

University of Leibniz, Hannover
TIB / German National Library of Science
and Technology, Hannover

Fire Protection Regulation

DIN 14096

Part B

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Content of the Fire Protection Regulation Part B

1 Introduction 3

2 Fire Protection Regulation 4

3 Fire prevention 5

4 Spreading of fire and smoke..... 6

5 Escape and rescue routes 7

6 Reporting and extinguishing equipments 7

7 How to act in the event of fire 8

8 Reporting fire..... 8

9 Follow the alarm signal and alarm instructions 8

10 Bringing to safety 9

11 Try to extinguish the fire 10

12 Special rules of conduct..... 10

1 Introduction

The Fire Protection Regulation Part B of the University of Leibniz, Hannover and the TIB Hannover is applies for all persons without special fire protection tasks, who are present in the buildings or on the premises of the University of Leibniz, Hannover and the TIB Hannover not only temporarily (e.g. Employees of the university and the students).

These persons are obligated to comply with the Fire Protection Regulation and all statutory fire protection regulations. This applies in particular for works with ignition sources (open flame, cutting and grinding works, welding, cutting, soldering, burning), when handling flammable, self-igniting or explosive substances, ionising radiation as well as radioactive or biological agents.

The Fire Protection Regulation also applies for other emergency cases unless there are other special regulations.

The Fire Protection Regulation is divided into three parts:

Part	Contents	Target group
A	General instructions on how to act in the event of a fire (Notice)	All persons present in or on LUH /TIB properties
B	Fire protection regulations	All employees and students of LUH / TIP properties
B Annex	Building-specific fire protection regulations	All employees and students of LUH / TIP buildings
C	Assignment of special fire protection tasks	Employees with special fire protection tasks regarding an LUH / TIB property or an LUH / TIB building (e.g. fire protection officers)

The Fire Protection Regulation comes into force upon signing.

The Fire Protection Regulation of LHM was put into effect by the LHM Steering Committee. The present Fire Protection Regulation was adopted in accordance with the administrative agreement between LHM and TIB on the basis of the LHM Fire Protection Regulation and editorially adapted for TIB.

Hannover, 01.07.2022

leg. signature

Prof. Dr. Sören Auer
Director of TIB Hannover

2 Fire Protection Regulation

The Fire Protection Regulation Part A must be posted clearly visible at appropriate locations in every building of the University of Leibniz, Hannover and the TIB Hannover at least once in every floor. Appropriate locations are e.g. Building entrances, hallways and stairwells. In addition, the Fire Protection Regulation Part A must be posted clearly visible in every seminar room and lecture and reading hall. The notice must be adapted to the building-specific conditions at all times.

Preventing fires



No open flame, fire, open ignition sources and no smoking

How to act in the event of fire

Remain calm

Report fire




Emergency Call 112

Bring to safety

Warn the persons at risk / activate building alarm

Carry those unable to help themselves

Close the doors



Following the marked escape routes

Do not use the lift



Seek the assembly point

Follow the instructions

Try to extinguish the fire





Use fire extinguisher
Use fire extinguishing hose
Use fire-fighting tools and devices

Fire Protection Regulation Part A in accordance with DIN 14096: 2014-0052
DATE 09 2017

3 Fire prevention



There is a smoking ban in all the buildings of the university of Leibniz, Hannover and the TIB Hannover. In addition, the handling of fire, open flames and open ignition sources in the buildings of the university are generally prohibited.

When handling fire in the outdoors e.g. Grills, special precautions must be taken so as to prevent the spread to green spaces and buildings. In the event of long-lasting drought open fireplaces are not allowed.

In specially provided rooms, such as labs and workshops, the handling of fire, open flame and open ignition sources are allowed for operationally required minimum.

The proper use of the containers with safety fuel paste for keeping the meals warm is allowed in the buildings of the University of Leibniz, Hannover as part of the business-related events.

Make sure to observe the manufacturer specifications when operating electrical devices. Pay particular attention to the electrical heating appliances and cable extensions across multiple sockets - switching in series is dangerous and prohibited. Coffee machines and kettles must be operated on non-flammable surfaces (e.g. Ceramic tiles).

Do not use defective electrical devices and have them repaired or replaced immediately.

