

FIRE SAFETY MANAGEMENT POLICY

pursuant to DIN 14096 – PART B



Fire Department 112



Emergency doctor, rescue services 112



Police 110



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Foreward

- The aim of this fire safety management policy is to summarise the regulations for preventive fire safety and for actions taken in the event of a fire (organisational fire safety), thus helping avoid the occurrence of fires, explosions and fire-related disasters at Goethe University, or to limit the effects and damage caused. The policy applies for all sites.
- This fire safety management policy is binding for all members of Goethe University, for external companies and all people on the grounds of Goethe University. In the general interest, it is vital that the basic regulations and measures set down in this fire safety management policy are complied with to protect people from the direct effects of fires and explosions. It is also to be applied analogously in the event of a catastrophic event.
- This fire safety management policy enters into force with immediate effect.

The President
Frankfurt, May 2019

Prevent fires



Naked flames, fire, open ignitions sources and smoking are prohibited

In case of fire:

Stay calm

Report fire



Emergency number 112

Leave the danger area

24 hour technical help

Riedberg Campus 29999

Bockenheim Campus 23201

Westend Campus 32250

Ginnheim Campus 24520



Warn people in danger

Evacuate people in need of assistance

Close doors

Follow marked escape routes

Do not use lifts

Go to an assembly point

Follow instructions

Attempt to put out the fire



Use fire extinguisher

Use wall hydrants

Use other firefighting means

Fire prevention

All Goethe University members **are obliged** to behave in compliance with fire safety regulations and thereby contribute to fire prevention. They are to familiarise themselves with this fire safety management policy and thereby enable effective, preventive fire safety management, and prudent, quick action in case of fire.



Bans on smoking and naked flames are to be strictly observed and enforced.



Easily combustible or explosive materials may only be stored in dedicated and specially marked storage rooms. In workrooms or laboratories, they may only be stored in quantities as are necessary for continuous use (daily amount).



Flammable waste is not to be accumulated, but picked up by the Office for Waste and Hazardous Material (*Referat Abfall und Gefahrgut*). The waste containers may only be set up in dedicated rooms. The lids of these containers are to be kept closed.



Flammable liquids may never be poured down drains or toilets!

- When using hazardous substances, comply with the relevant laws, regulations, technical rules, guidelines, accident prevention regulations, etc. Apart from this, also follow the faculties' general lab regulations and codes of conduct.
- Work which requires fire detection circuits to be shut off may only be carried out with written permission (permit for high-temperature work and work which causes dust). A logbook must be kept for the fire alarm system. This must be sequential, and all interruptions and disconnections (e.g. fire detection circuits being shut off) are to be entered.
- Electrical materials, machines, devices and units may only be connected by an expert (electrician) and started up by authorised people. After use (and/or at the end of working hours), the current is generally to be switched off (by pulling the plug or all-pole switch-off). An exception can be made for devices which need to be supplied with a constant electric current in order to function, such as servers, special-purpose weighing devices, refrigerators, lab appliances, etc.)



Electrical devices (electrically operated devices and machines) must conform with VDE regulations. This is guaranteed for intact devices bearing the VDE certification mark.

- The use of defective electrical devices is prohibited.
An electrical device with a defect must immediately be withdrawn from use! Repairs may only be carried out by an expert.
- Coffee makers, electric kettles and lamps (e.g., torchiere lamps) pose a particular fire hazard. The mains plug of these appliances must be disconnected after use. Please observe the manufacturer's operating instructions.
- Thermoelectric devices (e.g., coffee makers) may only be used on surfaces which are not flammable (e.g. stone slabs).
- Untested and/or defective electrical machines, devices, units, connector cables and extension cables may not be used and are to be withdrawn from use. Naked cables, broken sockets or desk sockets pose a deadly threat.
- Multiple socket extension leads may not be connected in a row. The maximum extension lead connection power must be heeded.
- Generally, electrical machines, devices and units may only be used which are authorised for use at work, i.e. which belong to Goethe University. The exception is private coffee makers and kettles, which require authorisation for use from the superior in charge. Just like the permitted electrical machines, devices and units, their functioning is to be regularly tested.
- When leaving the room, it must be ensured that all electrical devices (insofar as they are not required to operate in continuous operation) are switched off or disconnected.
- If **fire hazardous work** such as welding, burning, grinding, thawing, separative, heating and soldering work is carried out outside the working spaces provided for this purpose, written permission (welding permit) is always required. The safety precautions listed in the “welding permit” are to be complied with.
- The permit for high-temperature work, and work which causes dust (available from the Goethe University Occupational Safety Office at www.sicherheit.uni-frankfurt.de) lists the safety measures and protective steps to be complied with (e.g. keeping extinguishing agents on hand, putting a person on fire watch, etc.).

