

Acknowledgement of Receipt

(Occupational Safety and Fire Protection)

I, _____, born on _____,
(First Name & Surname)

have today received

- the "Instruction on Occupational Safety and Fire Protection at the Faculty of Mathematics"

as well as

- the fire protection regulations of the TU Dresden and have taken note of them as instruction on occupational safety and fire protection.

Place, date

Signature



Dresden, December 2024

Instruction on Occupational Safety and Fire Protection at the Faculty of Mathematics

This is based on the Occupational Health and Safety Act (Arbeitsschutzgesetz) of the Federal Republic of Germany, which stipulates that initial instructions for newly hired employees and further annual instructions are prescribed. The law serves to ensure the safety and protection of health of employees at work through occupational health and safety measures, and to improve them.

I. General information

The employer is obliged to take all necessary measures to ensure the safety and health of employees and to avoid hazards. This also includes the design of the workplace, the use of work equipment, the prevention of accidents and occupational illnesses and the provision of first aid measures.

The insured person is obliged to support all measures; any identified hazards must be brought to the attention of the supervisor. He/She has the right to make suggestions for occupational health and safety. All employees and all trainees are insured.

Insurance

Insured events are

- Accident at work
- Accident on the way to and from work (commuting accident). This includes the way from the daycare center as well as the formation of carpooling
- Assistance and rescue of persons
- Deployment for the protection of unlawfully assaulted persons

Office workstation

For desks, cabinets, shelves, etc., both stability and safety in use must be ensured. safety during use must be guaranteed. Corners and edges must not lead to injuries. The workplace should be ergonomically designed so that no harmful or very tiring postures are assumed.

For storage heights of more than 1.80 m in cupboards or shelves, steps or ladders must be used or ladders must be used (preferably stepladders with a safety bridge and grab rails).

Electrical appliances must be used in accordance with the relevant regulations so that these appliances do not pose a fire hazard:

- Avoid heat build-up
- Do not cover ventilation openings
- Observe the required distances
- Disconnect the appliance at the end of the service ¹

Private electrical devices may be used with the consent of the supervisor.

They must be subjected to a portable electrical equipment test before commissioning and then at regular intervals.

Attention:

Immersion heaters are not permitted (see fire safety regulations).

The floor should be non-slip and not contain any tripping hazards (more than 4 mm).

The lighting must be adequate and there must be no glare from the screen.

The room temperature should be 21°C to 22°C, with high outside temperatures up to a maximum of 26°C (see circular letter [RS GAS/1/03](#)).

The corridors must be kept clear as escape routes, for fire safety reasons, especially from flammable materials (paper, cardboard, upholstered furniture, ...).

First Aid

First Aiders

Willersbau	2 nd floor	Esther Parisius-Liebstein	Tel. 37579	Room B 210
	Ground floor	Dr. Jan Rudl	Tel. 37586	Room B 120
		Anke Kluge	Tel. 33376	Room B 119
		Antje Noack	Tel. 32149	Room B 116
	Basement	Mario Respondek	Tel. 35103	Raum C 04
		Claudia Hess	Tel. 34155	Raum C 12
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	2 nd floor	Christine Spalteholz	Tel. 34266	Room 241
Z21	3 rd floor	Heidi Görne	Tel. 32425	Room 378

¹ This does not apply to appliances that are intended for continuous operation (e.g. refrigerator, server) and appliances that must remain connected to the mains for business reasons. Disconnection from the mains supply can also be carried out using a toggle switch on a junction box.

II Accident reports

At TU Dresden, **every** accident must be reported, including commuting accidents. In the case of minor accidents, an entry in the first aiders' first aid book is sufficient. In the case of accidents that are likely to result in absence from work, the responsible superior must be informed immediately.

The forms listed below can be downloaded from the TU Unit Safety at Work section on the TU Dresden website : tu-dresden.de → TU Dresden → Work Safety, Radiation Protection and Environment → [Arbeits- und Brandschutz](#). In the event of accidents caused by third parties, e.g. black ice, uneven paths, etc., the notification form for accidents caused by third parties must be completed.

