TECHNISCHE UNIVERSITÄT
IN DER KULTURHAUPTSTADT EUROPAS
CHEMNITZ



# Fire Safety Regulations Parts A, B and C according to DIN 14096

of the Chemnitz University of Technology

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# 1. Introdution

**In general:**

The fire safety regulations are enacted on the basis of the currently applicable occupational safety and accident prevention regulations and the relevant technical standards.

The fire safety regulations govern the scope, responsibilities, and procedures for preventive fire protection, in the event of a fire, and after a fire.

Employees must be instructed on the fire safety regulations by their respective supervisor at least once a year and upon commencement of employment, with this instruction being documented.

The fire safety regulations aim to effectively prevent fires from starting and, in the event of fire, to ensure the immediate deployment of emergency services and the implementation of measures for rescuing people and limiting property damage.

The displayed document “Fire Safety Regulations Part A”, which contains general fire safety information and the most important rules of conduct in the event of a fire, is an integral part of these safety regulations and can be found in Section 2, Fire Safe Regulations Part A. It is also prominently displayed in the public areas of the buildings.

Further fire safety regulations are to be implemented as required, based on these fire safety regulations and the risk assessments.

The work rules for areas with particular fire hazards (e. g. laboratories, workshops) must include site-specific fire safety regulations and be kept up to date.

**Scope of application:**

These fire safety regulations apply to all buildings, rooms, facilities, and open areas used by Chemnitz University of Technology. In rented properties, they apply analogously, taking into account the regulations applicable there.

These fire safety regulations are binding for employees of Chemnitz University of Technology, all students, trainees, and persons who are only temporarily present on the university premises, such as employees of external companies and guests. These individuals must be instructed on the fire safety regulations by the responsible person to the necessary extent.

**Responsibilities:**

For employees, the respective supervisor is responsible for compliance with the fire safety regulations; for students during courses the instructors; for external companies, the client; and for guests, the host.

All supervisors must ensure that the fire safety regulations and work rules are followed and kept up to date, and that all persons covered by the fire safety regulations are instructed.

Any identified fire safety deficiencies must be reported immediately to the respective supervisor, who is responsible for arranging for their rectification.

## 2. Fire safety regulation Part A (display)

# 3. Fire safety regulations PART B

## 3.1 Fire prevention

**General principles:**

Neatness and cleanliness are essential prerequisites for a high level of fire safety in all work areas.

All individuals must be aware of the fire hazards at their workplace and in their surroundings and be instructed on fire prevention measures. They must familiarize themselves with escape routes and the locations of fire alarms, first aid equipment, portable fire extinguishers, and other fire extinguishing devices.

At the end of the workday, it must be ensured that the lights in the rooms are switched off and that electrical devices not intended for continuous operation are safely disconnected from the mains (e. g. switch off the main switch, unplug the device). Combustible waste must be disposed of properly, and windows and doors must be closed.

Preventive fire protection must also be ensured during construction work and after changes of use.

**Smoking/Handling Fire:**

Smoking is strictly prohibited in all buildings. Smoking is only permitted in designated areas.

Matches, cigarette buttes, and tobacco remnants must be disposed of in non-combustible containers.

The use of fire and open flames is generally prohibited in buildings, except for authorized fire-hazardous activities (e. g. welding, cutting, soldering, and abrasive grinding work, experiments, or experimental presentations involving fire hazards).

## Performing Fire Hazardous Activities

Such activities include, in particular, welding, cutting, experiments or demonstrations involving open flames or sparks, and other thermal processes.

These activities may only be performed in designated rooms or open areas (e. g. workshops, laboratories).

Outside of workshops, such work may only be carried out with a permit and special safety precautions (permit[1] for performing fire-hazardous work). This also applies to external companies.

Before work begins, the person responsible for the area in which fire-hazardous activities are being carried out must assess the hazards in the work environment and in the immediately adjacent areas and determine appropriate safety measures.

This must be documented in the permit for carrying out fire-hazardous activities.

