

Fire Safety Regulations

According to DIN 14 096

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Evangelisch-Theologisches Studienhaus Adolf Clarenbach e.V.
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Fire Safety Regulations Part A

Preventing fires



No naked flames: fire, unshielded ignition sources
and smoking prohibited

Behaviour in the event of a fire

Keep calm	
Report the fire	<div style="display: flex; align-items: center;">Actuate the manual fire alarm</div> <div style="display: flex; align-items: center;">Emergency number 112</div>
Get to safety	<div style="display: flex; align-items: flex-start;"><div style="margin-right: 10px;">     </div><div>Warn persons at risk / actuate the fire alarm Assist others in need of help Close doors Follow the destined emergency exits Do not use the lift Go to the assembly point Follow instructions</div></div>
Attempt to extinguish the fire	<div style="display: flex; align-items: center;">Use the fire extinguisher</div> <div style="display: flex; align-items: center;">Use means and devices for fire-fighting (e. g. fire blanket)</div>

Brandschutzordnung nach DIN 14096 / Objekt: Aushang "Verhalten im Brandfall" – Englisch / www.brandschutzdialog.de Erstelldatum: FeuerTRUTZ Network GmbH

Fire Safety Regulations Part B

§ 1 Scope and Purpose

These Fire Safety Regulations apply to all persons staying in the building or on the premises of the Ev.-Theol. Studienhaus Adolf Clarenbach and must be acknowledged.

The purpose of the Fire Safety Regulations is to prevent the outbreak of fire and, in the event of a fire, to minimise personal injury and damage to property by appropriate behaviour. For this reason, these Fire Safety Regulations must be followed.

§ 2 Fire Prevention

§ 2.1 General

Tidiness and cleanliness are basic requirements for fire protection.

§ 2.2 Dealing with Fire, Inflammable Equipment, Objects and Substances

All tenants are obliged to handle ignition devices, open fire, inflammable equipment, objects and substances with such care that fires are avoided. When leaving a room, all potential sources of danger are to be removed or turned off.

§ 2.3 Absolute Ban on Smoking

Smoking is prohibited throughout the entire house. Smoking is only allowed in the smoking area outside and in the Weinkeller.

§ 2.4 Handling of Movable Cooking and Heating Appliances

It is prohibited to use movable cooking and heating appliances in the dorm rooms.

§ 2.5 Handling of Kitchen Equipment

Frying and baking appliances as well as deep fat fryers or similar appliances must be turned off after use. If stove tops are turned on, at least one person must be in the kitchen. Faulty appliances must be labeled as such and may not be used any further.

§ 2.6 Reporting Fire Hazard Defects

Fire hazard defects in facilities and of equipment must be reported immediately to the Brandschutzwart or the Studieninspektor.

§ 3 Fire and Smoke Spread

§ 3.1 Fire Protection Doors

Fire protection doors serve to keep areas free of smoke and other dangerous fire gases. Such doors must never be blocked and must always be closed immediately. Everyone is obliged to remove doorstoppers like wedges from smoke and fire doors or other objects from their closing path.

§ 3.2 Avoidance of Air Supply

In case of fire, any unnecessary air supply to the source of the fire must be avoided until the fire department arrives. Fire barriers, windows and doors must be closed or kept closed but not locked. The light must be switched on.

§ 4 Escape and Emergency Rescue Routes

§ 4.1 Location of Escape and Rescue Routes

All corridors and house exits are escape and rescue routes. Every resident is obliged to inform themselves about the location and course of escape and rescue routes.

Haupthaus:

- In the basement and on the ground floor: Follow escape route indicators!
- For the 1st floor, 2nd floor and 3rd floor, the fire escape can be reached through the kitchen.

Nebenhaus:

- On the ground floor, use the kitchen door as an escape route.
- On the 1st and 2nd floor the fire escape can be reached through the bathroom.
- On the 3rd floor, the fire escape can be reached from the kitchen via the roof

§ 4.2 Keeping Escape and Rescue Routes Clear

Stairwells, corridors and emergency exits must not be blocked or narrowed with objects. Escape and rescue routes must always be passable, in particular trip hazards are to be avoided.

