

**Leibniz University Hannover**

# **Fire Safety Regulations**

**DIN 14096**

## **Part B**

**This document is a translation and is provided for information purposes only.  
It is not legally binding.**

Version: 11.01.2022	Leibniz University Hannover
	<b>Fire Safety Regulations DIN 14096</b>
	<b>Part B</b>

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## 1 Introduction

The Fire Safety Regulations Part B in effect at Leibniz University Hannover apply for all persons not assigned with special fire safety duties, who are present in buildings or on the premises of Leibniz University Hannover on a non-temporary basis (e.g. university staff and students).

All such persons must observe the Fire Safety Regulations and all statutory fire safety provisions. This especially applies to working with sources of ignition (open flames, cutting and grinding work, welding, soldering, burning), and is also valid when dealing with combustible, self-igniting or explosive substances, ionising radiation, as well as radioactive or biological substances.

The Fire Safety Regulations apply accordingly to other cases of emergency, unless special regulations exist for such cases.

The Fire Safety Regulations are composed of three parts:

<b>Part</b>	<b>Contents</b>	<b>Target group</b>
A	General information on behaviour in the event of a fire (notice)	All persons in or on LUH properties
B	Fire safety regulations	All staff members and students of LUH properties
B Annex	Building-specific fire safety regulations	All staff members and students of an LUH building
C	Assignment of special fire safety duties	Staff Members with Special Tasks in Fire Protection of an LUH Property or an LUH Building (e. g. fire safety assistants)

The Fire Safety Regulations shall enter into force upon signing.

Hannover, 13.01.2022

German document signed by

Dr. Christoph Strutz  
Senior Vice President

## 2 Fire safety regulations

The Fire Safety Regulations Part A must be displayed in every building of Leibniz University Hannover – at least one on each floor – in a clearly visible location. Suitable locations include building entrances, corridors, and stairwells. Additionally, the Fire Safety Regulations Part A must be displayed in a clearly visible location in every seminar room and lecture hall. The notice must always be adapted to the specific circumstances of the individual building.

### Prevention of fire



No open flames; fire, open ignition sources and smoking prohibited

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### If you notice a fire

**Keep calm**

**Report it**



Push fire alarm button



Emergency number: 112

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**Get to safety**



Warn people at risk/activate alarm system



Assist vulnerable people



Close doors



Use marked escape routes



Do not use lifts



Gather at assembly point

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**Attempt to extinguish the fire**



Use fire extinguisher



Use fire blanket



Use fire hose

Fire Safety Regulations as per DIN 14096  
Issued: 21.03.2016, The Presidential Board  
Leibniz University Hannover - sample

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### 3 Preventing fire



Smoking is prohibited in all buildings at Leibniz University Hannover. Furthermore, the use of fire, naked flames and sources of ignition is prohibited in the university buildings.

When using fire in outdoor spaces (e.g. barbecues), special precautions must be taken to prevent any spread to greenery or buildings. The use of open flames is prohibited during prolonged periods of dry weather.

In specially designated rooms, such as laboratories and workshops, the use of fire, naked flames and sources of ignition is permitted to the minimum extent necessary for the operation required.

The use of small fuel canisters to keep food warm during official events in buildings at Leibniz University Hannover is permitted.

When operating electrical appliances, the manufacturer's instructions must be observed. Special attention must be paid when using electrical heating appliances and multi-socket extension leads; connecting multiple extension leads in a row is dangerous and is prohibited. Coffee machines and electric kettles should be operated on non-flammable surfaces (e.g. ceramic tiles).

The use of faulty electrical appliances is prohibited. They must be repaired or replaced without delay.

Mobile electrical appliances must be switched off after use to minimise the potential danger.

