

Instruction

for Fire Safety- and Evacuation-Team

- advices for on-site instructions

1. Assemble your colleagues at the escape and emergency plan.



escape and emergency plan

2. Explain your colleagues the illustrated basic elements on the plan.



- **The floor plan**
- **„Tittle block“:** Description of building and floor (at the lower right side)
- **Block diagram:** shows the property and assembly points
- **Fire safety regulations „A“ and behavior in emergencies:**



Fire safety regulations A: [What to do in case of fire](#) (normally pictured or to find in Fire safety regulations)



What to do in case of an emergency situation (normally pictured)

- **Legend:** Description of the icons
- **Coloured point:** marks the actual position (blue, orange, red or yellow)
- **Fair green:**  floors which are the official escape ways/emergency exits
- **dunkelgrün:**  stairways which are the official escape ways (do not use elevators)
- Description of the icons at the ground plan: Where to find the *fire protection*– and *safety equipment*, e.g.



fire-extinguisher



wall hydrant/ fire hose



fire alarm box, manually operated



equipment for firefighting (e.g. fire blanket)



First aid boxes



emergency shower



eye shower



directions for escape ways

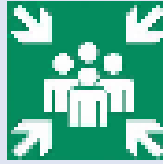


escape ways/emergency exits



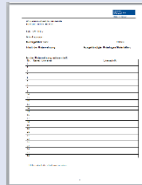
assembly points

3. Guide your colleagues to assembly points



Follow the escape way(s), leave the building. On the way show your colleagues the equipment for firefighting and emergency. Tell (show) them how to use it.

4. Certificate of training



For documentation you have to sign the *certification of fire and emergency training*.

Fakulty/Department.:

Workgroup:

Performed by:

Date:

Content of training:

Hand-outs/materials:

Description of the escape and emergency plan,
 Fire safety regulations A and behavior in emergencies,
 description of icons, guided tour of escape ways and
 presenting the emergency assembly point.

Attend on instruction:

Nr.	surname, forname	signature
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.....
 signature of instructor

Note: Keep this document for at least two years for verification of the training,