

Fire safety regulations

for the Hochschule für bildende Künste Hamburg

Updated: 29.10.2015

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1 General

1.1 Foreword

These fire safety regulations apply to all HFBK buildings and property and describe codes of conduct, measures to be taken and responsibilities for preventive fire safety and in the event of a fire. Information on fire safety regulations is provided in order to improve fire safety. The best way to avoid fires and to avoid damage in the event of a fire is to be attentive and to take sensible action.

Male figures have been used throughout for simplicity and comprehensibility.

1.2 The objectives of these fire safety regulations

- ensuring risk and hazard free creation of artwork at the university
- the safety and protection of people, property and the environment from fire risk
- informing all those employed at or studying at the HFBK Hamburg of measures for preventive and protective fire safety
- making people aware of how to handle flammable materials correctly
- training and instructing those responsible for preventive and protective fire safety

1.3 The structure of the fire safety regulations, according to DIN 14 096

<p>Fire safety regulations - Section A (notice on display)</p> <p>Intended for everyone within the HFBK's buildings (staff, students, those renting rooms, visitors, guests, employees of external companies)</p>
<p>Fire safety regulations - Section B (Brochure for persons without special responsibility in case of fire)</p> <p>Intended for persons more permanently resident at the HFBK (staff, students, those renting rooms)</p>
<p>Fire safety regulations - Section C (Brochure for persons with special responsibility in case of fire)</p> <p>Intended for persons with special responsibility in case of fire (the heads of departments, fire safety officer, fire safety assistants, safety officer, person qualified to supervise welding work)</p>

2 Fire safety regulations - Section A

Preventing fires



No naked flames

What to do in case of fire

Stay calm

Report the fire



Fire service emergency number: 0-112#

Porter's lodge: 0-(040) 428 989

Set off the fire alarm
Inform all persons within reach



Get everyone to safety

Warn all endangered persons.
Help anyone requiring help out of the building.
Close doors and windows.
Use designated fire exit routes.
Do not use lifts.
Follow instructions.



Assemble at assembly point



Uferstrasse, corner with Finkenau
Wartenau, corner with Uhlandstrasse
See escape and rescue routes.

Attempt to extinguish fire



Use fire extinguisher.

Lerchenfeld 2,
Wartenau 15,
Finkenau 35

29.10.2015

Fire safety ordinance according to DIN 14096-Section A

3 Fire safety regulations - Section B

Section B of the fire safety regulations contains generally valid rules of conduct for preventing the starting and spread of fire. It also lists measures to be taken in case of fire.

3.1 Fire prevention



Bans on smoking and on any use of naked flames are to be observed. Matches, ash etc. may only be deposited in non-flammable ash receptacles.



Ignitable, readily ignitable and highly ignitable liquids (formerly all flammable liquids of group A1, A2 and B) may be used in workplaces only in the containers provided, and only in the quantities required for use.

For workshops where larger quantities of flammable liquids are constantly required, the maximum permitted quantity of fluid that can be kept in non-unbreakable containers is 5 liters. The maximum permitted quantity in other containers in protected areas is 10 liters.



Flammable substances, stored goods and waste such as packaging should be collected and stored only in the designated spaces and containers.

Disposal must proceed so as to avoid risks during storage, transport and destruction. Even small quantities of solvents must not be poured away into drains.



Cleaning wool, cleaning cloths etc. that are oily, fatty, or impregnated with flammable materials must be kept in non-flammable containers with self-closing lids (due to the danger of spontaneous combustion).



Work on electrical systems and equipment may only be carried out by qualified electricians.

Damaged electrical equipment must immediately be taken out of use, marked, and secured.

The building's janitorship service should be informed immediately of any problem with fire protection equipment or damage to electrical installations, or any signs of trouble (flickering lights, a burning smell, etc.).

Electrical appliances must be used appropriately, in compliance with operating/use instructions. The janitorship service is authorized to remove any privately-owned devices that might represent a fire risk.