Employees

In the event of an absence from work of **more than 3 working days, large accident reports** possibly with commuting accident form - (for Unfallkasse Sachsen) are used. The completed questionnaires must be signed by the responsible superior and forwarded to the Unit Safety at Work within 3 working days.

If there are no absences, or absences of up to 3 working days, **small accident reports** are to be filled out. The completed forms must also be signed by the responsible superior and forwarded to the Unit Safety at Work within 3 working days.

Students

Students must be made aware of their duty to report accidents. For them the supervising department fills out the accident reports provided for this purpose. For the Department of Mathematics, this is done at the Examination Office.

Civil Servants

Civil servants must fill in the form "**Dienstunfalluntersuchung**".

A copy of all accident reports must be sent to the Occupational Safety Officer **Mrs. Kluge (Room WIL B 119)**.

Nota Bene:

The attending physician must be informed that the accident occurred during working hours or on the way to work so that the accident insurance provider can charge the costs of treatment incurred. For all accidents in connection with work, a **accident insurance physicians** must be consulted.

A [list of accident insurance physicians](#) can be made available by the Faculty staff or the Institutes, updated annually.

Serious accidents and mass accidents must be reported immediately to the Unit Safety at Work (Tel. 34470).

III Fire Safety

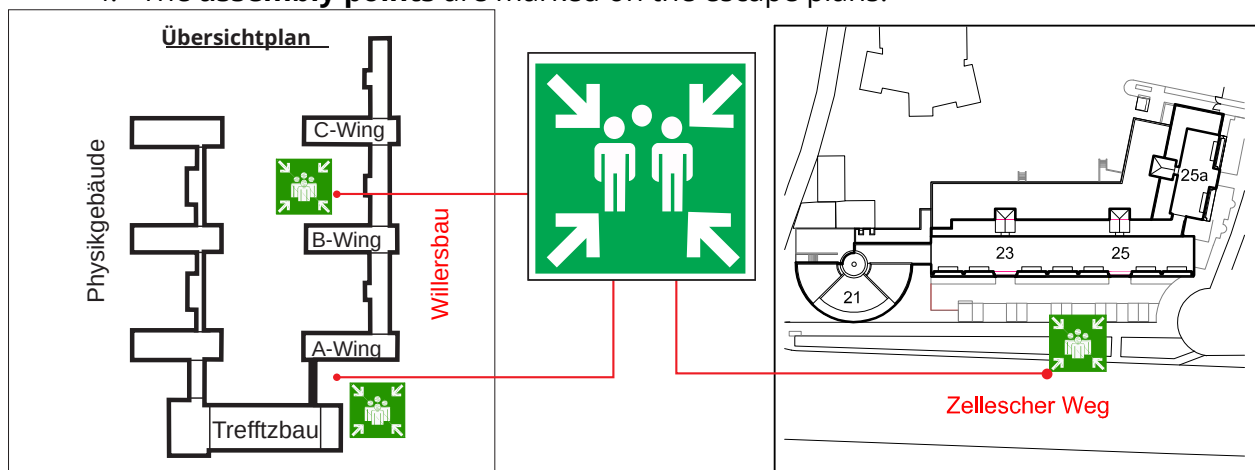
The fire safety regulations of TU Dresden regulate the correct behavior for preventive and defensive fire protection.

How to act when a fire is detected:

- Keep calm
 - Report a fire! Activate the manual call point in the building:
 - Manual call points** labelled **Feuerwehr** will alert the fire department automatically.
 - Manual call points** labelled **Hausalarm** will only activate the main alarm the fire department (112) has to be alerted separately!
- The TU security service (Tel. 20000) must then be informed in any case (necessary, for example, to open barriers for the emergency services).
- Get to safety! — Carry out previously defined procedures for disabled personnel (with rescue seat if necessary), warn endangered persons, take helpless persons with you, close doors, follow marked escape routes, go to assembly point.
 - Attempt to extinguish the fire!