To increase the safety when operating portable electrical devices, they should be switched off after use.

The charging of the lithium metal batteries with a mass of more than 2g lithium per battery or lithium ion batteries with a power of more than 100 Wh per battery is not allowed in the LUH buildings. This concerns, for example, the commercially available batteries for Pedelecs, e-bikes and e-scooters. The charging of above-mentioned batteries is allowed only in operationally required minimum subject to compliance with respectively required safety measures, this concerns in particular the required supervision of charging process. The charging of batteries is not allowed in escape routes.

If it is not possible for the experiment facilities to comply with regulations, the officer in charge must determine based on a hazard assessment that the required protection targets can be achieved through special measures.

The operation of devices and systems must be adequately supervised. Systems and devices operated unsupervised at nights are allowed if there is no danger of fire or if based on a hazard assessment it has been established that the required protection targets are achieved through special measures.

The operation of immersion heaters without automatic shut-down is not allowed. Electrical heating plates and radiant heaters must be used only in lab operation under constant supervision. This also applies to induction heating plates.

Oily, greasy or with flammable liquid-soaked cleaning wool, rags and the like must be stored only in non-flammable containers with tight closing lid, never in the work clothes.

After work the last person present in the work area must check the premises for hazardous conditions. Make sure in particular that all fire protection closures (e.g. Fire and smoke protection doors) are closed and that all not required electrical systems are switched off.

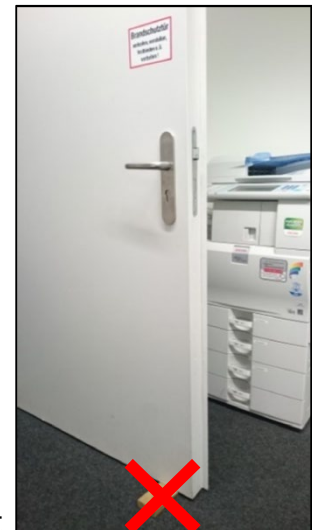
4 Spreading of fire and smoke

Fire and smoke protection doors must be closed all times if they are not equipped with an arrester system. Doors equipped with an arrester system remain open by snapping and close automatically in case of fire.

It is not allowed to keep the fire and smoke protection doors and other self-closing doors open using objects (e.g. wooden wedges). This applies regardless of the marking of the door with a label.

In addition, all doors and windows must be closed after work in order to delay the spread of fire and smoke.

The posting of paper notices is only allowed on the available bulletin boards. These must be posted sparingly and kept clear of old postings on regular basis.



Prevent the accumulation of flammable materials in order to keep the fire load to a minimum. Do not store flammable liquids and gases in the labs more than what is needed for the progress of the work (but not more than the daily need).

The existing smoke and heat extraction systems must be triggered via the control points (usually grey or orange coloured housing) if needed.



5 Escape and rescue routes

Escape and rescue routes, emergency exits, emergency access routes and areas for the fire brigade must be kept clear at all times so that they can be used whenever needed. Restricting or blocking through deposited items or parked vehicles is not allowed.

Doors along the escape routes and emergency exits must be able to be opened easily and without special tools, so long as persons rely on the use of the appropriate escape routes in case of danger.

Staircases and required corridors must be kept free from fire loads. The posting of paper postings in staircases is prohibited.

Safety signs and displayed escape and rescue plans which show the course of the rescue routes inside the company and all fire extinguishing and reporting options must not be covered and/or blocked.

6 Reporting and extinguishing equipments



There is a fire alarm system in many of the buildings of the university and the TIB Hannover. The associated manual call points (red housing) are mounted, among others, in the area of the escape and rescue routes and directly alert the fire brigade.

There is a building alarm system in some of the buildings of the university and the TIB Hannover. The associated control points (blue or yellow housing) are located, among others, in the area of the escape and rescue routes and activate the evacuation alarm of the buildings/building parts. The fire brigade is not alerted.



The emergency number 112 can be selected on all the telephones of the university. In rooms that do not have telephone make the emergency call using mobile phones.

Fire brigade emergency call: 112

All the buildings of the university are equipped with fire extinguishers. These are also labelled in the posted escape and rescue plans.

All persons who are present in the buildings not only temporarily, should be familiar with the operating instructions of the fire extinguishers, fire blankets, emergency showers and wall hydrants.