Appliances used for warming food (cookers, immersion heaters, coffee machines etc.) may only be operated on non-flammable surfaces (such as ceramic tiles). Only materials and objects that are not readily flammable may be affixed or placed in the immediate proximity of these pieces of equipment.

All machines, equipment, and devices must be switched off at the end of usage sessions or teaching sessions, unless this is for some reason impossible.

3.2 Fire and smoke spread

Fire protection doors, fire compartment doors, and smoke protection doors must be kept closed.

Keeping doors and shutters open by means of wedging, tying or blocking them, by taking them off their hinges, by altering or damaging the door's mechanism or by other similar measures is not permitted, unless it is done for operational reasons by means of holding-open mechanisms approved by the building authority.

If a fire breaks out, all doors and windows are to be immediately closed, but not locked.

3.3 Escape and rescue routes

It is the responsibility of everyone active in the HFBK's buildings to know where the fire escape and rescue routes are.



The signs marking escape and rescue routes must not be removed or concealed.

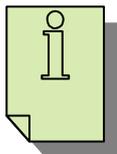


Fire escape and rescue routes must be kept clear!

Emergency exits must be easy to open, and must not be closed during working hours.

Emergency exit routes leading to outside spaces, transit areas and access routes for the fire service and emergency services must be kept clear at all times. No obstruction of these routes – by vehicles, bicycles, refuse containers, and other unattended items – is permitted.

3.4 Alarm and extinguisher systems



HFBK buildings contain fire alarms (fire/service alarms), emergency phone, handheld fire extinguisher, smoke and heat extraction systems. All staff are expected to know where these items are located within their own areas, and how to operate them.

Staff responsible for checking and operating the central fire alarm system, the sprinkler system and building alarm system, the loudspeakers etc. must be properly instructed in the operation of these devices.



Fire extinguisher and fire alarm equipment must be unobstructed at all times. The same applies outside buildings (to surface and underground hydrants, for instance). The information signs must be clearly visible at all times.

3.5 What to do in the case of a fire

Remain calm and collected! Do not panic!

Report the fire!

Close doors and windows!

Where possible

- switch off gas taps, running machines and equipment
- in laboratories and workshops, use the emergency off switch

Saving human life should take precedence over fighting the fire!

Try to extinguish the fire!

3.6 Reporting the fire



Fire service emergency no. 112 (via mobile phone)

Fire service emergency no. 0-112# (via the HFBK's own telephone)

The fire should be reported to the fire service as follows:

WHERE	is the fire?
WHAT	is on fire?
HOW MANY	are affected/injured?
WHO	is reporting the fire?
WAIT	to answer any further questions!



The fire alarm or building alarm should be activated using the nearest push-button alarm, and the porter's lodge informed.

3.7 Pay attention to alarm signals and to proper instructions



When the fire alarm sounds, everyone should leave the building immediately.



A person familiar with the building should wait for the fire service at their place of approach to provide them with information. Persons with special responsibilities in the event of fire will head to the location of the fire or the damage.

Once the fire service arrives, the people with special responsibilities in the event of fire will assist the operational leader of the fire service team by providing relevant information. From this point on, they will be involved only at the request of the operational leader of the fire service team.

The building should not be reentered until clearance has been given by the leader of the fire service team or by the person currently responsible for the building!

3.8 Get to safety

Leave the danger area as rapidly as possible!

Assist those who are injured, in danger or in need of assistance!

Do not panic!



Follow designated escape and rescue routes!



Do not use the lifts!



In rooms filled with smoke, you should crawl to stay near the floor. If possible, place a wet cloth over your nose and mouth.

If the emergency escape and rescue routes are filled with smoke, you should try to reach the space furthest away from the fire's location. Using, for instance, a mobile phone, send a signal to attract attention!



Find an assembly point! (For the assembly points, see Appendix I)
Report anyone who is missing!

