

## FIRE SAFETY REGULATION

For:


The following fire protection regulation provides important information about the behavior to avoid the endangerment of health and property and the prevention of damage caused by fires as well as the behavior in case of fire.

The provisions listed in the appendix must be strictly observed.  
The fire safety officer and, if necessary, his deputy are responsible for the fire safety.

Safety Officer:

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Deputy:

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Employees shall immediately comply with all instructions of these person concerning fire safety and inform them of any deficiencies in the field of fire safety.  
Every employee must take note of this fire safety regulations, to observe them and to confirm this by his/ her signature (supplement).

The following conditions must be strictly observed. However, failure to comply with these requirements may also result in civil and/ or criminal penalties.

.....

Date

.....

Signature

## **I. GENERAL FIRE PREVENTION MEASURES**

**I.1** Maintaining tidiness and cleanliness in the building is a basic requirement for fire- and accident prevention.

**I.2** Existing smoking bans must be observed. The use of open light and fire is strictly prohibited. The use of candles etc. may be permitted by the fire protection officer. It is important to use non-combustible substrates and to keep the necessary distance to combustible materials. Furthermore, a time limit can be provided, for example, any kind of candles or open light must be constantly observed by people and must be extinguished when leaving the room.

The ban does not include the spaces listed below:

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**I.3** The use of individual heaters, cooking appliances and radiant heaters is prohibited; Tea kitchens are excluded. Exceptions are only permitted with the consent of the fire protection officer in compliance with the required safety regulations (for example distances to flammable objects, non-combustible bases, pull power plug after operation).

**I.4** Fireworks (welding, cutting, brazing, ...) may only be carried out by the company management or the fire protection officer after prior approval (Transfer certificate according to Annex 7).

Excepted are the designated and appropriately furnished workshops.

**I.5** The electrical systems must be operated and maintained in accordance with the regulations.

**I.6** Storage of all kinds, whether flammable or incombustible in unsuitable locations (corridors, escape routes and other traffic routes, etc.) is prohibited. The daily combustible waste must be disposed in the designated waste storage room or container at the end of the working day. If flammable liquids (for example cleaning supplies) are used during operation, they must be stored in appropriate containment containers. Wipes soaked in flammable cleaning agents should be collected in their own tightly closing safety waste.

**I.7** Extinguishers (wall hydrants and portable fire extinguishers) must not be - even temporarily - adjusted, removed from view (for example, by hanging over clothing or decorative material), still abusive removed from the prescribed locations or used improperly.

**I.8** Warning signs concerning fire protection or escape routes and safety lights must not be removed from view, damaged or removed.

**I.9** Escape and rescue routes as well as the areas for the fire brigade (driveways, installation and movement areas) must not be hindered by the parking of vehicles.

**I.10** As far as possible, the electrical equipment should be switched off after work.

**I.11** The operation and storage of full or empty LPG shipping containers in rooms lower than the ambient level (basement) is strictly prohibited.

**I.12** Escape routes and emergency exits must not be blocked in the presence of persons. Excluded from this are only those who are equipped with standard-compliant or officially accepted escape route security systems.

## **II. GENERAL BEHAVIOR IN CASE OF FIRE**

### **II.1 Alert**

If a fire is discovered, the fire brigade must be notified immediately via the emergency call 122 - regardless of the extent of the fire and without waiting for the success of their own attempt to extinguish, but already in case of smoke or fire smell.

Indicate:

- Where it is burning (company name and exact address)
- What is burning
- Whether injured
- Name of the caller

### **II.2 Save and escape**

After the alert, it must be determined if people are at risk. The personal rescue is in any case before the attempt of firefighting. Vulnerable persons must be warned. Do not let people with burning clothes run away, wrap them in blankets, coats or cloths, lay them on the floor and smother flames.

If people are trapped in a room, they must make themselves felt by shouts, phone calls, turning on the light, etc. the emergency services.

Leave rooms via the designated emergency exits. All doors must be closed behind. Ventilate escape routes.

Do not use elevators in case of fire.

### **II.3 Extinguish**

Start firefighting with existing firefighting equipment (wall hydrant, fire extinguisher or fire blanket).

If extinguishing success cannot be achieved with the existing appliances because of strong smoke development or by the extent of the fire, the firefighting must be stopped in the interest of one's own safety. Leave the room, close the fire doors behind you and wait for the fire department to arrive.

### III. EVACUATION ALARM

#### III.1 General

An evacuation alarm shall be triggered by the instructions of the fire protection officer or his deputies or a senior employee, but in particular on the instructions of the fire brigade's fire department.

This means that a fire has broken out or there is some danger at any point in the business that requires precautionary evacuation of the building

The alarm sign is:

#### III.2 For an evacuation alarm, the following should be noted:

- In any case, keep calm! Panic-stimulating announcements, exclamations and actions are to be avoided as far as possible.
- Possibly present customers (non-employees) are to be pointed to the staircases, exits and emergency exits and asked for leaving the building.
- All employees must leave their workplace immediately and must go to the assembly point.

The assembly place is:

The assembly point may not be left without the approval of the director of operations of the fire brigade. This measure serves to determine the completeness of the employees.

Outgoing persons are to be reported immediately to the fire brigade management.

#### IV. INSTRUCTIONS FOR SPECIALLY ASSIGNED PERSONS (for example, porter, reception, etc.)

- Expect and instruct forces in the main access
- Entrances and entrances open
- Emergency responders on arrival inform about:
  - Location of the source of the fire
  - Possibly missing persons
  - Special hazards (compressed gas cylinders, chemicals, ...)

# CORRECT USE OF FIRE EXTINGUISHERS

**WRONG**



Attack fire downwind



Extinguish fire from front to back and from bottom to top



BUT: extinguish dripping and flowing fires from top to bottom



Use several extinguishers at the same time - not consecutively



Beware of re-ignition - always wipe off the embers with water



Do not hang up used fire extinguishers; let them refill

**RIGHT**

