

## Area of application

The fire safety regulations apply to the International Meeting Centre (IBZ)  
Emil-Abderhalden-Str. 7a  
D-06108 Halle (Saale).

## Responsibility

The manager responsible for the preventive fire protection and the arrangement of protecting measures in the abovementioned building is Dr. Manja Hussner, head of the International Office of the Martin Luther University Halle-Wittenberg.

## Fire prevention

All users of the IBZ are committed to contribute to fire prevention by their behaviour. They have to familiarize with these fire safety regulations and measures in case of danger (fire alarm equipment, extinguishing agents, escape routes and assembly area) in order to enable effective fire prevention and cautious actions in case of fire. The instructions are posted in the ground floor of the house, on the escape and rescue plans in the hallways, next to or on the inside of the entry doors and in the information folders for each accommodation.

Smoking and the use of open flames and fire is prohibited in all parts of the building. Matches and tobacco residues must be stored or emptied outside the building only in non-combustible containers with non-combustible lid.

Easily combustible materials and combustible packaging material must be stored in appropriate and specifically designated rooms except for small amounts intended for daily needs in the accommodation and working units.

The installation and use of electrical equipment other than those, which is made available by the IBZ, is only allowed with permission of the responsible manager of the building after testing of the equipment by a qualified electrician. The test is performed in the same way as testing of all other non-stationary electrical equipment.

The use of immersion heaters and non-stationary heaters is strictly prohibited in the accommodation and working units. Operation of any kitchen devices is only allowed within the shared kitchens.

Not used electrical devices and light have to be switched off in case of extended absence. Excluded are devices for data and communication technology.

Deficiencies in fire protection systems and damage to electrical installations, any identified deficiencies and signs, which can lead to fire (flickering light, smell of burning, leaking of flammable liquids, etc.) must be reported immediately to the manager responsible for the building.

Blown fuses, damaged sockets/cables and other damage to electrical facilities and equipment are to be replaced or repaired only by a qualified electrician.

Switching devices of the technical equipment such as switches, main switches, distribution boards and fuse boxes must not be blocked. Unimpeded access has to be guaranteed.

## **Fire and smoke spread**

In case of fire, the spread of smoke and flames through fire and smoke protection doors (smoke-tight doors) must be prevented. Doors with fire protection function (fire doors and smoke-tight doors) must be kept permanently closed, provided that they do not close automatically in case of fire, and they have to be kept freely accessible in the entire closing area. They must not be wedged in the open position and not otherwise restricted in their function.

## **Escape and rescue routes**

Escape routes, staircases and traffic routes within the building and outdoors as well as the access roads for the fire brigade must be kept free in their full width. Doors must not be locked in escape routes and emergency exits. Emergency exits must be accessible in the direction of escape at any time.

Each user of the IBZ has to obtain information about the location and course of escape and rescue routes. Each user has to contribute to ensure that these routes are not blocked (for example by paper, furniture and technical equipment).

Portable fire extinguishers, safety signs and "escape and rescue plans" must not be removed, covered and/or blocked.

Heat and smoke extraction systems including their access openings must be kept free at any time.

Regular inspections through the responsible authorities will ensure to meet the measures for preventive fire protection and fire prevention. The implementation is carried out by the company Gegenbauer.

## **Fire detection and extinguishing equipment**

The IBZ is equipped with a comprehensive fire detection system including automatic fire detection devices (smoke detectors) and non-automatic fire alarm devices (manual call points). When fire alarm is triggered by automatic fire detectors or by using the manual fire alarm activation, the permanently attended control centre of the fire brigade is immediately and automatically alerted. Simultaneously, the users of the IBZ are acoustically informed by alarm de-vices.

The manual call points are located at all entrances to the staircase and at the exits.

The fire brigade is called by dialling 112.

Fire extinguishers (6 kg) are located in the hallways, in the seminar room and in the common room.

Each user of the IBZ is obliged to familiarize with the location and function of the fire alarm devices and fire extinguishing equipment installed in the building and to report immediately the existence of used or defective fire extinguishers, as well as the lack of the abovementioned fire extinguishers.

Any improper use of fire-fighting equipment, fire extinguishers and alarm devices is prohibited.

In the case of fire in electrical equipment, a safety distance of at least one meter between fire and fire extinguisher must be complied with. Extinguishers must not be used on electric devices of more than 1,000 volt.

### **Behaviour in case of fire**

In the event of fire, the first commandment is to preserve calm and prudence. Hasty actions can lead to wrongdoing and panic!

The immediate dangerous area must be left and doors should be closed if possible (but not locked).

In case of immediate danger to people, the rescue of people has priority over fire fighting measures and rescue of material goods.

### **Reporting a fire**

Every fire has to be immediately reported, either via the next manual call point or over the phone. The telephone message to the fire brigade (call number: 112) should contain the following information:

- Who is reporting
- What has happened?
- Where has something happened?
- How many people are concerned?

Wait for queries!

After alerting the fire brigade, if possible without endangering and if it has not been already done, the following persons / institutions have to be notified: the emergency call centre of the company Gegenbauer (telephone number: 030-25927469), the technical support service of the Martin Luther University Halle-Wittenberg (telephone number 0172/36 01 963) and the manager responsible for the IBZ. Further actions and measures are initiated from there.

## Get to safety

Until the arrival of the fire brigade, any unnecessary air supply to the fire source must be avoided; windows and doors must be closed or kept closed.

Lifts must not be used as escape routes.

Endangered people are to be notified immediately. Individuals in need of care (disabled, injured/shocked people) and individuals who are not familiar with the building should be escorted from the dangerous area. First aid measures must be started until arrival of the emergency responder or the ambulance service.

Smoke from the fire and/or passing through smoky areas is extremely dangerous!

If the escape route through the hallways and staircase cannot be safely used, then:

- the emergency exits on the ground floor have to be used,
- in the 1st, 2nd and third floor, go into safe rooms, close the doors and stay at the window and make your presence known by hand signals and shouting until the fire brigade carry out the evacuation through the windows that are accessible to the fire ladder.

In an extreme emergency situation: keep the head as deep as possible, cover your mouth and nose with wet wipes if necessary.

Safe rooms are the accommodation and work units. If these are not utilisable, the unlocked shared kitchen of the corresponding floor may also serve as a safe place.

Go to the assembly area, which is determined in the escape and rescue plan.

In case of fire and emergency, the instructions of the manager responsible for the building are to be followed. After arrival of the fire brigade, only their instructions have to be followed.

## Attempts to extinguish a fire

Extinguishing attempts should be undertaken only when the fire is in the incipient phase and the effort can be performed without endangering yourself.

People with burning clothing must be prevented from running away. The flames have to be suffocated with blankets or jackets or by rolling the burning person on the ground from one side to the other.

You should never try to extinguish burning fat with water!

In the event of fire in electrical equipment, the power supply must be immediately switched off.

## **Behaviour after fire**

Access to the building is only permitted after approval by the chief of the fire brigade.

Electrical installations and equipment must be checked before restarting.

Consequential damages are to be kept low by securing the fire area, as well as by ventilation and elimination of chemical residues.

Restoration of the operational readiness of the fire-fighting technique used must be performed by the responsible persons.

These fire safety regulations shall enter into force immediately, until revocation.

Dr. Manja Hussner  
Halle, 1 April 2013