## Guidelines for safe barbecuing[2]:

Barbecuing events require a permit from the Facility Management and may only take place at designated areas[3]. Safety rules for barbecuing include choosing the right location and adhering to measures to ensure safe operation and prevent personal injury and property damage.

[1] The permit for performing fire-hazardous work can be found here: link
[2] Instructions for safe barbecuing can be found here: link
[3] An overview of central barbecue areas can be found here: link

**Electrical Equipment:**

Electrical equipment must comply with applicable regulations. It must be installed in such a way that it does not pose a fire hazard (e. g. avoid heat build-up, do not obstruct ventilation openings, maintain sufficient distance).

The proper condition of electrical equipment must be verified by regular testing in accordance with DGUV Regulation 4

Privately owned electrical equipment may only be used with the approval of the supervisor. It must be included in the testing.

All defects in electrical equipment and electrical installations must be reported to the supervisor immediately. Repairs to those may only be carried out by qualified electricians.

**Handling flammable materials:**

Flammable liquids must be stored properly in the designated containers, safety cabinets, and rooms. Only the amount needed for the day may be kept at the workplace.

Used cleaning cloths and cleaning wool must be stored in covered containers made of non-combustible material.

Radiators must not be covered with flammable objects.

As a general rule, no easily flammable objects may be stored in attics.

## 3.2 Spread of fire and smoke

The accumulation of flammable materials must be avoided.

Any door or shutter assembly (e. g. fire doors) in corridors and stairwells are intended to prevent the spread of smoke within the building and must therefore always be kept closed.

Fire-resistant doors along fire-resisting walls and leading to rooms with a particular fire hazard (e. g. laboratories, storage rooms, workshops) must also always be kept closed.

Under no circumstances may such doors be propped open or held opened in any similar manner.

Exception: Doors with a hold-open system which close automatically in the event of a fire.

## 3.3 Escape and Rescue Routes

Escape and rescue routes, such as corridors, stairwells, emergency exits and access points, fire department access routes, and access to service shaft doors must be clearly identifiable as such by appropriate markings and must be kept clear of all flammable materials and non-permanently installed objects (e. g. umbrellas, chairs, non-fixed doormats) within their usable width.

Safety signs and displayed escape and rescue plans must also not be obstructed or covered.

Doors in escape routes and emergency exit doors must not be locked while individuals are still in the building. They must be able to be opened from the inside without tools.

Propping fire and smoke protection doors with wedges or other objects and by disabling the locking mechanism is prohibited!

Doors controlled by smoke detectors may remain open, as they will close automatically in the event of a fire.

An outdoor assembly point must be determined for each building, which must be accessed in the event of an evacuation alarm. An overview of the

assembly points[4] of the Chemnitz University of Technology can be found in Appendix 1.

## 3.4 Alarm and extinguishing devices

All emergency equipment, such as fire extinguishers, hydrants, emergency showers, first aid equipment, alarm systems, etc., must be kept clear at all times. They must always be clearly visible and, if necessary, marked with a warning sign. Marking with warning signs is carried out in accordance with Annex 1 of the Technical Rule ASR A1.3.

Fire extinguishers and other firefighting equipment must not be used for any other purpose.

All fire protection equipment is regularly inspected.

Underground hydrants must be kept free of snow and ice during winter weather conditions.

Performing work in rooms equipped with automatic fire alarms that can cause changes in the room air due to gases, vapors, dust, smoke, mist, aerosols, or heat is only permitted if the alarms have been deactivated for the duration of the work, in accordance with applicable regulations. The deactivation and reactivation of automatic fire alarms can be requested[5] from the Edificial Control Unit / Technical Facility Management Division / Facility Management.

If no automatic fire alarm has been triggered, the fire department must be notified via the nearest manual fire alarm box or by calling the emergency number 112.

The safety guards must be notified via the university emergency number 44111.

[4] An overview of the assembly points of Chemnitz University of Technology can be found here: link
[5] The application form for deactivation/activation of automatic fire detectors can be found here: link

## 3.5 Behavior in case of fire

In the event of a fire, remain calm and sober-minded to avoid panic situations!