It is not permitted to charge lithium metal batteries with a mass of more than 2 g lithium per battery or lithium-ion batteries with a capacity of more than 100 Wh per battery in LUH buildings. This applies, for example, to commercially available batteries for pedelecs, e-bikes and e-scooters. Batteries of this type may only be charged to the minimum extent necessary for work purposes and the necessary safety measures must be observed; it is especially important that the battery is supervised during the charging process. It is prohibited to charge batteries in escape routes.

If equipment for experiments cannot conform to the regulations, a risk assessment must be conducted to verify that the required safety targets can be achieved by means of special measures.

Operation of devices and equipment must be adequately monitored. Equipment that is operated at night without any supervision may only be run if there is no risk of fire or if a risk assessment determines that the required safety targets are achieved by means of special measures.

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It is not permitted to use immersion heaters that do not feature an automatic switch-off function. Electric heating plates and radiant heaters may only be run in laboratories under permanent supervision. This also applies for induction plates.

Cleaning cloths, rags or the like that are oily, greasy or soaked in flammable liquids must only be kept in non-flammable containers with tightly fitting lids; never put these in work clothing.

At the end of the workday, the last person present in the work area must check the rooms for potential hazards. In particular, it must be verified that all fire protection closures (e.g. fire doors and doors to control the spread of smoke) are closed and all electrical systems that are not required are switched off.

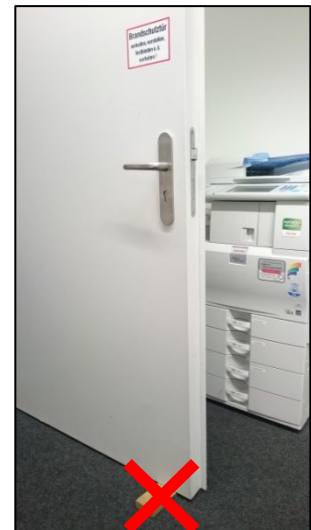
## 4 Spread of fire and smoke

Fire doors and doors to control the spread of smoke must be kept closed at all times, unless equipped with an automatic closing mechanism. Doors equipped with this function remain open when set to that position and automatically close in the event of a fire.

It is prohibited to use objects such as doorstoppers to hold open fire doors, doors to control the spread of smoke or other self-closing doors. This applies regardless of whether the door is labelled accordingly or not.

Moreover, all windows and doors should be closed at the end of the workday, to delay possible spread of fire or smoke.

Posters, etc. may only be displayed on the notice boards provided. This should be done sparingly and outdated posts should be removed regularly.



To minimise risk of fire, the accumulation of flammable materials should be avoided. In laboratories, only the quantities of flammable liquids and gases necessary for ongoing work may be stored (but exceeding the daily requirement).

In the event of an emergency, smoke and heat extraction systems should be triggered via the control points (usually grey or orange housing).



## 5 Escape routes and emergency exits

Escape routes, emergency exits and areas reserved for the fire service must be kept clear at all times, to ensure that they can be used at any time. Blocking or obstruction by objects or parked cars is prohibited.

Doors along escape routes and emergency exits must be easy to open without additional aids if people need to use the escape route in question in the event of danger.

Stairwells and corridors must be kept clear at all times. It is prohibited to put up paper notices in stairwells.

Safety signs and emergency escape plans – which show internal escape routes, fire extinguishers and fire alerting points – must not be blocked or obstructed.

## 6 Alarm systems and fire extinguishing equipment



In many university buildings, there is a fire alarm system. The corresponding manual call points (red housing) are installed near the escape routes and emergency exits – among other locations – and alert the fire service directly.

Some of the university buildings have been equipped with house alarm systems. The corresponding control points (blue or yellow casing) are installed along escape routes –amongst other locations – and trigger the alarm to evacuate the building/building section without alerting the fire service.



The emergency number 112 can be dialled from any telephone at the university. Mobile phones must be used to make the emergency call in rooms that do not have a telephone.

**Fire and Emergency: 112**

All buildings at the university are equipped with fire extinguishers. These are indicated on the provided emergency escape plans.