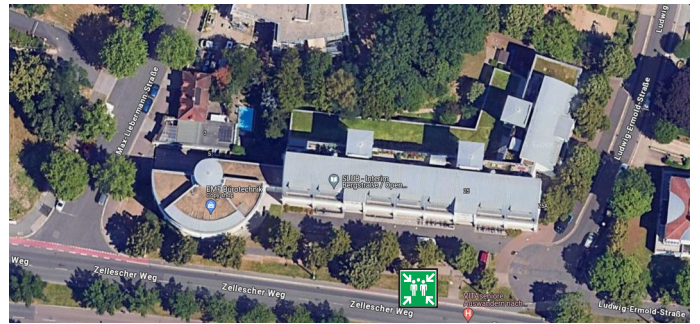
Please note:

1. At the buildings Willers-Bau and Zellescher Weg Z21, the **manual call points** are located manual call points are located at the stairways and in corridors.
2. The **emergency number 112** (as well as the emergency number 110) can be reached from the TU telephone network without an area code.
The following information will be necessary:
 - Where is the fire? - Building, floor, room
 - What is burning?
 - Are there indications of special hazards such as pressurized gases or flammable liquids?
 - Information on injured or endangered persons
 - Who reports? - Name, area, telephone number
 - Wait for questions
3. The **TU Security Service** (Tel. 20000) must be informed of all serious incidents; always after the fire department or rescue service (112), or police (110) have been notified.
4. The **assembly points** are marked on the escape plans.





Source: Google Maps



Source: Google Maps

5. **Fire extinguishers** are located in all main and side corridors on all floors of the buildings Willersbau and the Zellescher Weg Z21, with markings.



©TUDMATH: Willersbau



©TUDMATH: Zellescher Weg

6. **Extinguishing measures** may only be carried out while maintaining self-protection.

Please Note:

- _ Suitability of extinguishing agent is written on the fire extinguisher
- _ Only use the fire extinguisher at the source of the fire
- _ Extinguish from bottom to top and from front to back
- _ Use enough fire extinguishers at the same time, not one after the other

Fire Protection Aid

Willersbau	2 nd floor	Dr. Eva Fašangová	Tel. 34152	Room B 311
	Ground floor	Anke Kluge	Tel. 33376	Room B 119
		Dr. Jan Rudl	Tel. 37586	Room B 120
	Basement	Mario Respondek	Tel. 35103	Room C 04
		Robin Richter	Tel. 32646	Room C 13
		John Konitzer	Tel. 40946	Room C 15
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Z21	2 nd floor	Prof. Dr. Daniel Lordick	Tel. 37579	Room 249
		Prof. Dr. Sebastian Franz	Tel. 34259	Room 238
	3 rd floor	RDr. Markus Herrich	Tel. 34265	Raum 325

IV Further Information

How to act in events with a suspected terrorist background against TU Dresden facilities (including bomb threats)

The procedures for events with a suspected terrorist background against TU Dresden facilities are regulated & explained in circular letter [RS D6/3/2003](#):

1. If a threat is made or a suspicious object is found, the police must be informed immediately by calling 110 (without area code). In the case of a telephone threat, information about the time, content, characteristics such as dialect, tone of voice, man/woman, background noises, etc. is essential.
2. The head of the organizational unit and the TU Security Service (Tel. 20000) must then be informed. The security service will initiate the necessary measures.
3. If immediate measures are necessary, the heads of the organizational units are authorized to issue instructions.

Keys

Service and private keys must be kept separately. The loss of service keys must be reported to **Mrs. Kluge (Room WIL B 119)**.

Damage and Loss of Items

The procedure in the event of destruction, theft or other loss of items that are the property of TU Dresden is regulated and explained in detail in circular letter [D2/9/05](#):

The case of damage must be reported to the responsible police station (Polizeirevier Süd, Niedersedlitzer Straße 19, 01239 Dresden, Tel. extern 2866-0) immediately after becoming aware of the loss (informal report stating the address of the person making the report, the place of the crime/loss, the time of the crime/loss, the nature and amount of the loss, the facts of the case and any suspects).

