INTRODUCTION
All employees must inform themselves about the fire hazards at their workplaces. Everyone must inform themselves about the fire extinguishers and rescue equipment, emergency exits, escape routes (posted escape and rescue plans) and emergency numbers located in their work area and inform themselves about the use of the fire extinguishers. Supervisors are obliged to instruct employees (including assistants), in particular new personnel, in this regard. The instruction of the employees must be repeated at least once a year.

Further information and relevant documents can be accessed by every employee on the Intranet under the heading Fire Protection.

FIRE AND SAFETY REGULATIONS

FIRE AND SAFETY REGULATIONS DIN 14096 – B

Combustible waste may only be stored in the containers provided for this purpose. It must be removed regularly, possibly several times a day. Non-flammable ashtrays, if possible self-extinguishing, should be used for matches and tobacco residues. Ashtrays must not be emptied into waste paper baskets, but only into non-flammable collection containers with a lid.

Only the cooking and heating/cooling appliances installed in the buildings (coffee machines, fan heaters, air conditioners, etc.) may be used. Additional equipment may only be used under constant supervision and in compliance with safety regulations. Only technically faultless units with a CE mark may be used that comply with the DGUV V3 provisions of the German Statutory Accident Insurance.

Any defects and damage to supply lines (electricity, water, heating, gas) must be reported immediately to the Technical Support Department:
Number of the Technical Support Department: Internal – 5111

If there is a smell of gas, actuate the gas shut-off valve, avoid creating sparks and ensure good room ventilation! Repairs may only be carried out by authorized specialists.

Any welding, soldering and cutting work must be applied for in writing with the central control room (application form available at Tel. 56-7272). Furthermore, special safety requirements in the welding permit must be observed. Work may only be carried out by qualified specialists. The approved welding permit must always be carried with you. The current KTG „Manual for the use of external companies“ must be observed.

THE SPREAD OF FIRE AND SMOKE
must be able to be reduced to the smallest possible area. This is why self-closing fire/smoke protection doors must not be obstructed or wedged open.

ESCAPE & EMERGENCY ROUTES
Stairwells and corridors must always be kept free in their full width. The installation or toleration of fire risks (e.g. wooden cabinets) or fire sources (e.g. refrigerators, copiers) is prohibited in these areas. No objects (e.g. beds) may be stored there, not even for a short time. Self-closing fire/smoke protection doors must not be locked or wedged. Emergency exits must be accessible at all times in the direction of escape. Self-closing fire/smoke protection doors must not be obstructed or wedged open. Emergency exits must be accessible at all times in the direction of escape.

FIRE PREVENTION
There is a general smoking ban in the buildings of the University Hospital of Heidelberg. Smoking is only permitted in designated areas outside the buildings. The buildings and facilities are equipped with smoke and fire detectors. Open fire and naked flames are not permitted. Candles must not be lit.
FIRE ALARM EQUIPMENT & EXTINGUISHERS
must not be damaged/changed and may only be removed from their intended place in an emergency. They must always be kept in working order and must be accessible at all times. The locations of the fire-fighting resources are shown in the escape and rescue plans.

WHAT TO DO IN CASE OF FIRE
– Stay calm, act quickly and deliberately. Avoid panic.
– If there is a suspicious smell of smoke or if smoke is forming or if there is a fire, immediately activate the manual fire alarm by smashing the protective glass and pressing the button.
– In addition, one of the following must be informed:

<table>
<thead>
<tr>
<th>In case of fire</th>
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<tbody>
<tr>
<td>Fire department</td>
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<td>Police</td>
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<tr>
<td>Emergency call center</td>
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<tr>
<td>Safety emergency</td>
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<tr>
<td>Technical emergency</td>
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</tbody>
</table>

Make an emergency call, speak intelligibly!
Who makes the call?
Where is the fire?
What happened?
How big is the fire and how many people are at risk?
Wait for any further questions!

OBSERVE THE ALARM SIGNALS AND INSTRUCTIONS
There may be optical and/or acoustic signaling devices in the buildings and the alarm may be raised via the DAKS server of the telephone system. Depending on the building, the alarm can be different. In a technical briefing, the employees are familiarized with the technical features of their building and with important instructions.

If an evacuation is necessary, it is initiated by the operations management and the alarm is raised via DAKS.

Getting people to safety
– Get endangered persons to safety and inform the other employees.
– Rescuing people has priority over firefighting
– Disabled employees and visitors must be supported.
– Never use elevators to escape
– Leave the area quickly without panicking
– Go to the designated assembly point for your department (see posted escape and rescue plans)
– Limit the spread of fire and smoke, close all doors and windows

TRY TO EXTINGUISH THE FIRE
– Use the existing fire extinguishers, but only if there is a chance of success.
– There are simple user instructions on each fire extinguisher.
– If necessary, bring in hand-held fire extinguishers from adjacent areas.
– Prevent persons on fire from running away and extinguish the fire with an emergency shower or fire extinguisher.
– If possible, fight the fire with several persons in order to keep your own risk to a minimum.
– Do not go into smoky areas.
– Keep unauthorized persons away from the danger zone.
– Remove objects and important documents that are at risk.

SPECIAL RULES OF CONDUCT

The fire site and areas affected by fire may only be re-entered upon approval/clearance by the fire brigade’s operations manager.

Every extinguished fire must be reported immediately to the superior, the central control room & the security service. All used fire extinguishers as well as fire extinguishers with damaged seals must be reported immediately to the Technical Support Department.

Hazardous substances
The working area must be kept tidy and clean. Flammable materials must not be placed or stored near electrical appliances, heaters or similar sources of ignition. Special regulations apply to flammable liquids. They must not be disposed of in sinks or toilets. The operating instructions must be observed when handling hazardous liquids. Waste must be disposed of immediately. The corresponding disposal instructions apply to hazardous waste.

If you have any questions regarding the disposal of hazardous materials, please contact the following departments:

University Hospital Heidelberg
Department 3.4 Waste Management, Environment and Energy
Tel. internal – 38117
oder
University of Heidelberg
Department 2.1 Chemistry
Central interim storage for chemical waste
Tel. internal 115 – 8547

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