

Conduct in case of Fire

These instructions will be given to all employees against a signature. The signature assures that the following comments and instructions have been understood and will be followed.

1) *Manual fire-alarms* are to be found in the entrance-hall of the building and on every floor of the stairways next the lifts (Feuerwehr), and *automatic fire-alarms* in the laboratories.

A "Siren" will be heard intermittently on all floors and in all the corridors when either a manual or automatic fire-alarm is set off. Both are connected directly to the town fire department.

**In case of alarm, the building is to be evacuated immediately by the shortest way out!
The lifts are not to be used!**

2) An internal *emergency alarm* has been installed in all laboratories situated next to the doors (Notruf).

In the case of an emergency a "ringing sound" will be heard. Simultaneously, a "light signal" will be seen. This light signal shows in which building and on which floor the alarm has been used. Also, a "flashing light" over the door of the concerned laboratory will be set off; this signal means that help is needed in this particular room.

If help in this room is no longer possible, the *manual fire-alarm* in the stairways is to be used immediately; subsequently, by means of telephone, the fire department is to be informed as to which building, floor and room help is needed.

Emergency call number 112 from every telephone apparatus

3) In the laboratories next to the doors is a red *push-button* (NOT-AUS/STOP).

Gas and electricity will be turned off centrally when the red *push-button* has been pressed. This button is to be pressed in case of danger or fire.

**Fire-alarm, Emergency alarm and Red Push-button are for safety reasons only.
Should they be misused by anyone, this person will be accountable for his actions.**

4) The *Ambulance* is to be called in case of severe burns, poisoning or other injuries to any person.

Telephone Nr. 8605 and 8813

Personal safety is more important than property!