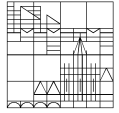


Fire Protection Regulations

Part B

For employees, external companies and other occupants





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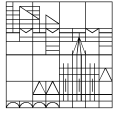
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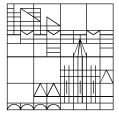
WRONG		RIGHT
	Fight a fire in the direction of the wind	
	Extinguish from front to back and bottom to top	
	But extinguish dripping and flowing fires from the top down	
	Use several fire extinguishers simultaneously, not consecutively	
	Beware of re-ignition – always re-extinguish smouldering embers with water	
	Do not put back fire extinguishers after use. Have them re-filled	

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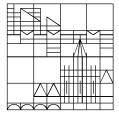


- What to do in the event of (for posting)

Verhalten im Brandfall / In case of fire

Ruhe bewahren! / Keep calm!

Brand melden	Report the fire
<p>Brandmelder betätigen und Uni-Notruf: 2222</p> <p>Wo ist etwas passiert? Was ist passiert? Wie viele sind verletzt? Welche Art von Verletzungen / Erkrankungen? Warten auf Rückfragen!</p>	<div style="text-align: center;">   </div> <p>Activate the fire alarm and Uni-emergency number: 2222</p> <p>Where is the exact location? What are the details? How many persons are injured? Which sort of injury / illness? Wait for further questions!</p>
In Sicherheit bringen	Go to safety
<ul style="list-style-type: none"> ▪ Warn gefährdete Personen ▪ Gefährdete Personen mitnehmen (Behinderte, Rollstuhlfahrer etc.) ▪ Fenster und Türen schließen ▪ Gekennzeichneten Rettungswegen folgen ▪ Aufzug nicht benutzen ▪ Anweisungen beachten ▪ Sammelplatz aufsuchen 	<div style="text-align: center;">   </div> <ul style="list-style-type: none"> ▪ Warn endangered persons ▪ Take along helpless people (handicapped person etc.) ▪ Close windows and doors ▪ Follow signposted escape routes ▪ Do not use elevator ▪ Follow instructions ▪ Go to the assembly point
Löschversuch unternehmen	Extinguish fire
<ul style="list-style-type: none"> ▪ Feuerlöscher, zur Brandbekämpfung benutzen ▪ Gefährden Sie sich nicht selbst 	<div style="text-align: center;">  </div> <ul style="list-style-type: none"> ▪ Use portable fire extinguishers ▪ Do not endanger yourself



- **What to do in the event of fire (see posting)**



- **Remaining calm** and acting circumspectly are the most important prerequisites for managing a fire.
- **Every fire** must immediately be reported to the fire department via a **fire alarm (push-button fire alarm). Press the alarm button** (or by **telephone 0 – 112**) and then to the i-Point by dialling the in-house emergency number **2222**.

Saving life has priority over protecting property.

Warn people in the area. Accompany people at risk (people with disabilities, wheelchair users, etc.).

If you can do so safely, turn off the gas and electricity supply.

Close doors and windows – do not lock doors!

Do not use elevators.

Follow any instructions given by the fire department.

- **Report the fire**

Give the following information on the telephone:

Where has something happened?

(e.g. exact location: University of Konstanz, Giessberg, Building L, Room 1111)

What has happened?

How many are injured?

What kind of injuries/illnesses?

Wait for questions!

Do not hang up the telephone (even if you think your report was complete); wait for any questions or instructions from the other end.

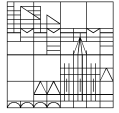
- **Raise the alarm and comply with instructions**

There are no possibilities for raising an alarm in some buildings. In these areas, your attention will be drawn to a fire by colleagues, or possibly by a member of Building Services with a megaphone.

Automatic alarms of various types are installed in most other buildings (see Annex). The latest version of the list is available on Occupational Safety and Health's website.

Comply fully and immediately with any instructions to evacuate the building, either via a spoken announcement, an alarm signal or other means (see above).

After an alarm, do not call or consult the i-Point or hesitate in any way to evacuate the building. The i-Point must remain open for communication with emergency and rescue crews. In the event of damage or injury, unnecessary calls blocking the telephone lines



can have serious effects on emergency operations and damage mitigation. Your personal behaviour can help to quickly resolve emergencies and ensure that work is interrupted for as short a time as possible, especially in the event of false alarms.

- **Get to safety**

Assist disabled/injured persons when leaving the building. Help to ensure that all rooms are evacuated, remembering at the same time to check restrooms and adjoining rooms.

If possible, leave the building via the marked escape routes. If all escape routes are impassable, stay in the room, seal off door cracks with (damp) cloths, if appropriate, and go to the window to draw attention to yourself.

Bend down or crawl to leave smoke-filled rooms/corridors. The air near the floor is most likely to be free of fire gases/smoke and breathable.

Close - but do not lock - doors, including corridor and stairwell doors, to prevent the spread of toxic fire gases/smoke.



Go to the **assembly point**.

See the Annex for the location of the assembly point for your building:

Never go back into a building because you have forgotten something!

- **Attempt to extinguish the fire**



You can learn about this subject by attending training classes on the handling of fire-fighting equipment, which conclude with a fire-fighting exercise.

Classes are offered regularly by the safety engineers and announced on the intranet. Any attempt to extinguish a fire - without endangering yourself - should be made immediately using the available/suitable fire-fighting equipment.

Saving life has priority over protecting property.

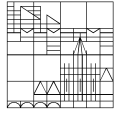
Tests have shown that persons who have caught fire are best extinguished using fire extinguishers (stand a suitable distance away and do not spray extinguishing agent directly into the face).





If possible, electrical systems should be disconnected from the power supply by a trained electrician before being extinguished (pull the plug / contact the i-Point to request an electrician).

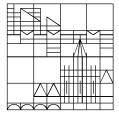
CO₂ extinguishers are best-suited for extinguishing electrical and computer systems.

Continue to observe extinguished fires - beware of re-ignition!

