



Universität Hamburg

DER FORSCHUNG | DER LEHRE | DER BILDUNG

Fire Code

of the University of Hamburg

(excluding the Medical Center Hamburg-Eppendorf)

for location:

Jungiusstraße 9-11

Part A

What to do in case of fire

Keep calm
Report fire

Fire Department



 **0-112**



Manual fire alarm

**If the fire alarm goes off, leave the building immediately
(assemble at common meeting point!)**



Find a safe place!

Warn people in danger.
Take people in need of help with you.
Follow marked escape routes.
Do not use elevators.
Follow instructions.



Try to extinguish the fire!

Use the fire extinguisher.
Close doors.

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Part B

2. Introduction

The following fire code contains fire-prevention regulations and instructions for appropriate behavior and measures in case of a fire.

All employees of the University of Hamburg (excluding the Medical Center Hamburg-Eppendorf) are obligated to observe fire-prevention regulations as detailed herein and, in case of fire, to report the fire immediately to the authorities listed below.

Responsibilities:

Institution heads are responsible for effective fire prevention. They take all necessary measures in their area of responsibility, oversee their implementation and appoint Evacuation-Assistants. The latter are organized by floor or other appropriate division. The fire protection representative of the University provides advising services.

The lists of Evacuation-Assistants should be given to all employees and hung up next to the "Fire Code Part A".

All employees of the University are obligated to avoid any dangerous activities which could lead to fire and to take all possible measures to prevent fire.

3. Preventing Fire

Smoking bans as well as the **ban on open fire** are to be strictly observed. **Burning cigarettes** and **matches**, for example, may not be thrown into waste paper baskets or trash cans.

Welding, cutting, soldering and severing outside of workshops require written permission by the person responsible for the room.

Slightly flammable or explosive material must be stored in designated containers or rooms specifically designed for this purpose.

At a work-site, flammable liquids must be stored in containers in quantities not exceeding immediate handling purposes. It is prohibited to use these substances in conjunction with open flames.

Flammable refuse must be collected in storage rooms designated for this purpose. Collection and transport containers may only be stored in places specifically designated for this purpose. The tops of these containers are to be closed at all times.

Heating, boiling and warming equipment must be supported on inflammable, mineral bases. The use of immersion heaters without over-heating protection is prohibited.

Electrical equipment may only be installed by qualified personnel and operated by authorized persons within the institution. Defective machines, equipment and cables are to be taken out of service immediately. Repairs may only be undertaken by qualified personnel.

Gas-dispensing devices such as gas pipes and Bunsen burners must be shut off when work is completed.

Fire extinguishers and smoke alarms can be found in various parts of the building. Their location is clearly marked in a pictogram. Every employee should know where they are located in their area and how they are used.

4. Fire and Smoke Dispersion

Fire compartment and smoke doors must be closed. **They may not be propped open using a door-stop or other object.**

Close immediately but do not lock all doors and windows in case of fire.

To slow or prevent the spread of fire, **piles of flammable material** (such as paper and furniture) should not be kept in escape and safety routes.

If available, **smoke** and **heat outlets** should be activated.

5. Escape and Safety Routes

Emergency exits, hallways, driveways, exits and entrances, stairwells and escape balconies should be marked with **signs** and **kept clear of objects of any sort.**



All people working in the building are obligated to inform themselves in a timely manner of the building's **escape and safety routes.**

Driveways, designated parking spaces for fire engines and ambulances and hydrants may not be blocked.

Impeding traffic of any sort by parking vehicles or any other hindrance is prohibited in these areas. Observe all signs and street markings.

Fire compartment and **smoke doors** may not be locked or barred.

Safety instructions and **safety equipment** may not be hidden or blocked by other objects.

6. Where to Report Fires, Where to Find Help Extinguishing Fires

6.1 Where to Report Fires

Fire alarms and **telephones** are available in University buildings.

Emergency Telephone Number: ☎ **0-112**

In some areas, there are additional automatic **fire alarms** and **extinguishing devices**.

Detailed information about who to notify in case of emergency you will find in the attachment (page 14).