Follow the instructions of the fire safety assistants and the fire department.

## 3.6 Report fire

When calling for help, the following questions should generally be answered:

1. Where is the fire?
2. What is burning?
3. How much is burning?
4. What dangers exist?

Wait for further questions from the fire department dispatch center and answer them briefly and accurately.

## 3.7 Pay attention to alarm signals and instructions

In case of fire, a continuous tone will sound as an alarm signal, and a voice announcement may be made.

If evacuation occurs during a lecture, the teaching staff must instruct the students and lead them to safety.

Upon arrival of the fire department, the authority to issue instructions passes to the incident commander. The instructions of the fire department must be followed.

## 3.8 Seeking shelter

In case of fire alarm, the building must be evacuated via the escape routes and the assembly points must be reached.

Heavily smoke-filled rooms and escape routes must be exited by crouching or crawling.

Elevators must not be used.

Individuals at risk, injured and disabled people must be assisted.

## 3.9 Attempts to extinguish fire

Saving lives takes priority over saving property and extinguishing a fire.

Fires should be fought with appropriate fire extinguishers whenever possible. Extinguishing fires should only be attempted if personal safety is not at risk. The operating instructions for the fire extinguishers must be followed.

The fire classes and the corresponding suitable extinguishing devices, as well as information on the correct use of fire extinguishers, are shown in Appendices 2 and 3.

## 3.10 Special rules of conduct

Particularly important or valuable property should be salvaged, provided the situation allows it to be done safely.

In event of fire in electrical systems, the power must be switched off immediately, provided the situation allows it to be done safely.

Fire department escape routes must be kept clear. The fire department must be briefed by local experts.

After fire, it is important to ensure that consequential damage is minimized by securing the fire site, ventilating the area and removing extinguishing water. Fire alarm systems, fire extinguishing systems, equipment and facilities are made ready for use again immediately. Electrical systems and equipment must be checked before being put back into operation, and pressurized gas containers damaged by fire must be checked.

Further general rules of conduct are to be found in the house rules[6] of the Chemnitz University of Technology.

[6] The house rules of the Chemnitz University of Technology can be found here: link

# 4 Fire safety regulations PART C

## 4.1 Introduction

Part C of the fire safety regulations is aimed at individuals who are entrusted with special tasks and responsibilities in enforcement of the fire safety regulations and summarizes the existing tasks and responsibilities.

## 4.2 Fire prevention

The following section names the responsibilities of certain groups of people in terms of general fire prevention.

### 4.2.1 Responsible individuals in management positions (e. g. university management, department heads, heads of structural units, heads of central facilities)

In addition to the responsibilities of the supervisors named in Part B (e. g. instruction on fire safety regulations), the following further tasks and responsibilities belong to the group of persons:

- Compliance with all relevant legal regulations, official requirements, and technical standards in the responsible work area, particularly occupational safety, environmental protection, and accident prevention regulations

- Proper and intended use of assigned buildings (or parts thereof), facilities and equipment

- Monitoring the safe condition of operational facilities, ensuring the safe and compliant storage, transport, use and disposal of materials

- Assignment/delegation of responsibilities to suitable and qualified employees for defined areas of responsibility

### 4.2.2 Central Fire Safety Officer

A member of the university administration has been appointed as the central fire safety officer of Chemnitz University of Technology.

The central fire safety officer performs advisory duties on behalf of the Chancellor and is authorized to issue instructions and orders for the immediate rectification of hazards and deficiencies in matters of fire safety.

The central fire safety officer trains (local) fire safety assistants and organizes further training.

The fire safety officer operates regular inspections to ensure compliance with the fire safety regulations and is available to provide advice on relevant topics and questions related to fire safety.

The fire safety officer maintains a documentation of all fire safety relative activities.

### 4.2.3 Fire safety assistants and safety officers

**Fire safety assistants:**

At the Chemnitz University of Technology, at least 5 % of employees are trained in the use of fire extinguishers through expert instruction and practical exercises and are designated as fire safety assistants.