7 How to act in the event of fire

The Fire Protection Regulation Part A applies (see Item 2).

It is important to remain calm in the event of fire. Acting rashly and hectically results in inappropriate conduct and quickly spreads to other persons. Projecting calm and security can prevent panic specially among visitors.

8 Reporting fire

Smoke and fire events must be reported to the fire brigade immediately. This can be done by telephone or by triggering the fire alarm systems.

If reporting via telephone by calling the **Emergency Number 112**, mention the damage location with the postal address and wait for feedback from the control centre personnel.

In addition to reporting the fire by telephone always trigger the fire alarm system, if available.

Then inform the Service Centre of the Building Management of the university by calling the telephone number (0511 762-) 4440.

Report the fire incident to the manned gatehouse as well if available in the buildings.

9 Follow the alarm signal and alarm instructions

There is an acoustic alarm system in some of the buildings of the university and the TIB Hannover. Evacuate the building when the alarm signal sounds (rising and falling siren sound or loud beeping). Red flashing lamps supplement the evacuation alarm in some of the buildings.

In the absence of acoustic alarm systems, all persons in the building must be alerted by shouting in case of fire.

In the even of an alarm, stop all work, interrupt (lecture) events and leave the building immediately via the marked escape routes.

Once the fire brigade has arrived follow their instructions exclusively. In particular, enter the building again only after the approval of the fire brigade.

10 Bringing to safety

Leave the hazard area immediately upon outbreak of a fire. For this, use the marked escape and rescue routes. Do not use the lifts.

All employees must make sure that the visitors leave the building through the shortest route. Pay particular attention to children as well as the handicapped, injured and older persons. Take these with you as much as possible. Any animals present must be taken away by their owners.

Missing persons are to be immediately reported to the arriving fire brigade crews.

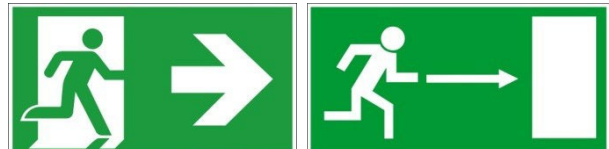
In case of an alarm during their lectures, the event managers (e.g. lecturers, supervisory persons) ensure calm and orderly evacuation of their lecture rooms (e.g. Seminar rooms, lecture and reading hall).

If the escape route cannot be used due to effects of fire (e.g. High temperature or fire smoke), close all doors and draw the attention of the fire brigade crew to yourself upon their arrival at the next best possible building opening (e.g. at open windows).



Escape and rescue route plans are posted in most of the buildings. Here, among other things, the location of the respective assembly point is entered. In all other buildings persons assemble near the main entrance outside of the fire brigade access roads and in sufficient distance to the affected building.

All escape routes are marked by one of the adjacent signs and displayed in the escape and rescue plans.



The location of the first aid facilities is marked with the adjacent signs and entered in the escape and rescue plans.

11 Try to extinguish the fire

You should attempt to extinguish the fire only if self-endangerment is excluded.

Make sure that appropriate extinguishing agent is used for the combustible material.

The following applies when persons catch fire:

The most important thing is the immediate fire suppression of the person catching fire while ensuring your own protection.

- Always expect irrational actions (escape) on the part of the injured.
- Persons catching fire can be extinguished using various methods. Options include water, fire extinguisher, dense fabric or rolling on the ground.
- If needed, perform life-saving first-aid (resuscitation) immediately after extinguishing.
- Alert the rescue services immediately.
- Briefly cool down the affected body parts with water. This, however, should not last more than a few minutes in order to avoid the danger of hypothermia.

12 Special rules of conduct

All persons who are present in the buildings or on the premises of the university of Leibniz, Hannover and the TIB Hannover not only temporarily, are obligated to immediately report detected fire protection defects (in particular unusable extinguishers and damaged fire and smoke protection doors) to the Service Centre of the Building Management of the university by calling the telephone number (0511 762-) 4440.

All persons working in the buildings of the university must participate in a fire protection training and evacuation drills.

For ambiguities and questions regarding the fire protection in the buildings of TIB please contact the Fire Protection Officer of TIB Hannover.