



Factsheet

Zurich, 15. August 2022

Guidelines for Choice of Materials for Events and Exhibitions at the University of Zurich

Preamble

This factsheet about the [«Guidelines for Choice of Materials for Events and Exhibitions at the University of Zurich»](#) is meant to help

- internal and external organisers and exhibitors
- who organise and carry out events, (art) exhibitions, aperitifs, etc. in and around UZH venues

abide by the laws on fire prevention.

Legal Basis

This UZH factsheet is based on the fire prevention norms by the VKF (Association of Cantonal Fire Insurances), that are legally binding and to be followed.

Scope

Following things generally apply:

- The safe and unimpeded passage through and usage of escape routes is to be ensured at all times.
- The usage of smoke machines, pyrotechnics, etc. is not allowed.
- A proof of safety (“Sicherheitsnachweis”, “SiNa”) is needed for all electric installations.
- Relevant norms: SN EN 62368, SN EN 60950, SN EN 60065
- Every device that is connected to a power outlet is to be disconnected by the end of the workday.

This factsheet relates to exhibit stands, installations, decorations, etc. at following locations:

- Lichthof Irchel
- Lichthof Hauptgebäude (KOL)
- Foyer West (KOL)

(Non-exhaustive enumeration)

All of the above locations are considered escape routes or buildings of special or open construction. This means that only non-flammable material (**RF1** certified) may be used.

Materials and Certifications

Only certifications issued in accordance with the fire prevention norms by the VKF or in accordance with the European norm EN 13501-1 can be accepted.

	Classification according to VKF (fire index)	Classification according to SN EN 13501- 1:2009	Fire behaviour
Permissible materials in escape routes			
RF1	6.3/ 6q.3	A1 A2-s1,d0	Virtually not flammable
Permissible in the above-mentioned locations for events and exhibitions with the permission of the fire prevention officer			
RF2 RF 2 (cr) «Critical»	5 (200°C).3 / 5.3 / 5 (200°C).2 / 5.2 / Critical behaviour 5(200 °C).1 / 5.1	A2-s1,d1 - C-s2,d1	Little contribution to fire (flame resistant)
Materials prohibited in escape routes			
RF3 RF3 (cr) «Critical»	4.3 / 4.2 Critical behaviour 4.1	D-s1,d0 - D-s2,d1	Acceptable contribution to fire
RF4	3.3 3.2 Critical behaviour 3.1	-	Unacceptable contribution to fire
Not a building material	2.3 / 2.2 / 2.1 / 1.3 / 1.2/ 1.1	F	Not a building material

Since it is difficult to exclusively use materials of the group RF1 for exhibitions and events in escape routes, it is possible, after careful consideration, to allow materials of the group RF2. This requires the permission of the fire prevention officer and the necessary certifications.

The certificate or proof that the material is flame retardant (RF2 or corresponding EN 13501-1 certification) is necessary for all affected materials and items. The person responsible for the material needs to be able to provide this certification to the fire prevention officer no later than the day of the event.

Some examples for materials that could be affected are tables, chairs, blankets, carpets, tablecloths, roll-ups, flags, banner, floorings, and other decorative elements like streamers.

(Non-exhaustive enumeration)

Compensatory Measures

Should it not be possible that the conditions laid out under “Materials and Certifications” are followed, or should certain reference values be exceeded, it is necessary to execute compensatory measures (like a fire watch that is subject to costs), after a risk analysis and possibly under the watch of the fire police.

Registration and Execution

To prevent problems or, in the worst case, the complete dismantling of individual stand elements or entire stand structures on the day of the event, it is strongly recommended that you notify the UZH fire prevention officer as early as possible (e.g. after the reservation has been confirmed by the President’s Services) of any planned exhibitions or any other events taking place in the escape and rescue routes in UZH buildings.

The following information is necessary:

- Time and place
- Number of exhibitors and type of event
- Scale drawing with booths, tables, etc.
- Material used
- Number of persons
- List of materials that are not at least RF2 certified

Any permit for the use of materials and individual assessments are carried out by UZH in compliance with the legal basis and within the scope of its own responsibility and/or in conjunction with the responsible authority (e.g. fire police, GVZ). Permits are issued exclusively for single temporary events without any right to have the same or similar events permitted in the future.

The University of Zurich reserves the right to take any measure to enforce applicable laws to ensure safety.

Contact Information

Feel free to contact brandschutz@su.uzh.ch for any questions about fire prevention at events, especially for questions about the choice of materials.

For general questions about fire prevention contact:

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