

HFBK Hamburg
Winter Semester 2023/24

Content

Foreword	3
Communication Channels	4
The Students Office	5
International networks	7
Studying whilst caring for children	9
Diversity	10
Miscellaneous	12
– Canteen	
– AStA	
– WIFI	
– Photocopiers	
– Free-of-charge entrance for HFBK students	
– Equipment hire	
– Support Services	
Workshops and Laboratories	14
Guidance on the use of the HFBK Hamburg workshops	15
Digital Services	16

Campus – Building plans

Lerchenfeld 2	21
Atelierhaus	23
Wartenau 15	25
Finkenau 35	27

Safety information

House rules	34
Fire safety regulations	36
Occupational Health and Safety	42

Imprint	43
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Foreword

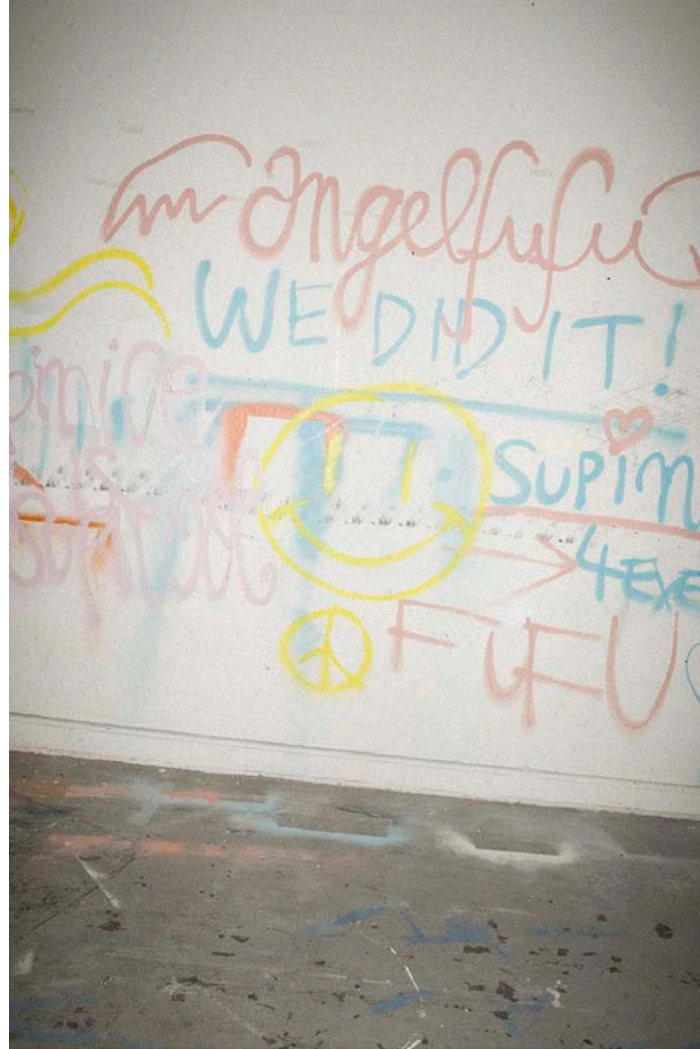
Dear students,

A very warm welcome to the winter semester at the HFBK Hamburg to all those beginning their studies.

You are standing at the start of a new chapter, which we are sure will prove itself to be a rich and rewarding intellectual and creative experience. The appeal of the new is surely to be accompanied by a measure of disquiet: we would encourage you to open yourself to the unknown beyond the well-worn paths. Be assured that the teaching staff of the HFBK Hamburg are experienced guides in the *terra incognita* of your studies, well versed in the highways and byways of artistic development.

You have a singular advantage, standing as you are at the start of your journey as artists. Your very own independence and experimentality have yet to be dulled by insipid established knowledge and practice. At least we hope that this is the case, otherwise you have really come to the wrong place. The HFBK has dedicated itself to the cause of interdisciplinarity in artistic practice and the fathoming of the depths of our society with aesthetic tools, all purely for the sake of art itself. Are you ready to begin? The HFBK provides you with the freedoms that you need to realize this aim and unleash your artistic personality to shake the foundations of existence. This is the only possible way to generate true art, which fires the imagination and alters our view of the world.

Take advantage of this freedom and start today. We wish you a good start!



HFBK Hamburg

communication channels

HFBK Website www.hfbk-hamburg.de

- General information on the university and on studying here
- Up-to-date information on dates and projects
- Publishing of announcements and scholarships

The Lerchenfeld magazine

www.hfbk-hamburg.de/lerchenfeld

Lerchenfeld reports on current exhibitions and events, and also on projects in the HFBK context. Essays, interviews, and other texts present defined positions on questions relating to art, culture, and science that extend beyond the cosmos of the HFBK. Five issues appear per year in printed form, and it can also be downloaded.

myHFBK Newsletter

www.hfbk-hamburg.de/my-hfbk

Subscribers to the myHFBK newsletter receive exhibition and event announcements with HFBK relevance twice a week (Tues and Fri), as well as information on projects by students, teachers or alumni of the university. Particularly notable is the Friday newsletter, which bundles the exhibition and event programme for the upcoming weekend with a focus on Hamburg and the surrounding area. In addition, study-related information as well as announcements of scholarships and grants are sent out via the distribution list as required.

Please send your date announcements to newsletter@hfbk-hamburg.de as early as possible so that they can be shared via the HFBK homepage and / or the myHFBK newsletter.

HFBK flights www.hfbk.flights

HFBK flights is the terminal display board in the lobby in the main building. It shows up-to-date times, extending beyond the HFBK context. Events can be entered independently by means of an online interface. On this site, also, they are accessible to the wider public.

HFBK Social Media

- Facebook www.facebook.com/HFBKHamburg
- Instagram www.instagram.com/hfbkhamburg
- Twitter www.twitter.com/HFBKHamburg
- Youtube www.youtube.com/user/HamburgHFBK
- Mediathek www.mediathek.hfbk.net
- Hashtag [#hfbkhamburg](https://twitter.com/hfbkhamburg)

Academic Dates

<https://academic-dates.hfbk.net/>

All study-relevant dates in the semester such as exam dates, re-registration deadlines, senate meetings, relevant jury meetings or the periods of the annual exhibition and Graduate Show can be found in the academic online calendar of the HFBK Hamburg. The appointments can be sorted via special search options. It is also possible to integrate the academic online calendar into private Google or Outlook calendars.



Students Office – dates and deadlines

Academic year

Winter semester 2023/2024

1 October 2023 – 31 March 2024

First day of teaching: 9 October 2023

Last day of teaching: 11 February 2024

Formal opening of the semester: 11 October 2023

Summer semester 2024

1 April – 30 September 2024

First day of teaching: 3 April 2024

Last day of teaching: 14 July 2024

Graduates' exhibition 11 – 14 July 2024

Re-enrolment

After enrolment, students are required to re-enrol for every new semester. This is achieved by on-time payment (bank transfer) of the semester fee.

The semester fee is made up of a number of components to cover the semester ticket, a contribution to the Studierendenwerk Hamburg, the Student Council (AStA) and an administration fee. The semester fee is due twice a year, payable between 15 February and 15 April (summer semester) and 15 August and 15 October (winter semester).

Students receive information regarding re-enrolment before the re-enrolment phase.

Losing student documents (semester ticket, student ID card etc.)

Replacement semester tickets, student ID cards or BAföG confirmation can be issued following payment of a fee.

