

Workplace Instruction –  
General



## Fire Prevention

Guidance for company instruction



# Fire prevention is everybody's business

## Facts

In Germany, fires kill between 600 and 800 people every year. Most of the victims are not killed by the flames, but by inhaling smoke gases. As little as two to three

breaths can be deadly. Every employee must know the measures to be taken in case of fire. Thus, if an emergency occurs, the right action can be taken immediately.

## Tip

Training as a fire protection assistant provides more profound knowledge and skills on fire protection!

## In case of fire: What has to be done?

In case of fire, all persons present must be alarmed immediately and an emergency call must be made to the fire department control center (internal/external emergency call). This can be performed via fire detectors or by telephone (consider the local prefix). Follow the guidelines of the emergency planning of the workplace. The fire department control center conducts the call, asks questions and ends the call. Do not hang up until then!

### Questions of the fire services:

- Who is calling?
- Where is the accident/emergency?
- What has happened? Fire, explosion, etc.

- Are people injured? How many?
- Wait for further questions from the rescue coordination center!

### Report each fire immediately!

#### Internal emergency call:

Alarm all persons present!

Insert internal emergency  
telephone number here

#### External emergency call:

Inform the fire brigade!



Fire brigade: 112  
Police: 110



The poster "How to use a fire extinguisher correctly" (DGUV Information 205-025) can be ordered from BG ETEM via [versand@bgetem.de](mailto:versand@bgetem.de)

## Escape and rescue plan

During evacuation exercises, the escape route to the assembly point is explained to the employees. The best way to memorize the escape route is to follow the route during the exercise. This helps to learn the positions of fire detectors or fire extinguishing devices.

### In the event of imminent danger:

- Immediately leave the danger zone using the escape route!
- Do not use lifts!
- Assist disabled or helpless people to escape!



## Preventive fire protection

**To avoid the outbreak of a fire, preventive measures are particularly important:**

- Observe smoking prohibitions and regulations for welding and fire operations
- Do not manipulate fire protection technology, e.g. do not use wedges to keep fire doors open
- Do not obstruct fire extinguishing devices
- Do not obstruct escape and rescue routes and do not use them as storage areas
- Regular examination of electric equipment and installations (including private equipment)
- Avoid overloading of multiple socket strips
- Place coffee machines and kettles on a non-flammable surface
- Follow fire protection regulations (part A/B/C), know responsibilities
- Memorize locations and areas of use of fire extinguishers/extinguishing systems.



### Tip

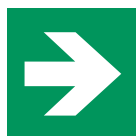
Download the “Permit for welding, cutting, soldering, thawing and abrasive cutting work” at [www.dguv.de](http://www.dguv.de). Enter the following number in the “Webcode” field:  
**d133189**



Flame detector



Fire extinguisher



Direction Arrow for first-aid facilities, escape routes, emergency exit



rescue routes/ emergency exit



Assembly point

## Fire Protection in Companies

Where to find what in the company?

**Location of the fire extinguishers**

**Assembly points**

**Escape and rescue plan**

*The escape and rescue plan summarizes important information on fire prevention and provides emergency telephone numbers.*

Fire brigade (emergency call):  
Unless exceptionally regulated differently locally

**112**

**Notification to the responsible operating unit**

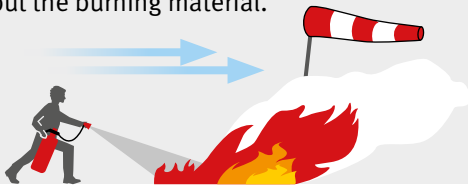


## Use fire extinguishers correctly

- Get familiar with fire extinguishing systems (fire extinguishers)

- Gather information of existing automatic fire extinguishing systems

- Observe direction of the wind and keep sufficient distance! Do not extinguish flames directly but the burning material.



- Extinguish wildland fires from front to back!



- Extinguish intermittently! Only use as much of fire-extinguishing agent as necessary to extinguish the fire. Keep the rest close in case the fire reignites.



- Fires involving liquids shall be extinguished from top to bottom!



- If possible use several fire extinguishers at the same time – rather than one after another!



- If a person is on fire, use a fire extinguisher



- Watch out for re-inflammation! Do not leave the location of the fire, but observe it!



- Fire extinguishers that have been used must not be returned to their original location! They must be refilled and tested!



