

Rules for fire Protection

of the
Ludwig-Maximilians-University
(except Großhadern and City Center hospitals)

The university area contains fire risks which can be avoided by circumspection and correct behaviour. A fire in the buildings of the university presents a serious danger to the lives or health of all people present and may destroy facilities for work and study.

In the interest of all people present in the university buildings the principles contained in the rules for fire protection must be observed without exception. Violations of these rules for fire protection may have legal consequences and may be prosecuted.

In case of Fire

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Keep calm

Report fire



Push button of fire alarm



Call fire brigade tel. 112

Carry out safety measures

Warn people in danger

Remove helpless people from area of danger



Follow signposted escape routes

Do not use elevators

Carry out instructions

Try to stop fire



Use fire extinguishers

Headline Part B

A. Fire Prevention



1. Smoking is prohibited in areas with increased fire risk, in lecture theatres and classrooms – also during breaks – and in the library rooms (see § 3 section 3 of the House Rules of 22.10.1996). Unextinguished cigarettes may not be thrown in wastepaper baskets and rubbish bins.

Areas with increased fire risk are those areas in which inflammable substances are produced, processed or stored, or where explosive gases, steam, smoke or dust or any other explosive substances may be present (e. g. laboratories, storerooms for inflammable liquids, etc.)

2. Welding, oxyacetylene torch and soldering work may only be carried out in the rooms designated for that purpose. Heated surfaces and flying sparks present a permanent fire risk. Sparks often land in gaps and cracks and can cause smouldering fires, which often do not blaze openly until hours later. Such work may only be carried out outside the workshops under special protective conditions (details available from Referat II B 3 or from the office for work safety). These rules also apply to outside contractors.

3. Inflammable or explosive materials and substances may only be stored in the storerooms designated and labelled for that purpose. Only the minimum of such materials needed for day-to-day use may be kept in workshops and laboratories.

Naked flames (including lit cigarettes) are strictly forbidden when such substances are handled.

4. All users of rooms must ensure that inflammable waste (e. g. packaging materials) are removed from the university rooms and corridors in particular. Waste materials are to be taken to the designated storage spaces. Used steel wool or cleaning cloths, especially those impregnated with oil, paint or such substances, and any other similarly inflammable materials must be disposed of in tightly closed tins. Inflammable liquids must not be poured down sinks or drains.

5. Electrical household appliances and ovens may only be used under supervision on a suitable surface, e. g. Promatect or Thermax SNO 450 fireproof plates at least 2 cm thick and with a surface area wider than the appliance on all sides. The use of auxiliary electrical heaters (fan heaters etc.) or immersion coils is not permitted.

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B. Spreading of fire and smoke

Smoke prevention doors (wire glass doors) in passages and staircases are installed to prevent the spreading of smoke in buildings. Therefore they must be closed at all times. The exception are automatic doors which will shut by themselves in the case of fire.

Doors of this type must never be wedged or similarly kept open.

In the same way fire-impeding doors in fire walls or serving as entrances to rooms with an increased fire risk (for instance laboratories, stores, workshops) have to be kept shut at all times. Keeping these doors wedged or in any other way held open is prohibited.

C. Emergency exits and escape routes



1. Entrances and exits, driveways, passages, staircases and roads which may serve as access, rescue or attack routes for the fire brigade are escape routes and emergency exits and must therefore be kept free of obstacles to their full extent.

2. Passages must not be used as store rooms. It is especially prohibited to store inflammable materials and refuse (for instance packaging materials) in these areas.

3. Areas reserved for the use of the fire brigade, i. e. entrances and areas for the turning and positioning of fire trucks, have to be kept free of cars and bicycles at all times.

4. Doors and emergency exits from rooms must not be locked in the direction of escape when the rooms are in use.

5. Safety signs indicating emergency exits must not be hidden even temporarily.

D. Fire alarm installations

1. Fire alarms are directly connected with the fire brigade.

2. Additional and precise informations about a fire are best communicated by telephone. On every telephone with an outside line the **emergency number of the fire brigade** (prefix for outside line ☎ 112) has to be attached in a clearly visible position.