The spread of fire and smoke

- Smoke and fire doors are to stop smoke and flames from spreading during a fire. They must therefore always be closed or have an automatic closing system approved by the building authorities.
- Smoke and fire doors and/or their automatic closing system must not under any circumstances be blocked or rendered inoperative. These doors may not be blocked or forced to stay open by any other means (wedging them open mechanically impairs the doors).

Smoke and fire doors may not be propped open using wedges or any other means.

- All members of Goethe University are obligated to remove wedges or objects preventing their closure. Damage to the doors is to be reported immediately to the head of the Estates helpdesk.
- The telephone numbers for the Estates helpdesks (fault reporting) are in the attachment.
- Fire and smoke doors are designated as follows:



- The accumulation of combustible materials (outside of areas approved for this purpose) is prohibited.

Smoke and heat venting devices



Smoke and venting devices are located in numerous stairwells. They enable smoke to escape during a fire. The air vents are normally closed and are only opened during a fire. This happens either automatically through the smoke detectors or by breaking the glass of the panel marked "Rauchabzug" (smoke vent) and activating the button. Wrongful use of these devices (e.g., for airing) is prohibited.

Escape and rescue routes



Escape and rescue routes, spaces and parking for the fire department are to be kept clear at all times. Escape routes, stairwells, and passageways in buildings and outside must always be kept clear in their full width at all times. Doors in escape routes and emergency exits may not be locked. Emergency exits must be accessible from any direction of escape at all times.

- **All** members of Goethe University are to be instructed about the location and path of escape and rescue routes. They are responsible for making sure these routes are not obstructed.

- Safety signs (fire prevention, rescue and first aid station symbols), and distributed “Escape and Rescue Route Plans”, showing the path of rescue routes and all options for fire extinguishing and alarm, may not be covered up or blocked.
- **Everyone is obliged to memorise the escape and rescue routes at their place of work!**
- Escape and rescue routes, necessary stairwells and emergency exits are to be kept clear at all times. It is not allowed to store or leave objects, materials, etc. in the escape and rescue routes or stairwells, or in front of emergency exits or doors.
- It is vital for the access routes and spaces for the fire department to be left clear. Constrictions of any kind, for example by parked cars or other objects left there are prohibited in this area. **Vehicles parked in the access routes of the fire department will be removed at your own cost.**
- Erected notices and markings must be complied with. The buildings must be accessible at all times.

Alarm and extinguishing devices



Fire alarm systems such as fire, smoke and heat alarms, telephones and first-aid equipment are to be kept accessible and ready for use at all times. Misuse or manipulation of any kind is prohibited and will be reported.



The same applies for fire-fighting equipment such as wall-mounted hydrants, portable fire extinguishers, sprinkling systems, gas extinguishing devices and emergency showers.



As well as portable fire extinguishers, wall-mounted hydrants are located in some buildings. Employees may use these for early-stage fires and small fires (comply with instructions).

Portable fire extinguishers are only intended for use with early-stage fires.

- Every fire, however small, must be reported immediately to the security desk / porter in charge (see attached telephone list). The site of the fire / operations may only be re-entered when permitted by the fire department.
- All members and guests of Goethe University are to be instructed about the locations and mode of operation of the fire extinguishers and alarm systems in the vicinity of their workplace. They are responsible for ensuring that these locations are not blocked and fire protection systems are easily accessible.
- Only attempt to put out the fire if this does not put you at risk.

Report the fire

- **Where** is the fire? (building, street, house number, floor, room number, access for fire department)
- **What** is on fire?
- **How much** is on fire?
- **What** are the dangers?
- **Wait** for further questions!
Important: Do not end the call until the emergency operator tells you to.