3.9 Attempt to extinguish the fire

People with burning clothing should be stopped and flames immediately extinguished using a fire extinguisher!

For safety, maintain a distance of 2 to 3 meters and avoid directing the jet into the person's face. If a powder extinguisher is used, then the powder should be washed off immediately afterwards using plenty of water. A carbon dioxide extinguisher (CO₂) should only be used if no other extinguisher is available (owing to the freezing risk). If it is used, it should not be directed at the same area of the body for any length of time. In Room 359, clothing fires should be dealt with using the emergency shower.

Where property is on fire, you should only attempt to extinguish it if the fire is incipient and if there is no risk to yourself. Handheld fire extinguishers are primarily available for this purpose.

Fire extinguishers should be activated only at the fire's location:

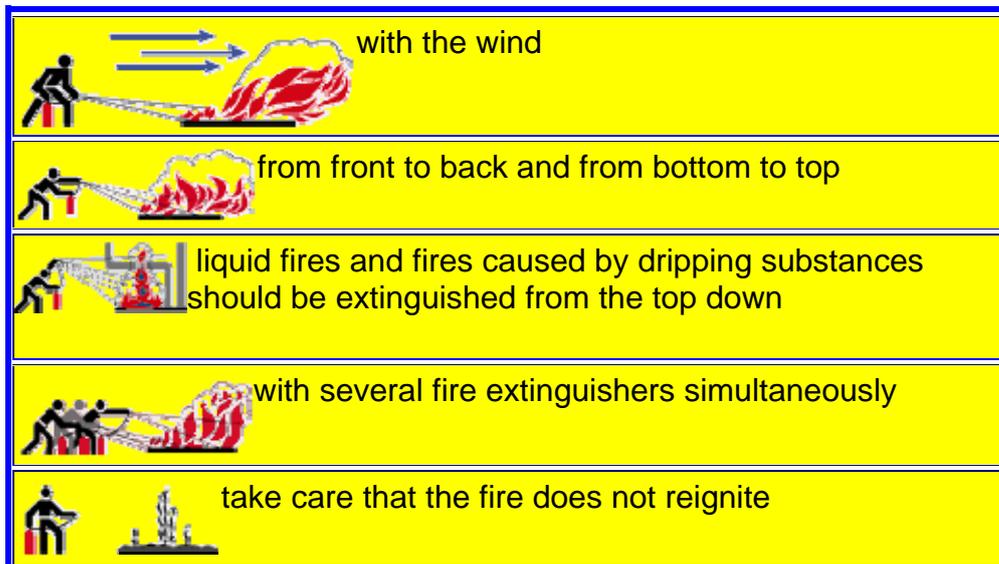


Pull out the safety element

Activate the release device by e.g. pressing down on the button

Extinguish the fire using targeted jets

How to use an extinguisher correctly:





Where possible, do not attempt to extinguish fires alone!

Activities that, in the event of a fire, present a risk of explosion, chemical burns, poisoning or electrical current should (where possible) be immediately discontinued. Emergency plans should be drawn up for the laboratories and workshops where these activities take place.



Supply lines carrying explosive, flammable, toxic, health hazard or corrosive substances should immediately be closed off in any areas affected or immediately threatened by fire (emergency off switch, emergency off button, shut-off valve).



If fires break out in ventilation systems or other systems, machinery or devices, they should, as far as is possible, be put out of operation.



Fires in electrical machinery and devices should be combated using dry extinguishers – primarily CO₂ extinguishers, but also powder extinguishers if necessary.

Water extinguishers should only be used below the 1000V limit. For safety, maintain a distance of 1m. Risk of electric shock!

4 Fire safety regulations – Section C

Section C of the fire protection regulations describes the responsibilities, duties and tasks of specific people in preventive and protective fire safety.

4.1 General

Overall responsibility rests with the president of the HFBK Hamburg. For various areas, he transfers his obligations and tasks to the chancellor, the head of the department for building and construction management, and their representatives. Correspondingly, these individuals take on the principal function within their areas of responsibility.

