire and accident prevention.
- 1.2. Smoking bans must be observed. The use of naked flames (candles, etc.) and fire is strictly prohibited. As an exception, the use of candles etc. may be permitted by the fire safety representative. When the use is permitted, it is important that they are on non-flammable surfaces and kept away from flammable materials.
- 1.3. The use of cooking appliances and radiant heaters outside of the kitchens is prohibited. Exceptions can only be granted by the fire safety representative in compliance with the required safety regulations (e.g. distancing them from flammable objects, using them on a non-flammable surface and unplugging them after operation).
- 1.4. Electrical systems must be operated and maintained in accordance with the regulations. Flammable materials and decorative materials must not be in direct contact with lighting fixtures.
- 1.5. The storage of objects of all kinds, whether flammable or non-flammable, in improper places (corridors, escape routes etc.) is prohibited. Escape routes and movement areas must always be kept free in their full width and must not be restricted by fixtures, pieces of furniture or other objects.
- 1.6. Extinguishers may neither be temporarily adjusted nor removed from view (for example, by means of some form of clothing or decoration material suspended above them), nor misused or removed from the prescribed locations.
- 1.7. Signs relating to fire protection and escape routes, and emergency lights must not be damaged or removed from view.
- 1.8. It is prohibited to park a vehicle in the building or in the courtyard. Bicycles may only be stored at the designated places.
- 1.9. Escape and rescue routes, as well as areas for the fire brigade (installation and movement areas; driveways), must not be obstructed.
- 1.10. Defects and faults in electrical and gas systems must be reported immediately to the fire safety representative. There must be no flammable objects near heating appliances.
- 1.11. All exits, including emergency exits, must not be blocked and must be kept open from the inside. Doorstops are not permitted. Automatic self-closing mechanisms must neither be blocked nor disabled. Non-automatic fire doors must be kept closed at all times

2. Fire protection equipment

2.1. Fire alarm

Throughout the building, fire alarms are installed at the exits, including emergency exits, as well as at entrances to the stairs. The fire alarm is a red box with a black button and white background, as can be seen in the picture. It is protected by a glass pane which must be smashed for the alarm to be triggered. Pressing the button will not only trigger the alarm within the building (sirens) but will also directly and immediately alert the fire department. Every resident is required to memorise the location of the nearest fire alarm and thus activate it when a fire is detected.



In addition, an emergency telephone call should always be made to the number **112**. The following points should be clarified:

- o Who is speaking?
- o What happened? What is burning?
- o Where did it happen? Where is it burning?
- o How many people are injured or at risk?

- o How you can be reached (telephone no.)

Afterwards, stay on the line in case of any questions by the operator and allow the operator to terminate the call.

Anyone who falsely triggers an alarm or is responsible for misuse will be held to account for the costs incurred. The costs depend on the requirements of the fire department.

2.2. Automatic smoke detectors

Automatic smoke detectors are installed on the ceilings throughout the building. These smoke detectors trigger a fire alarm at a certain temperature or smoke/vapor concentration. The general fire prevention measures must be adhered to in order to avoid false alarms. A distance of 50cm around all sides of the smoke detector must be constantly kept free.



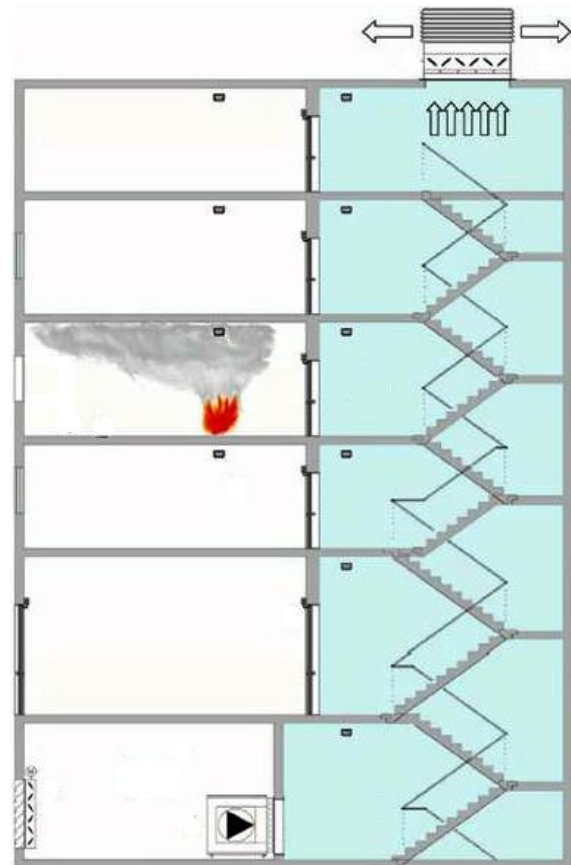
2.3. Automatic ventilation in the staircase of the main building