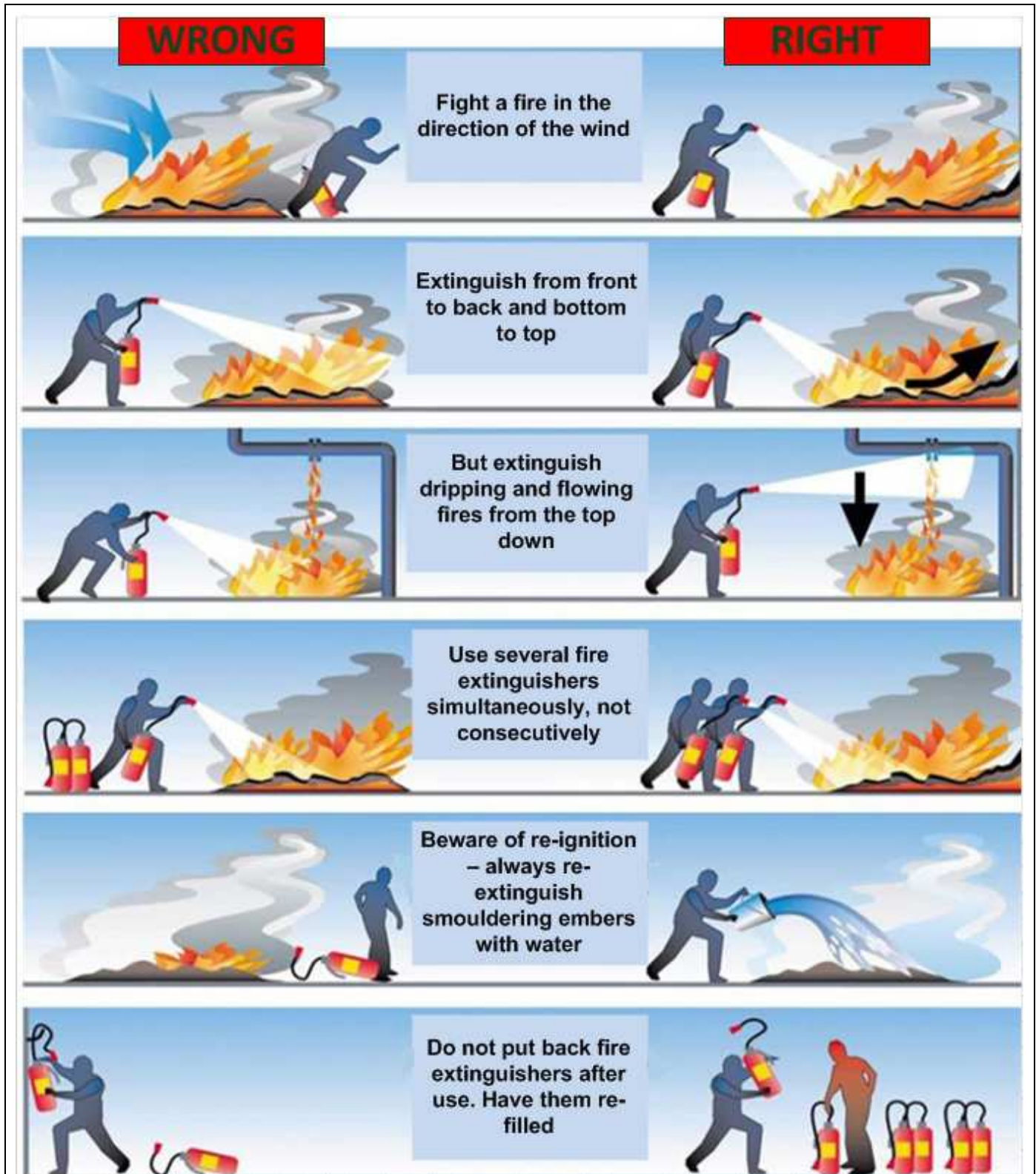
Any fire extinguisher that has been operated must subsequently be replaced. You can exchange used extinguishers for filled ones at the chemicals store.

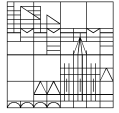


Fire Class	Combustible substances	Suitable extinguishing
	Fires involving solid substances, mainly of an organic nature, that normally produce flames and glowing embers when burned (e.g. wood, straw, coal, paper)	Water, ABC dry-powder, foam extinguishers
	Fires involving liquid or melting substances (e.g. petrol, alcohol, oils, greases, paints and coatings, paraffin, tar)	Carbon dioxide, ABC dry-powder, foam extinguishers
	Fires involving gases (e.g. hydrogen, methane, acetylene, propane)	Carbon dioxide, ABC dry-powder extinguishers
	Fires involving metals (especially combustible light metals, such as magnesium and aluminium, as well as sodium and potassium)	Metal-fire extinguishers, silica sand



- Correct fire-fighting with extinguishing equipment





• Fire prevention / Precautions

The number one priority of all efforts at the University must be to prevent fires, explosions or damage escalation. Apart from protecting employees, students, guests, etc., this is the only way to maintain uninterrupted academic teaching and research activities.

All persons employed at the University and other occupants, in particular external companies and other third-parties, such as trainers at sporting events, are therefore obligated to contribute to the prevention of fires through their own conduct. All of the above persons must familiarise themselves with these Fire Protection Regulations and any supplementary, workplace-related instructions, in order to enable effective, preventive fire protection and circumspect, swift action in the event of a fire. This includes the obligation to inform themselves about escape routes and emergency equipment, and to take part in corresponding courses of instruction. The determined requirements are binding and therefore must be fulfilled.

If facilities are opened to the use of third-parties, particularly athletic clubs, external trainers or, in the case of (relatively large) events, the organizers, it is the mediating University offices which are responsible for informing them of these Fire Protection Regulations and any more detailed rules.

Smoking is only permitted outside buildings/tents. The **use of open fire** is not permitted inside buildings, unless used for work purposes. Open fire is also not permitted in tipis, tents or any other enclosed spaces.

Defective electrical equipment and systems are one of the main causes of fires. Therefore, only electrical equipment that has passed the prescribed recurrent testing is permitted for use. This also applies to electrical equipment brought into the University (e.g. by students, guests, external companies, group leaders). All equipment and systems must additionally comply with the relevant standards (CE, VDE).

