

Fire Safety Regulations

Fire Safety Regulations

for the property

“Platz der Luftbrücke” 4-6

(grounds and buildings of the former Tempelhof Airport)

Fire Safety Regulations

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Emergency – Police	110
Berlin Fire Brigade	112
Rescue Service / Ambulance	112

Further onsite emergency numbers

Dial-up via former Tempelhof Airport (THF) switchboard	6951 -
• Safety and Security Control Centre	Ext. 3627
• Central Fire Alarm System Control Centre	Ext. 3600
• Technical Control Centre	Ext. 2600

1. Introduction

The tenants and users of the property “Platz der Luftbrücke” 4-6 (grounds and buildings of the former Tempelhof Airport, hereafter referred to as “The Premises”) should not only want to frequent The Premises, but should also find it to be clean and run properly.

Fires are occurrences that endanger or destroy lives and material goods. Therefore it is important to be able to recognise fire hazards at an early stage and to prevent fires. It is for this reason that the Fire Safety Regulations have been established.

The rules whereby The Premises may be used are contained in the Fire Safety Regulations. These regulations also provide for managing the relationship between tenants and other users of The Premises and are intended to contribute towards making all tenants and other users of The Premises aware of all the necessary fire prevention and protection protocols. The rules contained in these Fire Safety Regulations are designed to contribute towards protecting all persons that frequent The Premises, as well as the buildings and their furnishings and equipment from harm; it is therefore imperative that they are observed.

This adage should be foremost in the mind of every user of The Premises:

Fires can essentially be prevented!

2. Scope of Agreement

These Fire Safety Regulations are applicable to all tenants and other users of The Premises, in particular their employees, sub-contractors and those otherwise employed, to all commercial firms or trades involved in the production and distribution of goods and service provision companies which are operational on The Premises, as well as to all persons who are only frequenting The Premises temporarily.

The Fire Safety Regulations are displayed as a notice on The Premises for all to see.

3. Legal Provisions

The legal principles, on which these Fire Safety Regulations are based, are as follows:

Fire Safety Regulations

- Laws and regulations of the German Federal State of Berlin and Brandenburg governing fire prevention and protection, as well as accident and state of emergency assistance provisions.
- The German Employer's Liability Insurance Association's (BGV) regulations on health and safety in the workplace – Accident Prevention Regulations
- The German Association of Property Insurers
- The BetrVO building act dated 10th October 2007 (GVBl. p.516) applicable to building operations in the state of Berlin

4. Responsibilities

4.1 General

- 4.1.1 The respective tenants and other users are liable for fire prevention and protection in their businesses and areas of responsibility. This also pertains to the safety of staff employed, sub-contractors and those otherwise employed, as well as the material goods on hand and the environment.
- 4.1.2 It is the responsibility of every individual to implement and observe these Fire Safety Regulations. All individuals are liable of their own accord for familiarising themselves with potential fire hazards on The Premises and its surrounds, as well as becoming conversant with the measures to be taken in case of danger.
- 4.1.3 It is up to the tenants and other users to appoint fire prevention and protection assistants in areas under their jurisdiction who will support those in charge of fire protection and prevention in ensuring compliance with and the implementation of the Fire Safety Regulations.
- 4.1.4 Tenants and other users of The Premises are responsible for making the Fire Safety Regulations accessible to their employees, sub-contractors and those otherwise employed, representatives, vicarious agents, visitors, guests, clients, suppliers, tradesmen, license holders or other third parties according to German Civil Code §§ 278, 831, 89, 31 who will be engaged in business on The Premises or who are frequenting The Premises.
- 4.1.5 Tenants and other users must instruct their employees, sub-contractors or those otherwise employed, in the Fire Safety Regulations at the beginning of their working, service or other employment relationships, in particular instructing them about the protocol in the event of a fire or panic outbreak,

as well as about company regulations and about the location and operation of fire extinguishing units and installations, smoke extraction systems, fire alert and alarm systems, and also about the fire reporting and fire alarm control centre. Instruction must be repeated on an annual basis at least.

- 4.1.6 It is the responsibility of all tenants and other users of The Premises and their employees, sub-contractors and those otherwise employed, as well as all commercial firms or trades involved in the production and distribution of goods and service provision companies which are operational on The Premises, in addition to all persons who are only frequenting the building temporarily, to inform themselves of fire alarm and fire extinguishing facilities in the building. With regard to this, clear instructions are in place in the buildings regarding the fire alarm and fire extinguishing facilities that are available.
- 4.1.7 Anyone who contravenes these provisions of the Fire Safety Regulations can be held accountable.

