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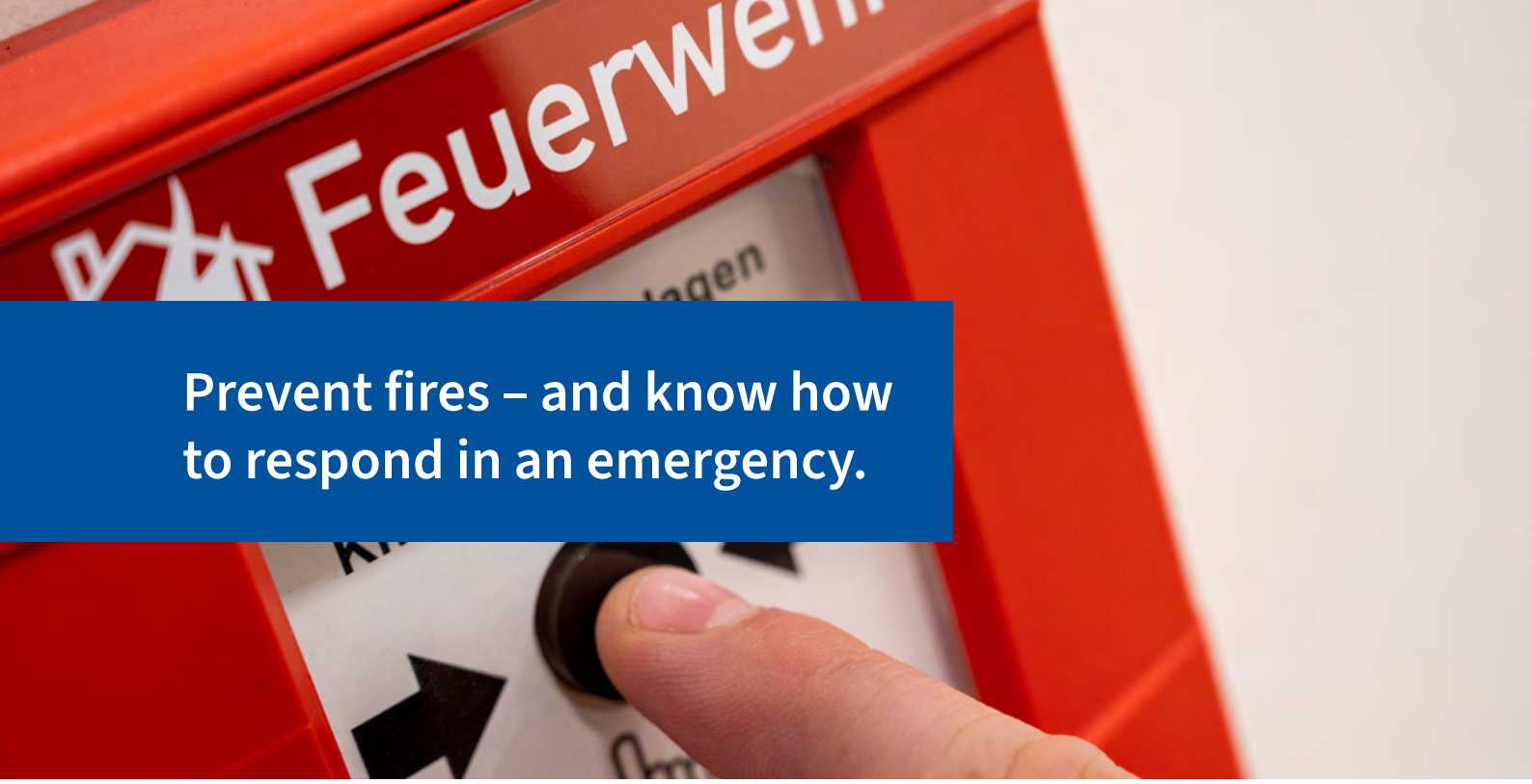
General



Fire Safety

Training
Support Material for Workplace Safety Briefings

Your Statutory Accident Insurance



Prevent fires – and know how to respond in an emergency.

Fires kill somewhere between 600 and 800 people a year across Germany. Most victims do not die from the actual flames, but from inhaling smoke and toxic fumes. Just two or three breaths can prove fatal. That's why it's so important that every member of staff knows exactly what to do if a fire breaks out. This helps ensure that, in an emergency, people respond quickly and appropriately.

