

Student`s hostel Hof

Fire safety regulations

Albert-Einstein-Straße 2
95028 Hof

Fire safety regulations

Part A

Prevent fires



open fire and smoking not allowed

Behavior in case of fire

Keep calm

avoid panic

Report fire immediatly

emergency call / fire department:



(0) - 112

Take care of your own safety

warn endangered persons
support helpless persons /
shut the doors

follow the marked emergency exits
pay attention to instructions



Try to extinguish the fire



use fire extinguishers

Fire safety regulations

Part B

Simple regulations and hints for employees, tenants and
personnel without special fire protection duties with
DIN 14 096 part 2

A. Fire Prevention

All residents in the property are required to take great caution to prevent fire and contribute to other damage events. You have to inform about the fire hazards in your apartment and in the living environment as well as the measure / danger behaviors.

An increased fire risk can exist by flammable or oxidizing substances such as:

- flammable liquids (alcohol, fuel, solvents and disinfectants),
- highly flammable substances (paper, packaging material),
- gases (natural gas, liquid gas),
- oxygen improves flammability of substances and is oxidizing.

Users of electrical equipment and systems have to comply with the accurately application guidelines and instructions.

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Smoking as well as the handling with primer and open fire or light are generally forbidden in all utility rooms and places marked by 'no smoking' notices. The property owner regulates further details separately.

Ashtrays may only be emptied into containers, which are closed, sealing tightly and made of non-combustible materials. You may only use containers of non-combustible materials for ashtrays.

Defects and damage at electronically installations as well as signs indicating this (flickering lights, a smell of burning, etc.) must be reported immediately to the service manager / janitor or the technical support, which arrange suitable steps. Only electronic devices tested by specialists may be used in non-private areas.

Whenever leaving the apartment it is to ensure that all lights and all private portable electrical equipment, which are not permitted for continuous operations, has to be switched off. If possible the power plug has to be removed out of the socket (this concerns e.g. mobile power supplies / chargers for mobile phones). All windows and doors must be closed.

Upon completion of works done by lessors order (e.g. by janitor or external companies) it is also required to switch off portable electrical equipment, which are not permitted for continuous operations. If possible the power plug has to be removed out of the socket (see above). As well all windows and doors must be closed.

Any defects, which affect the fire protection or the evacuation process must be immediately reported to the service manager / janitor.

Hints that draw to site-specific special features about fire safety will be preserved as a supplement to the fire safety regulations by the janitor or will be taken from special notice boards. Such references are components of these fire safety regulations.

B. Spread of fire and smoke

In the event of a fire, it is to prevent that fire and smoke can spread unimpeded. Available smoke protection doors are self-closing to prevent the spreading of fire and smoke in any case. Such doors must not be wedged, attached or be disabled in other ways. The fire-protection officers and the janitor must specifically ensure these during their inspections. Doors must be closed in the event of a fire.

The storage and the placement of materials and objects in staircases, under stairs, in corridors, next to exits and in evacuation routes are prohibited **without exception**. The parking of motor vehicles and bicycles are only permitted at designated places.

In case of fire all windows and doors are to be closed when leaving the building, but not locking.

The alarm is triggered in case of fire by bystanders or the fire department otherwise via the fire alarm system.

C. Escape and emergency routes

Escape and emergency routes in the building are corridors, necessary stairs, emergency exits and routes. They have to be kept free indoors and outdoors at any time. These routes are marked with rescue signs and rescue route plans. The entrance to the object and buildings, routes for the fire department as well as hydrants must absolutely be kept clear. Rescue signs must not be obscured, covered, changed unauthorized or removed.

Fire department zones therefore driveway and moving areas must be kept clear permanently.



Doors and escape routes along emergency routes from rooms must not be blocked.



D. Signalling and fire-extinguishing devices

The following signaling devices are available in the object:

Manual push-button alarm in escape routes,
smoke detectors in corridors for controlling fire detection systems or in staircase for smoke extraction systems.

All automatic or non-automatic fire detectors are connected to the central fire alarm system. The trigger of the fire alarm system in designated student hostels will be forwarded automatically to the fire department. In case of fire they also cause the alarm (alarm horn).

The following fire-extinguishing devices are available in the object:

Hand-held fire extinguishers: in corridors, stairwells and in technical rooms

FIRE-EXTINGUISHER SYMBOL:



The locations of fire extinguishers are marked on the rescue route plans. Unauthorized changes to the locations or the safety markings of the fire extinguishers are not permitted.

All staff of the property owner and as far as possible all inhabitants have to become familiar with the application and handling of hand-held fire extinguishers close to their workplace / flat. Hand-held fire extinguishers are suitable for fighting small incipient fires. They are only triggered immediate to the fire site.

E. Behaviour in case of fire

In case of fire keep calm and prudence. Before fire fighting it is primary to safe human life. Instructions of persons with special fire protection duties respectively the incident command of the fire department must be followed.

