FIRE SAFETY ORDER ACCORDING TO 14096 PART B

THIS FIRE SAFETY ORDER IS VALID FOR ALL PERSONS WHO WORK AT THE UNIVERSITY OF MUSIC, INCLUDING STUDENTS

A) PREVENT FIRES
At the University smoking is forbidden. Electrical devices and open fires such as candles, lanterns, etc. may not be left unattended. Welding and soldering may only be undertaken after making an appointment with the University’s technical staff.

B) ESCAPE AND RESCUE ROUTES
Stairs, corridors and exits must be kept completely clear and unobstructed as escape and rescue routes. Security signs may not be covered.

C) ALARMS AND FIRE EXTINGUISHERS
Fire alarms are found on all floors/corridors. Other alarm stations include all internal house telephones. Call the number 0-112 (Fire Department and emergency rescue services).

Use fire extinguishers according to the operating instructions (see the imprint of the fire extinguisher).

Water hydrants are to be found on every floor (informatory sign). Not the case in the building at the Residence Square.

D) BEHAVIOUR IN CASE OF FIRE
Maintain calm: Thoughtless behavior can lead to panic! It is imperative to follow the announcements. Electrical devices are to be turned off. Windows and doors must be closed! Fireproof doors in the hallways must remain closed but not locked. Use escape routes.
E) REPORT FIRES
Anyone who witnesses a fire should always set off a fire alarm. Then immediately inform the fire department by telephone according to the W protocol.

- **Who** is informing?
- **What** has happened?
- **How many** are affected / injured?
- **Where** has it happened?
- **Wait** for questions!

F) OBSERVE ALARM SIGNALS AND INSTRUCTIONS
In case of fire there will be a signal tone followed by an announcement. When a fire alarm is sounded, it is necessary to completely clear all rooms of the building. Up until the arrival of the fire department personnel, instructions of the University administration and technicians must be followed. Upon the arrival of fire department personnel, their instructions are to be followed.

G) BRING TO SAFETY
A quick but orderly evacuation of the building is required to insure everyone’s safety. Those in danger, the disabled or injured persons, are to be taken out. In smoke-filled rooms stay low to the ground and crawl if necessary! When close to the floor visibility is usually better.

Leave danger areas and find the meeting points.

H) ATTEMPT TO PUT OUT THE FIRE
Attempts to put out fires are to be carried out only when no danger is incurred.

I) SPECIAL RULES OF CONDUCT
Elevators may not be used in case of fire!!! Do not allow persons whose clothes are burning to run away, rather cover them with blankets and extinguish the fire.

If you have questions regarding this fire safety order, please contact Mr Horling.