Changes of address

Students who move during their studies are required to inform us of their new address; they should also notify the HFBK of any changes to their e-mail address or telephone number. Please send an e-mail to hfbk-studverw@hfbk.hamburg.de.

Part-time study

Students cannot study part-time at the HFBK.

Intermission

Students who are unable to complete a minimum of

half of the classes in a semester can take an intermission semester.

Applications for intermission are to be made before transferring the semester fee. The fee must still be paid even by students on intermission.

Intermission semesters are not recorded as subject-specific semesters. Students retain all the rights and obligations conferred by membership of the university. Students on intermission are not permitted to complete examinations or assignments.

Students who develop a serious illness, suffer a serious accident or any other such hardship during the semester can place an application for intermission outside the re-enrolment period.

Applying for reimbursement of the semester ticket fee (case of hardship)

The semester ticket is not optional or conditional upon use. It will be issued automatically upon enrolment and re-enrolment. Under certain circumstances, students can submit an application to the Studierendenwerk Hamburg for non-use of the semester ticket and reimbursement of its cost.

The deadline for such applications is 31 March (for the summer semester) and 30 September (for the winter semester).

Further information and the application form is available here: www.studierendenwerk-hamburg.de/studienfinanzierung/semesterticketerstattung/

First Presentation

Bachelor's students are to make their first presentation of artistic work completed during the first and second semester at the end of the second subject-specific semester. The presentation takes place in front of an examination panel.

This examination is mandatory and can be repeated a maximum of twice.

After passing the first presentation, students will be divided into specialist classes from the third subject-specific semester.

The Office of Students' and Examination matters will provide students with information about the first presentation at the appropriate time.

ToR - Transcript of Records

Students who require a record what they have achieved in their studies so far – for applications for grants etc. – should submit their Study Book with all the relevant signatures to the Office of Students' and Examination matters.

A Transcript of Records will be issued 7–14 days later; students can then collect their Study Book.

Bundesausbildungsförderungsgesetz (BAföG)

Please address all questions regarding BAföG to the Studierendenwerk Hamburg.

More detailed information is provided here:

www.studierendenwerk-hamburg.de/studienfinanzierung/bafog

Students are issued with §9 confirmation and their semester documents automatically following payment of the semester fee.

To obtain the "§48 confirmation" required from the 4th subject-specific semester, students must present their Study Book to the Students Office.

Final examinations

Starting a degree programme is a challenge; students have to deal with a large amount of information.

Students requiring information about the final examinations and the examination procedure now, should contact the Office of Students' and Examination matters.

Studying with a disability

Students with a disability or suffering from a chronic illness can face a range of potential challenges to the completion of their degree.

The Hochschule für bildende Künste Hamburg has appointed named members of staff to provide advice and support in such cases.

Please address all enquiries to the disability officers Laura Kowalewski or Katrin Nöprick.

– Katrin Nöprick, Head of the Students Office
Room: 04a Wa
Telephone: +49 40 42 89 89-270
e-mail: katrin.noeprick@hfbk.hamburg.de

– Frank Richters
Students Office
Room: 01 Wa
Tel: +49 40 42 89 89-269
e-mail: frank.richters@hfbk.hamburg.de

– Christoph König
Office of Examination matters
Room: 01 Wa
Tel: +49 40 42 89 89-335
e-mail: christoph.koenig@hfbk.hamburg.de

– Aliaksandra Petrusevich
Student support
Room: 01 Wa
Tel: +49 40 42 89 89-363
e-mail: aliaksandra.petrusevich@hfbk.hamburg.de

Office hours

Tuesday and Thursday 10.00–12.00 and 13.00–15.00 or by appointment.

Please address questions about examinations to hfbk-pruefungsverw@hfbk.hamburg.de

Please address questions about study to hfbk-studverw@hfbk.hamburg.de



International networks at the HFBK Hamburg

Internationality and sustainable networking express the core values of creativity, academic research and teaching embodied by the HFBK Hamburg. Every winter semester, the HFBK welcomes a continually increasing number of international students, teachers and guest artists.

The HFBK Hamburg also seeks to provide domestic students with the ability to gather international experience. The large number of university partnerships maintained within the scope of the **Erasmus+ programme** enables our students to study in Europe or further afield for a semester or a whole academic year. Studying abroad not only widens the horizons, but also introduces students to new traditions of teaching and learning, theoretical approaches and beacons of excellence, and enables them to experience a new culture and society. This alone often exercises a lasting impact on the student's artistic development.

The **Erasmus+ programme** not only ensures financing for a year abroad, it also enables students to attend language courses and other events at the host university. Participants can take advantage of the local Erasmus network. Learning agreements enable credit transfer between the institutions involved in the programme.

The **Erasmus+ programme** also provides students with the opportunity to choose a twelve-month internship from a range of European companies and institutions, including leading museums, galleries and studios.

The **Art School Alliance** provides comprehensive funding for students. This global alliance of leading art schools comprises 14 academies in North and South America, Asia and Europe. Two ASA partnerships in Africa are entirely new: with the Margaret Trowell School of Industrial and Fine Arts at Makerere University in Kampala, Uganda, and with the Visual Arts Department at the University of Lagos in Nigeria.

Detailed information on the Art School Alliance partner universities can be found at <https://www.hfbk-hamburg.de/de/internationales/art-school-alliance/>.

The programme provides funding for up to 20 students from the HFBK Hamburg to study at one of the partner institutions without the need to pay tuition fees. For its part, the HFBK Hamburg invites up to 20

international students to profit from its services and provision.

The exhibition exchanges which the HFBK Hamburg has maintained with Goldsmiths College London since 2010 enable students from both institutions to present their projects to an international audience and to take part in group discussions. Exhibition exchanges also take place with a range of other international partners.

The various programmes maintained by the HFBK Hamburg International Office are coordinated in close cooperation with the President's Office and the teaching staff. The International Office provides information and advice to students interested in participating in the various international cooperation programmes run by the HFBK Hamburg. Please come to the office within its consultation hours



The International Office

- Mareike Stolley, Head of the International Office
Room: 04b Wa
Telephone: +49 40 42 89 89-247
e-mail: mareike.stolley@hfbk.hamburg.de
- Gaby Grumke
Room: 06b Wa
Telephone: +49 40 42 89 89-265
e-mail: internationaloffice@hfbk.hamburg.de
Consultation hours:
Tues. + Thurs. 10.00–12.00 + 13.30–14.30

As participation in many of the programmes requires considerable prior planning (see the application deadlines) we recommend that students visit our website or the International Office early – even at the very beginning of their studies.

An overview of the programmes at the HFBK Hamburg:

Art School Alliance (ASA)

An international exchange programme initiated by the HFBK Hamburg, the Art School Alliance seeks to establish intensive networking and exchange with selected leading academies of art.

The next application deadline for an exchange semester in WS 2024/25: 14 November 2023

Erasmus+

Erasmus+ study: The Erasmus+ programme provides funding for study at international partner universities in Europe.

The application deadline for the following academic year: 20th January

Erasmus+ internship: Self-organized full-time internships in Europe can be funded.

Exhibition exchanges

These include an annual exhibition exchange with Goldsmiths College in London.

The application deadline for the following year: 14 November 2023.

Artist in Residence Programme of the HFBK

HFBK invites up to four artists in residence each semester. The aim is to deepen international artistic research, the joint development of artistic projects with diverse influences and a lively intensification of the international art discourse with students and teachers of the HFBK.

The Global South is the current development focus of the programme. Residencies can also be linked to protective residencies for artists at risk.