How can workplace fires be actively prevented?

Fire prevention measures

- **Keep fire safety equipment unobstructed and operational:** Never block or restrict access to fire extinguishing equipment. Do not prop fire doors open (e.g. by using wedges).
- **Keep escape and rescue routes clear:** Never use these routes as storage areas. If you see items left in these areas, report them immediately.
- **Use electrical appliances safely:** Only use certified and inspected equipment. Always use heat-resistant mats under coffee machines and kettles, and do not overload multi-plug extension leads.
- **Eliminate potential ignition sources:** Strictly observe all no-smoking policies and comply with regulations for hot work (such as welding).

Emergency preparedness

- **Identify where equipment is located:** Know exactly where the fire extinguishers and suppression systems are within your work area.
- **Check operational readiness:** Ensure that fire extinguishers have an intact, valid inspection seal and are within their service date.
- **Stay up to date:** Familiarise yourself with the fire safety regulations (Parts A/B/C) and your specific responsibilities. Attend regular fire safety training sessions.

Fire warden training: building safer workplaces through practical knowledge.



Build good habits: fire safety drills train people to respond appropriately.



Get out safely:
Check the escape and rescue route plan so you know exactly which way to go.

Evacuation procedures

- **Close windows and doors:** When leaving a room, close all windows and doors behind you (do not lock them!) to slow the spread of the fire.
- **Leave the danger zone immediately:** Follow the marked escape routes. Do not waste time collecting personal belongings – your survival is the priority.
- **Avoid lifts:** Never use lifts in the event of a fire!
- **Offer assistance:** Help visitors and colleagues with disabilities to exit the building safely.
- **Go to the assembly point:** Proceed directly to your designated assembly point and report to the person responsible for the headcount. Do **not** leave the assembly point until instructed to do so.
- **Remain calm:** Do not panic. Follow all instructions from the assembly point coordinator or the fire service.

Understanding fire safety signs



Fire extinguisher



Fire alarm call point



Fire alarm telephone



Firefighting equipment



Fire hose reel
(wall hydrant)



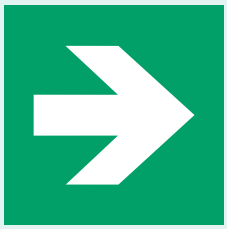
Fire ladder

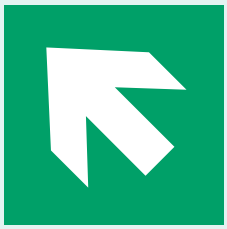


Do not extinguish
with water



Do not use lift in the
event of fire

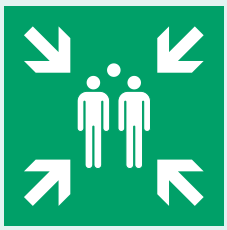




Direction to first aid facilities, escape routes and emergency exits



Escape route/
emergency exit



Assembly point

What to do in the event of a fire

Reporting a fire correctly
If a fire breaks out, immediately alert everyone in the vicinity and raise the alarm by calling the emergency services. Use a telephone to dial 112, or activate the nearest fire alarm call point.

The alarm call point is the preferred option, as it allows the fire service to pinpoint the exact location or part of the building where the fire started.

Important: Do not hang up until the control room operator terminates the call!

Insert internal emergency number here

For rapid assistance, follow this 5-point emergency checklist:

Fire service
112

Police
110

Where	is the emergency?
What	has happened?
How many	people are affected?
Who	is calling?
Wait	for further questions!

FURTHER INFORMATION





How to use fire extinguishers correctly: Ordering materials
Poster “Using fire extinguishers correctly”
(DGUV information 205-025): Available to order via
↗ **medien.bgetem.de, Webcode: M18567268**

Pocket card “Using fire extinguishers correctly”
(DGUV information sheet 205-039): Download at
↗ **medien.bgetem.de, Webcode: M24893807**

DGUV information 205-033 “Raising the alarm and evacuation”:
Available at
↗ **https://publikationen.dguv.de, Webcode: p205033**

Hot work permit (for welding, cutting, soldering, thawing and abrasive cutting work): Download at
↗ **www.dguv.de, Webcode: d133189**



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