The training and the duties of these assistants are based primarily on the regulations of DGUV Information 2025-023 in conjunction with ASR A2.2.

The primary tasks of fire safety assistants and safety officers are to ensure compliance with fire safety regulations (Part B) and to identify and report

any fire safety deficiencies. They thus support those in management positions and the fire safety officer.

The fire safety assistants[7] are trained to fight incipient fires with suitable fire extinguishing equipment and are available to the fire brigade incident commander and the rescue services as local experts.

Other tasks of the fire safety assistant are described as follows:

- Initiating immediate measures, including reporting a fire via emergency number 112, if necessary
- Attempting to extinguish fires with a fire extinguisher (incipient fire)
- Assisting with headcount checks at the assembly point (assembly point manager)
- Reporting to the person in charge

**Safety Officers:**

Safety officers[8] are employees who provide support to their superiors in general occupational safety and the prevention of accidents and fire hazards. They point out occupational and health hazards to supervisors. They also provide guidance on the safe organization of work processes and areas. They ensure that protective devices and equipment are in place.

[7] An overview of fire safety assistants at the Chemnitz University of Technology can be found here: link
[8] An overview of safety officers at the Chemnitz University of Technology can be found here: link

## 4.3 Reporting and alerting procedure

### 4.3.1 Alarm and emergency plan

The alarm and emergency plan of the Chemnitz University of Technology[9] regulates the (internal) responsibilities and reporting chains in dangerous and threatening situations.

According to the regulations of the alarm and emergency plan, each member of the university is obliged to familiarize themselves with the procedures in case of emergencies in order to be able to act calmly and thoughtfully and to avoid panic situations, if necessary.

The emergency numbers:

- Fire department, EMS **112**
- police **110**
- university emergency hotline (security guard) **0371-531 44111**
- hotline for technical interruptions **0371-531 44112**

must be known.

The emergency numbers 110 and 112 can be dialed from any university telephone device with or without an area code.

### 4.3.2 Emergency call center / university emergency hotline (security guard)

In case of emergencies, please notify the university emergency number (security guard) by calling **0371 – 531 444111**!

The emergency call center/security guards notify the fire departments or ambulance service when a corresponding report is received via the university emergency hotline.

[9] The alarm and emergency plan of the Chemnitz University of Technology can be found here: link

The security guards initiate individual measures and notify other relevant personnel (in accordance with the alarm and emergency plan or guard instructions).

Furthermore, the security guards brief the fire department and emergency services by opening access routes and providing keys, if necessary.

### 4.3.3 Hotline for technical interruptions of the edificial control unit of the Chemnitz University of Technology

The hotline for technical interruptions of the Chemnitz University of Technology can be contacted via telephone number **0371 531 – 44112** in case of malfunctions in fire protection-relevant building components and systems.

In addition to emergency call reception, the central monitoring and control of the fire alarm system and other fire protection systems are managed in the edificial control unit of the Technical Facility Management Division/Facility Management.

## 4.4 Safety measures for people, animals, environment and property

In the event of an alarm, the building must be evacuated quickly using safe escape and rescue routes.

The designated assembly point must be sought and subsequently a headcount must be checked by an assembly point manager (e. g. fire safety assistant).

Individuals unfamiliar with the areas, disabled or injured persons should be taken care of at all times.

Irreplaceable property must be moved to safety in accordance with prior arrangements, provided that firefighting operations allow this action and this does not endanger oneself or another person.

## 4.5 Firefighting measures

Incipient fire must be fought by the fire safety assistants and all other employees, taking strict care to protect themselves, using the available firefighting equipment and tools (e. g. hand-held fire extinguishers).

## 4.6 Preparation for the deployment of the fire department

It must be ensured that the fire department has free access to the premises or the fire.

The areas for the fire department and the existing water supply points for firefighting must be kept clear.

Access to all affected and adjacent areas/buildings must be ensured.

The person responsible for the assembly point or the fire safety assistants should provide the fire department with information as much as possible.