The artists in residence live in the ASA studios on

Karolinenstraße. Their workspace at the HFBK is the “Artists in Residence Space” (Room 214 Le). Many residents organise their own seminars for all HFBK students (guest lecturers). Their offers can be found in the course catalogue under the respective departments. They are regularly credited as group corrections with 4 ECTS points.

Further information about the programme can be found on the website:

<https://www.hfbk-hamburg.de/en/internationales/artists-in-residence/>

<https://www.hfbk-hamburg.de/en/internationales/gefahrdete-kunstlerinnen-und-kunstlerisch-forschende-gefahrdete-kunststudierende/>

Academic Affairs / International Cooperations

Eike Pockrandt

Raum: 144a Le

Telefon: +49 40 42 89 89-311

e-mail: eike.pockrandt@hfbk.hamburg.de



Studying whilst caring for children

2014 the HFBK Hamburg awarded »family-friendly university« status by Berufundfamilie gGmbH, an initiative of the Hertie-Stiftung. Re-certification followed in 2017 and consolidation in 2020. The audit preceding the award required the HFBK to establish working and studying conditions on an increasingly family-friendly trajectory, above all providing students with children the support they need to combine their family responsibilities with study for a degree. The HFBK Hamburg has implemented a several initiatives to this end.

Welcome to the HFBK

All students who have recently become parents are invited to visit Anja Steidinger to receive a small gift for their newborn. We are looking forward to meeting you! Contact: anja.steidinger@hfbk-hamburg.de, Lerchenfeld 2, Room 210

In addition, the regulars' table *Studying with Children* at the HFBK meets at regularly intervals. Questions about studying and art with children at the HFBK are exchanged here.

Childcare room

The childcare room in the HFBK main building provides a comfortable retreat in which parents can relax or play with their children. Nappy changing facilities are also available. The key will be handed out at the porter's lodge if required and after prior one-time registration with Anja Steidinger.

Subsidies for baby and childcare costs

If your regular day care is not available or if you have to attend lectures or important appointments during your studies outside of the regular day care hours, the HFBK can reimburse the costs for privately organised child care up to an amount of 200 euros per family and semester, or 300 euros per family in the final semester. You can find the necessary information and documents at www.hfbk-hamburg.de/en/studium/studieren-mit-kind/

Activities for children

The HFBK annual exhibition and Graduate Show is accompanied by guided tours for adults and separate tours for children of primary school age and above. A "Kinder Kunst Raum" designed by HFBK students provides a space for children to discover Art.

Maternity leave regulations for pregnant and breast-feeding students

To enable the university to undertake the steps requisite to ensuring the protection of mothers, we rely upon pregnant and breast-feeding students to notify the university of their status. Nevertheless, this does not represent a statutory requirement and students can also choose the point at which they provide this information. All information (communicated in person, in writing or in digital form) pertaining to a pregnancy (and the estimated delivery date e.g. via a copy of the mother's pass) or the breast-feeding period is to be submitted to: Students Office Wartenau 15, Room 01, 22089 Hamburg, e-mail: studierenmitkind@hfbk-hamburg.de

Sustainability, diversity and anti-discrimination in the context of the HFBK

Sustainability

At the HFBK Hamburg, artists and academics negotiate sustainability in the field of tension between economy, ecology and social issues and in the process they develop, discuss and sharpen ideas, concepts and images of climate justice, solidarity or resource awareness in artistic debates. Sustainable development works towards achieving the Sustainable Development Goals (SDG) adopted by the UN in 2015. The HFBK Hamburg is guided by the Hamburg Master Plan for Education for Sustainable Development (ESD).

-> More on this on the HFBK website under the keyword "Sustainability".

Diversity

Internationality, polyphony and diversity characterize the HFBK Hamburg to a particular degree. The diversity of its members is valued, respectfully lived and promoted, as it is inspiration, opportunity and benefit at the same time for an art school. In this context, the HFBK promotes respectful cooperation between employees and students at all levels in study, teaching and research.

-> More on this on the HFBK website under the keyword "Diversity".

Anti-discrimination

The HFBK Hamburg considers it essential to treat each other in a way that is free of discrimination and violence, to ensure that all members of the university work together in an appreciative, equal and trusting manner, and to shape the world of work and study in a way that is characterised by respect and mutual acceptance.

Discrimination, bullying, harassment and violence are a transgression of personal boundaries and people's rights and can lead to serious health and mental stress. They are not tolerated at the HFBK. People who cause this will be made responsible for their actions.

-> More on this on the HFBK website under the keyword "Anti-Discrimination Directive".



Psychosocial Counseling Service of the HFBK Hamburg

The challenges of studying art are great and it is not uncommon to be confronted with difficulties and crises in everyday life beyond one's own artistic development process, which can be overwhelming. For this reason, starting this summer semester, the HFBK is maintaining Psychosocial Counseling Services, which are open to all students as a point of contact and initial counseling and can provide support with the following issues:

- in dealing with conflicts, crises and fears
- difficulties in working together with teachers and other students
- in situations of psychological stress
- identity and orientation problems
- in the case of experiences of discrimination

You are also welcome to take advantage of a consultation if the issue is still unclear. We listen to you, support you in sorting out your thoughts and look for solutions together. If necessary, we will refer you to further offers.

The counseling sessions are free of charge, anonymous and confidential. They take place in German or English, as desired.

Open office hours in the semester

Tue 4-6 p.m. /Thu 11 a.m.-1 p.m.
and appointments by arrangement.

Contact

Nina Arthkamp, diploma pedagogue / advisor (Supervisorin DGSv)

Room 210

Phone: +49 40 42 89 89-211

Mail: ps.beratung@hfbk.hamburg.de

In addition, we are happy to be the contact point for your questions, concerns and complaints.

Please do not hesitate to contact us. The exchange is, of course, confidential.

The following contact persons are available to you:

Confidential counsellors

- Prof. Dr. Anja Steidinger, anja.steidinger@hfbk-hamburg.de, Wartenau 15, Room 210
- Prof. Simon Denny, simon.denny@hfbk-hamburg.de, Lerchenfeld 2, 52
- Tim Albrecht, tim.albrecht@hfbk-hamburg.de, Lerchenfeld 2, 255c

Equal Opportunities Officer

- Prof. Dr. Anja Steidinger, anja.steidinger@hfbk-hamburg.de, Wartenau 15, Room 210
- Prof. Heike Mutter, mutter@phaenomedia.org, Wartenau 15, Room 312

Vice President, International Affairs + Diversity

- Prof. Ingo Offermanns

Representative for Students with Disabilities

- Laura Kowalewski
- Katrin Nöprick

HFBK canteen

With active openness, creativity, a lot of mutual respect and no dogma of any kind, Lukas Schrader and his small team bring fresh quality onto the plate in the HFBK canteen. Regional ingredients and clever upcycling dishes, such as the popular almond croissants, reflect the joy of cooking and the appreciation of all foods. If you want, you can take a culinary trip around the world here every day, since Lukas Schrader gets his ideas full of curiosity and joy from all over the world into his kitchen.

Opening hours

Mon – Fri 9:30–16 hrs,

longer during the lecture period Tue, Wed, Thu

in the run-up to the annual exhibition Mon-Fri
09:30–18 hrs

Closed for a fortnight each summer and winter.



Miscellaneous

AStA

The Student Council of the HFBK – open for students of all departments.

An advice centre for university politics, life-skills advice, information exchange, discussions, support in the organization of events and exhibitions, information about internal structures, support in problems with the university administration.