Inspection and supervisory responsibilities are unaffected by this. The transference of obligations notwithstanding, these continue to rest with the president. This applies particularly to cases where the provisions of the fire safety regulations severely affect or restrict teaching and research. If, for instance, they stand in the way of an artistic project being implemented, the president should be immediately informed, so that a carefully considered, equitable solution to the conflicting interests can be found.

4.2 Fire prevention

In particular, the chancellor has the following obligations and duties:

- overseeing the training of the fire safety and evacuation helpers
- organizational responsibility for the evacuation of those in need of assistance
- ensuring adherence to scheduled inspections for all rescue and fire safety equipment requiring such checks
- organizational responsibility for informing staff and students of fire safety requirements

The head of the department for building and construction management at the HFBK Hamburg has the following special obligations and tasks:

- announcing the fire safety regulations
- Keeping the emergency exit routes leading out of buildings clear at all times. This also applies to transit areas and to the approach routes for the fire service and emergency services.
- approving work involving fire or high temperatures, according to point Number 3.3 of the procedural regulations (see Appendix II)

- adherence to the fire regulations in measures initiated or supervised by staff of the department for building and construction management such as the repurposing of rooms, new constructions, extensions and conversions, and the implementation of building maintenance measures
- coordinating with the fire safety officer and the occupational safety operative of the HFBK Hamburg in the measures already mentioned
- attending to any reported problems in connection with a fire prevention inspection and other inspections by members of the fire service

The fire safety officer (Appendix III) has the following tasks:

- issuing regular written instructions to the evacuation helpers
- advising staff, the contractor, and HFBK institutions on matters relating to structural and organizational fire safety
- issuing white helmets and red high-visibility vests
- developing premises-related alarm plans (guidelines for emergency situations), in consultation with the leadership of the department for building and construction management

The tasks of safety officers:

- reporting problems and advising the administrative department on concerns relating to structural and organizational fire safety in their working area

The tasks of the qualified person for welding work:

- Activities involving fire or high temperatures such as welding, cutting, soldering, abrasive cutting, flame heating and similar work with open flames, heated gases or arcs can only be carried out with the approval or in the presence of the person responsible for welding work. The rules for fire-or-high-temperature work (Appendix II) apply to this.
- In the case of work carried out in the metal workshop, and artistic work that is supervised from the metal workshop, the head of the workshop is to be considered the person qualified to oversee the work.

4.3 Fire fighting

In the event of a fire, all the people within the building are required to get themselves and others to safety (without endangering themselves).

Certain people have special responsibilities:

Fire safety helpers (who wear red high-visibility vests):

- Without endangering their personal safety, the fire safety helpers will put out incipient fires, assist with evacuation drills, and check the fire safety equipment and emergency exit and rescue routes.

Evacuation helpers:

- In the event of a fire, all HFBK staff will act as evacuation helpers and assist in clearing the building. All staff are responsible for evacuating those in need of assistance from their own assigned spaces.

4.4 Safety precautions

In the event of a fire, the head of building systems or janitor will direct the lifts to the ground storey and put the smoke and heat extraction system into operation.

As a matter of principle, in the event of an alarm, the buildings will be closed either by the president himself, or by a person authorized by him. If danger is imminent, this may be done by another person. In this event, the president must be immediately informed of the closing of the buildings.

4.6 Precautions following a fire

Any damage that occurs (including any fire, however small) must be reported to the head of the department for building and construction management and to the HFBK's fire safety officer.

After they have been deployed, fire alarms, extinguisher systems, equipment and fittings must be made immediately and completely operational.

5 Final provisions and notification

The fire safety regulations do not give dispensation from the obligation to observe and comply with other legal provisions made by health and safety legislation and by general rules pertaining to the use of technology. The fire safety regulations may be supplemented by detailed emergency plans for certain areas.