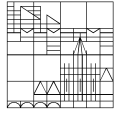
The use of defective electrical equipment/systems is not permitted. Any equipment displaying defects must be taken out of service immediately.

All equipment must be switched off after work, insofar as it does not have to be left on continuously for operational reasons.

The installation of electrical systems, and repairs on equipment/systems, may be performed exclusively by trained electricians. Work on the infrastructure may only be performed following approval by the FM department (*some specific electrical work may also be performed by "specialist electricians for specific tasks". A corresponding training certificate is required in this context*).

Ventilation grilles on electrical equipment must be kept clear and cleaned regularly to remove dust deposits and prevent overheating, which could ultimately lead to a fire.

Systems and equipment must be **used for the intended purpose**, as described in the Operating Instructions.



Emergency equipment, such as fire extinguishers, wall hydrants, fire alarms, first aid equipment, emergency telephones and emergency showers, **must be kept clear and readily visible at all times.**

If you detect any deficiencies/defects regarding fire protection, report them immediately to the i-Point, the athletic facilities superintendent or safety engineers, who will see to their repair or report them to the responsible offices.

Combustible waste, e.g. cardboard boxes, polystyrene, etc., is either to be stored inside individual rooms until disposed of, or taken directly to the waste collection room in M 541.

Waste paper is to be disposed of exclusively **in** the drums (grey or yellow) with self-closing lids, provided in the corridors. Be sure the lid closes after you dump waste paper.

Storing combustible materials, such as waste cardboard, pallets, etc., directly against exterior building walls is not permitted; a minimum distance of 5 m must be ensured; no waste is to be stored under projecting roofs.

Waste must be disposed of regularly - daily, where appropriate - particularly if it contributes to substantially increasing the fire load, e.g. wood chips, wood dust. Waste that is additionally self-igniting, or can have such an effect, e.g. oil-soaked cleaning rags, catalysts, is to be collected in non-combustible containers.

Inside work rooms, all highly flammable materials must be limited to the absolutely necessary quantities.

- **Spread of fire and smoke**

Any unnecessary supply of oxygen to the source of a fire must be prevented until the fire department arrives. **Windows, doors, etc. must therefore be closed** - not locked - and kept closed.

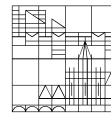
Doors along escape routes, especially **smoke and fire doors, must be closed at all times.** In this way, you prevent the spread of smoke and fire and ensure that you only need to walk a short distance to reach an area that is largely free of smoke and toxic fire gases.

Exceptions to this rule are doors with approved hold-open systems.

Doors that are wedged or tied open always aggravate the effects of a fire. In the worst case, they are risk to your own life, or that of your colleagues. You are obligated to remove any wedges, etc.

Consult the posted escape and rescue maps to find the location of the tripping devices for the building smoke and heat extraction systems.

Report damage to smoke and fire doors, or to other fire barriers and emergency equipment, to the i-Point without delay, at best by e-mail (i-punkt@uni-konstanz.de). The staff there will immediately notify the building officers in the FM department.



- **Escape and rescue routes**

Escape and rescue routes (corridors, stairs, escape balconies), including areas in front of emergency exits and for the fire department, may not be obstructed and **must be kept free** at all times of fire loads, particularly electrically operated equipment, hazardous substances, gas cylinders, paper, cardboard boxes, polystyrene waste, upholstered furniture, etc. One exception in this context is occupancy units (Nutzungseinheiten) approved under German building codes.

Escape and rescue route maps, with instructions for what to do in the event of emergency, are posted on every floor.

Doors along escape and rescue routes must not be obstructed, and it must be possible to open them without aids (e.g. key, hammer) at all times during working hours. The doors of service shafts, building systems rooms, etc., are escape doors for people working inside them, and access routes for the fire department. These doors, too, must be kept clear. Like the doors to electrical distribution panels, they must also be easily accessible so that media (gas, electricity, water, pressure lines) can be switched off quickly if necessary in the event of a fire/emergency.

Based on any instructions provided and your own observations, be sure to get a picture of the different escape routes for leaving a building. In the event of an emergency/fire, follow the escape route signs or instructions given by the fire department.

Building occupants with disabilities that limit their mobility in particular must be informed of the limited number of handicap-accessible escape routes. Assist such persons in the event of an evacuation.

An escape route ends at the **assembly point**, where your supervisor/deputy does a headcount to check that all staff/guests are present, and where you wait for further instructions from the officer in charge. The presence of all persons, or possibly that persons are missing, is reported to the member of the in-house/town fire department or to a first-aid representative present at the assembly point.

Public access roads for the rescue vehicles of the fire department, emergency medical service and police must be kept clear at all times.

Supervisors and anyone with knowledge regarding the outbreak of the fire, must remain available to the fire department and other authorities.

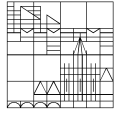
Assembly points are assigned to individual buildings. Refer to the Annex to find the assembly point for your building (the latest version is also posted on our Internet site).

- **Alarm-raising and fire-fighting equipment**

Fire alarms (push-button fire alarms) are found at many points in the University. Breaking the glass and pressing the **alarm button** directly notifies the fire department. Consult the posted escape and rescue maps for the locations.

Use these alarms first in the event of a fire.





Then dial the University's central in-house **Emergency No. 2222** to report the fire to the i-Point. The i-Point staff will then take the necessary action.

The location of emergency telephones (connection to the i-Point) should be pointed out in all safety training sessions. Telephones for reporting a fire to the i-Point are also found in many corridors in the vicinity of the stairways; their location is marked on the posted escape and rescue routes.

Apart from these, several thousand **automatic fire alarms** are also installed. It must be noted that in their vicinity, e.g. clouds of steam, vapours, smoke, dust, vibrations or the interruption of an infrared beam may suffice to trigger them, causing the fire department to be called in unnecessarily, which is very costly.

To avoid work-related false alarms, an application can be submitted to the i-Point to have alarms monitored for a limited period of time.



To fight incipient fires, **hand-held fire extinguishers**, such as ABC dry-powder extinguishers, foam extinguishers and CO₂ extinguishers, are available at many, clearly visible and easily accessible points.

