

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

Fire Protection Regulation

DIN 14096

Part C

1 Introduction

The Fire Protection Regulation (BSO) Part C of the University of Leibniz Hannover and the TIB Hannover applies for all employees with special tasks in fire protection. It is a set of internal regulations of the University of Leibniz Hannover and the TIB Hannover and does not release you from the obligation to observe and comply with other occupational safety regulations and general rules of technology.

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 / TIB properties
B Annex	Building-specific fire protection regulations	All employees and students of LUH / TIB buildings
C	Assignment of special fire protection tasks	Employees with special fire protection tasks related to 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 LHU was put into effect by the LUH Steering Committee. The present Fire Protection Regulation was adopted in accordance with the administrative agreement between LUH and TIB on the basis of the LUH Fire Protection Regulation and editorially adapted for TIB.

Hannover, 01.07.2022

leg. signature

Prof. Dr. Sören Auer
Director of TIB Hannover

2 Fire prevention

All persons with supervisory function perform the following tasks in the buildings and areas where the workplaces of their subordinate employees are located:

- Determining the number of required fire protection officers based on the hazard assessment
- Monitoring the compliance with fire protection provisions (in particular the Fire Protection Regulation) during ongoing operation
- Monitoring to ensure the rescue routes and fire protection equipment are kept clear
- Monitoring of the visibility of notices and/or safety signs
- Monitoring of smoking ban
- Ensuring the minimum annual implementation of training of the employees in fire protection

The fire protection officer of the TIB Hannover responsible for the respective building performs the following fire protection tasks:

- Advice on matters relating to fire protection
- Instructing and training of fire protection officers
- Review of the fire protection regulation on regular basis
- Organising evacuation drills
- Ensuring cooperation with the fire brigade

The safety engineer of the University of Leibniz, Hannover responsible for constructions measures in the respective building and/or that of the building owner performs the following fire protection tasks:

- Advice on compliance with fire protection provisions for new buildings, structural modifications and changes in utilisation

The responsible department heads of the Building Management Department of the University of Leibniz, Hannover, of the building owner or fire protection officer of the University of Leibniz, Hannover responsible for the respective building perform the following fire protection tasks:

- Monitoring of building fire protection equipment such as fire dampers and smoke protection doors
- Compliance with maintenance intervals and the intervals for recurring inspections of fire protection equipments
- Keeping the areas clear for fire brigade (e.g. Monitoring of parking ban in the fire brigade access roads)

3 Reporting and alarming process

In the event of fire, the fire brigade is alerted by triggering a fire alarm system or via telephone by calling the emergency number 112.

Then inform the Service Centre of the Building Management of the university by calling the telephone number +49 511 762-4440.

Once the alarm is announced (by telephone or automatically via the fire alarm system), the latter (or the on-call service outside service hours) notifies the Occupational Safety Officer in accordance with the alarm chain for fire brigade operations from the emergency folder of the Steering Committee.

4 Safety measures for persons, animals, environment and property

In the event of a fire the respective buildings or areas are evacuated. Upon leaving the building the supervisors and the fire protection officers pay particular attention to persons not reacting to the alarm on direct route to the outdoors.

Work is stopped and (lectures) events are interrupted. Persons not familiar with the place, handicapped and injured persons are requested to leave the building by the employees and are assisted and supervised if necessary.

Where possible, special systems and experiment facilities are secured before leaving the building. The supervisors identify systems and experiment facilities that need to be secured in advance and instruct employees accordingly.

5 Fire extinguishing measures

The fire protection officers fight the incipient fires, provided this is possible without endangering themselves so as to allow the employees to leave themselves. If several fire protection officers are available on site, they will carry out the fire fighting together if necessary. The location of the fire as well as the number of fire protection officers used in the respective floor is to be notified to a person familiar with the location who will in turn go to the entrance of the building and pass on this information directly to the fire brigade operations manager.

6 Preparations for the use of the fire brigade

In particular, in the event of fire the supervisors as well as fire protection officers must make sure to keep the areas clear for the fire brigade if possible (e.g. Fire brigade access roads). Persons blocking this access will be required to move to the respective assembly point.

If needed, the supervises as well as fire protection officer must in particular ensure the setting up of guides (e.g. At the property access and at the crossings on the property).

In case of buildings with alarm system, all required keys are located in the fire brigade key depot, the fire brigade / operating plans are located at the routing cards. Security and locking service key can be provided for all properties. The accessibility is regulated via the Service Centre of the Building Management which can be reached by calling the number +49 511 762-4440.

7 Aftercare

Areas exposed to the fire are blocked by the Department Head of the Building Management Department or a person instructed by the latter in individual cases or that of the building owner.

Restoring the operational readiness of the fire protection equipment is initiated by the responsible department heads of the Building Management Department or the building owner or a person instructed by the latter in individual cases.