5.1 Issuing of fire safety regulations

Section A of the fire safety regulations (DIN A5 with a red border) should be displayed in all regularly occupied rooms (e. g. office spaces, auditoriums, seminar rooms, and workshops).

In areas where risks are particularly high (such as the workshops), Section B of the fire safety regulations should be displayed.

Sections B and C of the fire safety regulations should be distributed to all staff by the head of building and construction management. These regulations should be presented to staff on a regular basis.

Lecturers should be acquainted with the provisions of the fire safety regulations that are relevant to their work.

Students should be informed of the relevant fire safety regulations at the beginning of their period of study by those responsible for the relevant areas (workshop leaders and professors). In areas where the risks are particularly high (such as the workshops), students should be informed of the relevant fire safety regulations at regular intervals.

5.2 When these regulations come into force

These fire safety regulations for the HFBK Hamburg come into force on the 29.10.2015. They will supersede the fire safety regulations of 02.04.2004.

Hamburg, 29.10.2015

President Prof. Martin Köttering

Appendix I – Sites and assembly points

Sites:

Lerchenfeld 2

Finkenau 35

Wartenau 15

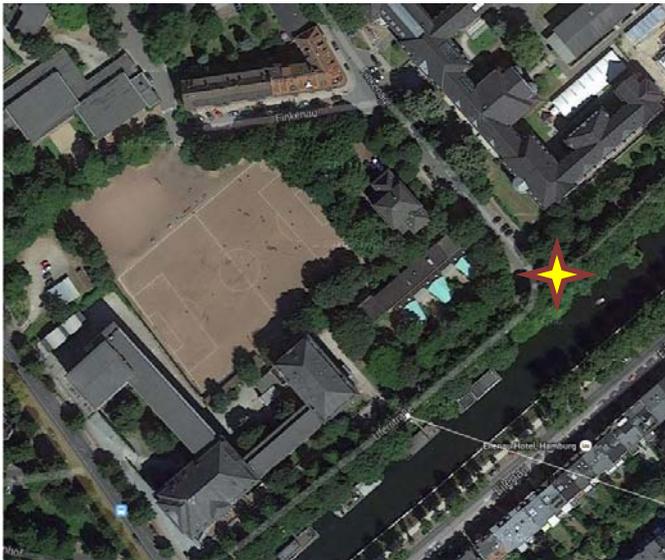


Assembly points:

For the Lerchenfeld and Finkenau buildings:



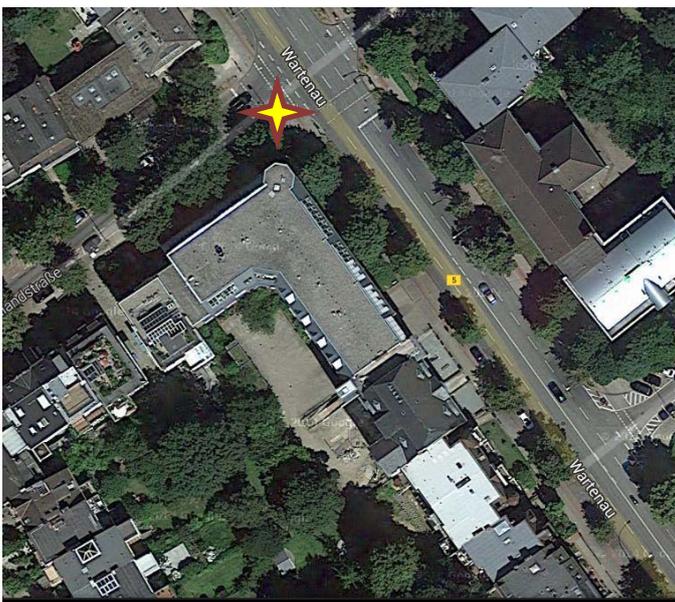
Uferstrasse, corner with Finkenau (area marked by sign)



For the Wartenau building:



Wartenau, corner with Uhlandstrasse (pedestrian traffic light)



Appendix II – Procedure for fire-or-high-temperature work

These procedural instructions apply to the carrying out of work involving fire or high temperatures (such as welding, cutting, soldering, abrasive cutting, flame heating and similar work with naked flames, heated gases and arcs) in all HFBK Hamburg institutions and associated environs. They should also to be applied when, for instance, work is carried out by employees of third-party firms.