- Room 41
- Every Tuesday from 18:00
- Public Student Council meeting
- Food, sofas, drinks
- Hire of: tools, stereo equipment (PA), record players, smoke machine
- Contact: asta@hfbk.de
- Critical Diversity: diversity@hfbk.de

WIFI

WIFI is available free-of-charge in all buildings of the HFBK. Information about access and use of the WIFI is available in the Computery (Room: 243 (Le)), e-mail: support@hfbk.net, URL: support.hfbk.net/faq.

Photocopiers

Copy cards can be purchased from the porter's lodge. A copy card with credit for 100 copies costs 5.50 € – payment by debit card.

This copy card can be used with the black-and-white photocopier in the lobby to the refectory (Le).

Free-of-charge entrance for HFBK students

HFBK students have free entry to the following institutions (show a confirmation of enrolment at the HFBK Hamburg):

- Bucerius Kunst Forum
- Deichtorhallen Hamburg
- Hamburger Kunsthalle

Equipment hire

HFBK students can hire technical equipment (projector, screen, loud speakers, playback device etc.) from the HFBK post office. Borrowing is only possible with proof of liability insurance and a current certificate of enrolment.

The matriculation certificate remains in the mail-room for the duration of the loan.

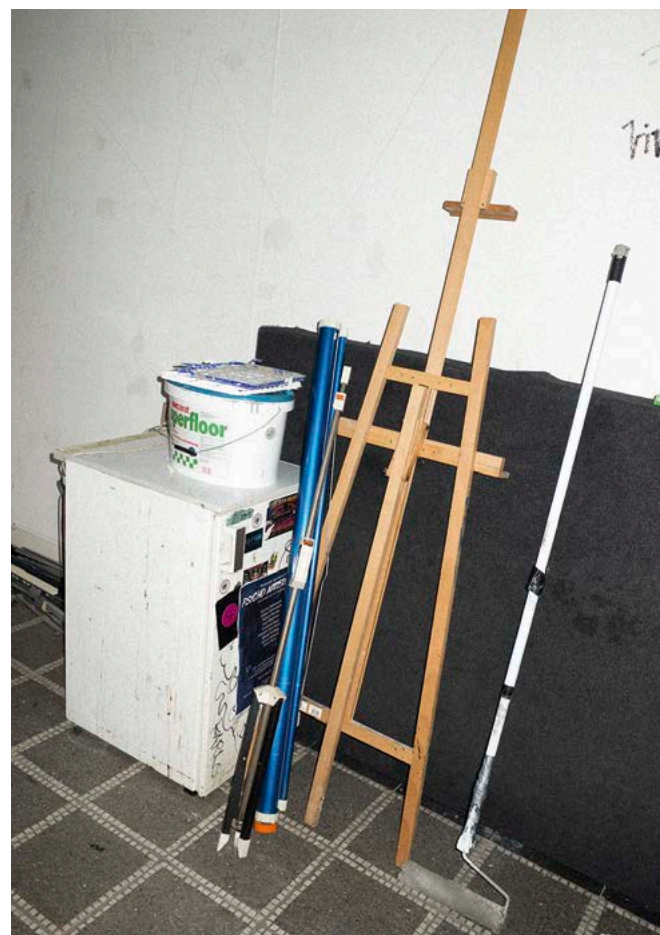
- Contact: Christine Metzler
- Room: K55 Le
- Telephone: +49 40 42 89 89-204
- e-mail: christine.metzler@hfbk.hamburg.de

Opening hours for equipment hire: By arrangement only. Please send an e-mail to hfbk-hauservice@hfbk.hamburg.de

Support services for students

Studying also means motivating yourself again and again and organising yourself. What can you do if you don't succeed?

There are various contact points for your worries at the university and beyond. You can find more information on the HFBK website under the keyword "Help".



Workshops and laboratories

Opening hours: 10–17 h

during the semester break by appointment.

The university's special profile also includes the diverse range of artistic workshops. In the workshops, events take place that have the task of imparting introductory knowledge from the material and application areas of the respective field of work. In addition, they serve to support the realisation of the respective artistic projects from the teaching and research areas under the aspect of their specific material-related requirements. The "classical" workshops are supplemented by laboratories with a media focus. Students can choose from the following offer:

- Audiolab (Raeithel, Felix)
- Library (Dr. Klier, Andrea)
- CAD/3D (Bernard, Michael)
- Computery (Kremer, Tilo)
- Digital/Material (Reinhardt, Ingo)
- Digital typesetting and graphics (Albrecht, Tim)
- Digital editing/Film (Jelinski, Lutz)
- Printing techniques (Brandis, Birgit)
- Electronics and media engineering (Huss, David)
- Fine metals (Müller-Westermann, Tina)
- Film production (Sorgenfrei, Marie)
- Film studio (Professoren des SSP Film; Fried, Louis)
- Final cut (Prof. Engel, Udo)
- Analogue photography (N.N.)
- Digital photography (Haneke, Egbert)
- Photo studio (Sommer, Götz]
- Plaster (Cui, Kai)
- Wood (Krause, Gerhard)
- Camera/Light/Sound (Fried, Louis)
- Ceramics (Cui, Kai)
- Plastics (Dachselt, Michael)
- Metal (Holtkamp, Alexander)
- Mixed Media/Internet art (Freyhoff, Ulf)
- Prepress workshop/Materialverlag (Bacher, Ralf)
- Silkscreen printing (Wittern, Ulrike)
- Textile (Wittern, Ulrike)
- Publishing workshop/Materialverlag (Gauthier, Claire; Reyle, Karim)



Guidance on the use of the HFBK Hamburg workshops

The HFBK workshops are institutions open to all university members. Here, HFBK students can implement their artistic projects. In the workshops, students can receive competent support on technical, craftwork, design, and content issues, allowing them to realize their plans confidently and independently.

The workshop equipment includes extremely expensive apparatus and working materials, some of which are also dangerous. For this reason, all workshops have their own individual regulations specifying the conditions for students being allowed to work in them. Workshop regulations must be adhered to to prevent harm to persons and equipment. Each workshop has its own set of workshop regulations that must be accepted and that imposes the same obligations on everyone who works in the workshop. These regulations, workshop educational events, the courses on offer, and general information can be found in the lecture timetable, on the black board belonging to the workshops on the ground story, and in each workshop.

Use of workshops for the implementation of artistic projects is of course free of charge. Materials used, however, must be reimbursed. For the realization of other projects, we will assist you in finding competent external services, as the workshops lack sufficient capacity to handle these services also. As a rule, materials for the regular operation of the workshops are available, but extensive projects that are demanding in terms of materials should be discussed well in advance with the workshop supervisors. This is partly to ensure that all the necessary materials and equipment are ready to hand. In principle, there should be no self-service in the HFBK workshops except when an exception is explicitly permitted. The use of consumable materials must be discussed in advance with the responsible workshop supervisors.

We, as the artistic workshop supervisors, are pleased to be able to help students to realize artistic projects. Additionally, however, the upkeep of our workshops, maintaining the equipment, and carrying out organizational work is very time-intensive. If you wish to discuss a project, it is always best to arrange an appointment with the workshop supervisor, as otherwise spontaneous discussions or assistance will not be possible. Professional work – and

this includes professional craftwork – requires time and skill, and cannot be ‘dashed off’. During the courses offered, use of workshops will often be restricted. In the case of especial timing-related difficulties – for students with special family responsibilities, for instance – the workshop supervisors will endeavor to find individual solutions.

