

**Acknowledgement of the fire safety regulations (incl. attachments) of
Flensburg University of Applied Sciences:**

Name: _____

Date of birth: _____

Degree programme: _____

I hereby confirm that I have read and understood the Fire Safety Regulations of Flensburg University of Applied Sciences (FUAS) including Appendix A "Preventing fires" and the map of assembly points on campus.

I was provided with copies of these documents.

I will attend the information event on fire safety at FUAS that is held as part of the *TOP Wochen* orientation weeks at the beginning of the semester:

(Please tick the box as appropriate.)

Yes, I will attend the information event.

No, I will not/could not attend the information event

because: _____

Place, date, signature: _____

Attachments:

- Fire safety regulations of Flensburg University of Applied Sciences
- Appendix A of these regulations "Preventing fires"
- Map of the assembly points in case of fire at FUAS/on campus

Fire safety regulations of Flensburg University of Applied Sciences Kanzleistr. 91-93, Flensburg, Germany

1 General

- 1.1 These fire safety regulations specify the measures to be taken in case of fire.
- 1.2 These fire safety regulations will be made known to all members of Flensburg University of Applied Sciences (FUAS) at least once every year.

2 Controlling the risk of fire

- 2.1 A fire evacuation drill is to be conducted annually for the members of FUAS. The university management is to conduct these drills and keep record of them.
- 2.2 Everyone is obliged to act with great caution and in a way that minimises the risk of fire and other possible dangers. It is your responsibility to inform yourself on possible fire risks at your workplace and on any arrangements that may be in place in case of fire or other dangers.
- 2.3 Tidiness and cleanliness are crucial to ensure fire safety.
- 2.4 Remnants of matches and tobacco may only be put out in non-flammable ashtrays or ash pans and have to be extinguished carefully.
- 2.5 Smoking is prohibited inside all building of FUAS. The no-smoking policy must be observed.
- 2.6 Burning candles, e.g. as part of Christmas decoration, may only be put up with the expressed consent of the university management. They must be supervised at all times as they increase the risk of fire.
- 2.7 If hazardous materials must be stocked at a workplace, their amount must not exceed the quantity necessary for one day.
- 2.8 Putting up and using electrical appliances other than those provided for work is prohibited.
- 2.9 Any defects to fire safety equipment or damages to electrical appliances or indications thereof (flickering lights, burnt smell etc.) must be reported to the Facilities Management Unit (extension -1499 or -1804) or the Safety Officer (ext. -1599) immediately.
- 2.10 Damaged or malfunctioning electrical sockets as well as electrical or gas lines may

only be repaired or replaced by specialists. This also applies to blown fuses.

- 2.11 Smoke control and fire doors may not be wedged open or blocked.
- 2.12 Escape routes, staircases and passages inside buildings and outside must be kept clear and unobstructed. Doors on these escape routes and emergency exits must not be locked.
- 2.13 Regular checks are to ensure that these measures to prevent fires are abided by.
- 2.14 Everyone is to be informed of the location of fire extinguishers and fire alarm call points as well as of escape routes. Everyone is to be made familiar with how to act in a case of fire and how to use fire extinguishers.
- 2.15 Everyone, including staff working on the university premises for external employers, must abide by FUAS' fire safety regulations.

3 What do to in case of fire

- 3.1 In case of fire stay calm and collected.
- 3.2 Rescue people, warn people, assist the disabled in leaving the area of danger. If a person is on fire, use blankets or roll them on the ground to extinguish the flames.
- 3.3 Any fire must be reported via phone: **0 – 112**
Report the exact location, the kind of fire, information on injured people or those in danger.
Or use the nearest pushbutton alarm.
In a case of emergency the following units/people must be notified immediately:
 - a) President's Office **1203**
 - b) Facilities Management **1499 or 1206**
- 3.4 Fires should be fought immediately only using accessible, appropriate and the nearest fire extinguishing equipment (fire blankets, portable fire extinguishers).
- 3.5 If electrical appliances are on fire, the power must be cut off immediately.
- 3.6 The evacuation alarm can be activated by everyone. It can be activated via phone (broadcast calls) or by shouting FIRE.
- 3.7 The heads of institute, the members of teaching staff or their deputies ensure that the workplaces are evacuated. Escape routes

are marked as such. In case of fire or in major emergencies, the lift must not be used.