This system is automatically triggered into operation in the event of a fire.

Its purpose is to keep the stairwell and the part of the corridor between the stairwell and main corridor near the rooms free of smoke.

This ensures a smoke-free escape route.

- Fresh air is sucked in from the courtyard
- This is blown into the staircase
- The staircase creates positive pressure
- The smoke is extracted via the roof
- The aisles have louvre windows
- These allow outflow of smoke

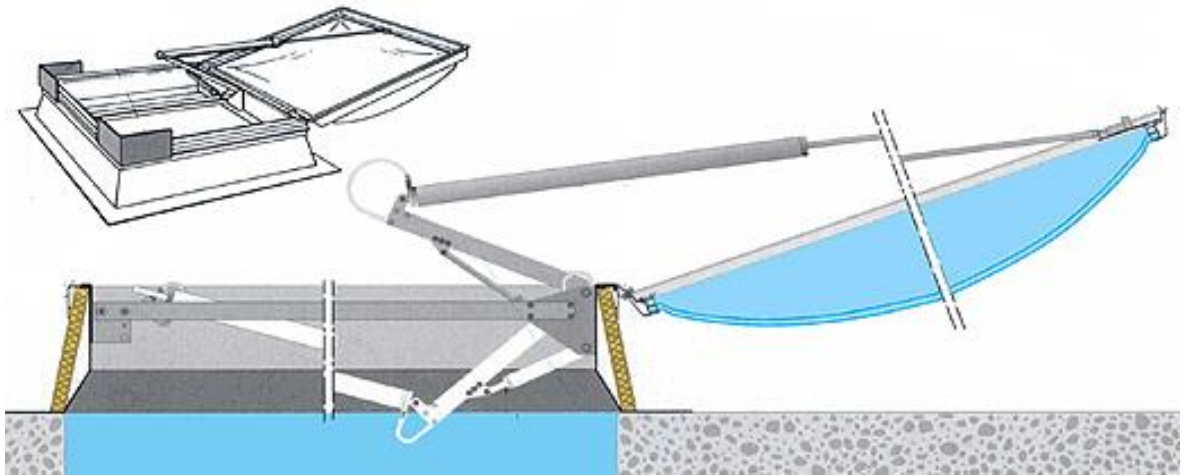


If heavy smoke accrues in the entrance area, the pressure ventilation of the staircase can also be triggered by a button on the ground floor next to the entrance.



2.4. Automatic smoke damper next to room 120

This smoke damper is also controlled by the fire alarm system and will work to keep the escape route via the corridor from room 113-123 to the rear staircase smoke-free.



2.5. Smoke vent button for the fire smoke damper (located near room 120)

This button is located near room 120. The exact location must be memorised.

It is protected by a pane of glass which must be smashed for its activation.

Hitting and then pressing the button will open the smoke outlet.