In addition, mobile dry-powder extinguishers with a higher extinguishing agent capacity, and also hand-held fire extinguishers, are available at the centrally located emergency equipment zones, particularly in buildings used by the natural sciences/technical departments (see above: "Correct fire-fighting with extinguishing equipment").

In addition, fire blankets and sand are available in the natural sciences buildings.

- **Additional rules**

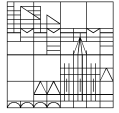
All **hot work** (welding, flame-cutting, grinding operations, soldering, etc.) outside designated workshop areas must be reported to the i-Point and authorised by the safety engineers.

The handling of **hazardous substances** (combustible liquids / gases / dusts, fuels, etc.) and other **flammable substances** (solids, liquids, gases) is subject to the German Ordinance on Hazardous Substances - the appropriate additional specifications of the relevant regulations and any rules in the respective operating procedures must be observed.

These substances may only be handled where required for a given task and where such use is covered in the risk assessment.

Outside secure storage facilities, only so much of a such a substance may be supplied as is required for a day's use.

Combustible liquids may only be stored in **refrigerators/refrigerated chests** if these are explosion-protected or the ignition sources (light, thermostat switch) on the inside have been removed by an electrician, so that the inside is free of ignition sources (c.f. also BGI 212-850 – Laboratory Guidelines (Laborrichtlinie)). Refrigerators converted for storing combustible liquids must additionally bear the warning sign: "**Only free of ignition**"



sources on the inside".

Combustible liquids are subject not only to the customary fire protection measures, but also to additional safety precautions, e.g.:

Only quantities for immediate use may be kept in fragile containers in laboratories. For laboratory tasks requiring quantities that exceed standard laboratory limits (Laboratory Guidelines), the risk assessment must include a review of whether additional safety measures must be defined and implemented.

Limited stocks of combustible liquids must be stored in safety cabinets, or otherwise in special store rooms.

Larger quantities must be handled over a catch basin, under an extractor and preferably with the protection of small-scale extinguishers.

Safety canisters are used for supplying relatively large quantities and combustible solvents outside laboratories, e.g. in workshops and other work areas.

Fuel supplies for motorized vehicles, maintenance equipment and entertainment devices, as well as the objects themselves, may only be parked or stored in suitable, ventilated spaces (cross-ventilation or automatic ventilation). In small-sized garages, up to 20 litres of gasoline or up to 200 litres of diesel fuel can be stored in breakproof containers. Special storage rooms must be separated from other rooms in fireproof fashion. Fuels may be stored in ventilated hazardous substance cabinets, ideally outside the building. Catch-basins must be used for storage.

Gas cylinders (subject to the German Ordinance on Hazardous Substances) are a particularly great potential hazard in the event of a fire because of the risk of bursting. Consequently, gas cylinders may only be stored in gas cylinder cabinets (F 90) in work rooms.

If gas cylinders are set up outside cabinets of this kind, they must be taken to an approved cylinder store after work.

The main valve must be shut off when no gas is being withdrawn. The safety cap must always be screwed on when the pressure reducer is removed.

Gas cylinders must always be secured at the top one-third of the cylinder to prevent them from falling over, e.g. by means of a chain.

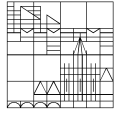


Rooms in which gas cylinders are set up must be identified by a warning sign.

Gas cylinders containing propane, butane or mixtures thereof as the fuel gas are not permitted for use inside places of assembly, including gymnasiums, tents, etc. - also not for cooking or barbecuing.

- **Extinguishing systems**

A **water sprinkler system** is installed in the library – Buildings BG, BS, J. It is



designed to automatically release a water spray in the direct vicinity of the source of the fire.

CO₂ gas extinguishing systems are found in chemicals stores L 531, 533, in night laboratory L 538, L 539, and in the special waste store M 558a, 557. Room M 514 has a walk-in extractor with a gas extinguishing system (the extinguishing gas is Trigon).

The emerging extinguishing gas, particularly carbon dioxide, can cause suffocation or death! The doors to the associated rooms are marked with yellow warning signs.

A loud signal sounds when a fire alarm is triggered.

Leave the building immediately!

A 20-second warning period is allowed before the CO₂ is released. You must evacuate the danger zone within this short period.

The affected areas may only be re-entered when danger no longer exists and clearance has been given by the fire department.

Several extractors in the natural science laboratories have small CO₂ extinguishing systems. The heads of the respective working groups/labs are responsible for providing additional safety training or instruction.

Familiarise yourself with the alarm-raising and fire-fighting equipment in the vicinity of your workplace by inspecting these systems and participating the corresponding training classes.

- **Special rules of conduct**

Every fire, no matter how small, must be reported to the i-Point, where the information is documented and forwarded directly to the safety engineer.

The same applies in the event of explosions with no visible fire, and in the event of gas alarms.

Night-time accommodations in the gymnasium / aquatic sports facility

Three rooms are provided for sleeping overnight in the gym on Floor S2, and two more in the aquatic sports facility. All users of these rooms must be informed of the escape and rescue routes, what to do in the event of a fire and other emergency procedures. This safety briefing must be documented in writing. The offices that approve the assignment of these rooms are responsible for conducting the safety briefing.

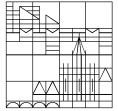
No overnight stays in the gymnasium are permitted, except in these three rooms on S2.

Tipis, tents, etc.

Based on the risk assessment, foam fire extinguishers must be provided in the area of the tipis/tents when they are in use. Users must be given a safety briefing and, in particular, informed that no fire, smoking or naked light is permitted.

Major events

In the case of major events, it must be determined whether the University's standard fire protection and escape route regulations are adequate. If necessary, individual permits must be obtained for events, such as "Eurokonstantia," information fairs, congresses,

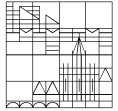


etc., and safety concepts with addition fire protection regulations elaborated. Organizers must review the necessity of such actions far in advance and apply to FM for a permit.