The loss of inventory must then be reported to the Procurement Directorate, SG Central Procurement and Asset Accounting (Tel. 34223).

A copy of the certificate issued by the police confirming the report must be forwarded to the Directorate Facility Management of the TU (Tel. 36007).

Prevent Fires



no open flame; fire, open ignition source and smoking prohibited

In Case of Fire

keep calm

report fire



emergency call: **112**

then call: TU security service

Tel.: 20000

(external: 0351-463 20000)

move to
safe area



warn persons in danger

accompany helpless persons

close doors

follow marked
escape routes



do not use lift

go to the assembly point

follow instructions

attempt to
extinguish fire








use fire extinguisher

fire protection regulation DIN 14096 / version: 01.11.2023

Suitable extinguishing agents

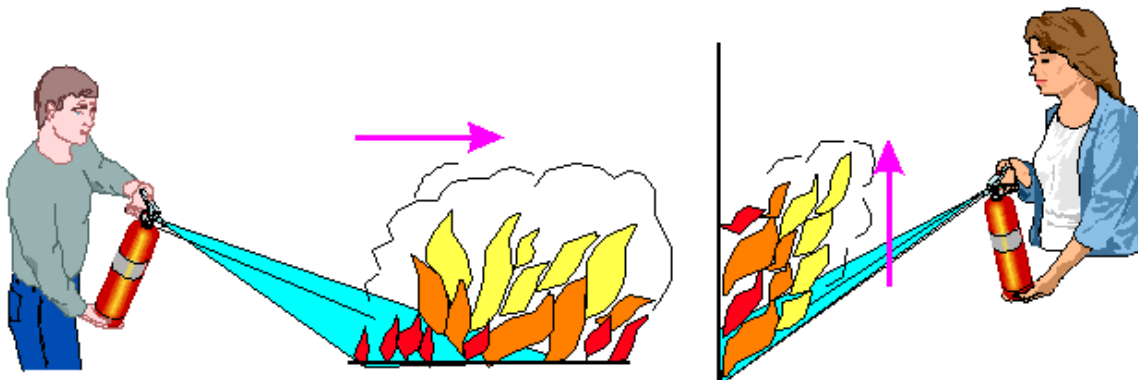
Ref. to: DIN EN 3, DIN 14 406, GUV-R 133

Fire extinguishers with different extinguishing agents are available to extinguish fires optimally. Water with additives, carbon dioxide, dry extinguishing powder and foam are the most common extinguishing agents. Each extinguishing agent has special extinguishing properties and is approved for certain fire classes (see overview). The fire extinguishers are labeled with the fire classes for which they are suitable and with symbolic operating instructions.

Fire class	Type of burning substance	Suitable extinguishing agents
	Combustible solid materials (except metals) e.g: Wood, coal, paper	Water ABC extinguishing powder Extinguishing foam
	Flammable liquid substances e.g: gasoline, paint, grease 	Carbon dioxide, extinguishing foam ABC extinguishing powder BC extinguishing powder
	Flammable gaseous substances , in particular gases escaping under pressure, e.g: Propane	ABC extinguishing powder BC extinguishing powder
	Combustible metals e.g: Aluminum, potassium	Metal fire extinguishing powder

Correct procedure for extinguishing fires

Bring the fire extinguisher close to the source of the fire, unlock it (remove the trigger or pull the safety pin). Then release the extinguishing agent by pressing in the firing button or by pressing down the handle, depending on the model, and direct it at the source of the fire, observing the rules below.



- Do not spray into the smoke, but extinguish from the bottom up.
- Always extinguish the fire from the front to the back.
- For larger fires, use several extinguishers at the same time!
- If possible, use the extinguishing agent with short bursts.
- Do not disperse burning liquids with the extinguishing jet.
- Always keep a reserve in case of fire reignites.
- Do not put yourself in danger!