The permission to carry out fire-or-high-temperature work is issued by the contractor, in accordance with accident prevention regulations. The contractor is defined as the contractor who has received the contract to carry out the work. Within the contractor business, this will rest with the person to whom the carrying out of the work in question is transferred by the contractor. In any event, it will not rest with the person carrying out the fire-or-high-temperature work (see point no. 7 of the permit form).

It will be unnecessary for a permit to be issued in the case of

- authorized welding areas
- fire-or-high-temperature work undertaken in areas where no risk of fire or other risk exists
- Construction work that comes under building site ordinances. Where this is the case, special regulations apply, which will be provided for reference either by the principal or by the coordinator for health and safety.

The principal, under point 6 of the permit form, has the managing function in the issuing of the permit. This includes, for instance, the initiation and supervision of the procedure. The principal is responsible for ensuring that all documentation has been drawn up prior to the beginning of the fire-or high-temperature work.

Only persons over 18 years of age are entitled to carry out fire-or-high-temperature work. With regard to the carrying out of work under the accident prevention regulations for welding work, the person carrying out the work must have passed a valid test to prove that they have the necessary skills and knowledge.

For the person qualified to oversee welding work under the accident prevention regulations for welding work, see Appendix III. This individual will advise HFBK Hamburg staff whenever fire-or-high-temperature work is carried out in areas where the risk of fire cannot be entirely excluded for architectural or for operational reasons. Additionally, welding work on containers that contain dangerous substances or may previously have contained dangerous substances may only be carried out under the supervision of the qualified person.

Where fire-or-high-temperature work is contracted out externally, the word “principal” in relation to the permit may only be taken to refer to a contractor in a direct contractual relationship with the HFBK Hamburg. This regulation is intended to avoid difficulties related to subcontractors.

The fire safety officer and the occupational safety operative will provide any advice required on procedure and on the implementation of the work.

The following additional safety measures should be ensured during any activity involving fire or high temperatures:

- Work involving fire or high temperatures may only be carried out if at least one other person is present besides the persons carrying out the work. Fire guards will continue to observe as long as the work is in progress.
- At intervals, the neighboring areas should be checked, as these are endangered by sparks, droplets, and heat conduction.

Once the work is completed, the following safety measures are required:

- Welding equipment and gas containers should be removed from the danger area immediately after the cessation of work. The valves on the gas containers should be closed.
- The surrounding areas should be checked for potential sources of fire.
- For organizational reasons, the follow-up inspection should be carried out by people whose area of responsibility relates to the work to be completed.
- In a follow-up check, the area should be checked at determined intervals for possible sites of smoldering fire. Initially, half-hourly checks are required. Later, checks can be carried out at more infrequent intervals. A final check after 4 hours will normally be sufficient.
- Fire extinguishers should be kept ready to hand until the checks have been completed.

Appendix III – Persons with responsibility in the event of a fire:

President:

Martin Köttering

Chancellor:

Anna Neubauer

Head of the department of building and construction management:

Ute Reiter

Fire safety officer:

Michael Sommerfeld

Qualified person for welding work in the area of building systems:

Technician for building management (Thorsten Tedt)

Qualified person for welding work in the area of artistic work and the metals workshop:

Artistic head of workshop for metal (Alexander Holtkamp)

Fire prevention assistants:

All workshop and building services staff

Wartenau fire prevention assistants:

Spokesperson for the professors of introductory studies

Evacuation helpers:

All staff