Barbecuing

Barbecuing is permitted at the following locations:

Building A – Courtyard	Only Staff Council and special events, Sign up with FM.
Building B – Roof terrace	Sign up with FM in individual/exceptional cases,
Building G – Yard in front of G1	Sign up with FM, approval by FM in individ. cases
Building L - Roof terrace	Sign up with FM, approval by FM in individ. cases
Building M – Roof terrace	Sign up with FM, approval by FM in individ. cases
Building PZ – Under superstructure	Sign up with FM, approval by FM in individ. cases
Biergarten	Sign up with FM, approval by FM in individ. cases
Building V – Roof terrace	Sign up with FM, in individual/exceptional cases
Tennis bldg. / Aquatic sports facility	Sign up with AA / Hochschulsport



- **Concluding remarks**

The respective supervisors are responsible for distributing these Fire Protection Regulations to all employees and guests in their areas and for providing them with regular updates.

After conducting a risk assessment, additional fire protection measures may be necessary in individual areas. These measures are defined in supplementary instructions issued by the respectively responsible persons.

These Fire Protection Regulations enter into force following their announcement in the publication: "Amtliche Bekanntmachungen der Universität Konstanz."

They must be issued to all employees / working group heads.

An English version is available on the intranet.

Konstanz, date: 03.2016

gez. Herr Witznick, Arbeitsschutzkoordinator

Annexes:

Location of assembly points Giessberg

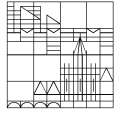
Location of assembly points Limnology

Location of assembly points Botanical Garden

Location of assembly points Athletic facilities

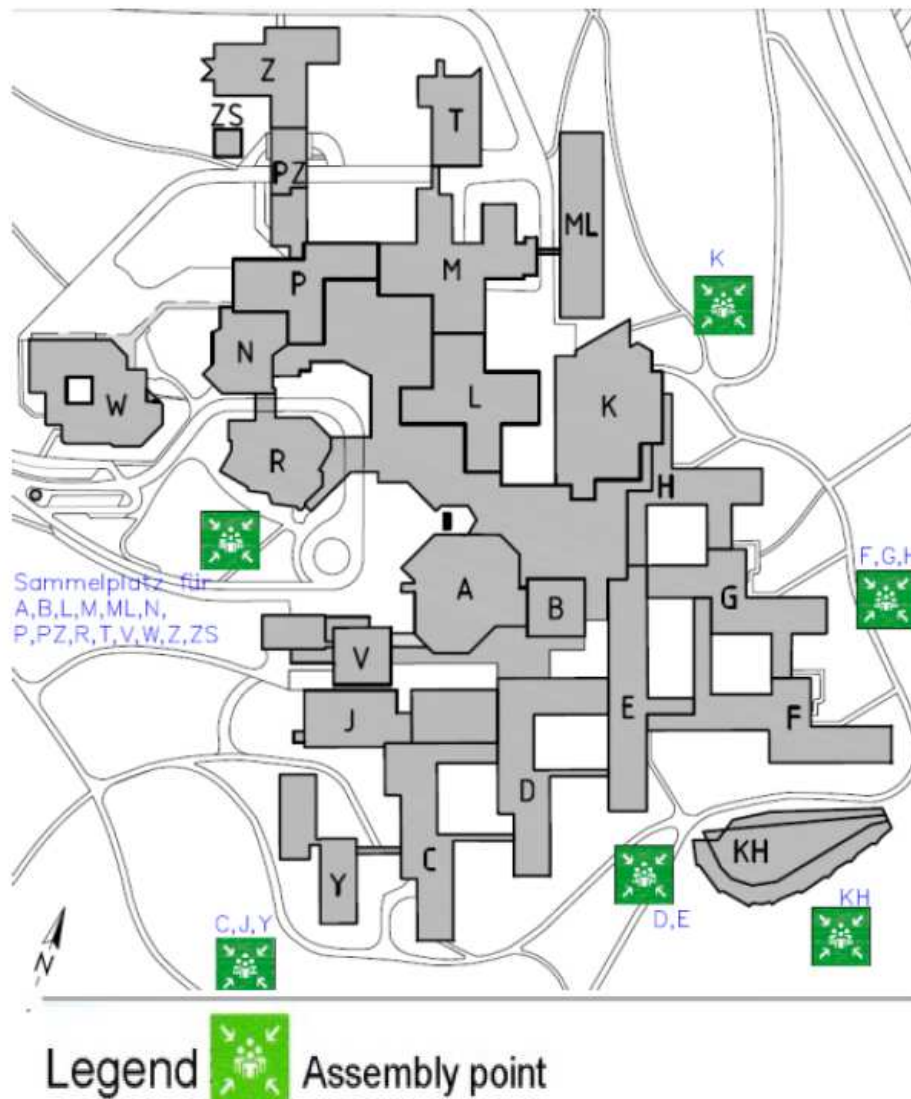
Location of assembly points Sonnenbühl – Building X

Alarm systems by building



Location of assembly points and notes for occupants of the **Giessberg** buildings

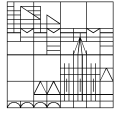
The University's Fire Protection Regulations require you to go to the assembly point for your building in the event of a fire. Also go to this assembly point if the building is evacuated for other reasons.



The reasons for this requirement are as follows:

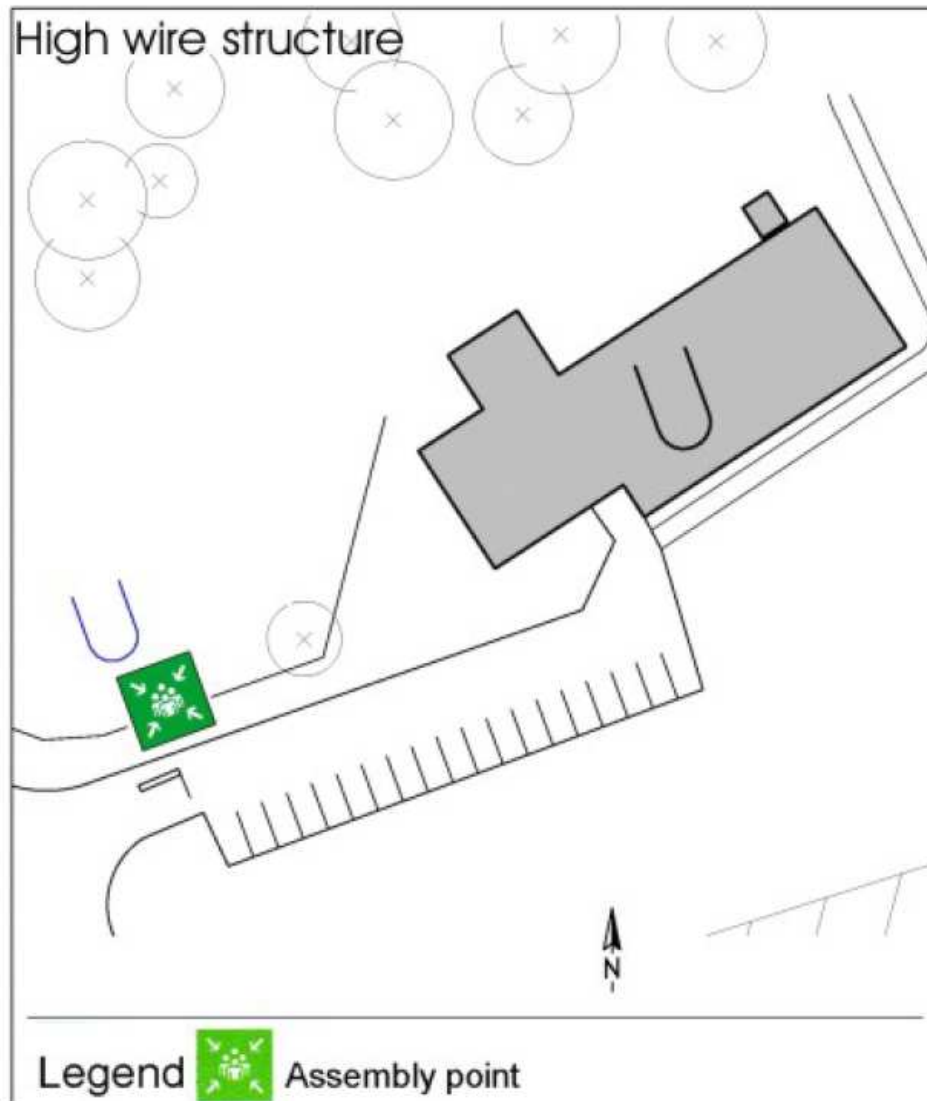
- To establish that no one is missing. This is particularly important. Were all colleagues working/present in the building at the time able to leave the building, or must the rescue staff search for them (risking their own lives)?
- Emergency staff can ask here for further, important information (injured persons left behind, accident site, hazardous substances, etc.) regarding the events triggering the incident. This greatly influences the tactics of the operation and greatly facilitates the work of rescue staff.
- The building occupants assemble at a known, safe location.
- Persons who were able to leave the building with minor injuries, etc. receive initial treatment here, because individual first-aiders are sent to the individual assembly points.

You will agree that, to deal with a serious incident, it is necessary for you to go to a known point - the designated assembly point for your building - until the situation has been definitively clarified. The officer in charge will tell you when you can leave the assembly point.



Location of assembly points and notes for occupants of the **Limnology** building

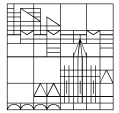
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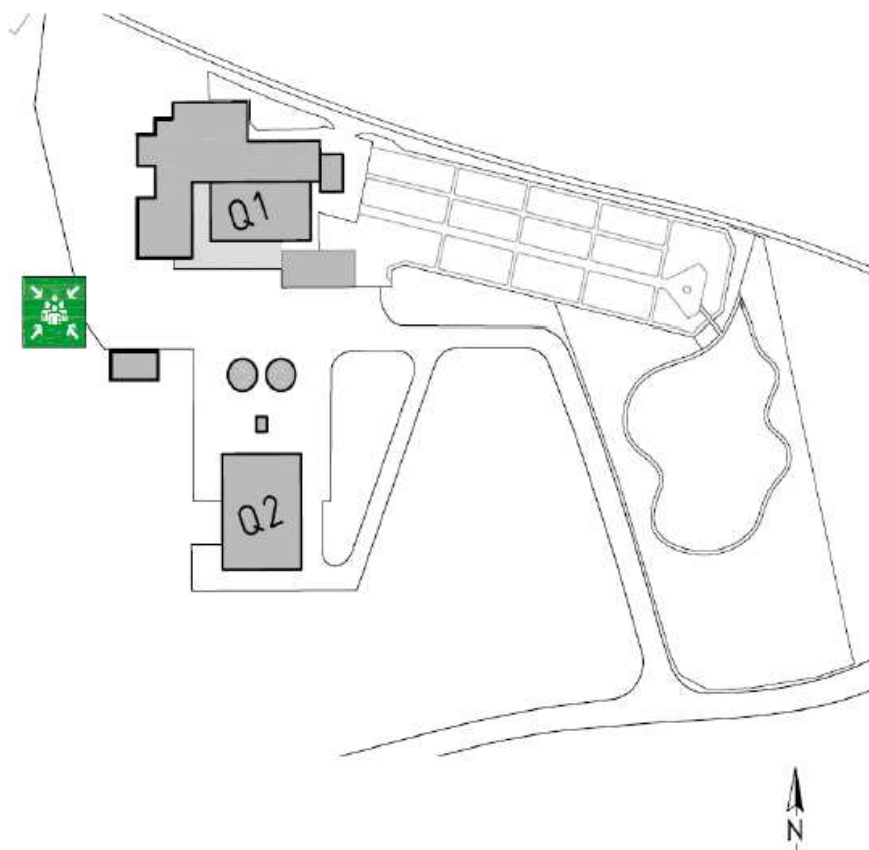
- To establish that no one is missing. This is particularly important. Were all colleagues working/present in the building at the time able to leave the building, or must the rescue staff search for them (risking their own lives)?
- Emergency staff can ask here for further, important information (injured persons left behind, accident site, hazardous substances, etc.) regarding the events triggering the incident. This greatly influences the tactics of the operation and greatly facilitates the work of rescue staff.
- The building occupants assemble at a known, safe location.
- Persons who were able to leave the building with minor injuries, etc. receive initial treatment here, because individual first-aiders are sent to the individual assembly points.