## 4.7 Follow-up care

After a fire department operation is completed, the fire department's incident commander will hand over the scene to a responsible person from the Facility Management or to a designated representative of the university administration.

After a fire, the following measures must be taken immediately in consultation with the fire department:

1. Securing the fire site against accident hazards (legal duty to maintain safety), weather conditions and theft.

2. Technical equipment and fire extinguishing systems affected by the fire must be inspected by the Facility Management before being put back into operation, repaired if necessary, and cleared for use.

3. Electrical equipment, systems, and operating resources affected by the fire must be inspected by a qualified electrician before being put back into operation.

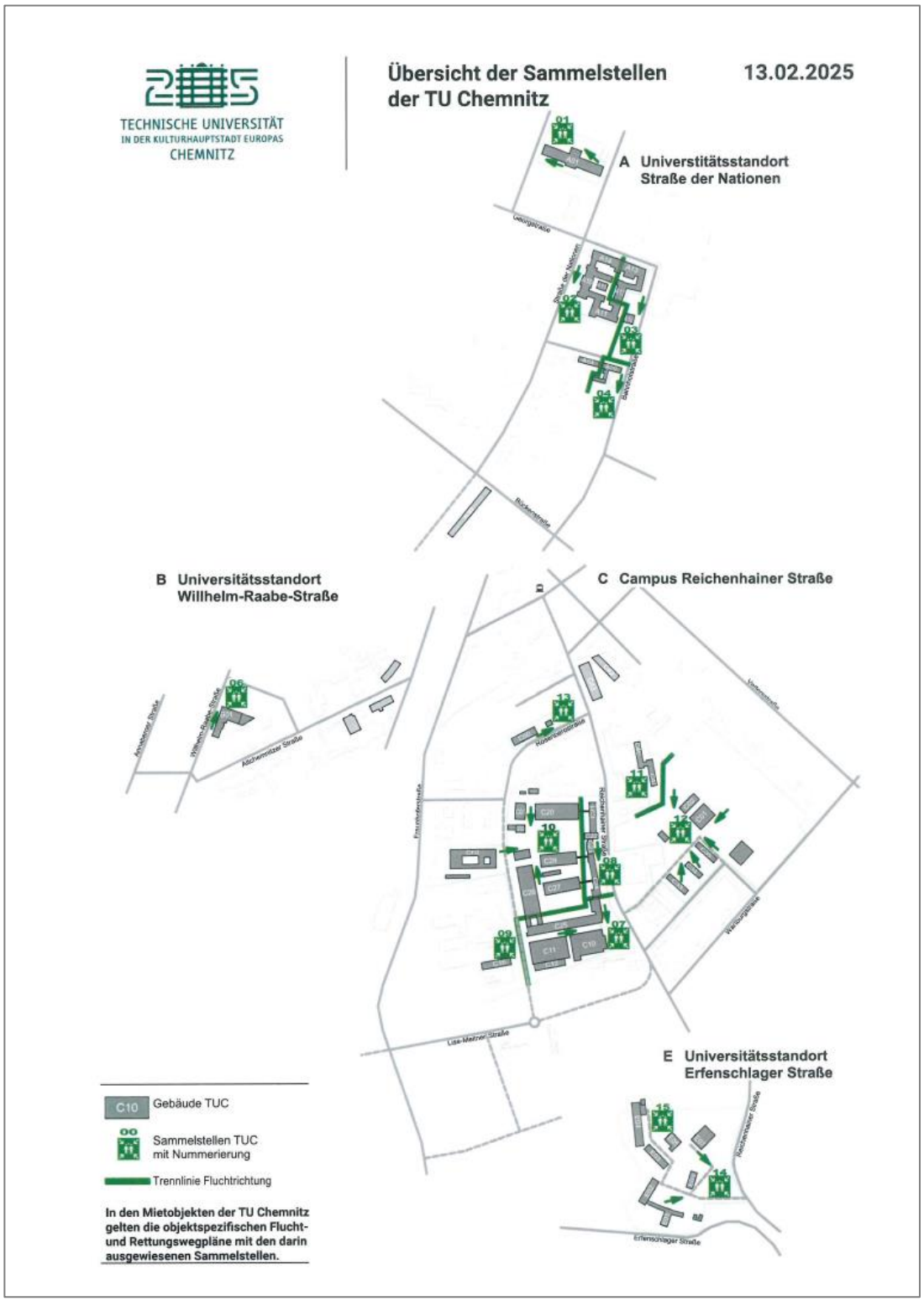
**Only the Rectorate's press office is authorized to release information to the public and the media, in coordination with the Rector and the relevant authorities.**

