

Leipzig University of Applied Sciences

Fire Protection Policy

- BSch0 -

Last amended 9 December 2010

For improved legibility, this document uses the male gender for female and male individuals alike. When used in these regulations, words of male gender refer to the female gender as well.

§ 1

Scope

- (1) This fire protection policy applies to all buildings, rooms, grounds and open spaces of the University of Applied Sciences Leipzig. In rented facilities this fire protection policy is to be used in parallel to the regulations of the said building.
- (2) The fire protection policy applies to all persons who visit, work or study in the facilities.

§ 2

Responsibilities

- (1) The Chancellor is responsible for fire protection. Those individuals conferred with the right to control access to the premises act on behalf of the Chancellor in this matter, in their specific buildings. The Coordinator for Health, Safety and Environmental Protection supports the Chancellor and those responsible for the right to control access to the premises, in all matters of fire protection in the workplace.
- (2) The Chancellor is responsible for the structural fire protection within the framework of the building utilization, which is made available to the HTWK Leipzig by the Public Enterprise Saxon Property and Construction Management, (Staatsbetrieb Sächsisches Immobilien- und Baumanagement) Leipzig II branch. The Chancellor confers this task to the Department of Technology.

(3) Third parties who undertake activities or use the facilities of the HTWK Leipzig must, as directed by the responsible staff member, agree in writing to comply with the fire protection policy. This can either be by means of a briefing or a contractual clause.

(4) Any matters requiring corrective action or accidents must be reported to the Chancellor or to the Department of Technology.

§ 3

Fire protection regulations

(1) The fire protection policy includes procedures and rules for preventative fire protection and fire-fighting as well as how to act in the event of a fire or emergency. The policy is based on the DIN 14096 standard, "fire precaution regulation."

(2) The contents of the fire protection policy in accordance with DIN 14096 part A can be found on the signs, "Emergency and evacuation plan". All individuals are responsible for familiarizing themselves with the emergency and evacuation plans, which are clearly displayed in each building of the HTWK Leipzig.

(3) The contents of the fire protection policy in accordance with DIN 14096 part B for the individual buildings of the HTWK Leipzig, can be found in separate annexes. The annexes include measures for preventative fire protection, how to act in the event of a fire including the aftermath and comments on the alarm systems.

§ 4

Guidance

(1) All employees of the HTWK Leipzig are to be formally instructed, at least once per year, on the dangers posed by fire in their particular work situation and fire prevention as well as the contents of the fire protection policy. The Deans of the faculties and/or Head of Departments are responsible for this and the date of the briefing must be recorded in writing.

(2) Official approval must be obtained for all separating, cutting, welding or soldering work or work requiring a naked flame. The authorization complete with the required signatures (e.g. welding authorization) for these tasks is a precondition for the start of work.

(3) The facility-specific annexes of the fire protection policy in accordance with DIN 14096 are available in the faculties and departments of the university and are published on the homepage of the HTWK Leipzig.

(4) Evacuation practices in each building are to be carried out by the individual assigned with the right to control access to the premises, in cooperation with the Coordinator for Occupational Safety and Environmental Protection. This exercise must be repeated once every two years.

(5) Work which may involve dust, smoke or emission of heat must be reported to the Department of Technology two days before the start and finish of work in buildings equipped with automatic smoke detectors (central fire alarm control unit, "Brandmeldezentrale, BMZ").

§ 5

Final provisions

(1) Violations against these provisions will result in prosecution by the Chancellor, or those designated to carry out right to control access to the premises.

(2) This fire protection policy will take effect following signature. The fire protection policy of 1 October 2002 will herewith be replaced.

(3) The fire protection policy will be published in the internet on the HTWK Leipzig website under www.htwk-leipzig.de

Leipzig, 9 December 2005

Prof. Dr. rer. nat. Ziegler
Chancellor

Annexes

Fire Protection Policy, part B for the following facilities:

Geutebrück Building
Föppl Building
Lipsius Building
Zuse Building
Administration and Computer Center
Laboratory Building Natural Sciences
University Library
Media Center
Wiener Building
Markkleeberg
Gutenbergplatz
Rabensteinplatz
Research Center
Sport Center