In the event of discrepancies in workshop use or workshop access, a workshops trust committee exists to find a mutually agreeable solution.

You can find the current contact persons on the HFBK website under the keyword “Workshops”



Digital Services of the HFBK Hamburg

Online Repository of the HFBK Hamburg

The HFBK Hamburg repository at projekte.hfbk.net brings together artistic and academic projects by teachers and students, Bachelor's and Master's degree projects, dissertation projects by doctoral candidates, as well as sample collections from the early days of the institution and historical photographic collections, thus reflecting the broad range of research activities at the university.

Teachers and students at the HFBK Hamburg can use the repository via their central HFBK account, register at projekte.hfbk.net, edit their profile and deposit their projects there independently. The projects can also contain preliminary studies, sketches, drafts or research materials, as well as images and film documentation of the completed work and presentations. The repository is decidedly designed to document not only the finished work, but also the artistic-scientific process as such.

The aim of this repository is not only to be an archive for the artistic production of the university, but also to document those artistic practices that otherwise remain invisible: the productive failures, the irritating inspirations and unexpected encounters. The repository wants to give artists and theorists the opportunity to give their work an additional dimension through cross-connections and contextualisation. The focus is therefore not on presentation and self-presentation, but rather on research, collaboration and a fluid form of knowledge generation, a meandering through the artistic work of the HFBK Hamburg.

Collective projects (e.g. class projects for annual exhibitions) can also be created in this way and used for joint work. Teachers can also share seminar documents or accompanying materials with their students in this way.

All registered HFBK users can decide individually with whom they share the projects or who can see what: Individual professors, fellow students, the entire seminar or the general public can be selected. The public only sees the projects and content on the website that have also been shared publicly.

A full-text search and selected tags make it easier to find specific content. A presentation of the numerous possibilities of the research repository can be found here: <https://projekte.hfbk.net/project/>

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For specific queries, please contact Beate Anspach (beate.anspach@hfbk.hamburg.de) and Konrad Krenzlin (konrad.krenzlin@hfbk-hamburg.de).



ArtCloud

In the ArtCloud of the HFBK Hamburg (artcloud.hfbk.net) documents and data can be stored and shared with fellow students and professors. You have 5GB of storage space available for this purpose. For questions and problems, the IT department is available at support.hfbk.net.

HFBK ID

All students of the HFBK Hamburg receive a personal user ID at the beginning of their studies, with which the central IT services of the HFBK (currently Repository and ArtCloud) can be used. For this purpose, a password must be set after receiving the invitation email. It also makes sense to leave a mobile phone number so that the password can be reset independently if necessary. This is done via the user application which can be accessed at eigenservice.hfbk.net. For questions and problems, the IT department is available at support.hfbk.net. Instructions on how to use the eigenservice can be found at: <https://support.hfbk.net/faq/de-de/26-eigenservice>.