# 5 Legal validity

The fire safety regulation of the Chemnitz University of Technology comes into force on the day of its publication. At the same time, the fire safety regulation of March 28, 20219, which came into force on April 2, 2019, ceases to be valid.

# 6 Annex

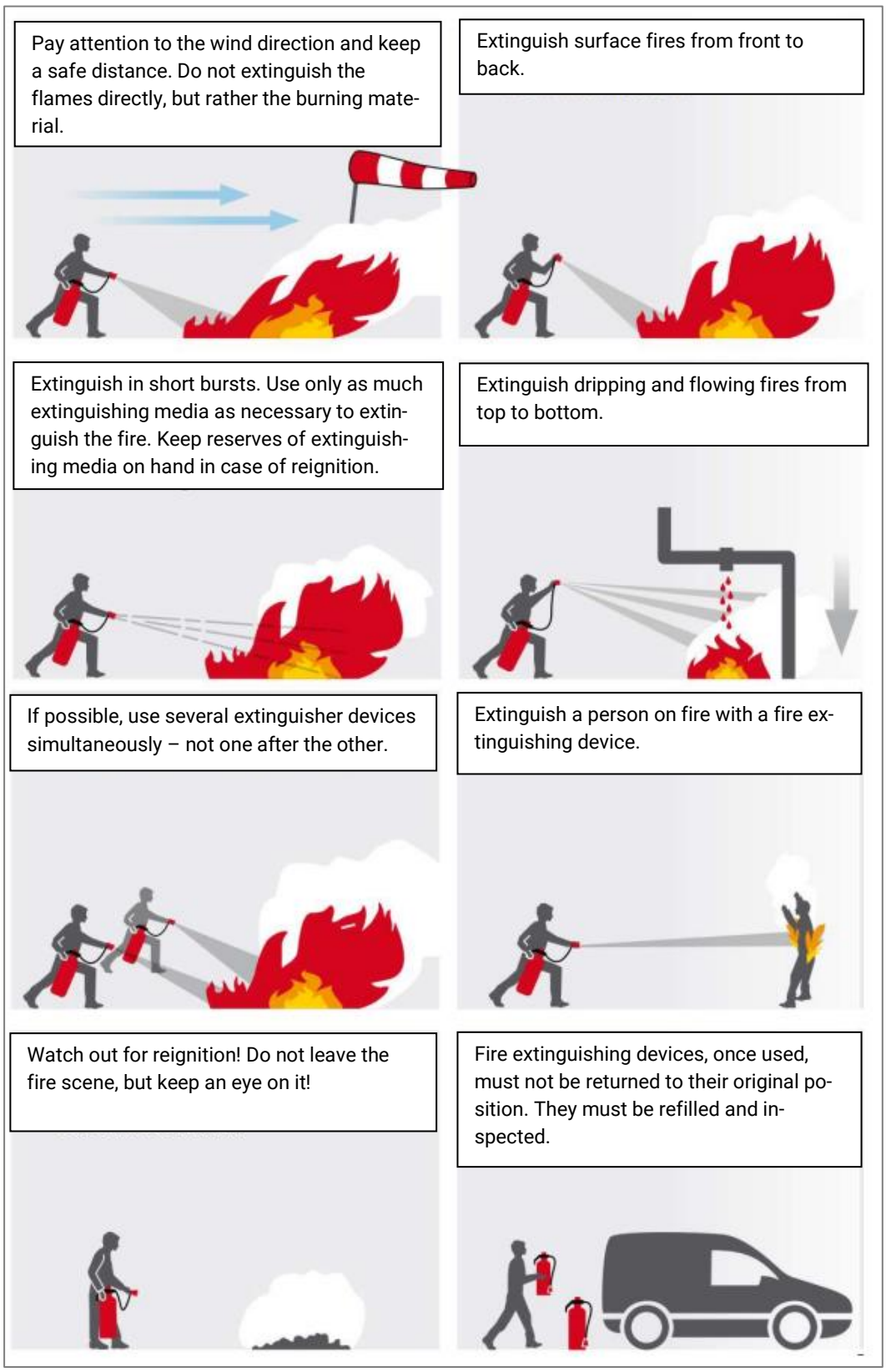
## 6.1 Annex 1 – Assembly points of Chemnitz University of Technology



