

## FIRE SAFETY AND EVACUATION, DBB

**It is absolute clear that it's everyone's personal responsibility to inform themselves about fire security and evacuation routine and be aware of the correct way to act before a real fire incident occurs.**

- Walk around your premises and note the location of fire extinguishers<sup>1</sup> and how to use them.
- Check where to find the fire blankets<sup>2</sup> if you should need to rescue a colleague in distress (clothes on fire).
- Learn where wound care and other protective equipment are placed and how to use it.
- Learn where to find your two independent escape routes out from the building<sup>3</sup>. (Look for the green illuminated signs with running figure)
- Locate the evacuation plan<sup>4</sup> and read it carefully so you know where the assembly point is.
- Locate the manual fire alarm buttons located in the premises. If the alarm does not work at a real fire activate the alarm manually (not during exercise).
- Inform yourself about who your evacuation leaders are and how they are dressed during evacuation (bright green-yellow color)
- Always follow evacuation leader's instructions.
- Remember: if possible you should close windows and doors to your offices, lecture hall or lab on your way out to the assembly point, if you are sure that the room is emptied of people.
- You must always remain on the assembly point until the police, the incident commander or emergency managers acknowledge that it is safe to go back inside.



Within **five minutes** after the fire alarm has begun to sound, all are supposed to have had time to evacuate the premises and be on their way out to the assembly point, located outside the main entrance.

How quickly you manage to get out to a safe place is very important for the ability to save yours and others' lives. **The fire may, if it is intense, fill the premises with highly toxic fumes in a few minutes**

**NOTE. When the fire smoke settles on the ceiling (180 cm from floor), you should leave the premises immediately and evacuate.**

### Evacuation

Evacuate immediately when the fire alarm sounds or if your evacuation leader tell you to evacuate, even if you do not see the flames or the smoke from the fire.

You do not have time to investigate whether there is a real fire or if it's a false alarm!

**Escape routes**

Follow the green exit signs to the safety outside the building.

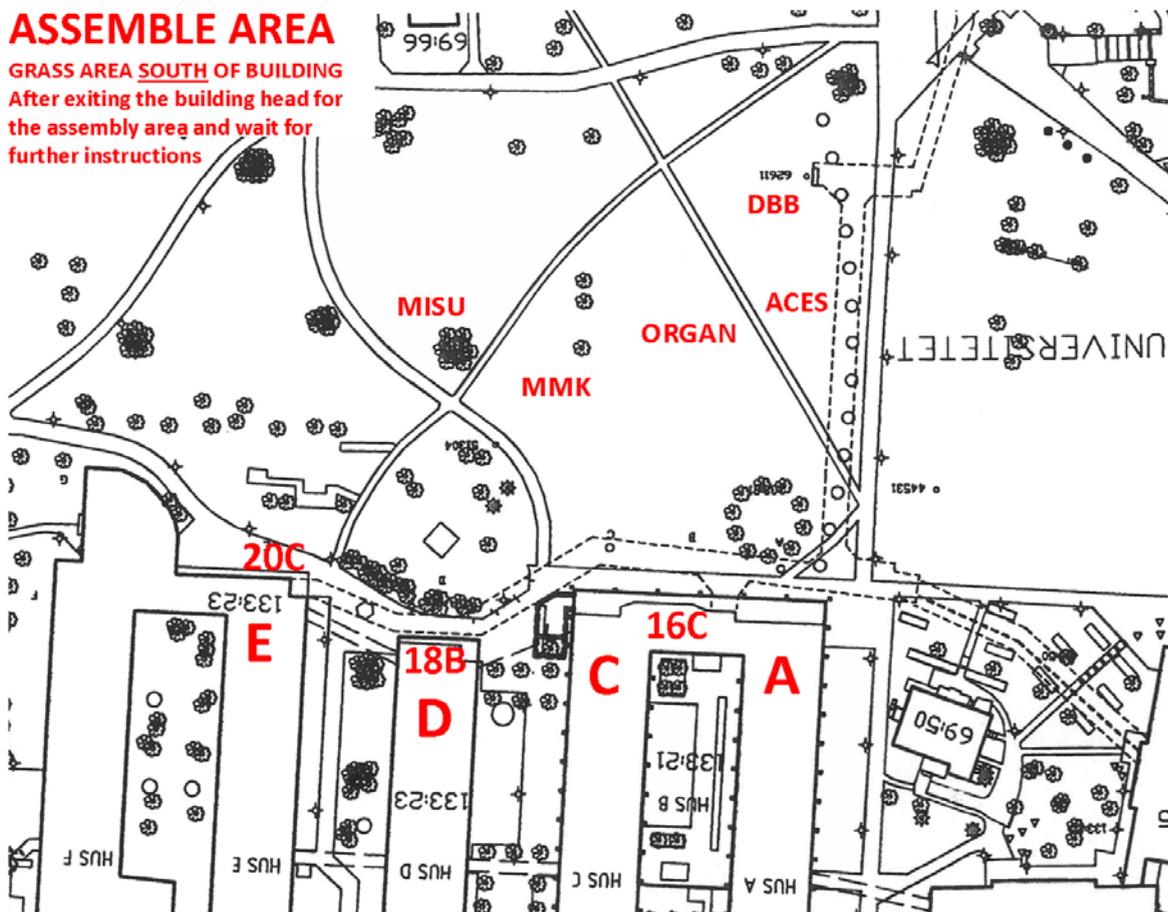
**Assembly point, location, see map below!**

The assembly point is situated at a safe distance from the house that's on fire.

Your assembly point is **marked on the local evacuation plan.**

**At the assembly point.**

1. Stay together as a group on the assembly point.
2. The group is supposed to perform a joint control if someone is missing.
3. Report to the emergency services or police if there are missing persons left in the building.
4. Stay at the assembly point until the head of rescue staff, police or your own evacuation leader say it's safe to return inside again!



## **SIGNATURE FOR FIRE SAFETY AND EVACUATION AT DBB**

### **Everybody has to leave the building when the fire alarm sounds!**

Evacuate immediately when the fire alarm sounds or if your evacuation leader tell you to evacuate, even if you do not see the flames or the smoke from the fire.

You do not have time to investigate whether there is a real fire or if it's a false alarm!

**It is absolute clear that it's everyone's personal responsibility to inform themselves about fire security and evacuation routine and be aware of the correct way to act before a real fire incident occurs.**

PIs shall inform every group member about the evacuation procedures at DBB.

**I certify that I will follow the DBB rules for fire safety and evacuation.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**I hereby certify that \_\_\_\_\_ has read and understood the regulations that apply to DBB Fire Safety and Evacuation.**

Name of mentor: \_\_\_\_\_

Signature: \_\_\_\_\_

**Hand in the signed document to the Secretariat**