§ 4.3 Keeping the Fire Escape Clear

It is forbidden to deposit objects in emergency exits. This applies in particular to the window sills in the kitchens, the step to the fire escape and the fire escape. Everyone is obliged to remove any objects immediately.

§ 4.4 Control

- (1) The Brandschutzwart and Hauswart inspect the house regularly, at least every two weeks.
- (2) Any object left by a tenant in the corridor or in the kitchens, if they are escape routes, will be considered a violation of the Fire Safety Regulations. The object will be marked and must be removed immediately. Marking is not required if the person responsible has been found and instructed. Exceptions to this ruling may be granted by the Brandschutzwart upon request
- (3) If the object is found to belong to a tenant and the tenant refuses to remove it, the Brandschutzwart or Hauswart will report the violation of the rental agreement to the Studieninspektor. A refusal is determined by the Brandschutzwart or Hauswart. The Studieninspektor then sends the tenant a written warning.
The violation of the Fire Safety Regulations can be a reason for the termination of the rental contract.

§ 5 Alarm Unit and Extinguishing Equipment, Fire Drill

§ 5.1 Handling the Fire Extinguishers

On all floors there are alarm and extinguishing devices. The tenants must be familiar with the handling of the fire extinguishers. The fire alarms must be serviced annually.

An explanation of the use of fire extinguishers can be found in the appendix of these Fire Safety Regulations.

§ 5.2 Fire Drill

The Brandschutzwart conducts at least two fire drills per semester.

Part of the drill is:

- (1) Explaining the fire extinguishers, teaching how to behave in case of fire, hearing the alarm sound and climbing down the ladder.
- (2) He checks participation in the drill. All residents of the house are obliged to participate. If a resident is unable to participate, he must apply for non-participation in advance to the Brandschutzwart.
- (3) An unauthorized non-participation will be determined by the Brandschutzwart. The Studieninspektor will then send the tenant a written warning.
- (4) Non-participation can be a reason for the termination of the rental contract.

§ 6 Behavior in Case of Fire

In case of fire, calm and reason must be maintained. The instructions of the fire department must be followed. **Saving lives is more important than fighting fires.**

§ 7 Fire Alarm

Whoever notices the outbreak of a fire must immediately alert the fire department. **Reporting goes before extinguishing!** In addition, the in-house alarm system is to be activated by breaking the window and pressing the button.

Fire Department Emergency Call: 112

The following 5 question scheme must be followed:

- **Who's calling?**
- **What happened?**
- **How many are affected?**
- **Where has something happened?**
- **Waiting for further inquiries!**

The control center ends the call.

§ 8 Alarm Signals and Instructions

If the smoke detector sounds in one of the rooms and a fire is detected, the house alarm must be set off immediately. The house community is alarmed by the house alarm.

§ 9 Getting to Safety

§ 9.1 Leaving the Building Quickly

- (1) When the alarm system sounds, all people present are required to get to safety via the escape routes mentioned in § 4.1.
- (2) There is a community of fate on the floors. This means that everyone has to make sure that everyone gets to safety and no one is left behind in a room. Heavily smoky rooms must be left bent over or crawling.

§ 9.2 Assembly Point

Assembly point for all people is the garden.

§ 9.3 Briefing of the Fire Department

Access roads must be cleared so that the fire department can begin the fire-fighting operation unhindered. The incident commander must be instructed. He must be given a central key.

§ 10 Attempts to Extinguish the Fire

- (1) The aim is to save people before saving material goods and extinguishing a fire.
- (2) If possible, fires should be fought with the nearest suitable extinguishing equipment. For reasons of self-protection, fires should always be fought by two persons. In the event of fires in electrical systems, these must be disconnected from the power supply. Do not operate the hand-held fire extinguisher until it is at the source of the fire.
- (3) All attempts to extinguish the fire must only be carried out without endangering yourself. In case of increasing smoke development, leave the room immediately. The inhalation of smoke gases can be fatal!
- (4) When carrying out extinguishing attempts, ensure that the necessary rescue routes are kept clear.

§ 11 When the Fire Department Arrives

After the arrival of the fire department, the fire area may only be entered with the consent of the incident commander.