You will agree that, to deal with a serious incident, it is necessary for you to go to a known point - the designated assembly point for your building - until the situation has been definitively clarified. The officer in charge will tell you when you can leave the assembly point.



Location of assembly points and notes for occupants of the **Botanical Garden**

The University's Fire Protection Regulations require you to go to the assembly point for your building in the event of a fire. Also go to this assembly point if the building is evacuated for other reasons.

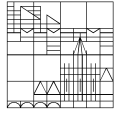


Legend  Assembly point

The reasons for this requirement are as follows:

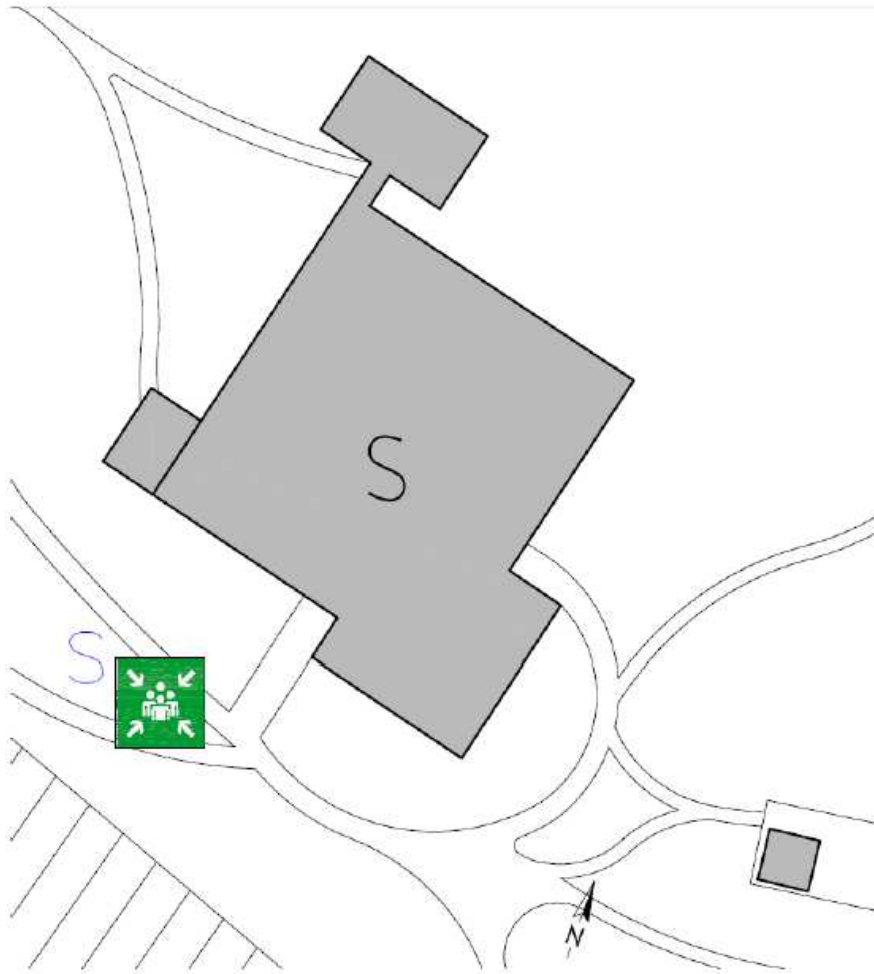
- To establish that no one is missing. This is particularly important. Were all colleagues working/present in the building at the time able to leave the building, or must the rescue staff search for them (risking their own lives)?
- Emergency staff can ask here for further, important information (injured persons left behind, accident site, hazardous substances, etc.) regarding the events triggering the incident. This greatly influences the tactics of the operation and greatly facilitates the work of rescue staff.
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- Persons who were able to leave the building with minor injuries, etc. receive initial treatment here, because individual first-aiders are sent to the individual assembly points.

You will agree that, to deal with a serious incident, it is necessary for you to go to a known point - the designated assembly point for your building - until the situation has been definitively clarified. The officer in charge will tell you when you can leave the assembly point.



Location of assembly points and notes for occupants of the **athletic facilities**

The University's Fire Protection Regulations require you to go to the assembly point for your building in the event of a fire. Also go to this assembly point if the building is evacuated for other reasons.

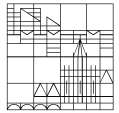


The reasons for this requirement are as follows:

- To establish that no one is missing. This is particularly important. Were all colleagues working/present in the building at the time able to leave the building, or must the rescue staff search for them (risking their own lives)?
- Emergency staff can ask here for further, important information (injured persons left behind, accident site, hazardous substances, etc.) regarding the events triggering the incident. This greatly influences the tactics of the operation and greatly facilitates the work of rescue staff.
- The building occupants assemble at a known, safe location.
- Persons who were able to leave the building with minor injuries, etc. receive initial treatment here, because individual first-aiders are sent to the individual assembly points.

Legend  Assembly point

You will agree that, to deal with a serious incident, it is necessary for you to go to a known point - the designated assembly point for your building - until the situation has been definitively clarified. The officer in charge will tell you when you can leave the assembly point.