2.6. Automatic fire curtain in the lounge area (located opposite the office on the ground floor)

2.6.1. Flashing light

- Orange flashing light on the wall
- The light flashes during an alarm

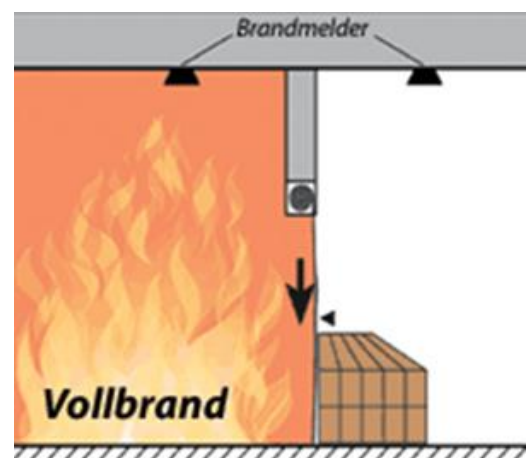
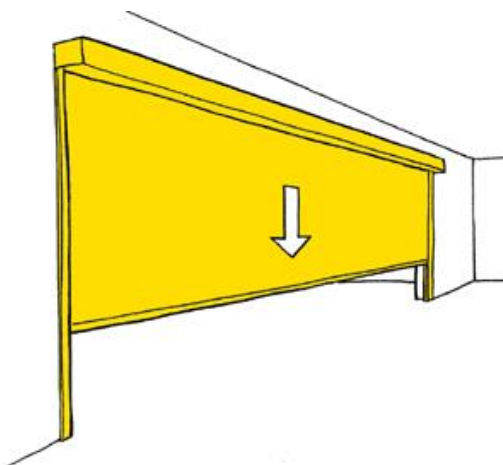
IMMEDIATELY LEAVE THE ROOM!