6.2 Where to Find Help Extinguishing Fires

Automatic sprinkler systems are installed in many buildings. **Site-specific carbon-dioxide extinguishing systems** with automatic warning and activation components to protect property have been installed in particularly high-risk areas and laboratories. There are **emergency showers** in laboratories.



Hand-held fire extinguishers are installed in hallways and stairwells as well as in high-risk areas (laboratories, etc.). Fire extinguisher locations must be indicated on a pictogram. Every employee should be informed of the exact location and use of fire extinguishers.



Wall hydrants with hoses and steel tubing can be found in the stairwells and hallways of the larger buildings in wall-cupboards, which are marked on the pictogram.

The wall hydrants may only be used by firefighters!

Containers with extinguishing agents used primarily to extinguish metal fires are installed in a few laboratories.

Fire extinguishers should be used if **people or clothes catch fire**.

6.3 When to Use Which Extinguisher

Fire Classification	Type of Burning Material	Appropriate Handheld Extinguisher
A	Flammable solids (excluding metals) such as wood, coal, paper, textiles	Water extinguisher Powder extinguisher with ABC extinguishing powder (foam extinguisher)
B	Flammable liquids or liquifiable materials such as gas, oil, thinning agents, removal agents, synthetics, wax	Carbon dioxide extinguisher Powder extinguisher with ABC extinguishing powder (foam extinguisher)
C	Flammable, gas-forming materials, particularly gasses arising under pressure such as acetylene, hydrogen, methane, town gasses	Dry powder extinguisher with ABC extinguishing powder
D	Flammable metals such as aluminum, potassium, sodium, magnesium	Extinguishing agent Extinguishing dry powder with metal-fire extinguishing agent
F	Burning fats and oils	Special wet chemical extinguisher

7. What to Do in Case of Fire

- Rash action creates panic! Keep calm!
- Report fire!
- **Saving lives is more important than putting out the fire!**
- Close windows and doors.
- If possible, turn off energy conductors, devices and machines and shut down experiments before you leave the room (if necessary, pull plugs).
- Try to extinguish the fire (use extinguisher); but do so only if you are not in danger yourself.

To respond quickly, you must know where fire extinguishers are in the building!

8. Report Fire

To report: Call Fire Department: ☎ 0-112

Where is it burning?	What is burning ?	How many people in danger or injured ?	Wait for questions from firefighters !
↓	↓	↓	↓
Street Building/ Institution Floor	Devices Laboratory Furniture	Type of injury Exact Location	Don't hang up

Notify your concierge or service representative if available!

Informed people (such as Evacuation-Assistants at building's main entrance) should direct firefighters!

9. Observe Alarm Signals and Instructions

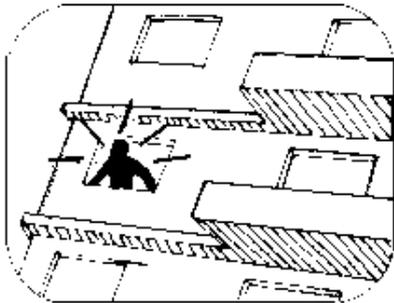
A few buildings of the University of Hamburg (excluding the Medical Center Hamburg-Eppendorf) have their own **alarm systems and p.a. systems** in the concierge's office. Alarm is given and the fire station notified by the concierge or a fire alarm. Those responsible for the building or someone appointed by the latter give **instructions**, for example over the p.a. system. After firefighters have arrived, instructions should be given by these only.

Abt. -9- : Work Safety and Environmental Protection

In buildings which do not have alarm systems or p.a. systems, measures are to be taken which make it possible to alarm everyone in the building (for example, supplying a megaphone, etc.).

10. Seeking Safety

- Leave the area using the quickest route and look for the meeting point designated previously.*
- Do not panic!
- Do not use elevators!
- Follow marked escape routes!