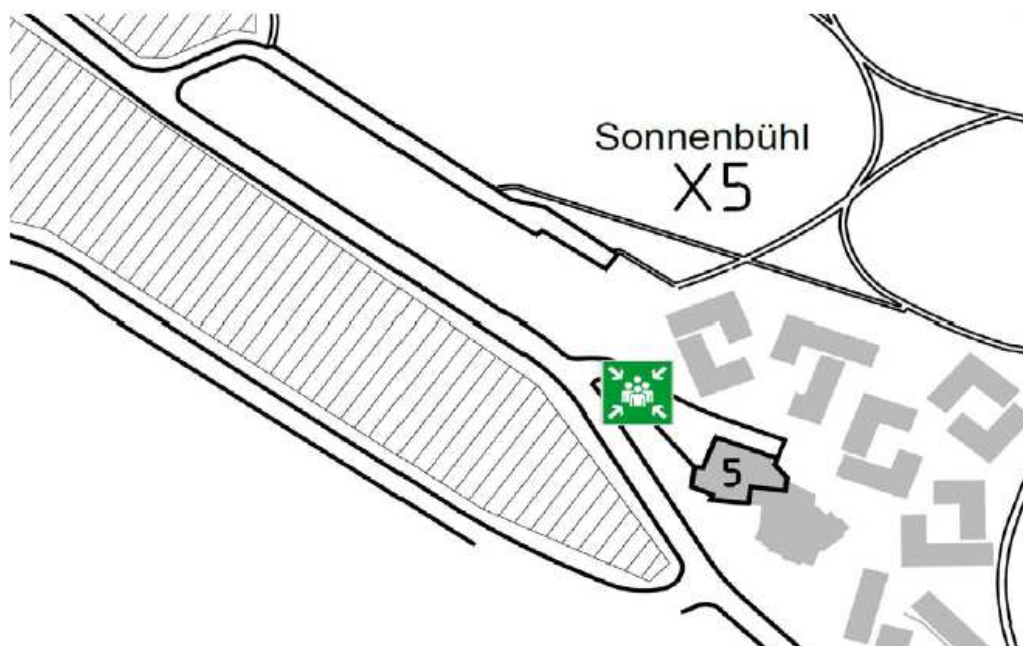
Location of assembly points and notes for occupants of **Building X5** on Sonnenbühl St.

The University's Fire Protection Regulations require you to go to the assembly point for your building in the event of a fire. Also go to this assembly point if the building is evacuated for other reasons.

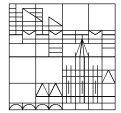
The reasons for this re-quirement are as follows:

- To establish that no one is missing. This is particularly important. Were all colleagues working/present in the building at the time able to leave the building, or must the rescue staff search for them (risking their own lives)?
- Emergency staff can ask here for further, important information (injured persons left behind, accident site, hazardous substances, etc.) regarding the events triggering the incident. This greatly influences the tactics of the operation and greatly facilitates the work of rescue staff.
- The building occupants assemble at a known, safe location.
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You will agree that, to deal with a serious incident, it is necessary for you to go to a known point - the designated assembly point for your building - until the situation has been definitively clarified. The officer in charge will tell you when you can leave the assembly point.

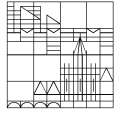


= Assembly Point



Alarm systems by building:

Building	Description	Remarks
Audimax	Electroacoustic system in the Audimax and adjoining rooms, triggered automatically by fire detection system	Very audible Not in the farther lecture halls on A 6
A 6	Acoustic signalling devices; triggered automatically by fire detection system	Audibility still undetermined
S + G Bib.	Voice alarm; triggered automatically by fire detection system	
B tower	Acoustic signalling devices in corridors B06 1 signalling device, rest have 2 signalling devices; triggered automatically by fire detection system	Audible only in the corridor
C, D, E	Acoustic signalling devices in corridors and seminar rooms (if they are audible in all seminar rooms has yet to be determined); triggered automatically by fire detection system.	Clearly audible only in the corridor
F, G, H	No signalling devices	i-Point: Building Services, in-house fire safety group, specialists and university first-aiders alert occupants and instruct them to evacuate the building. Building Services / in-house fire safety group should be equipped with a megaphone
J	Electroacoustic system; triggered automatically by fire detection system or i-Point staff	
K	No signalling devices (under construction)	Occupants must be alerted by personnel
KH	Acoustic signalling devices randomly distributed; triggered automatically by fire detection system	Most rooms have signalling devices >70dB; in rooms without signalling devices, the sound is naturally not loud enough– critical in the children's kitchen areas.
L	Electroacoustic system, LS in corridor only; triggered automatically by fire detection system or i-Point staff	Clearly audible only in the corridor
M –Süd/Ost	Voice alarm system (all rooms); triggered automatically by fire detection system	Good audibility
M-Nord/West	Electroacoustic system, LS in corridor only; triggered automatically by fire detection system or i-Point staff	Clearly audible only in the corridor.
ML	Acoustic signalling devices in corridors; triggered automatically by fire detection system	Very limited audibility in some cases
N	Electroacoustic system; triggered automatically by fire detection system or i-Point staff	In book area >70dB, no loudspeakers in stairwell
P	Electroacoustic system, LS in corridor only; triggered automatically by fire detection system or i-Point staff	Clearly audible only in the corridor
P-Nord	Acoustic signalling devices in corridors; additional electroacoustic loudspeakers in corridors; triggered automatically by fire detection system	Audible in corridors, but will disrupt one another if triggered automatically
PZ	Acoustic signalling devices in corridors; triggered automatically by fire detection system	Clearly audible only in the corridor
Q	Acoustic signalling devices triggered automatically	



	by fire detection system	
R	Voice alarm; triggered automatically by fire detection system	
S	System currently has only very limited operability. Building is for assemblies with high background noise. The installed alarm system is insufficient.	i-Point: Informs Building Services and Unimotion and instructs occupants to evacuate the athletic facilities and offices.

Building	Description	Remarks
T	Electroacoustic system / not in all rooms; triggered automatically by fire detection system or i-Point staff	Not audible in all locations
U	Acoustic signalling devices in corridors; triggered automatically by fire detection system	Still requires testing .Audibility not determined. Personnel should also alert occupants in order to support the alarm system.
V	Acoustic signalling devices in corridors; triggered automatically by fire detection system	Very good audibility in corridor
W	No signalling devices	Occupants must be alerted by personnel
X 5	No signalling devices	Occupants must be alerted by personnel
Y	Acoustic signalling devices in corridors; triggered automatically by fire detection system	
Z	Electroacoustic system; triggered automatically by fire detection system or i-Point staff	

Triggering:

All signalling devices are triggered directly by the fire detection system.

The electroacoustic system in the Audimax is triggered automatically, as is the voice alarm in M.

All other electroacoustic systems currently are triggered manually by the i-Point.