3. In some especially dangerous areas automatic fire detectors have been installed. These detectors react to smoke and heat. To prevent false alarms smoking is prohibited in these areas. Work which could cause false alarms is allowed only after the de-activation of the fire detectors.



E. Fire-extinguishing equipment.



Fire extinguishers are to be found in all areas of the university, especially in passages. In most cases these are powder-extinguishers. It is advisable to familiarize oneself regularly with the working instructions of these extinguishers.

Spent or used extinguishers have to be returned to the appropriate department of technical equipment and installation to be refilled or replaced.



Hydrants are for the use of the fire brigade or specially trained personnel. Access to these hydrants has to be kept free.

F. Behaviour in case of fire

1. Keep calm.

2. Raise alarm.



Activate fire alarm. Break glass and push button firmly or use telephone.

☎ prefix for outside line ☎ 112



☎ Inform the Hausinspektion (caretaking and technical management department) in all cases. Insert the correct telephone number for your building here and above on page 1, Rules for Fire Protection, Part A.

In case of an alarm do not forget to give the following informations:

- **Name of caller**
- **Where** is the fire?
- Are **people in danger? If so, approximately how many?**
- **Hold the line** until you are told to terminate the call
(there may be additional questions)

3. Act according to the type of alarm and instructions given.

Responsible representatives have to be available to fire brigade officers in charge in order to discuss and implement necessary measures. Employees must carry out these instructions.

4. Implement safety measures

Keep calm, do not panic.



Leave the building on hearing the alarm and meet at the designated assembly point to check whether people might still be in the building.

The assembly point of your building is

.....
(Please designate location and insert it here)

In case of evacuation make always sure that nobody has been left behind (for instance in toilets and store rooms). **Assist handicapped or injured people** and anyone else in danger.

Ensure that all doors are shut to impede the spreading of fire and smoke.

Do not use elevators.

If your escape routes are blocked it is vitally important to raise the attention of the rescue team by shouting and making signs from windows, doors, or balconies visible from outside. Do not jump from windows; this may prove fatal.

5. Try to extinguish fire.

Use **fire extinguisher** until the fire brigade arrives, but take care of your own safety.

Keep to the following rules:

- Do not activate extinguisher before you are in the immediate vicinity of the source of fire.
- Do not douse flames in an indiscriminate way, but attack glowing areas and blazing surfaces.
- Always approach fire in the direction of wind or air current.
- Fight fire from below to above.
- In case of burning liquids cover fire with a blanket of powder from the extinguisher.
- In the case of larger fires use two or more extinguishers simultaneously.

G. Special rules of conduct.

1. In accordance with § 310a StGB any unintentional ignition of materials must be reported to Ref. V.3 (☎ 089/2180-2308, 089/2180-2871 or Secretary 089/2180-2417) immediately even if it should seem insignificant.

2. The Rector and the chancellor of the university must be informed immediately after a fire.

3. Employees have to be protected while clearing away the debris (at least through the use of gloves and dust masks which conform to standard P2).

4. If employees have developed complaints (especially from smoke), call in the Medical Service of the university (Betriebsärztlicher Dienst).

5. When the police or the fire brigade have lifted the prohibition to enter the area of the fire ascertain the extent to which the working conditions in this area have been influenced

by the action of smoke, soot, chemical agents or odours. To ascertain these conditions call in the Work Safety Board (Bereich Arbeitssicherheit) and the Medical Service of the University (Betriebsärztlicher Dienst).

6. Salvaging of property and working materials is permissible only after the fire brigade or the police have lifted the ban to enter the danger area.

H. Final comments.

These internal Rules for Fire Protection do not release anybody from the obligation to observe and adhere to additional directives and rules for the protection of employees and to generally acknowledged technical standards.

The heads of the departments have to ensure that all members of their department are informed regularly every two years of the contents of these Rules for Fire Protection. This procedure has to be documented and signed. The documentation has to be filed and produced for inspection by Ref.V.3 on request.

The university departments are obliged to post these Rules in a way that guarantees the possibility for every employee and student to refer to this information at any time. Every member of the university has to familiarize himself with these Rules to be able to apply them in the case of a fire alarm.

München, den 15.4.97
Ludwig-Maximilians-Universität



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Rektor