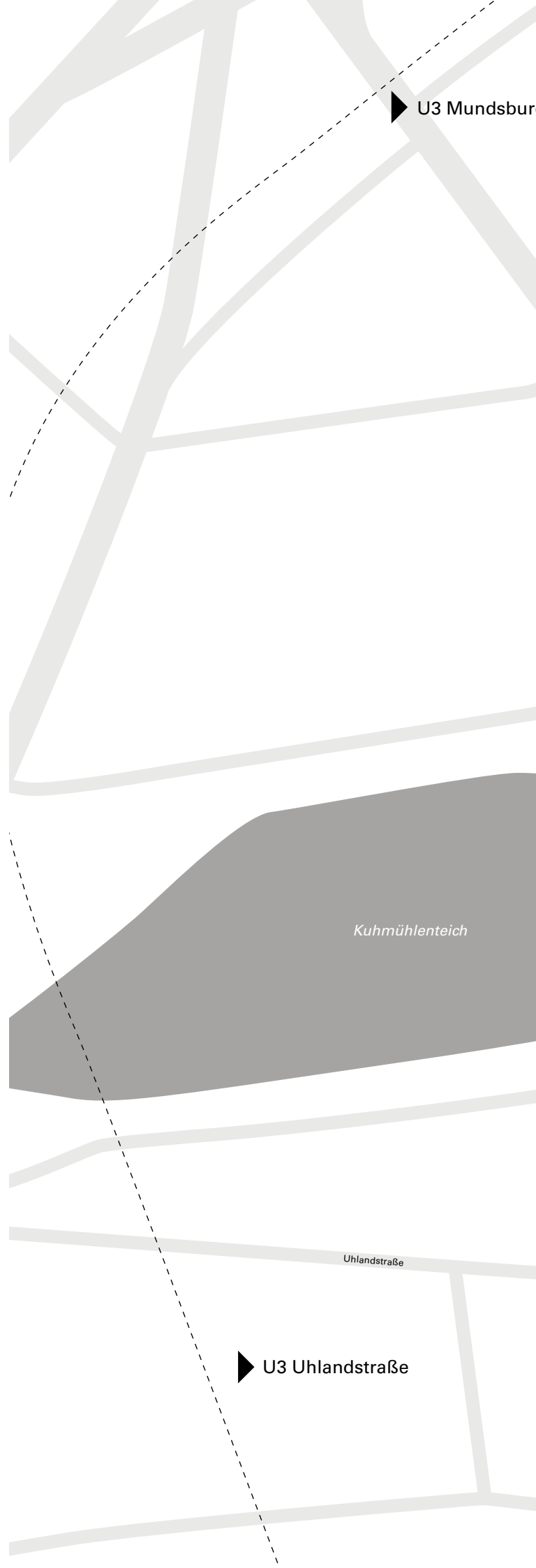


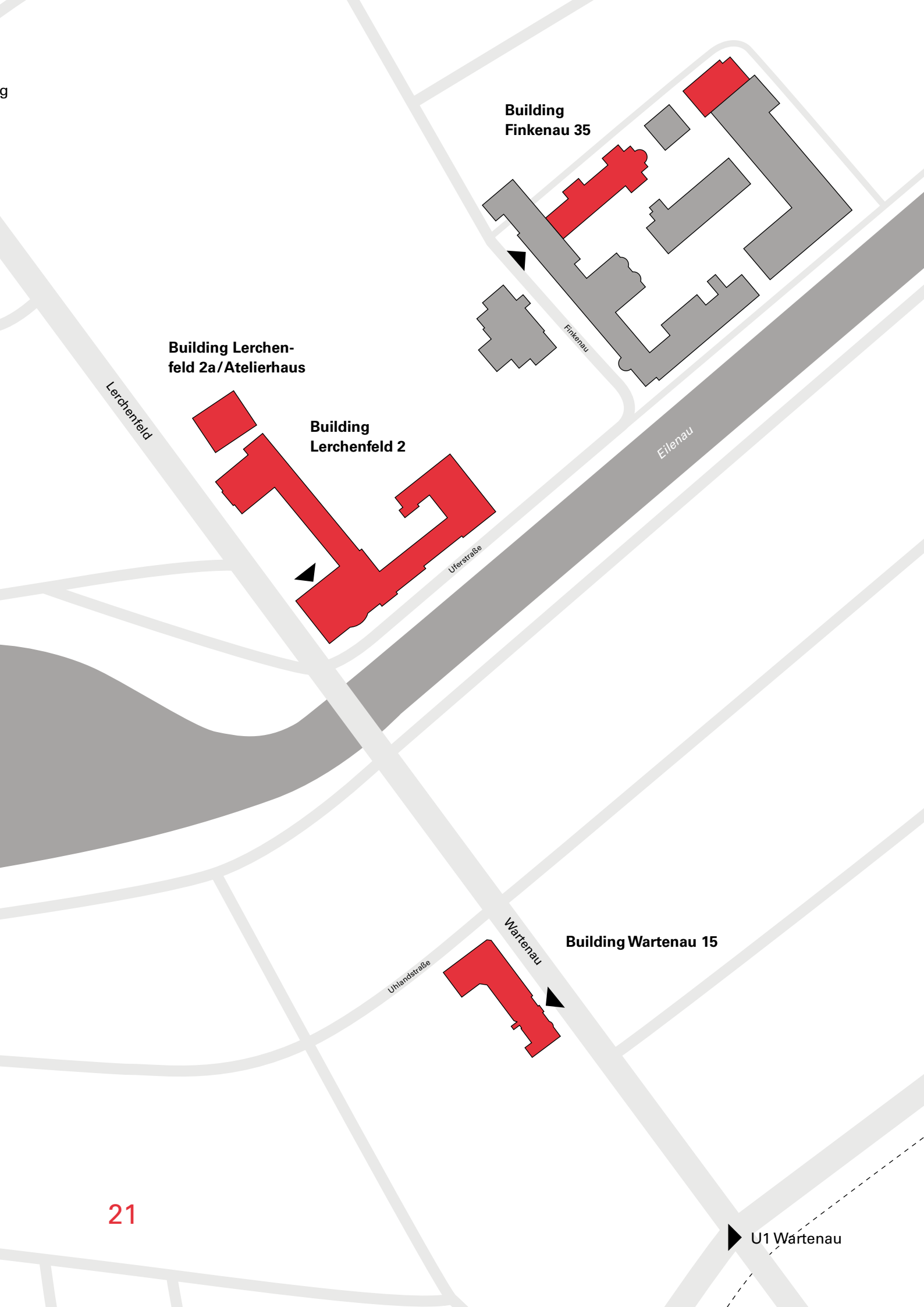


Campus – Building plans

The HFBK campus comprises 5 buildings:

- Lerchenfeld 2 (aula, studios, library, canteen, seminar rooms, administration, workshops)
- Lerchenfeld 2a, Atelierhaus (studios, ICAT (Institute for Contemporary Art & Transfer))
- Wartenau 15 (foundation classes, seminar rooms, administration)
- Finkenau 35 (cinema, Department of Film, workshops)





Building Finkenau 35

Building Lerchenfeld 2a/Atelierhaus

Building Lerchenfeld 2

Building Wartenau 15

Lerchenfeld

Finkenau

Eilenau

Uferstraße

Uhlandsstraße

Wartenau



Entrance building Lerchenfeld 2

Building Lerchenfeld 2

- AStA
- Aula
- Library
- Childcare room
- Lecture hall
- Photocopy room
- Canteen
- Reception area
- Post office
- *Professor's offices*
- Prof. Kader Attia, Prof. Eva-Maria Bauer, Prof. Dr. Friedrich von Borries, Prof. Wigger Bierma, Prof. Martin Boyce, Prof. Angela Bulloch, Prof. Thomas Demand, Prof. Simon Denny, Prof. Jeanne Faust, Prof. Dr. Jesko Fezer, Prof. Konstantin Grcic, Prof. Rajkamal Kahlon, Prof. Gilly Karjevsky, Prof. Christoph Knoth, Prof. Jutta Koether, Prof. Martin Köttering, Prof. Dr. Hanne Loreck, Prof. Glen Oliver Löw, Prof. Ingo Offermanns, Prof. Konrad Renner, Prof. Anselm Reyle, Prof. Andreas Slominski, Prof. Pia Stadtbäumer, Prof. Samo Tomšič, Prof. Dr. Bettina Uppenkamp, Prof. Jorinde Voigt, Prof. Tobias Zielony
- Seminar rooms
- Studios of the departments design, painting/drawing, graphic/typography/photography, sculpture, stage design, time-based media
- *Administration*
Offices of the departments Executive Committee, Procurement and Accountancy, Facility services, Kommunikation and Networking, Study/Teaching / International
- *Workshops and laboratories*
Analogue photography, Audio, Ceramics/plaster, Computery, Digital/material, Digital photography, Digital typesetting and graphics, Electronic and media engineering, Fine metals, Library, Metal, Mixed Media / internet art, Prepress/Materialverlag, Publishing/Materialverlag, Plastics, Printing techniques, Silkscreen printing, Textile, Wood



Entrance Atelierhaus Lerchenfeld 2a

Atelierhaus Lerchenfeld 2a

- ICAT (Institute for Contemporary Art & Transfer)
Gallery
Professionalization
- Master-studios of the departments sculpture, painting/drawing, time-based media



Entrance building Wartenau 15

Building Wartenau 15

- *Administration*
Offices of the departments International Office, Human Resources, Procurement and Accountancy, Student's office
- Foundation classes
- *Professor's offices*
- Prof. Yalda Afsah, Prof. Abel Auer, Prof. Michael Beutler, Prof. Valentina Karga, Prof. Dr. Astrid Mania, Prof. Heike Mutter, Prof. Bernd Schoch, Prof. Dr. Anja Steidinger, Prof. Dr. Nora Sternfeld
- Seminar rooms
- *Workshops and Laboratories*
Photo studio



Entrance building Finkenau 35

Building Finkenau 35

- *Studios and offices of the department film*
Prof. Robert Bramkamp, Prof. Omer Fast, Prof. Adina Pintilie, Prof. Angela Schanelec
- Festival office
- *Workshops and Laboratories*
Camera/Light/Sound, Digital editing/film, Final cut,
Film production, Film studio







Safety information

House Rules

Hochschule für bildende Künste Hamburg (HFBK)

Published December 3, 2020

Preamble

The Hochschule für bildende Künste Hamburg (the HFBK) is an academic university of the arts. Its premises, that is, all its buildings and facilities, should offer the best possible environment for teaching and research, prioritizing the artistic development of its students. In this sense, the HFBK views itself as a space dedicated to exploring the possibilities of artistic freedom.

Teaching at the HFBK is designed to equip students with the ability to develop their own questions and innovative solutions through learning to work independently and experimentally in the context of their own projects. As an active member of the cultural public sphere, the university contributes to new developments in art, initiates debates and gives impulses for new discussions. The following House Rules provide the parameters for an environment where artistic freedom is the highest good, protecting it and excluding as far as possible risks that may act to its detriment.

Where the House Rules leave room for interpretation, decisions should always be prioritized that promote the realization of artistic projects.

Section 1

Scope

- (1) These House Rules apply to the use of all premises belonging to the city-state of Hamburg and leased by the HFBK Hamburg, to the use of all outside premises and facilities and all fittings and furnishings belonging to the HFBK Hamburg.
- (2) They apply to all members, associates and guests of the university (hereinafter called visitors) The House Rules assist the university in fulfilling its duty to ensure that its premises are maintained safely, securely and in good order. In particular, they support the university in fulfilling its academic and artistic mandate.

Section 2

Authority and Responsibilities

- (1) Subject to Section 81 subsection 4

Hamburg Higher Education Act (Hamburgisches Hochschulgesetz, HmbHG), the authority and right to enforce the House Rules are vested in the President of the university.