F. Report fire

Anybody, who spotted a fire must inform immediately the fire department and then the service manager / janitor. This has to be made regardless however a fire fighting will be admitted with available fire extinguishers or not.

Report before fighting a fire.

Emergency number fire department **1 1 2**

For fire alarms via telephone following informations are necessary:

- Where it burns?
- Address, building, fire location (house number, floor, apartment)?
- Was brennt? (brennende Substanzen, Gegenstände)
- What is burning (flammable substances, goods)?
- Who transmits the fire? (Name, first name, location)

It is valid: the control center closes the conversation!

G. Observe and follow alarm signals and instructions

The house alarm is triggered via smoke detectors. Service managers / janitors and after arrival of fire department / police are authorized to giving instructions.

H. Secure

After house alarm and following instructions the danger zone has to be left immediately along the corridors, stairwells, stairs and exits. Residents and temporary guests must follow the marked and known escape and emergency routes.

Move bent or crawling when rooms are filled with smoke, because there is a breathable atmosphere near the ground level.

I. Try to extinguish the fire

In case of a manageable contained fire (e.g. a burning waste basket) everyone is obliged to try to extinguish the fire. Firefighting equipment (hand-held extinguishers) has to be used immediately on developing fires. As required several fire extinguishers can be used simultaneously, not one after the other.

Due to self-protection firefighting should always be carried out by two people. All attempts to extinguish the fire are only to be executed in situations that are not self-endangering. In case of the increasing formation of smoke the room has to be evacuated immediately. Inhalation of smoke gas can be lethal!

During the firefighting attempts essential escape routes have to be kept clear.

If possible vehicles that are parked in close proximity to the burning object or vehicles that are parked unauthorized in areas assigned to the fire department have to be moved before the fire department arrives.

After the arrival of the fire department the officer-in-charge is to give instructions for further actions. You have to follow the instructions of the fire department at all times.

A burning person has to be extinguished by taking appropriate actions (e.g. smothering the flames with coats or fire blankets). They have to be stopped from running away.

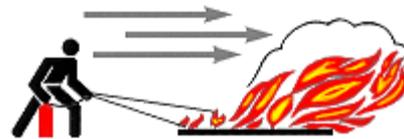
To be used during firefighting attempts only in situations that are not self-endangering until the fire department arrives:

Fire extinguisher

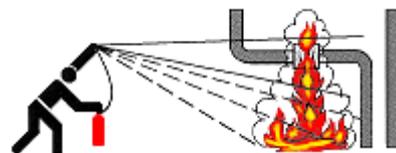
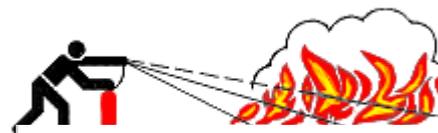


Principle rules for using a fire extinguisher:

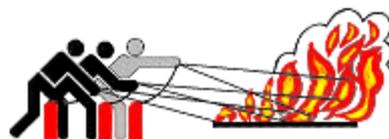
- The fire extinguisher is only to be put into operation when in close proximity to the fire!
- Keep the fire extinguisher upright
- Consider the wind direction, always use it downwind, aim the hose at the base of the fire not the flames, keep appropriate distance while operating so the powder cloud covers the whole burning area. Extinguish intermittently, not continuously.



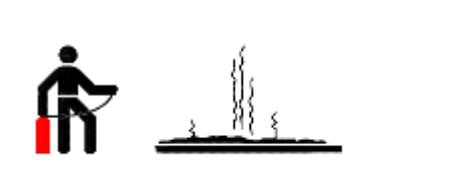
- Large-scale fires have to be extinguished from the front and from the bottom, not from behind and above, always aim at the burning material, not the flames.
- Fires in flammable liquids must be extinguished from the top (emersion point) to the bottom (burning puddle). Do not extinguish leaking gas pipes and igniting gas – danger of explosion!



- With growing fires use several extinguishers simultaneously, not one after the other.



- Don't leave the scene of a fire, always watch the area and be aware of reignition.



- Cover fires in flammable liquids with a powder cloud from the extinguisher.
- In case of burning clothes, cover the burning person in (wet) blankets, cloths or coats (no synthetic fiber), to smother the fire.

If there is any doubt as to whether the small fire can be extinguished or if there is an immediate danger for persons who try to extinguish the alerting must be issued immediately.

- After using the fire extinguisher, do not leave the empty fire extinguisher lying around or bring it back to its place. It has to be recharged or replaced immediately by the responsible authorities or the fire safety engineer.



J. Special directives

In case of a fire doors to the area of fire must be closed, but not locked. Furthermore all other doors and windows have to be kept closed, but not locked. If still possible word equipment (e.g. from contractors) has to be deactivated, if necessary secured. If still possible electrical installations, machines and devices have to be switched off.

After the arrival of the fire department the area of fire can only be entered with the approval of the officer-in-charge.