Persons present in the building on a non-temporary basis should familiarise themselves with the operating instructions of fire extinguishers, fire blankets, emergency showers and wall hydrants.

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## 7 What to do in the event of a fire

Part A of the Fire Safety Regulations must be observed (see point 2).

In the event of a fire, it is important to remain calm. Rash and frantic behaviour can lead to mistakes and can quickly cause others to panic. Especially when it comes to visitors, maintaining a sense of calm and assuredness can prevent panic.

## 8 Reporting a fire

If you discover smoke or fire, you must report this to the fire service immediately. This may be done either by telephone or by the fire alarm system being triggered.

If the incident is reported by telephone via the **emergency number 112**, you must state the location of the incident including the postal address and then wait for any follow-up questions from the emergency call operator.

In addition to reporting a fire by telephone, if available, always trigger the fire alarm system.

Once the fire services have been alerted, you must then inform Buildings Management by calling the university's service hotline team: (+49 511 762-) 4440.

In buildings with a staffed reception, the fire must also be reported there.

## 9 Following alarm signals and instructions

Some university buildings are equipped with audible alarm systems. When the alarm sounds (siren with alternating frequencies or loud beeping), the building must be evacuated. In some university buildings, red flashing lights accompany the alarm tone.

If no audible alarm system is fitted, in the event of a fire, you must alert everyone in the building by shouting.

When an alarm sounds, all work must cease, teaching or other functions must be interrupted and the building must be evacuated via the marked escape routes without delay.

When the fire service arrives, you must follow their instructions. Do not re-enter the building until the fire service has given the all-clear.



## 10 Getting to safety

If a fire breaks out, leave the dangerous area at once via the marked escape routes and emergency exits. Do not use the lifts.

Staff must ensure that visitors leave the building via the shortest route. Children, people with disabilities or injuries, and the elderly require special attention and, if possible, you should provide assistance. Any animals present must be brought to safety by their owners.

Missing persons must be reported to the fire service as soon as they arrive at the scene.

In the event of an emergency, teaching staff, supervisory staff, etc. must ensure that students evacuate the room (e.g. seminar room, lecture hall) in a calm and orderly manner.

If the escape route cannot be used due to the effects of fire (e.g. heat or smoke), all doors must be closed and you must make yourself known at the nearest possible building opening (e.g. an open window) when the fire service arrives.



Most buildings have emergency escape plans on display. Among other things, these show the location of the assembly point. In all other buildings, people should gather near the main entrance, away from fire service access routes and at a sufficient distance from the building affected.

All escape routes are labelled with one of the signs on the right and are indicated on the emergency escape plans.



First aid equipment is labelled with the sign on the left and is indicated on the emergency escape plans.

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## 11 Attempting to extinguish the fire

You should only attempt to extinguish a fire if it does not put you in danger.

It is important to ensure that the appropriate fire extinguisher is used for the corresponding flammable substance.

If a person is on fire:

It is extremely important to **tackle the fire as quickly as possible**, but always **take care not to endanger yourself**.

- The victim might act irrationally (running away).
- There are various ways to extinguish the flames. Options include water, fire extinguishers, heavy materials or rolling on the floor.
- As soon as the fire has been extinguished, life-saving measures (resuscitation) must be carried out if necessary.
- Remember to alert the emergency services without delay.
- Cool affected areas of the body briefly with water. However, this should only be done for a few minutes to avoid the risk of hypothermia.

## 12 Special rules of conduct

Persons present in the buildings or on the grounds of Leibniz University Hannover on a non-temporary basis must promptly notify Buildings Management of any shortcomings with respect to fire safety (especially non-operational fire extinguishers as well as faulty fire doors and doors to control the spread of smoke) by calling the university's service hotline team: (+49 511 762-) 4440.

All members of staff working in university buildings must receive fire safety briefings and must participate in fire drills.

Please contact the university's fire safety officer with any questions or uncertainties relating to fire safety.