4.2 Responsibilities, rights and duties of the users of The Premises

- 4.2.1 It is the duty of every tenant and other user, whose employees, sub-contractors and those otherwise employed, as well as all commercial firms or trades involved in the production and distribution of goods and service provision companies which are operational on The Premises, in addition to all persons who are only temporarily frequenting The Premises, to conduct themselves in a fire safety conscious manner. It is their responsibility to fight any fire that may break out to the best of their capabilities and to report any shortcomings they happen to notice to the head of fire prevention and protection of The Premises concerned, the owner of The Premises, the landlord or the onsite safety and security staff in charge.
- 4.2.2 If a fire is detected the fire brigade must be alerted immediately, or the manual alarm/alarm button must be used. Persons who find themselves in danger must be rescued, material goods protected and salvaged, and the fire must be fought with available means within the capability of every individual. People with disabilities, particularly wheel chair users, must be helped as far as possible within the capability of the individual person.
- 4.2.3 Small fires that have been extinguished regardless of whether or not any damage was incurred must be reported to the fire brigade and afterwards to the onsite safety and security services.

The instructions and directives of the safety and security services, the fire brigade and the person in charge of fire prevention and protection of the area in question must be complied with, without delay.

4.3 Safety and Security of The Premises

4.3.1 Rescue routes, fire brigade access, access roads, deployment and mobilisation areas for police, fire brigade and rescue services emergency vehicles, as well as access points to buildings and communal facilities must be kept clear at all times. Temporarily leaving motorbikes, scooters, bicycles and prams parked in the pedestrian area in front of The Premises, in the courtyard, on the parking garage access ramp, in the passages, in the cellar, on the staircase and other general traffic or communal areas unattended is not permitted without prior permission from the landlord.

Any form of hawking, camping or putting up of tents is prohibited on the entire property.

4.3.2 Parking

Vehicles may only be parked in designated and appropriately demarcated parking areas or spaces on the grounds of The Premises.

The client parking bays on The Premises are reserved for clients of the owner of The Premises, the landlord, tenants and other users. Personnel on The Premises may only park in the areas designated for them.

The traffic regulations applicable to the parking areas must be upheld. The traffic regulations laid down by law are applicable to all access roads.

4.3.3 Disruptions

Disruptions occurring in gas, irrigation and drainage plants, electrical and other installations, or blockages of gas and drainage plants etc. must be reported to the technical control centre (Telephone number 6951 – 2600) and to the facility management service provider without delay, or to the technical control centre and the landlord.

4.3.4 Official regulations

All general technical and official regulations must be adhered to, especially those relating to building inspection and supervision authorities, the police and fire brigade.

5. General regulations for fire preventative measures
 - 5.1 Individuals are liable for the orderliness and cleanliness of their businesses and areas of responsibility on The Premises at all times.
 - 5.2 Damaging of fire fighting installations and equipment, their removal, displacement or use for non-designated purposes is not permitted, while the same applies to early warning and alarm systems. Information boards or notices displaying fire prevention and protection protocol must remain unobstructed at all times.
 - 5.3 All available fire fighting equipment, installations and systems are to be kept in an immediately deployable, accessible and clean condition at all times. Facility management and the owner of The Premises or facility management and the landlord must be informed of any faults that are noticed without delay.
 - 5.4 Flammable objects may not be stored nor suspended from the top of, beneath or above heat producing installations or furnaces and electric heating and warming devices. Heating pipes and radiators must be kept clear of flammable objects at all times.
 - 5.5 The emptying of ashtrays into waste paper baskets is prohibited. Ashtrays may only be emptied out in non-flammable and sealed purpose designed containers or units. Lining containers with plastic bags to catch the ash is not permitted.
 - 5.6 Used cleaning agents must be stored in non-flammable containers with tightly sealed lids and disposed of appropriately.
 - 5.7 Fires of any kind that are made on the former airport grounds require the approval of the fire brigade and the relevant facility management service provider or the fire brigade and the owner of The Premises/landlord.
 - 5.8 Any building alterations, changes in production processes, technological changes, proposals for improvements among others, must be consulted on with the relevant facility management service provider and the landlord with regard to fire safety. Changes to fire prevention and protection structures are not permissible without the approval of the landlord.
 - 5.9 Emergency exits, escape routes, access and rescue routes for the fire brigade and emergency rescue services vehicles, stairs and traffic routes inside the buildings and outside must be kept completely clear at all times. It has to be possible to open doors in the path of escape routes at all

times. Doors in the path of escape routes and those serving as emergency exits may not be locked.