§ 12 Concluding Remarks

A copy of both parts of these Fire Safety Regulations are to be hung in a clearly visible position in the entrances to the Haupthaus and Nebenhaus. Part A of these fire regulations are to be hung in all kitchens, in the guest room and in the Weinkeller. They will also be handed out to the new residents when they move into the house and to holiday tenants and must be signed.

Appendix to the Fire Safety Regulations

Explanation for Handling the Fire Extinguishers

1 Fire Extinguisher

1.1 Location of Fire Extinguishers

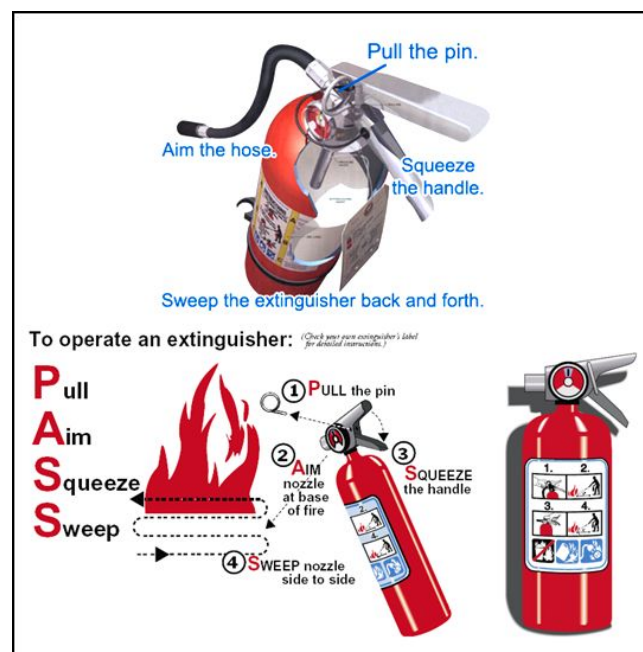
Haupthaus:

- on each floor next to the intermediate doors
- in the hallway next to the doors to the floors
- on the ground floor next to the front door
- on the left of the Refektoriums door
- in the basement diagonally opposite the devotional room and on the left of the showers

Nebenhaus:

- on the ground floor in the corner diagonally opposite the cellar stairs
- on the 1st and 2nd floor next to the small window diagonally opposite the stairs
- on the 3rd floor in the kitchen next to the door to the fire escape
- in the basement left of the landing

1.2 Use of Fire Extinguishers



- Observe wind direction and keep sufficient distance! Do not extinguish the flames directly, but the burning material.
- Extinguish conflagrations from front to back!

- Extinguish intermittently! Only use as much extinguishants as necessary to extinguish the fire. Keep reserves of extinguishants ready for possible reignition.
- Extinguish burning and dripping fluids from top to bottom!
- If possible use several extinguishers at the same time - not one after the other!
- Extinguish a person on fire with a fire extinguisher.
- Watch out for reignition! Do not leave the fire area, but observe it!
- Once fire extinguishers have been used, they must not be returned to their place! They must be refilled and checked!

2 Fire Blankets

2.1 Position of the Fire Blankets

- in all kitchens
- in the Weinkeller
- in the devotional room

2.2 Use of the Fire Blankets

- (1) The blanket must be placed over the fire, so that the air supply is interrupted.
- (2) The blanket is to be left in place until the fire has been extinguished and has cooled down. If the fire blanket is removed too soon, the fire can spread again. The blanket can also catch fire!
- (3) In the event of clothing on fire, the person lying on the floor is, starting from the head, wrapped into the blanket. In this way the fire is extinguished. Call an ambulance immediately! The burnt clothing must not be removed under any circumstances.
- (4) A fire blanket can only be used once. If it has been used, the Brandschutzwart must be notified so that a new fire blanket can be purchased.

3 First Aid Kits

3.1 Position of the First Aid Kits

- Haupthaus: in the TV room in the left chest of drawers
- Nebenhaus: on the first floor on the shoe shelf next to the small window
- In the kitchens: set for incisions, gauze bandages, sterile compresses

3.2 Filling the First Aid Kits

If anything is removed from the first aid kits, let the Brandschutzwart know! In the kits there are slips of paper ready to be given to the Brandschutzwart.

Bonn, 07. May, 2020