Following alarm signals and instructions

- Inform yourself about the acoustic and/or optical alarm signals in your building.
- Until the fire department arrives, follow the instructions of supervisors. Once the fire department is on site, only follow the fire department's instructions.

Leave the danger area

- Stay calm and collected.
- Saving human lives always comes before fire-fighting and rescuing property!
- Anyone who discovers a fire must report it.
- Anyone noticing or discovering fire, a burning smell, gas leak, an explosion or an emergency must alert the fire department on the emergency telephone number **112** or by using the fire alarm box (break the glass and press the button). The fire department must be alerted before starting fire-fighting attempts (or parallel to the extinguishing of an early-stage fire). In any emergency you must phone the Goethe University **internal emergency numbers**.
The **internal emergency numbers** can be found in the attachment.
- Leave the site of the risk calmly and quickly using the marked escape and rescue routes. Always hold on to the stair rail.
- When leaving the building, close (do not lock) doors and windows to stop the fire and smoke from spreading.
- Warn people are at risk. Protect yourself.

- If you are in an area with a layer of hot, toxic smoke (hot gases from fires initially collect beneath the ceiling of the room) stay away from the fumes at all costs. Stay beneath the layer of smoke.



Never use lifts – risk of suffocation.

- Take people requiring help with you. Take people who are not able to leave the building safely (handicapped people, injured people) to a safe area (fire compartment), as far away as possible from the danger area and which can be accessed by the fire rescue services. The same applies to all people who are unable to use the rescue routes to get outside.
- If it is no longer possible to leave the danger area, seal gaps in the door with wet cloths to stop the toxic smoke from getting in. Use the phone, shout, or make signs to draw attention to yourself.



After leaving the building, all people must immediately go to the assigned assembly point where they can wait safely and do not block access or hinder the work of the fire department and other rescue services. At the assembly point(s), do your best to check, using roll calls, whether all the people previously in the building have been brought to safety.

Actions if you smell gas

Call fire department **112**

Gas emergency number **0-213-88 11 0**

- While waiting for the fire department and gas supplier to arrive, take the following steps: avoid all sources of ignition, do not use switches, bells, telephones, mobile phones, naked flames or lights.

Attempt to put out the fire

- Only attempt to put out the fire if this does not put you or other people at risk.



- Saving lives has priority over attempting to put out the fire.
- First report the fire, then fight the fire.
- People who are not at immediate risk should immediately try to put out the fire as it starts using the fire extinguishers available (keeping themselves out of danger), in order to stop it from spreading. When using fire extinguishers, it is better if several people use several fire extinguishers at once to fight the fire.
- All Goethe University employees are to be informed at the beginning of their employment about how to behave in case of fire, and subsequently at least once annually. Evacuation officers will receive initial and continuing training through the Occupational Safety Office in the practical handling and using of fire extinguishers

Special behaviour guidelines in the event of fire/emergency

- Remove pressurised containers, flammable liquids and flammable materials (if they can be transported) from hazardous areas if this is possible without causing further risk to oneself or others.
- Cut off supply lines and deactivate lifts, air conditioning and ventilation.
- **Only interrupt ongoing experiments and processes if this can be done without causing further risk.** Instructions on whether and how an ongoing experiment can be interrupted or turned off in case of a fire / emergency are to be set down **before** the experiment begins by the person in charge and given to the people involved.
- Turn off electrical energy in the workshop and lab areas using the **EMERGENCY STOP/NOT-AUS-Schalter!**
- Cut off the gas supply using the gas stopcock. Close the valves on gas cylinders.
- Close down machines.
- Shut off oil lines and compressed-air lines.
- The Fire Safety Management Policy can be accessed online (as PDF) here: <http://www.sicherheit.uni-frankfurt.de - Arbeitsschutz - Brandschutz>

EMERGENCY telephone numbers

Bockenheim Campus / Ginnheim Campus

Police



110

Fire department/emergency doctor/rescue services



112



Always inform **main gate (24h) after emergency call!**

Bockenheim Campus



069 - 798 - 23201

Ginnheim Campus



069 - 798 - 24520

Further important telephone numbers:

- **Technical damage/ malfunction**

(e.g. leaking chemicals, smell of gas, water damage, power outage)

Estates helpdesk 24h



069 - 798 - 33481

- Always inform **main gate** when you see other serious incidents such as **assault** or **property damage**.