- 5.10 Fire protection doors close by themselves. Self-locking devices that are in place must not be blocked or rendered inoperative. For self-protection, escape doors can be equipped with a panic lock device.
- 5.11 Disabling devices in the event of fire or smoke in ventilation systems must always be in operating order and accessible at any time. Any faults detected must be reported to the facility management service provider and the owner of The Premises/landlord without delay.
- 5.12 All areas and business installations where smoking and the use of open fires and candles is prohibited must be adequately demarcated with signage in tune with the German Federal Institute for Occupational Safety and Health's accident prevention provisions ("BGV A8").
- 5.13 Easily flammable and explosive materials may not be stored or deposited for safekeeping in the cloakrooms.
- 5.14 Pyrotechnic products may only be stored in metal containers and areas specially designated for them. When ignited or released, this must be done in a fireproof manner so as to prevent any harm to individuals or material goods.
- 5.15 The storing of flammable liquids and materials in passages, in stair wells and under staircases is prohibited.
- 5.16 Boiled over or spilled flammable liquids must be removed without delay with the application of a suitable, absorbent material. The soaked material must be removed from the offices and plants and temporarily stored in the appropriate hazard-free tightly sealed metal containers at a secure site until such time that it can be disposed of without danger.
- 5.17 Flammable floor care products may not be heated on heaters or heat producing appliances.
- 5.18 Compressed gas cylinders must be prevented from falling over, protected from sunrays and must not be placed in close proximity to heaters or heat producing devices.
- 5.19 When transporting compressed gas cylinders the valves must be covered with protective caps.
- 5.20 The use of fireworks and pyrotechnic items for entertainment purposes and lighting of candles in the airport buildings, installations and facilities is

prohibited. Only candles not displaying any evidence of having been previously lit can be used for decoration purposes.

- 5.21 Employees on The Premises must be instructed by their employers or landlords in the correct use of the fire fighting equipment and fire alert units, as well as on the escape and rescue routes.
- 5.22 Escape routes and emergency exits in work areas must be demarcated in compliance with the workplaces ordinance.
- 5.23 Setting up and the use of any other electrical devices than those officially provided is not permitted barring special permission from the safety and security staff or alternatively the fire brigade; they are subject to inspection under the German accident prevention regulations for electrical installations and equipment ("BVG A2").
- 5.24 Electrical devices must be under supervision at all times while switched on and on leaving the areas and facilities they must be switched off and unplugged. Exceptions to these are electrical devices and facilities, which have the go-ahead for unsupervised use.
- 5.25 Safety and security, telecommunications and fire warning systems must be in working order at all times and may not be switched off by unauthorised persons. Deactivation may only occur in coordination with the authorised special services.
- 5.26 Any use whatsoever of devices or tools that emit smoke, vapour or fumes are strictly prohibited in all sections of the building! Should the use of such devices or tools be desired, special permission must be obtained from the landlord and the fire brigade, since the smoke detectors in the areas that may be affected then have to be disabled. Any costs incurred from contravening this ruling are for the account of whoever was responsible for the violation.

Please note: Optical smoke detectors have been installed in the hanger and hall areas, which will set off an alarm on sensing smoke.

6. Special regulations for fire preventative measures

6.1 Halls/Hangers

- 6.1.1 Halls and hangars are industrial premises that are vulnerable to fire, in which smoking and the use of open fires and candles is prohibited.

- 6.1.2 Flammable liquids may not be stored in the halls and hangars on The Premises, with the exception of daily requirements in break-proof containers (sealed) in accordance with safety and environmental requirements.
- 6.1.3 Vehicles must be positioned in the halls and hangars in such a way that fast salvaging can ensue in the event of a fire. The evacuation routes must be kept clear.
- 6.1.4 Vehicular access to the halls and hangars can only occur with vehicles that are related to and essential for production. Temporarily parking and the sheltering of other vehicles is prohibited. Exceptions can only be made with permission from the owner of The Premises/landlord. The doors of production related vehicles that are parked temporarily must be kept unlocked.
- 6.1.5 For safety reasons, setting foot on assembly platforms and gangways in the hangars is not permitted without being accompanied by onsite safety and security staff. Any costs incurred from contravening this ruling are for the account of whoever was responsible for the violation.

Please note: In the hanger and hall areas optical smoke detectors have been installed with sensory perception that is level with these gangways. Stepping through these sensory beams will set off the fire alarm.