- If an escape route is blocked, look for a fire-free room with a window facing outside and a tight-closing door and send signals to draw attention to yourself.
 - Never follow instructions to jump by others; follow only those instructions given by firefighters or the fire department.
-
- In smoke-filled rooms, crawl on the floor and, if possible, hold a wet towel or tissue in front of your nose and mouth.
 - Take people at risk with you!
 - Do not forget disabled people!
-
- **Has everybody left the building?**
 - **Evacuation-Assistants inform fire departments as to whether their area/floor has been cleared!**
 - **If any uncertainties arise as to whether people are still in the building, inform firefighters!**

*Please fill in the exact meeting point in the overview on page 13!

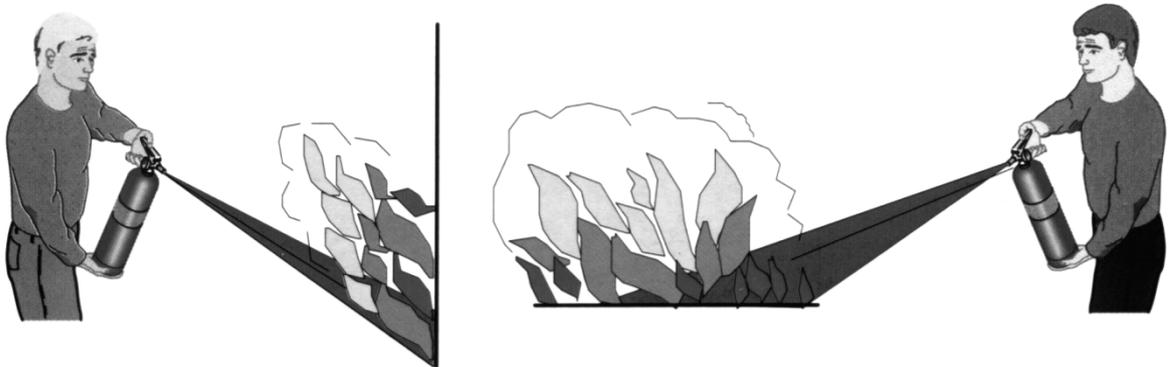
11. Trying to Extinguish a Fire

Until the firefighters arrive, try to extinguish the fire with available fire extinguishers as far as possible.

Attempts at extinguishing the fire should only be made if you are not in danger.

The following should be observed:

- Use the extinguisher at the fire's source first
- Hold the extinguisher **upright**.
- Extinguish from **top to bottom** and from **front to back**.



- Do not hold the extinguishing stream in the middle of the fire: it may disperse flammable material and enlarge the fire.
- If possible, use several extinguishers at the same time. This is more effective than using extinguishers in succession.

Do not let **people with burning clothes run away**: stop them so that you can extinguish the flames. This can also be done with an extinguisher. In this case, keep a distance of one meter and do not point the stream directly into the person's face.

12. Special “Dos and Don’ts”

In case of fire, close but do not lock windows and doors. This can help contain the spread of fire.

Energy conductors, devices and machines should be shut off and experiments ended if possible.

Remove tangible assets (irreplaceable written documents, valuable equipment, etc.) to a safe place if rescue and firefighting activities allow and barring any danger to you or any other person.

Someone who knows the location (such as an Evacuation-Assistant) **must be present** at the meeting point to field questions by the **firefighter in charge**.

The head of firefighting operations must be informed of any particular dangers and any measures to minimize these.

There is a particular danger with the following materials:

- Explosives
- Flammable liquids
- Compressed gas cylinders
- Radioactive materials
- Toxic substances

13. Building-specific Information*

Address:

Responsible person(s): _____ Phone: _____

Deputy(ies): _____ Phone: _____

Evacuation-Assistant (s) _____ Phone: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Directions for the fire department:



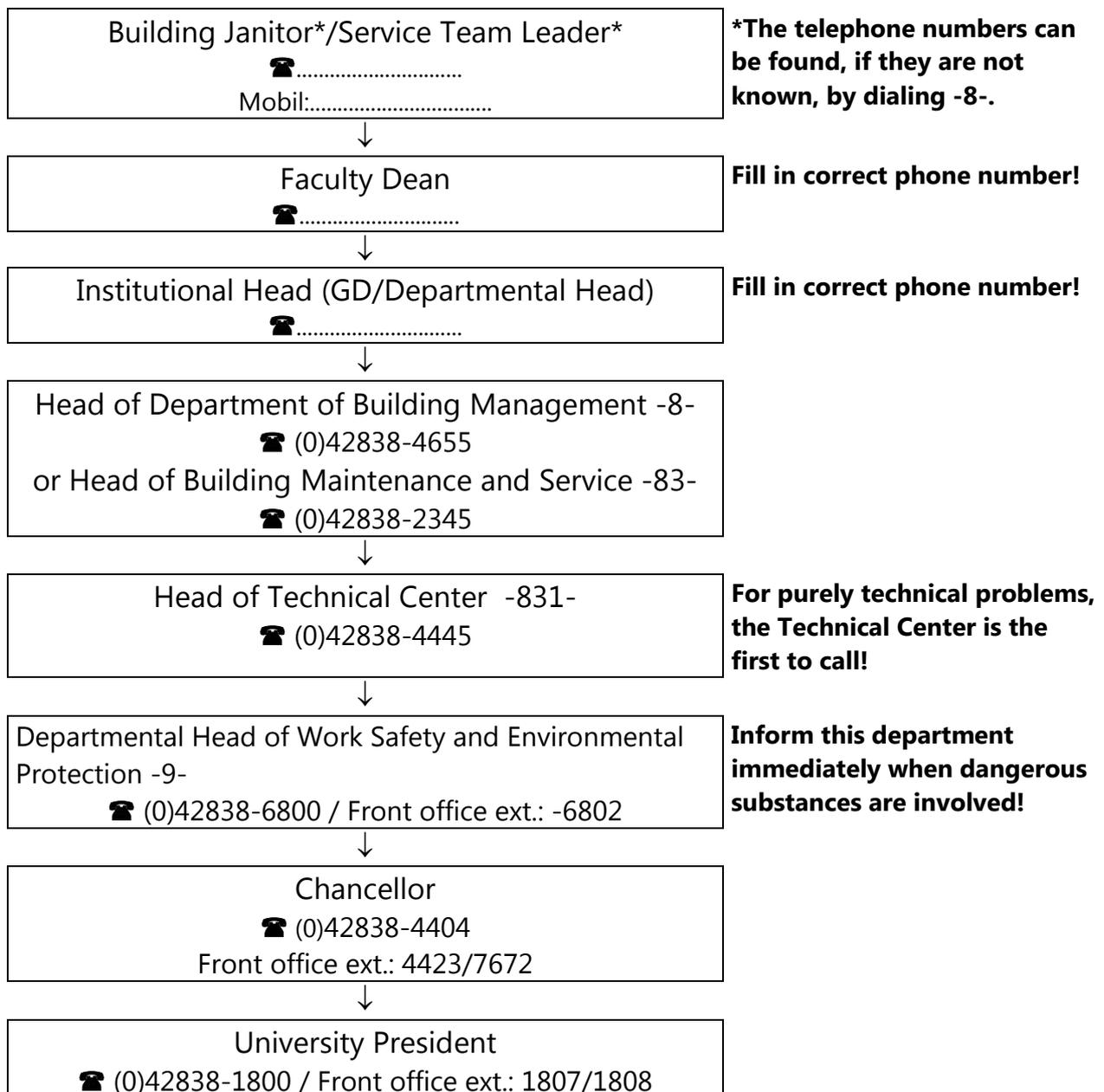
Meeting point (exact location or sketch): **__Otto-Stern Parkplatz**

*Please post this where all employees have full access !

Appendix

What to Do in Case of Disruptions and in Emergencies

- If there is **any danger** to an employee's health or life, every employee **can call either emergency number directly (0-112 or 0-110)!**
- In cases which pose a **special danger to University employees, buildings or plants**, please **contact the following in the order below!**



EMERGENCY NUMBERS

Fire Department

 0-112

Police

 0-110

Ambulance/Paramedics

 0-112