

A Area of application

- (1) The Fire Protection Regulations Parts A and B of the Martin Luther University Halle-Wittenberg, published in the *Amtsblatt* No. 6 of July 14, 2016, apply.
- (2) The following Fire Safety Regulations concretize the Fire Protection Regulations of MLU for the "**Georg-Forster-Haus**" – **International Encounter Center (IBZ)** and **Guest House** of the Martin-Luther-Universität Halle-Wittenberg; Emil-Abderhalden-Str. 7a in 06108 Halle (Saale).

B Fire prevention

- (1) Each users of the Georg-Forster-Haus 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 and working unit.
- (2) Smoking and handling open light and fire is prohibited in all parts of the building and on the balconies. Smoking is allowed only on the terrace of the guest house. Matches and tobacco remains may also be disposed of outside the building only in the ash bin provided for this purpose on the terrace of the house.
- (3) 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.
- (4) The installation and use of electrical equipment other than that provided by the Georg-Forster-Haus is only permitted with permission after the equipment has been tested by a qualified electrician. The testing is carried out in the same way as for all other non-stationary electrical equipment. The Management of the Georg-Forster-Haus will accept the application for testing of an appliance. The testing is carried out by the technical department of the Martin-Luther-Universität Halle-Wittenberg.
- (5) The use of private electric kitchen and heating appliances is strictly prohibited in the accommodation and working units. The operation of any kitchen appliances is allowed only in the common kitchens.
- (6) During longer absences, the electrical devices that are not needed as well as the lighting are to be switched off. Data and communication technology devices are excluded.
- (7) Deficiencies in fire protection equipment and damage to electrical installations, any other defects found that could lead to fires, as well as signs thereof (flickering lights, smell of burning, spilled flammable liquids, etc.) must be reported immediately to the Georg-Forster-Haus management.
- (8) Tripped RCCB switch, damaged sockets/cables and other damage to electrical facilities and equipment are to be replaced or repaired only by a qualified electrician.
- (9) Unimpeded access to all disconnection devices of the technical equipment as well as switches, main breakers, distribution and fuse boxes has to be guaranteed.

C Fire and smoke spread

- (1) 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.

D Escape and rescue routes

- (1) 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.
- (2) Each user of the Georg-Forster-Haus 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).
- (3) Portable fire extinguishers, safety signs and "escape and rescue plans" must not be removed, covered and/or blocked.
- (4) Heat and smoke extraction systems including their access openings must be kept free at any time.
- (5) Regular inspections must be carried out to ensure that preventive fire protection and fire prevention measures are complied with. The inspections are carried out by the service provider of the building.

E Fire detection and extinguishing equipment

- (1) The Georg-Forster-Haus 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 devices.
- (2) The manual call points are located at all entrances to the staircase and at the exits.
- (3) Fire extinguishers (6 kg) are located in the hallways, in the seminar room and in the common room. Each user of the Georg-Forster-Haus is obliged to familiarize with the location and mode of operation 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.
- (4) Any improper use of fire-fighting equipment, fire extinguishers and alarm devices is prohibited.
- (5) 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 1000V.

F Behaviour in case of fire

- (1) In the event of fire, the first commandment is to preserve calm and prudence. Hasty actions can lead to wrongdoing and panic!
- (2) The immediate dangerous area must be left and doors should be closed if possible (but not locked).
- (3) In case of immediate danger to people, the rescue of people has priority over firefighting measures and rescue of material goods.

G Reporting a fire

- (1) **Every fire has to be immediately reported**, either via the next **manual call point** or **over the phone**.
- (2) **The fire department is called via the emergency number 112.**
- (3) The telephone message must contain the following info:
 - Where is the fire?
 - What is burning?
 - How much is burning?
 - What are the dangers?
 - Waiting for queries
- (4) After alerting the fire brigade, if possible without endangering and if it has not been already done, inform also the *service provider* of the building and the *technical support service* of the Martin-Luther-University Halle-Wittenberg. The phone numbers are noticed on the **information sheet "Behaviour in case of emergency"** inside the information folder in your accommodation and working unit and on the notice board on the ground floor.

H Get to safety

- (1) 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.
- (2) Lifts must not be used as escape routes.
- (3) 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.
- (4) Smoke from the fire and/or passing through smoky areas is extremely dangerous and should be avoided!
- (5) 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.
- (6) 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.

- (7) In an extreme emergency situation: keep the head as deep as possible, cover your mouth and nose with wet wipes if necessary.
- (8) Go to the assembly area, which is determined in the escape and rescue plan.
- (9) In case of fire and emergency the instructions of the fire department must be followed.

I Attempts to extinguish a fire

- (1) Extinguishing attempts should only be undertaken when the fire is in the incipient phase and the effort can be performed without endangering oneself.
- (2) 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.
- (3) You should never try to extinguish burning fat with water!
- (4) In the event of fire in electrical equipment, the power supply must be immediately switched off.

J Behaviour after fire

- (1) Access to the building is only permitted after approval by the chief of the fire brigade.
- (2) Electrical systems and equipment must be checked by qualified personnel before being put back into operation.
- (3) Consequential damages are to be kept low by securing the fire area, as well as by ventilation and elimination of chemical residues.
- (4) Damage to or use of fire extinguishers must be reported to the management of the Georg-Forster-Haus. The restoration of the operational readiness of the fire extinguishers is carried out via the *Stab Arbeits- und Umweltschutz* of the Martin-Luther-Universität Halle-Wittenberg.

These Fire Safety Regulations come into force with immediate effect until revoked.

Halle, den 24.03.2021