6.2 Shop floors, vehicle workshops and garages

- 6.2.1 Shop floors, vehicle workshops and garages on The Premises must be kept clean.
- 6.2.2. Materials not being used, scrap, and items made of flammable materials must be stored or disposed of appropriately after the job.
- 6.2.3 Smoking is prohibited on the shop floor, workshops and in warehouses. Outside these areas, smoking is only permitted in demarcated areas designated for this.
- 6.2.4 Flammable liquids such as fuel, paints, varnishes etc. may only be stored on the shop floor or in the workshops on a maximum 50% of daily requirement basis.
- 6.2.5 If cleaning jobs are carried out with flammable liquids, the batteries of vehicles must be removed in advance. Metal paint brush ferrules may not be used for cleaning jobs of this nature.

- 6.2.6 Work containers being used for flammable liquids must be demarcated as such and must have a lid.
- 6.2.7 For workshops posing a fire hazard, special fire safety regulations must be compiled by the workshop operator with the approval of the fire brigade and the owner of The Premises/landlord.
- 6.2.8 Chips of flammable materials must be temporarily stored in sealed and non-flammable containers and removed from the area at the end of the working day.
- 6.2.9 Only handheld lamps with a protected head may be used on shop floors and in workshops. Oil or grease-soaked fibrous materials may only be stored in tightly sealed non-flammable containers. These containers must be stored at least 50cm from flammable materials and may not be stored temporarily on flammable floors.
- 6.2.10 Easily flammable items may not be stored in garages.
- 6.2.11 Appropriate extinguishing equipment must be kept close at hand for shop floors, in vehicle workshops and in garages.

6.3 Fire, welding, cutting, soldering, thawing and angle grinding jobs

- 6.3.1 In the case of all fire, welding, cutting, soldering, thawing and angle grinding jobs, the German Federal Institute for Occupational Safety and Health's accident prevention provisions ("BGV A1) as well as the Institute's accident prevention provisions for welding, cutting and related processes ("BGV D1") must be upheld. In particular provision has to be made for protective and precautionary measures, as well as supervisory measures.
- 6.3.2 Gas cylinders must be prevented from falling over with the use of stands that stand firmly and are mobile at the same time, and with the use of clamps and chains or the like.
- 6.3.3 Compressed gas cylinders must be protected from sunrays and the effects of frost, as well as from shocks and vibrations
- 6.3.4 When withdrawing gas from horizontally positioned acetylene cylinders, the bottle heads must be raised by at least 30cm.

- 6.3.5 Gas cylinders may not be set up in close proximity to heat producing appliances, an open fire, ovens, or in close proximity to a welding area. A distance of at least 3 metres must be kept from the welding area.
- 6.3.6 Oxygen valves and seals must be kept free of oil, grease and glycerine because of explosion hazards and may not be touched with oily rags, greasy fingers etc.
- 6.3.7 The use of leather or rubber seals on high pressure parts (cylinder valves, pipes, pressure regulating valves) is not permitted.
- 6.3.8 Welding and cutting work can only be carried out on motor vehicles once the fuel tanks have been removed.
- 6.3.9 Suitable extinguishing devices must be close at hand.
- 6.3.10 For welding work to be carried out inside containers, additional permission is required. In the case of welding and soldering work to containers for flammable liquids, special fire prevention and protection and safety and security measures must be laid down.
- 6.3.11 Fire, welding, cutting, soldering, defrosting and angle grinding work outside authorised workshops may only be carried out if a properly filled out permit as per Attachment 1 is on hand.

6.4 Electrical installations and equipment

- 6.4.1 Electrical installations and equipment may only be operated as per valid technical specifications. They may only be repaired by certified qualified staff. The installations are subject to the inspection obligations of the German Federal Institute for Occupational Safety and Health's accident prevention provisions for electrical installations and production facilities ("BGV A2"). Altering or removing of inspection seals or labels is prohibited.
- 6.4.2 Fuses, faulty plugs, wall sockets, cables, electrical devices etc. repaired non-professionally ("patched-up") may not be used. Repairs may only be carried out by certified staff in the relevant field.
- 6.4.3 Lighting equipment must be kept free of flammable objects, while protective devices may not be removed.
- 6.4.4 Electrical heat producing appliances must be placed down on the device designed for them and on non-flammable bases.