- 3.8 Close all doors and windows before leaving a room.
- 3.9 If the escape route from an office or a floor is blocked, everyone affected will remain in that area. Close all doors. Depending on where the fire is located and what its extent is, open the windows to make others aware of your situation.

3.10 The assembly point for buildings A and B, the *AStA Papierladen* (paper shop) and the depot for hazardous substances is on the lawn between the car parks P2 and P3. The assembly point for building C is on the foot path leading towards building C on the staff car park. The assembly point for building D is the lawn at the back of the building. The assembly point for building H is on the lawn between the car parks P2 and P3 and on the foot path leading towards building C on the staff car park. The assembly point for the audimax lecture theatre is on the lawn between the main cafeteria and the audimax. The assembly point for building F is on the car park between the building and the Flens-Arena.

3.11 After the evacuation a role call is to be taken for each unit to ensure that each unit is complete. The result of this role call must be reported to the President's Office, it must include

- a) Name of the unit
- b) Number of people
- c) Name(s) of any missing person(s)
- d) Name of the head of institute in charge

The person in charge deactivates the alarm.

3.12 Access routes for the fire service must be kept clear at all times. The fire service should be instructed by members of staff familiar with the surroundings.

3.13 Instructions made by the fire service and management-level staff must be followed.

4 What to do after a fire

4.1 Fire extinguishers that have been used must be reported to the university administration. They are also to be notified of any fires that were extinguished immediately after ignition without the assistance of the fire service.

4.2 Damages resulting from a fire should be minimised by securing the location in which the fire occurred, by airing and removing any excess water.

4.3 Fire detecting systems, fire extinguishers and other fire extinguishing equipment must be re-activated and ready for use immediately after a fire.

4.4 Electrical appliances and materials must be tested and inspected before being used again.

5 Actions that are prohibited

5.1 It is prohibited to

- misuse fire extinguishing equipment, reduce their accessibility or their readiness for use or to remove them from their designated location
- reduce the usability of staircases and escape routes and increasing the fire loading by placing furniture, bicycles, packaging materials etc. in them
- leave doors to staircases and escape routes wide open at all times or lock them in the direction of escape
- use the lift in case of fire or emergency
- alter, cover or remove fire and safety signage
- smoke or use open fire when using materials that are marked as inflammable or explosive
- store or dispose of ashes or similar residue in a way that poses a risk of fire

6 Fire drills and similar exercises

University staff and students are recommended to participate in fire drills and information events on what to do in a case of fire or emergency.

7 Coming into effect

These fire safety regulations will become immediately effective. They are to be made known to all members of university. These regulations replace the regulations dated 22 February 2011.

Flensburg, 29 February 2012

[Signature of the Chancellor of FUAS]
Sabine Christiansen, Chancellor

Appendix A of the Fire safety regulations “Preventing fires”

Preventing fires



No open flames; fires, source of ignition and no smoking!

What to do in the case of fire

Keep calm

Report fire



Emergency number:
(0) 112



Use pushbutton alarm

Seek safety

Warn people in danger

Take helpless people with
you

Close windows and doors



Follow the marked escape
routes



Do not use lift

Go to assembly point

Follow instructions

**Try to
extinguish fire**



Use fire extinguishers

Map of the assembly points in case of fire at FUAS/on campus



The fire safety regulations of FUAS and the sites in Kielseng, the observatory in Glücksburg and the Versatel building in the can be found on the website [in German]. The maps of assembly points can also be found here:

<http://www.hs-flensburg.de/hochschule/ordnungen/allgemein/20>