## 6.2 Annex 2 – Fire classes according to DIN EN 2 and suitable fire extinguishers

| Fire class | burning material | extinguishing device |
|---|---|---|
|   | Fires involving solid materials that normally burn with embers<br><br>e. g. wood, coal, paper, textiles, rubber, leather | Water extinguishers<br>ABC powder extinguishers<br>AB foam extinguishers<br>to a limited extent also $CO_2$ extinguishers |
|   | Fires involving liquid and liquefiable substances<br><br>Petrol, ether, acetone, alcohol, paraffin, resins, tar, wax, varnishes, many plastics | $CO_2$ extinguishers<br>ABC powder extinguishers<br>BC powder extinguishers<br>AB foam extinguishers |
|   | Fire of gases<br><br>e. g. methane, propane, hydrogen, acetylene, natural gas | ABC powder extinguishers<br>BC powder extinguishers<br>Shut off gas supply<br><br>Otherwise, let it burn under controlled conditions. |
|   | Metal fires<br><br>e. g. aluminium, magnesium, sodium, potassium | Sand, road salt<br><br>Do not extinguish with water! |
|   | Cooking fat and oil fires<br><br>e. g. frying fat, cooking oil | Grease fire extinguisher<br>$CO_2$ extinguisher<br>pot lid, fire blanket<br><br>Do not extinguish with water! |

## 6.3 Annex 3 – Proper use of fire extinguishers



## 6.4 Annex 4 – Performing fire-hazardous activities (welding, cutting and related processes)

**Legal basis (excerpt):**

- DGUV-V 1 "Grundsätze der Prävention" / "Principles of Prevention"
- TRGS 528 "Schweißtechnische Arbeiten" / "Welding and allied processes"
- DGUV-I 209-010 "Lichtbogenschweißen" / "Arc welding"
- DGUV-I 209-011 "Gasschweißen"/ "Gas welding"
- DGUV-I 209-047 "Nitrose Gase beim Schweißen und bei verwandten Verfahren" / "Nitrous gases in Welding and allied processes"
- DGUV-I 209-096 "Schweißrauchminderung im Betrieb" / "Welding Fume Reduction in Operation"

**Applicability**

This procedure applies to all persons involved in the preparation and execution of fire-hazardous activities in buildings and open areas of the Chemnitz University of Technology.

Such activities include, in particular, welding, cutting, working with open flames or sparks, and other thermal processes.

All employees of Chemnitz University of Technology who perform fire-hazardous activities must receive regular instruction from their supervisors.

**Risk assessment and security measures**

Before work begins, the person responsible for the area in which fire-hazardous activities are being carried out must assess the hazards in the work environment and in the immediately adjacent areas and determine appropriate safety measures.

**If necessary, the fire and/or smoke detectors must be deactivated in accordance with the existing regulations (application for deactivation/activation to the Facility Management).**

## Code of conduct

Manufacturer's instructions and operating manuals for work equipment (devices and other accessories) must be observed. The supervisor of the person performing fire-hazardous activities is responsible for ensuring that the work is carried out by a qualified person using suitable equipment and facilities, and the work clothing and process-specific personal and technical protective equipment comply with regulations.