- 6.4.5 At the end of the working day, on a daily basis, the user (of the area, workshop, hall etc.) is obliged to check whether the equipment used has been switched off and disconnected from the mains. Equipment authorised for non-stop operation is exempt from this.
- 6.4.6 High frequency currents can intensively heat up objects with high conductivity found in their vicinity. Flammable materials must therefore be protected from such effects.
- 6.4.7 Electrical control centres may not be used as storage areas.

6.5 Warehousing and logistics

- 6.5.1 Smoking and making use of open fires or candles may only take place in areas designated for this.
- 6.5.2 Packaging materials and empties must be stored in an area suitable and designated for this purpose.
- 6.5.3 All passages, even those between shelves, must be kept clear.
- 6.5.4 Flammable items and materials must be positioned at least 1 metre from heating devices and 0.3 metres from their cables or supply lines.
- 6.5.5 As a rule, any type of compressed gas cylinder and liquid gas bottle must be stored in the designated areas.
- 6.5.6 Flammable liquids, colours and varnishes may only be stored in designated areas. The existing statutory provisions applicable to this must be upheld.
- 6.5.7 The temporary storage of oily or greasy cleaning agents to be disposed of must be placed in the designated containers outside.
- 6.5.8 Flammable materials must be at least 0.5 metres away from ceiling lights. Ceiling lights must be equipped with protective covers.
- 6.5.9 Special regulations apply for the storage and safe-keeping of radioactive materials. The existing statutory provisions applicable to this must be upheld.
- 6.5.10 In storage areas or buildings at risk from fire, additional precautions must be laid down.

6.6 Exhibition, conference, cultural, sports and other public gathering areas

- 6.6.1 For fire prevention where furnishings and décor, props and decorations etc. are concerned the minimum requirements according to § 27 of the BetrVO building act apply.
- 6.6.2 Flammable decorations and backdrops or décor may only be used if they have been rendered non-flammable through intensive treatment in advance. This must be documented in writing.
- 6.6.3 Decorations may not be put up in dangerously close proximity to candles or heat producing installations. A sufficiently great distance from such or any comparable igniting agents must be upheld so that flammable materials do not risk catching fire; a minimum distance of 0.5 metres must be kept. Hanging decorations in a room are only permitted if they are at least 2.5 metres above the floor.
- 6.6.4 Activities on stage and in any public gathering areas that may pose a fire hazard must be approved in advance. The approval of the owner of The Premises/landlord, the safety and security staff and the fire brigade must be obtained in writing.
- 6.6.5 Exit doors must remain unlocked throughout the event. Emergency exits may not be blocked. Ample emergency and safety and security lighting must be provided.
- 6.6.6 No flammable liquids may be kept temporarily stored or decanted in equipment rooms or other areas housing equipment. Apart from that the minimum requirements according to § 28 of the BetrVO building act where the storage of flammable materials is concerned apply; in particular, these may only be stored in the designated storage areas.
- 6.6.7 Smoking on stage and in theatre settings is prohibited according to § 29 paragraph 1 of the BetrVO building act. Over and above this, smoking is only permitted in designated areas demarcated for this purpose.
- 6.6.8 The use of open fires, flammable liquids and gases, pyrotechnic and other explosive materials is prohibited in public gathering areas, as well as on stage and theatre settings according to § 29 paragraph 2 of the BetrVO building act.

6.7 Film, television and sound recordings

For film, television and sound recordings the relevant statutory provisions apply, and in particular the Accident Prevention Regulations applicable to performance or production areas for theatrical productions. For acts that

pose a fire hazard permission must be sought from the responsible authority, the landlord, the safety and security staff and the fire brigade.

6.8 Installations and areas with specific usages

In the case of installations and areas with specific uses such as

- fuel depots, flammable liquid installations
- spray painting units, dipping and drying areas
- oxygen units

the compulsory guidelines apply, which the operator is either exempt from or must adhere to in terms of regulations based on the statutory provisions for compliance with fire prevention and protection.

7. Protocol in the event of a fire

7.1 Response to detection of a fire having broken out should be as follows:

1. Remain calm and collected
2. Alert the fire brigade immediately
 - via alarm button and
 - via telephone emergency number 112 and
 - via the safety and security control centre switchboard (telephone number 6951 - 3627)

The following information must be conveyed to the person responding:

- Location of the fire (building, installation, floor, name or description of area)
- Number of endangered or injured persons
- Name of person reporting the fire
- Contact details of the person reporting the fire

3. Rescue endangered or injured persons
4. As far as is possible fight the flames with the available fire fighting equipment
5. Salvage material goods

7.2 Persons, whose clothing has caught on fire, must be wrapped in any available coats, jackets and blankets, alternatively made to roll on the floor to stifle the flames.