Nearby hospitals and accident insurance doctors

(to be consulted following accidents at work, or on the way to or from work):

- **St. Elisabethen-Krankenhaus**, trauma surgery,
Ginnheimer Str. 3



069 - 79390

- **Markus-Krankenhaus**, trauma surgery,
Wilhelm-Epstein-Str. 4



069 - 95330

- **University Hospital**, trauma surgery,
Theodor-Stern-Kai 7



069 - 6301 - 5069

More accident insurance consultants: <http://www.dguv.de/landesverbaende/de/datenbanken/index.jsp>

- **Mainz Poison Hotline 24h**



06131 - 19240

EMERGENCY telephone numbers

Westend Campus

Police



110

Fire department/emergency doctor/rescue services



112



Always inform **main gate (24h) after emergency call!**

 **069 - 798 - 32250**

Further important telephone numbers:

▪ **Technical damage/ malfunction**

(e.g. leaking chemicals, smell of gas, water damage, power outage)




Estates helpdesk 24h

 **069 - 798 - 33481**

- Always inform **main gate** when you see other serious incidents such as **assault or property damage**.


Nearby hospitals and accident insurance doctors

(to be consulted following accidents at work, or on the way to or from work):

- **Bürgerhospital**, trauma surgery,
Nibelungenallee 37 -41  069 - 1500 - 324
- **Markus-Krankenhaus**, trauma surgery,
Wilhelm-Epstein-Str. 4  069 - 95330
- **University Hospital**, trauma surgery,
Theodor-Stern-Kai 7  069 - 6301 - 5069

More accident insurance consultants: <http://www.dguv.de/landesverbaende/de/datenbanken/index.jsp>


▪ **Mainz Poison Hotline 24h**

 **06131 - 19240**

EMERGENCY telephone numbers

Riedberg Campus

Police






 **110**

Fire department/emergency doctor/rescue services

 **112**



Always inform **main gate (24h) after emergency call!**

- **Biology Building (Biologicum)**  **069 - 798 - 42420**
- **Biocentre (Biozentrum)**  **069 - 798 - 29108**
- **Geosciences Building (Geowissenschaften)**  **069 - 798 - 40150**
- **Otto-Stern-Centre (Otto-Stern-Zentrum)**  **069 - 798 - 42666**
- **Physics Building (Physik)**  **069 - 798 - 47777**

Further important telephone numbers:






- **Technical damage/ malfunction** (e.g. leaking chemicals, smell of gas, water damage, power outage)

Estates helpdesk 24h  **069 - 798 - 29999**

Always inform **main gate** when you see other serious incidents such as **assault** or **property damage**.

Nearby hospitals and accident insurance doctors

(to be consulted following accidents at work, or on the way to or from work):
























- **Krankenhaus Nordwest**, trauma surgery,  **069 - 7601 - 3447**
Steinbacher Hohl 2-26
- **Markus-Krankenhaus**, trauma surgery,  **069 - 95330**
Wilhelm-Epstein-Str. 4
- **University Hospital**, trauma surgery,  **069 - 6301 - 5069**
Theodor-Stern-Kai 7
- **Dr. W. Ripp**, surgeon and emergency physician  **069 - 570858**
Tituscorso 6, 1st floor (Nordwestzentrum)
- **Eye care centre FFM MVZ**,  **069 - 50682430**
Tituscorso 5, Entrance F (Nordwestzentrum)

More accident insurance consultants: <http://www.dguv.de/landesverbaende/de/datenbanken/index.jsp>

Mainz Poison Hotline 24h  **06131 - 19240**

Escape and rescue plan symbols pursuant to ASR A1.3

(Stand: ASR A1.3 Issued: 02-2013)

	Arrow north		You are here
	Doctor		First aid
	Stretcher location		Emergency telephone
	Eye wash station		Emergency shower
	Manual fire alarm		Emergency fire number
	Fire ladder		Fire extinguisher
	Hose reel		Firefighting means and equipment
	Direction (to fire safety station)		
	Escape and rescue route		Stairwell (path of rescue route)
	Escape route with direction arrow		Escape route
	Direction to rescue station and first aid kits and equipment		
	Emergency exit		Rescue exit
	Rescue exit with escape ladder		Assembly point