

# **FIRE PREVENTION REGULATIONS**



These fire protection regulations apply to the following buildings in the Max Born Institute for Nonlinear Optics and Short-Pulse Spectroscopy:

House A (19.28/29), House B (19.11), House C (19.8), High-Field Laser Lab (19.13), Workshop (19.55), Chemicals Warehouse (19.54), Engineering Centre (19.56) and Max-Born Hall (19.12).

## **1. Measures to Prevent Fire Breaking Out / Spreading**

- 1.1 Smoking is prohibited in the laboratory and in technology rooms.
- 1.2 Burning candles, e.g. on Advent wreaths and other decorations with candles, are not permitted.  
The use of immersion boiling devices is prohibited.
- 1.3 To run laboratories, the department heads will appoint a person responsible for the laboratory and his name will be noted on the doors of the laboratory. This person informs the institute's technicians and the fire prevention officer about the existing devices for reacting to emergencies, including devices that might be operated without supervision.
- 1.4 The fire doors close automatically. The locking mechanism may not be impaired in any way. In the event of a fire, the doors are to be closed but not locked.
- 1.5 Escape and emergency routes must be kept unobstructed and open and safety signs may not be concealed or removed.
- 1.6 It is not permitted to store highly flammable materials (e.g. cardboard, liquids, gases) along the escape routes.
- 1.7 Electrical devices, defective sockets and leads may only be repaired by specialists.
- 1.8 Defects in fire protection devices and damage to the electrical installations (signs of which are flickering lights, scorching smells etc.) must be reported immediately to the institute's technicians: Mr L. Lein, phone: 1520 / Mr M. Pankow, phone: 1528.

## **2. Procedures in the Event of Fire or Accidents**

- 2.1 Activation of the Alarm:
  - automatically by smoke detectors, which are connected to the fire alarm centre by pressing the push-button operated alarms (fire alarms) in the staircase wells/halls  
The activation of a fire alarm by automatic fire detectors or push-button-operated alarms does not immediately alarm the fire-brigade; it first alarms Security
  - by an emergency call to the **fire-brigade** - phone: **0-112**.

## 2.2 Rescue of endangered persons

- There are 2 steps to rescuing: first bring the person into the nearest smokeless fire protection area, then out of the danger zone

## 2.3 Notification to the security guard – **emergency call (internal): 2323** - to be ready to direct the fire-brigade. The security guard is on call 24 hours a day.

## 2.4 Fire fighting with due consideration to self-protection / prevention of the spread of damage and passing on of information to

- Managing Director, phone: 1200, 1300, 1400
- Institute's technicians, on-call service phone: 3777 in the time from 6 a.m. to 10 p.m.

## 2.5 Preparation to save property.

# 3. Procedures

## 3.1 Alarm activation

### 3.1.1 Information to be given to the fire-brigade:

- **Where** did it happen?
- **What** happened?
- **How** many people are injured?
- **Which** kinds of injuries?
- **Who** is reporting? / **Wait** for questions!

### 3.1.2 Emergency numbers are on display in all buildings in the institute.

## 3.2 Employees in the affected building or part of the building

### 3.2.1 As far as possible, turn off all systems and experiments. Close windows and doors (but do not lock the doors!).

### 3.2.2 Use the available fire extinguishers to put out small fires with due consideration to self-protection.

### 3.2.3. When the alarm signal / house alarm sounds, leave the building immediately along the marked escape routes.

Special attention must be paid to ensuring that disabled people and also visitors to the institute are able to leave the building.

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**Evacuation site:**

for all buildings:      **MBI carpark  
(between Engineering Centre and Max-Born Street)**

3.2.4 Do not use the elevators.

**3.3 Department Heads**

3.3.1 The heads of the department must check that all the staff have reached the evacuation site and either report that everyone is present or let the fire brigade's director of operations know how many people are still missing.

The names of the missing employees must be established.

So that it will be possible to ascertain which staff members are missing in the event of a fire or accident, employees must always inform the head of the department before they leave on business errands or trips.

3.3.2 The heads of department are responsible for ensuring that guests to the institute are informed about the fire protection regulations, conduct in the event of fire and the use of escape routes.

**3.4 Institute's Technicians**

3.4.1 The institute's technical staff must investigate the situation immediately.

3.4.2 Access to the affected building or part of the building must be barred.

3.4.3 In so far as necessary, the relevant technical devices and main switches must be turned off.

3.4.4 The institute's technical staff must be ready to help the fire brigade if needed.

**3.5 First Aiders**

3.5.1 The first aiders will attend to providing first aid if required and organise the transport of the injured to the respective evacuation site.

3.5.2 The names, rooms and telephone numbers of the institute's nearest accessible first aiders are listed on the "emergency number" posters, which are hung up in every building, and they can also be found on the lists in the first-aid kits.

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3.5.3 At the evacuation site, the first aiders must be ready to help the fire-brigade if needed.

### **3.6 All-clear alarm**

The all-clear alarm may only be given by the fire-brigade, the Managing Director or the institute's technical staff.

## **4. Final Points**

These fire protection regulations must be verifiably brought to the attention of all employees, undergraduates and post-graduate students and instruction must be given at least once a year.

These regulations will come into force on 1 December 2014 and replace the last version (last amended on 1 October 2010).