- (2) Irrespective of the overall responsibility of the President, specific responsibilities are vested in the heads of organizational units and those with independent responsibilities for teaching and research. This means that all members and associates of the university whose teaching and/or research is not subject to instruction from others (i.e., all university professors), and all persons whose office entails responsibility for a particular area (for example, university professors, workshop supervisors, heads of departments), are also responsible for implementing the House Rules (especially Section 4), the fire safety policy and obligations in relation to health and safety at work in their specific area. Such persons are described hereinafter as "responsible individuals".
- (3) In the context of public events and those open to all members of the university, photographs may be taken at the request of the HFBK for the purposes of marketing communications and promotional materials. Notices advising that photographic, film, video and sound recordings may be made will be displayed at the entrances and other suitable locations where they can be viewed.

Section 3

Opening Hours

- (1) The HFBK's premises are generally available to all visitors 24 hours a day from Monday to Sunday. These opening hours may be shortened in certain circumstances, but notices of changes to the opening hours will be publicly displayed.

Section 4

Good Order, Safety and Security

- (1) All visitors using university facilities and premises must treat university buildings, outdoor facilities, and other services appropriately and according to regulatory and legislative requirements. Any incidents or damage must be

reported to the Department of Buildings and Construction immediately, either in person or by phone (040 – 42 89 89-274). If no-one is available to speak to in person, please inform the department of the incident by email at hfbk-hauservice@hfbk.hamburg.de

- (2) After using any rooms, all visitors must ensure that the windows are closed, the lights and any electric devices are switched off and that the doors have been properly locked.
- (3) Before using any university premises and facilities, all visitors must inform themselves of the exits and escape routes to be used in an emergency (including the location of assembly points), and what to do in the event of fire or accident (see also the HFBK Fire Safety Policy in accordance with DIN 14096, which is displayed publicly throughout the university). In case of any injury, first aid should be applied and if necessary, emergency services called (tel. 0-112 from internal phones or 112 from non-university phones). The porter's lodge must be informed immediately.
- (4) All stairwells and corridors at the university must be accessible for use as escape routes at all times. They must be kept clear of any obstruction. No materials or objects of any kind may be kept in these areas. Any materials or objects found in the corridors or on the stairwells will be removed. The university is not liable for any damage that may occur as a result of such removal.
- (5) Fire doors must not be blocked, propped open or otherwise restricted in their function. Fire extinguishers and other fire protection measures or devices must not be modified or impeded in any way.
- (6) Overnight stays either on the campus or in the buildings of the university are prohibited.

Section 5

Health and Safety at Work

- (1) All visitors must inform themselves of the relevant safety at work regulations, including regulations for the prevention of accidents, and of the relevant rules in relation to safety and medical

procedures.

- (2) Flammable liquids (e.g., thinners, solvents, cleaning materials containing solvents) may only be stored in the cupboards specifically allocated to hold dangerous materials and must only be used for their intended applications.
- (3) It is prohibited to intervene in any way (e.g., through alterations or extensions) with the electrical facilities at the HFBK. The use of any self-manufactured object capable of carrying an electric current is strictly prohibited.
- (4) Personal, portable electronic devices usually required for university work (e.g., laptops and cables, chargers, etc.) must be set up, operated and tested in accordance with current safety regulations and the safety instructions of the manufacturer. If the devices do not meet this requirement, they will be removed by the facility management team ("Hausservice"). Devices that are not in use must be unplugged from the electrical network.
- (5) Smoking is prohibited in all rooms on university premises in accordance with Section 2 subsection 2 Hamburg Passive Smokers Protection Act (Hamburgisches Passivraucherschutzgesetz, HmbPSchG).
- (6) Open fires are prohibited in all rooms on university premises with the exception of the metal workshop.

Section 6

Waste Disposal

- (1) Technical materials such as paints and solvents are treated as hazardous waste. Letting hazardous materials enter waste water is prohibited at the HFBK. Special containers are available for the disposal of hazardous waste in all the artistic classes and workshops at the HFBK.
- (2) To protect health and the environment, and to keep waste disposal costs at a minimum, all visitors are asked to avoid/minimize waste wherever possible.
- (3) Most rooms have a dark-coloured waste container for general waste and a blue container for paper recycling. Other materials can be disposed of in specialist containers which are placed at various points around the university (these are signposted in the corridors of the main university building). Larger volumes of waste (e.g., packaging, catalogues) should be placed in the appropriate containers on campus which can be found outside the buildings.

Section 7

Activities Requiring Special Permission

- (1) Film, photographic, video and sound recordings intended for commercial

public use require written permission from the Department of Communication and Networking.

- (2) The display and/or distribution of posters, flyers, newspapers etc. by third parties requires permission from the Department of Communication and Networking.
- (3) All central and public university events must be registered with the Department of Communication and Networking and require the latter's permission.
- (4) Events held by third parties require permission from the university management board and must be regulated by a supply contract between the university and the respective organizers stipulating the respective liabilities of each party, the charge for using university premises and facilities and the operational costs.
- (5) Any alterations to buildings or other measures affecting university premises including rooms and external facilities, or interventions in public safety, may only be carried out with the agreement and official permission of the Department for Buildings and Construction Management (hfbk-baumanagement@hfbk.hamburg.de). This particularly applies to wall, ceiling and floor surfaces.

Section 8

Liability

- (1) The university assumes no liability for any damage, loss or disposal after announcement of art objects, works or materials in relation to study courses at the university, nor for any other personal objects, nor for any items belonging to third parties which are used, kept or stored on university premises.
- (2) The liability for damage in relation to any accidents caused by privately owned technical devices which have not been set up, operated and/or tested according to the current safety regulations and safety instructions of the manufacturer rests with the user of the respective device.
- (3) All personal objects must be removed by their owner immediately following completion of any course of study (where the owner is a student) or on the termination of the employment relationship (where the owner is an employee of the university). Objects that are left at the university will be assumed to be no longer required by their owner and disposed of by the university.

previous rules and regulations replaced by these House Rule thereby lapse.

Section 9

Final Provisions

These House Rules come into effect on the day following their publication. Any

Fire safety regulations for the Hochschule für bildende Künste Hamburg

Updated: 29.10.2015

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 preventative 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

- *Fire safety regulations – Section A* (notice on display): Intended for everyone within the HFBK's buildings (staff, students, those renting rooms, visitors, guests, employees of external companies)
- *Fire safety regulations – Section B* (Brochure for persons without special responsibility in case of fire): Intended for persons more permanently resident at the HFBK (staff, students, those renting rooms)
- *Fire safety regulations – Section C* (Brochure for persons with special responsibility in case of fire): 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)

2 Fire safety regulations – Section A

Preventing fires

- No naked flames
- No smoking



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.



- Assembly points:
for the Lerchenfeld: Uferstraße corner with Finkenau, for the Wartenau: Umlandstraße corner with Wartenau, for the Atelierhaus: meadow in front of the main entrance of the main building.
See escape and rescue routes.



- Attempt to extinguish fire: use fire extinguisher



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.

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! Use the wet extinguishers located in the corridors for this purpose.

