Basic Theoretical and Practical Instructions

On how to behave in case of fire or accident

Instructions according to the German Occupational Safety and Health Act (Arbeitsschutzgesetz) § 12

- Instructions at least once a year and additionally in the following cases:
 - New employees
 - Modified area of activity
 - Introduction of new working tools or processes
 - Specific incidents (e.g., accident at work)
- Persons to be instructed:
 - All employees
 - All trainees
 - Student assistants and graduates with a local working place
- Responsible person: supervisor in charge of the unit
- **Support:** department for occupational safety (Stabsstelle Arbeitssicherheit D3)

Preventative Fire Protection

- Comprehensive smoking ban; smoking is only permitted in designated areas
- Do not block fire extinguishers and fire detection equipment
- Escape and rescue routes must be kept clear from obstacles at all times
- Escape and rescue routes must not be used to place and store objects of all kinds
- In areas with a high risk of fire: no handling with open fire!

Preventative Fire Protection (2)

- All employees are obliged to conduct in a way to prevent fires
- Defects on fire protection equipment, smoke detectors and self-closing emergency exit doors must be reported immediately
- The transport of persons with reduced mobility must be organised
- All employees must be informed about the type of fire alarm set up in the respective buildings

Electrical Appliances

- Electrical installation works must be carried out by authorized staff (D3) only
- Use only authorized devices (tested and labelled accordingly)
- Defective devices have to be removed immediately
- All devices have to be switched off when leaving a room (except for devices designated to run continiously)

How to Behave in Case of Fire

- As a rule, every incident must be reported to the supervisor
- 1. Keep calm!
- 2. Keep calm!
- 3. Alert
 - automatically
 - via push button alarm
 - call the Fire Brigade "0-112"
- 4. Call the Dispatching Center "1111"

Telephone Report

- 1. Who is reporting?
- 2. What has happened?
- 3. Where has it happened?
- 4. How many persons are affected?
- 5. Wait for queries!
- Instruct the emergency services !!!

How to Behave in Case of Fire

- Assist helpless persons!
- Escape to safety by using the indicated rescue routes!
- Close all doors and windows!
- Switch off all electronic devices!
- Move bent down or crawl in smoky areas!
- Proceed to the designated meeting point immediately and help to check the completeness of staff!

How to Behave in Case of Fire (2)

- Try to extinguish the fire only if your own safety is not endangered!
- Operational routes for fire brigades must be kept clear!
- After extinction of the fire, do not re-enter the building until permission by the fire brigades!



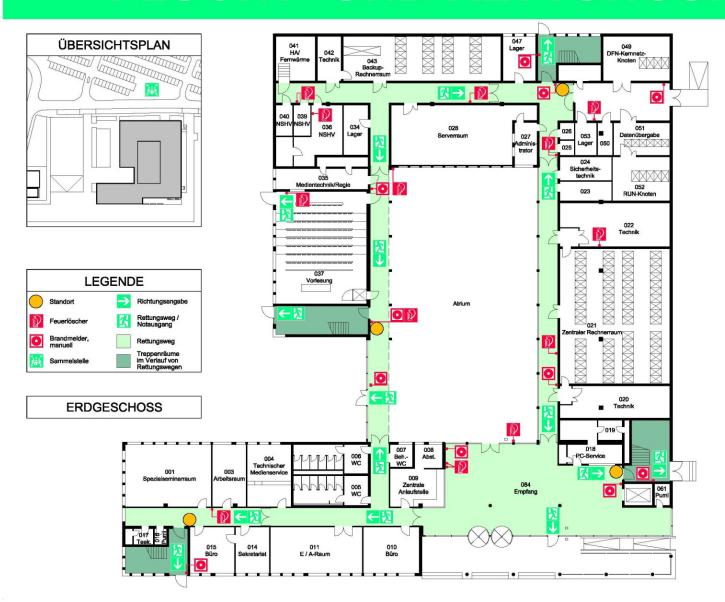
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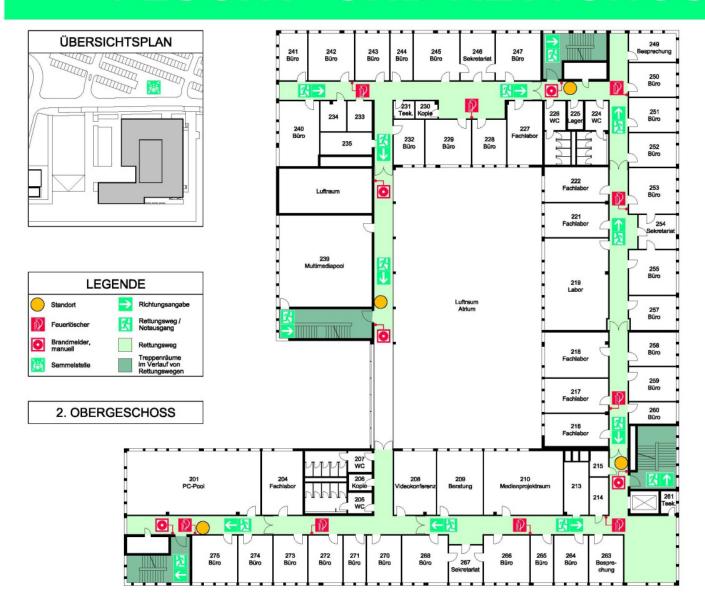
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How to use Fire Extinguishers

- Where are they located?
- What type of fire extinguishers are located in the building?
- How is the fire extinguisher activated?
- How do I extinguish a fire?

Fire Extinguisher

example: powder fire extinguisher



How to Behave in Case of Accidents

- Alert: emergency call: 0-112
 - o 1. Who is reporting?
 - O 2. What has happened ?
 - 3. Where has it happened?
 - o 4. How many persons are affected?
 - o 5. Wait for inquiries!
- Inform the person responsable for first aid of the unit!
- Apply first aid measures!
- Organise instruction of the emergency services!
- Internal documentation of the incident !!!

How to Behave in Case of Accidents (2)

- Upon arrival at the emergency unit, the injured person should indicate, if possible, that the accident is a work or commuting accident and an accident insurance doctor (Durchgangsarzt) must be consulted!
- The up-to-date list of the accident insurance doctors is available in the intranet of the University, see "Arbeitssicherheit" (occupational safety).
- Insurer: Unfallkasse Mecklenburg-Vorpommern (UKMV)

First Aider / First-Aid-Kit

- Every structural unit of the institute has to appoint a person responsable for first aid who should be known to each member of the structural unit.
- The first-aider is trained regularely by D3.
- Each secretariat and laboratory must be equipped with a first-aid-kit.
- The first-aid-kit must be checked annually for completeness and expiration dates by the firstaider. Removal of items must be recorded in the first-aid booklet.

Thank you for your attention.