7.3 Smoke filled rooms and areas must be evacuated crouched or crawling. Windows and doors must remain closed. If escaping from the room is

- impossible, shut the door and try to alert someone by telephone or from the window.
- 7.4 Evacuation and vacating of rooms and buildings must take place via the demarcated escape routes, emergency exits and emergency escape hatches without panicking. Lifts may not be used. The predetermined assembly points must be sought out.
- 7.5 The fire brigade and emergency rescue services' access and rescue routes must be kept clear.
- 7.6 The fire brigade should be guided in by someone belonging to an onsite business that knows his/her way around or by anyone present familiar with the site.
- 7.7 It is imperative that the fire brigade's instructions and orders are followed both during and after the fire fighting operation.
- 7.8 Electricity supplies can only be cut off at the request of the fire brigade by certified personnel (for example by on-shift electricians or the control centre of the electronic section of the facility management service provider, if these are qualified to do so).
- 7.9 Ventilation and air conditioning units in the area in danger must be switched off immediately.
8. Protocol subsequent to a fire
- 8.1 Clearance for the area affected by the fire is given by the fire brigade.
- 8.2 Every fire must be reported to the owner of The Premises/landlord and the facility management service provider without delay.
- 8.3 Subsequent damages must be kept to a minimum by securing the safety of the area affected by the fire, airing it and clearing it of the water used for extinguishing purposes.
- 8.4 Securing the area affected by the fire occurs in cooperation with the safety and security control centre.
- 8.5 Fire alarm systems, fire extinguisher systems, equipment and installations must be returned to deployment readiness mode by certified trained and qualified staff without delay.

Fire Safety Regulations

3d Fire watch	<input type="checkbox"/> For the duration of the jobs that are a fire hazard. <input type="checkbox"/> One the jobs that are a fire hazard have been completed. Duration:hours				
<p>3e For the measures taken in Points 3a – 3d</p> <input type="checkbox"/> Executor of 3a – 3c Name:.....Signature:..... <input type="checkbox"/> Executor of 3d during the job Name:.....Signature:..... <input type="checkbox"/> Executor of 3d after the completion of the job Name:.....Signature:.....					
<p>4. Overseeing of safety and security measures in the event of an explosion hazard</p>					
4a Overseeing/ lifting of security measures	<input type="checkbox"/> Overseeing the safety and security measures for their effectiveness Name:..... After completion of the jobs that pose a fire hazard an additional.....hours Name:.....				
5. Alerting	Location of the closest: Fire officer:..... Tel. No.:..... Fire Brigade Tel. No.:.....Emergency Tel No.: 112				
6. Permission	<p>The safety and security measures outlined in Points 3 and 4 are liable for any dangers and hazards that may occur on the locations concerned. These measures must be implemented. The accident prevention provisions of the German Federal Institute for Occupational Safety and Health (in particular BGV A1 and BGV D1) must be observed, as must the guidelines of the material goods insurer and those of the Fire and Safety Regulations for the property "Platz der Luftbrücke" 4-6 (grounds and buildings of the former Tempelhof Airport). Execution of work as per Point 2 may not be carried out prior to commencement.</p> <p>.....</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">Company</td> <td style="text-align: center;">Responsible executor</td> <td style="text-align: center;">Owner of The Premises/ Safety and Security Officer</td> <td style="text-align: center;">Regional Site Security Officer for safety and security control centre (Federal Ministry of Labour)</td> </tr> </table>	Company	Responsible executor	Owner of The Premises/ Safety and Security Officer	Regional Site Security Officer for safety and security control centre (Federal Ministry of Labour)
Company	Responsible executor	Owner of The Premises/ Safety and Security Officer	Regional Site Security Officer for safety and security control centre (Federal Ministry of Labour)		

Attachment 2: Sample notice of protocol in the event of a fire together with alarm signal explanations

Response in the event of fire

Remain Calm

Report fire

- Where is the fire? Fire Brigade emergency number 112
- What is on fire?
- Are people injured? Manual fire warning device
- Or in danger?

Rescue people

Ensure safety of everyone

- Warn endangered people Use demarcated escape route
- Assist the helpless
- Close doors

Attempt to extinguish fire

- Fire extinguisher and wall hydrant

Keep emergency vehicle access routes clear

Guide in fire brigade

Observe alarm signals and instructions

**Leave premises when alarm signal is sounded
(for example continuous-tone siren, ringing, sonic beeper, red flashlights)**

Make your way towards gathering points