



FIRE AND SAFETY REGULATIONS DIN 14096 – B

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



HEIDELBERG
UNIVERSITY
HOSPITAL

FIRE AND SAFETY REGULATIONS DIN 14096 – A

WHAT TO DO IN CASE OF FIRE

- Keep calm
- Report fire first, then try to extinguish it
- Rescuing people has priority over firefighting

RAISING THE ALARM		REPORT			
	Fire department	internal/external	112	Who	is calling
	Emergency call center	internal/external	112	Where	Street, building, room
	Technical emergency	internal	4444	What	happened
	Safety emergency	internal	6500	How	many people are at risk
				Wait	for further questions

Manual fire alarm or phone

WHAT TO DO IN CASE OF DANGER



Raise alarm! 112



Save people!



Fight fire!



Use escape routes!



Use stairs!



Do not use the elevator in case of fire



In case of evacuation and escape, help the disabled and those who cannot help themselves!



After evacuation
Go to assembly point
Take roll call

USE OF FIRE EXTINGUISHER AND WALL HYDRANT



Attack fire in wind direction



Extinguish extensive fire



Put extinguishers on fire from above



Use enough extinguishers at once – not one after another



Make sure the fire does not reignite



Do not use the fire does not reignite

SPECIAL MEASURES

- Keep calm Prevent people with burning running
- Use fire extinguisher or emergency shower

- Close doors and windows at fire points clothes from
- Warning: Danger of suffocation

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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**

Electrical equipment

As a matter of principle, only electrical equipment provided by the employer may be used, which has been procured by the hospital's purchasing department and have an equipment number.

The equipment must have a CE mark and be DGUV (German Social Accident Insurance)-tested. Small equipment may only be used under constant supervision and in compliance with safety regulations.

Bringing in privately purchased electrical and small equipment is prohibited. Equipment without an equipment number and without DGUV testing may be confiscated.

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 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:

In case of fire

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

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.
- Switch off electricity and media if possible without risk.
- Inform and brief the firefighters and support staff about the situation/dangers when they arrive.
- The instructions of the emergency personnel must be obeyed!

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 substances. 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