- The fire protection curtain can also be activated by a button



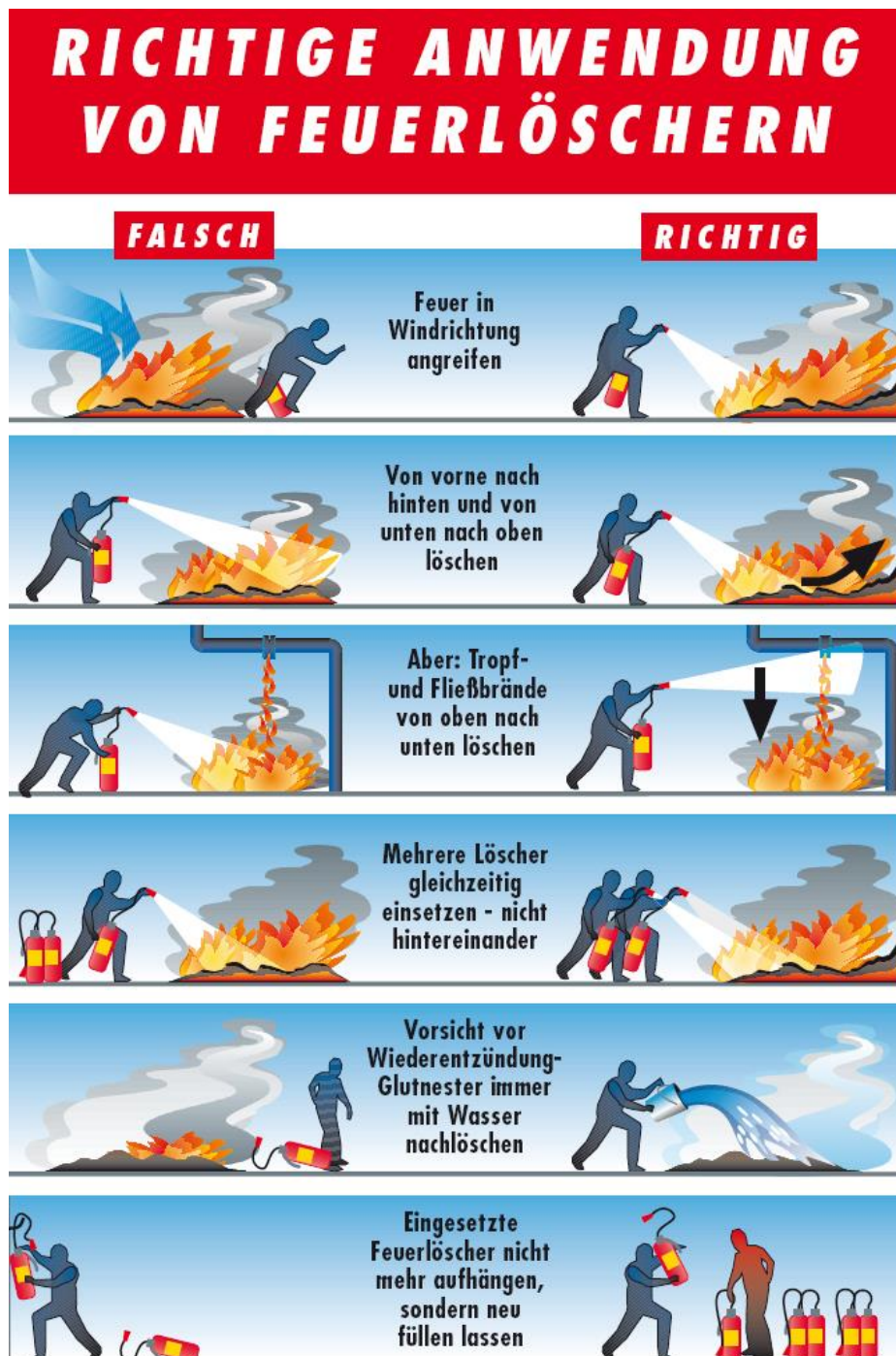
2.6.2. Fire curtain

- The fire curtain will automatically lower during an alarm
- The fire curtain separates the lounge area from the staircase (fire escape route)



2.7. Fire extinguisher

Portable fire extinguishers are hung throughout the building. It is necessary to become familiar with their locations and how to handle them properly. There is a short instruction manual on each fire extinguisher, as well as a description of its fire class. Experts believe that 90% of all fires that are promptly discovered can be fought with fire extinguishers.



2.8. Fire blankets in the kitchens

Fires can be stifled with the use of a fire blanket. Please note the following sequence of steps for its use:

- Pull the fire blanket out of the container by the white bands
- Hold the fire blanket by the bands and lay it directly over the fire. Completely cover the burning material with the fire blanket.
- Turn off the heat supply
- Leave the extinguishing object covered until it cools down
- Please inform the fire safety representative afterwards as the fire blanket will need to be replaced.



3. Correct behaviour in the event of a fire

STAY CALM

ALARM

SAVE

EXTINGUISH

3.1. Alarm

If a fire is discovered, immediately inform the fire department by pressing the fire alarm and calling the emergency number 112 - regardless of the extent of the fire and without waiting to see if you can successfully extinguish the fire by yourself.

The following points should be clarified:

- o Who is speaking?
- o What happened? What is burning?
- o Where did it happen? Where is it burning?
- o How many people are injured or at risk?
- o How you can be reached (telephone no.)

Afterwards, stay on the line in case of any questions by the operator and allow the operator to terminate the call.

3.2. Rescue

The next step after triggering the alarm should be to find out whether anyone is at risk. Warning and rescuing anyone at risk must always be carried out before attempting to fight the fire. Do not let anyone wearing burning clothes to run away; instead, wrap them in blankets or heavy coats and lay them down on the floor. This will help to extinguish the flames by depriving them of oxygen.

If you are trapped in a room, open or smash a window and make yourself known to the emergency services by shouting, turning on the light, making a phone call etc.

- o Leave rooms via the designated emergency exits
- o Do not use elevators in the event of a fire
- o Go to the assembly point

3.3. Extinguish

Attempt to extinguish the fire with existing firefighting equipment.

If attempts to extinguish the fire fail due to the extent of the fire or a strong development of smoke, abort all attempts to extinguish the fire in the interest of one's own safety. Leave the room, close the doors and windows behind you and wait for the arrival of the fire department at the main entrance.

4. Evacuation and evacuation alarm

4.1. In general

An evacuation (and an evacuation alarm) shall be carried out when instructed by the fire safety representative, his substitute or a senior employee, and especially when instructed by the fire brigade.

The precautionary evacuation could be due to fire which has broken out or some other danger in the premises.

The alarm signal is a

SIREN – A CONTINUOUS TONE

4.2. Please be aware of the following points during an evacuation or an evacuation alarm

- o Always keep calm!
- o Avoid shouting or acting in a manner which fosters panic
- o Indicate the staircases and exits to non-residents
- o Prompt non-residents to leave the premises
- o All residents must leave their whereabouts immediately
- o All residents must go to the assembly point.

The assembly point is on the

**PAVEMENT TO THE RIGHT OF THE ENTRANCE – IN THE DIRECTION OF CAFE
MONARCHIE**

One may not leave the assembly point without the consent of the fire brigade. This is to ensure that everybody is present and has evacuated safely.

Individuals leaving the premises must immediately report to the head of the fire department.