In addition to general accident hazards associated with fire-hazardous activities, the remaining process-specific risks, depending on the equipment and materials used and the substances released, must be kept as low as possible.

## Permit for temporary workplaces involving fire hazards

**The permit can be obtained via the following link:**

https://www.tu-chemnitz.de/tu/bfau/documents/R23f2001.pdf

After assessing the hazards and determining the safety measures, the permit for fire-hazardous activities is completed accordingly.

The client is responsible for issuing this permit.

The client is responsible for coordinating and monitoring the implementation of the safety measures.

The permit has to be signed with the **signature** of

a. the client
b. the supervisor of the person carrying out fire-hazardous activities (Manager 1)
c. the person responsible in whose area these activities are carried out (Manage 2)
d. the performer of fire-hazardous activities (e. g. welders)
e. the contractor's trained employee assigned to fire watch.

By signing, each person assumes responsibility for their own decisions and actions.

The fire-hazardous activities may commence only after the fully completed permit – signed by all parties involved – has been handed over to the contractor and the stipulated safety measures have been implemented.

The client is also responsible for ensuring that a copy of the permit is made and forwarded to the Facility Management. The original permit remains at the work site until the work is completed and is handed over to the person in charge for fire watch if a follow-up inspection is required. After the inspection is completed, the original must also be forwarded to the Facility Management for proper retention.

## Operating instructions for permanent workplaces with fire-hazardous activities

For permanent workplaces involving fire hazards (e. g. welding workstations), the person responsible for the work area must prepare operating instructions instead of a permit. The safety measures specified therein, the implementation of which is intended to ensure a permanently safer environment, must be followed.

At regular intervals, i.e., at least annually or whenever conditions change, the responsible person must review the operating instructions with regard to hazards and safety and update them as necessary.

## 6.5 Annex 5 – procedure for deactivating fire alarm systems

The buildings of the Chemnitz University of Technology are equipped with fire alarm systems (FAS) in accordance with legal requirements. These systems are directly connected to the Chemnitz Fire Department. The removal, alteration or disabling of fire alarm systems is a criminal offense.

The operator of this FAS is the Technical Facility Management Division of the Facility Management.

For each organizational unit (e. g., faculty, department, central facility) the responsible officers (dean, department head, director) must appoint authorized persons responsible for room management. Any changes in personnel must be reported immediately.

**According to point 3.4 of the fire protection regulations Part B of the Chemnitz University of Technology, when working in rooms with self-triggering fire detectors, these must be deactivated if a change in the room air due to gases, vapors, dusts, smoke, fog, aerosols or heat may occur.**

An electronic form is used to process the deactivation and activation of fire detectors. Applications for the deactivation/activation of automatic fire detectors must be submitted by the authorized personnel to the Technical Facility Management Division of the Facility Management, and must contain the following information:

- Applicant
- Location of the affected rooms (CLAKS rooms[10])
- Faculty/Department, contact person
- Time details, start and end of the deactivation

[10] Chemical Inventory system CLAKS: link

The corresponding form can be accessed via the following link:

https://www.tu-chemnitz.de/verwaltung/technik/brandmelder/antrag

The Technical Facility Management Division of the Facility Management will confirm the application as soon as possible so that work can begin. If the re-activation date is not yet foreseeable, this must be noted in the application. Once the work is completed, the Technical Facility Management Division must be informed so that the system can be put back into operation.

During the deactivation of fire detectors, the person responsible for the room must take additional fire safety precautions to ensure adequate fire protection continuously.

If deactivations of fire detectors are necessary due to construction work within the responsibility of the Facility Management, the affected area (person responsible for the room) will be informed immediately by the Construction Management Division of the Facility Management about the intended deactivation. The deactivation will only occur after the person responsible for the area has confirmed receipt of the notification. If the duration of the deactivation is not yet foreseeable, the person responsible for the area will be informed after completion of the construction work. Re-activation must be requested by the applicant (construction manager, department employee, or person responsible for the area) in form of a new application.

All employees who perform activities that could cause a self-release of a fire detector must be instructed in written form about the procedure described above.