For safety, maintain a distance of 2 to 3 meters and avoid directing the jet into the person's face. 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

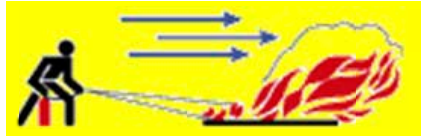


Activate the release device by e.g. pressing down on the button



Extinguish the fire using targeted jets

How to use an extinguisher correctly:



with the wind



from front to back and from bottom to top



liquid fires and fires caused by dripping substances should be extinguished from the top down



with several fire extinguishers simultaneously



take care that the fire does not reignite



refill used fire extinguishers

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 transfer 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 Administration 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 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 Kötter

Appendix I – Sites and assembly points

Sites

- Lerchenfeld 2 and 2a
- Finkenau 35 and 42
- Wartenau 15

Assembly points

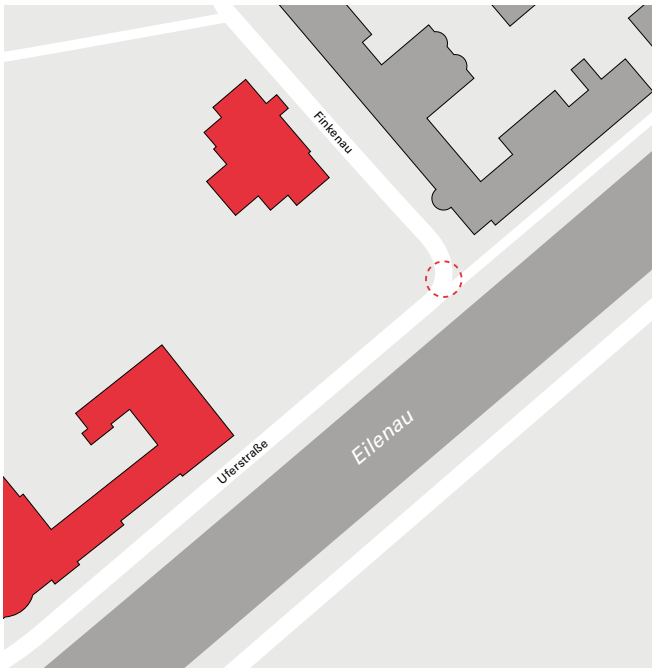
For the Lerchenfeld buildings: In front of the main entrance Le2

For the Finkenau buildings: Uferstrasse, corner with Finkenau (area marked by sign)

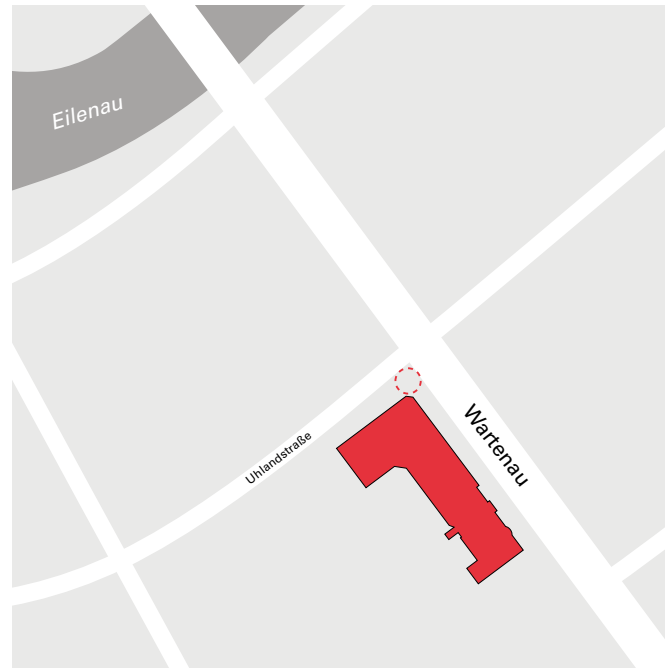
For the Wartenau building: Wartenau, corner with Uhlandstrasse (pedestrian traffic light)

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



Assembly point Uferstraße / Finkenau



Assembly point Wartenau / Umlandstraße

institutions and associated environs. They should also 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



Assembly point Lerchenfeld

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:* Regina Schulz
- *Qualified person for welding work in the area of building systems:* Artistic head of workshop for metal (Alexander Holtkamp)
- *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

Occupational Health and Safety

We would like to welcome you as students at the HFBK and look forward to our time together.

During this time we aim to offer you particularly good learning and working conditions. This also means that accidents and health hazards are kept to a minimum.

The university is interested in providing you with information so that hazardous situations can be avoided, and so that you know what to do if there is an accident or danger.

Please read the following page carefully. Work safety and accident prevention are successful when we all apply common sense.

Thank you for your cooperation!
Anna Neubauer (Chancellor)

Who is involved in work safety and accident prevention at the HFBK?

- Chancellor: Dr. Anna Neubauer, anna.neubauer@hfbk.hamburg.de, organizational responsibility for work safety and accident prevention
- Work safety specialist: Regina Schulz, regina.schulz@hfbk.hamburg.de, advice for students and employees on all questions related to work safety and accident prevention
- University physician: Dr. Alwin Wahlers, alwin.wahlers@zafamd.hamburg.de
- UK Nord: insurer of students and employees for accidents at work. If you have an accident during work related to your studies, including on your way to university or back, please contact the work safety specialist or the office of student affairs.
- Security officers, first responders, fire protection helpers, see HFBK website: www.hfbk-hamburg.de

Common causes of accidents at work: tripping and slipping

- Tripping hazards due to cables and hoses lying around and objects not properly disposed of
- Risk of slipping due to leaked liquids (such as oil, paint, cleaning products, etc.) and due to paper and foils lying around

Common causes of accidents in the workplace: use of electrical equipment



How can we protect ourselves from the dangers?

- Use only fully functioning equipment (visual inspection before use)
- Do not manipulate safety devices
- Never make changes to the electrical equipment of the HFBK
- Do not operate wet devices
- Turn off the power circuit in the event of a fault
- Report damages immediately
- Do not make any repairs. Repairs may only be made by a qualified electrician!

In case of an accident: Never touch with bare hands!

- Turn off the power circuit (pull out the power plug, remove the fuse)
- Or: break contact with the power source with a non-conductive object
- Call emergency services
- Provide first aid

Student projects that have an electro-technical component that exceeds the range of extra-low voltages according to IEC 60449 (>50 VAC, >120 VDC) or in which electrical currents that are dangerous for people can occur must be presented to the responsible electrical specialist for artistic projects at the HFBK, David Huss (Head of the Workshop for Electronics and Media Technology), as early as the conception stage.

Common causes of accidents at work: ladders and steps

Use ladders and steps only with suitable footwear (shoes that are firmly attached to the feet - flip-flops are not suitable).
- Work on longer stepladders in pairs - one to secure.

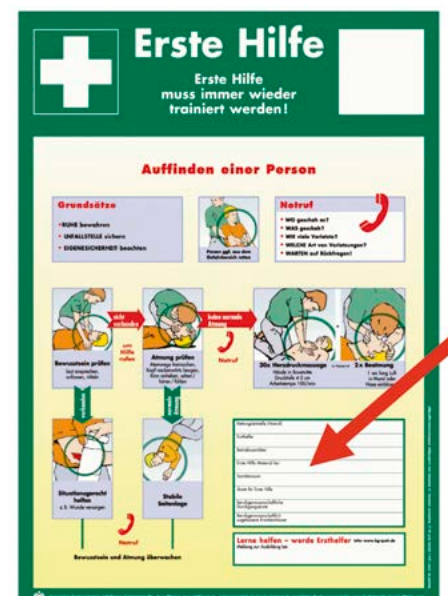


First aid



What should you do if you or your fellow students have an accident at the HFBK?

- The rescue service/emergency call can be reached under the telephone number 112.
- Notify first responders or doctor or rescue service!!
- The names, room number, and telephone number of the first responders and a nearby medical practice can be found in the list on the first-aid kits. First aid kits are available in all areas of the HFBK.
- Look after the injured person if necessary until the first responders arrive.
- Record the accident in the first aid book!



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