INTRODUCTION
The responsible managers in the hospitals must designate fire protection/evacuation assistants. These are trained in a separate instruction session. Each hospital should have trained 5 - 10% (Workplace directive ASR A2.2 Sect. 7.3 (2)) of all employees. All managers of the hospital are jointly responsible for fire protection.

The following points serve as binding information for the fire protection/evacuation assistants and must be observed:

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.

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.

REPORTING & ALERTING PROCEDURE

Reporting emergency
Fire department int./ext. Tel. 112
Police int./ext. Tel. 110
Emergency call center int./ext. Tel. 112
Safety emergency int. Tel. 6500
Technical emergency int. Tel. 4444

If an alarm has been raised, wait for the release and/or request to initiate further measures by the officer in charge.

SAFETY MEASURES FOR PERSONS, ANIMALS, ENVIRONMENT & MATERIAL ASSETS
If a clearance and evacuation plan exists for a building, this plan must be followed. The technical control possibilities of fire protection within the building must be known (e.g. control of smoke and heat ventilation systems, control of elevators in case of fire, etc.). Generally, however, the following measures must be observed:

Initial measures
- Get endangered persons to safety and inform the other employees
- 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
- Only remove objects and important documents that are at risk on the instructions of the operations manager.

FIREFIGHTING MEASURES
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.

PREPARATION FOR THE DEPLOYMENT OF THE FIRE BRIGADE
The approach/access route of the fire brigade must always be kept clear. Areas must also be kept free for the fire brigade’s withdrawal and feed points. In areas where there is no visibility, signposts must be set up in the secured area. A department manager must be available as contact person.

FOLLOW-UP
After a fire, the affected area must be secured. It may be necessary to carry out measurements to ensure the area is free of pollutants or to have a fire watch in place. This will be decided by the operations management.

Annex Flyer for evacuation assistants