

FIRE SAFETY REGULATIONS

Parts A-C

compiled pursuant to DIN 14096-1 to 14096-3

Tradeshow

BREAD & BUTTER BERLIN

Airport Berlin-Tempelhof

Platz der Luftbrücke 4-6

12101 Berlin

Issued December 2010

BREAD & BUTTER BERLIN

Airport Berlin-Tempelhof, Platz der Luftbrücke 4-6, 12101 Berlin Version of 09.12.2010

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Foreword

Concern for the safety of employees, the necessity to protect the building and jobs therein and also the responsibility to the general public demand that fire safety be given the high level of attention it is due.

These Fire Safety Regulations contain guidelines and rules for fire prevention, fire fighting and correct conduct in the event of fire or other emergencies of a damaging nature. The primary goal is to save lives and protect the health of people and safeguard material property.

The Fire Safety Regulations are intended for all employees, visitors and personnel from outside firms. All these must exercise extreme caution to prevent fires and other emergencies of a damaging nature. They must inform themselves exactly with regard to fire risks in their workplaces (including the near vicinity) and appropriate measures to be taken in the event of danger.

Every thought and action of those involved should be governed by the principle:

**Every individual bears responsibility for active fire safety.
The saving of lives in the event of fire always has
precedence over the recovery of material property.**

The Fire Safety Regulations pursuant to DIN 14096 consist of **Parts A, B and C**. **Parts A and B** are published here.

Part A of the Fire Safety Regulations (posting) is directed towards all persons (e.g. employees, guests, customers, visitors and personnel of outside firms) present in the building complex.

Part B of the Fire Safety Regulations (for persons who are not assigned special fire safety tasks) is directed towards persons who are not only temporarily present on the premises of the Airport Berlin-Tempelhof (e.g. employees of the event organiser and its service providers).

A Fire Safety Regulations pursuant to DIN 14096 - Part A

Brände verhüten



Rauchen, Feuer und offenes Licht verboten

Verhalten im Brandfall

Ruhe bewahren

Brand melden  **Brandmelder betätigen**
Feuerwehr 112

In Sicherheit bringen

 **Gekennzeichneten Rettungswegen folgen**

Aufzug nicht benutzen

Auf Anweisungen achten

 **Sammelstelle aufsuchen:**
vor dem jeweiligen Haupteingang bzw. bei Veranstaltungen entsprechend der extra ausgewiesenen Sammelplätze

Löschversuch unternehmen


 **Feuerlöscher / Wandhydrant benutzen**

BREAD & BUTTER BERLIN
Platz der Luftbrücke 4-6
12101 Berlin

Stand Januar 2010

Brandschutzordnung nach DIN 14 096

BREAD & BUTTER BERLIN

Airport Berlin-Tempelhof, Platz der Luftbrücke 4-6, 12101 Berlin Version of 09.12.2010

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B Fire Safety Regulations pursuant to DIN 14096 - Part B

Part B of the Fire Safety Regulations (for persons who are not assigned special fire safety tasks) is directed towards persons who are not only temporarily present on the premises of the Airport Berlin-Tempelhof (e.g. employees of the event organiser and its service providers).

B.1 Fire Safety Regulations – general information

These Fire Safety Regulations apply to all areas of the building below used by the BREAD & BUTTER BERLIN event:

Airport Berlin-Tempelhof
Platz der Luftbrücke 4-6
12101 Berlin

These Fire Safety Regulations are directed towards all persons, outside firms and suppliers active in these areas.

In addition to statutory safety regulations, the rules in these Fire Safety Regulations are designed to contribute to the protection of all persons active in the building, their visitors and property and the building itself. It is therefore imperative that they be observed.

Every individual should inform themselves exactly with regard to fire extinguishing equipment in their near vicinity and measures to be taken in case of danger.

Part B of the Fire Safety Regulations should be kept up-to-date by the Operations Manager.

B.2 Fire prevention

The following fire prevention measures should be observed in the entire area of the building to ensure the prevention of fire:

1. **Orderliness and cleanliness** are important prerequisites when it comes to organisational fire safety. Waste should be disposed of correctly.
2. It is imperative that the ban on smoking be observed in accordance with statutory regulations. A general smoking ban is in force in all rooms of the building.



Smoking is only permitted in the designated smoking zones

3. Adequate ashtrays must be provided for glowing ash in areas in which smoking is permitted.
4. Residual tobacco (ash) or matchsticks should only be deposited in non-flammable ashtrays. These should only be emptied into suitable waste containers.

5. Fire and other naked flames:



The use of fire and naked flames (e.g. candles) is strictly forbidden!

6. The use of mains-operated electrical and electronic equipment is strictly forbidden without special permission from the organiser. Electrical connections to be used are assigned to the user by the organiser or one of its authorised representatives.
7. Welding, cutting with a gas burner, soldering, cutting with a grinder or similar hot work is only permitted where special safety measures are taken (e.g. the provision of extinguishing equipment, organisation of a fire safety watch) and written permission has been obtained from the event management or its authorised representatives through the issuing of a suitable permit (see Annex 3).
8. Excessive storage of inflammable materials, particularly empty cartons, is prohibited in rooms not designed for storage purposes. Used batteries should be collected separately. Inflammable waste such as decorations, paper, foil/film and other residual materials should be disposed of regularly or following termination of work at the latest. Any heaping of inflammable materials should be avoided. Waste removed from working and exhibition premises should be disposed of in the collection containers designated for this purpose.
9. Storage rooms for wood, paper, inflammable liquids or gases and other highly-flammable substances should not be accessed with a naked flame and should be signposted with appropriate warning signs conforming to the Accident Prevention Directive (Unfallverhütungsvorschrift GUV-V A8).
10. Corridors, stairwells and main arteries designated as emergency escape/rescue routes should be kept free of inflammable materials.
11. Decorations inside offices, foyer areas and common or recreation rooms should not be inflammable. Waste containers should be made of non-flammable materials and self-extinguishing in design.
12. When setting up exhibition stands, the width of escape/rescue routes and height of the stands should conform with the special instructions of the event management.
13. The use of inflammable liquids and gases at the BREAD & BUTTER BERLIN event is in all cases strictly prohibited. Where use of such substances is unavoidable, prior permission must be obtained from the event management and the required safety measures determined. Transportation should only be realised in approved, labelled containers. Inflammable liquids should only be stored in approved rooms and cabinets intended for this purpose and in which the storage of small quantities of such substances is permitted. The following regulations should be heeded:

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- The directive governing industrial health and safety (Betriebssicherheitsverordnung – BetrSichV)
 - The technical directives governing liquid gases (Technische Regeln Flüssiggase – TRF)
 - The technical directives governing inflammable liquids (Technische Regeln brennbarer Flüssigkeiten – TRbF)
14. Adequate provisions for heat dissipation must be ensured when setting up electrical equipment. Faulty equipment should be removed immediately from use. Blown fuses should only be replaced with new and identical fuses. However, skilled personnel should ascertain the cause in advance of replacement.
 15. Where incandescent bulbs are used, it must be ensured that the power ratings do not exceed the maximum power ratings of sockets (fittings). Lamps should not be covered or lined to avoid heat accumulations.
 16. BREAD & butter GmbH should be consulted concerning the use of electrical equipment that generates heat. This equipment should be monitored continuously during use. Equipment of this nature should be set up on non-flammable, thermally-insulated stands/surfaces which cannot be ignited, even where excessive heating of combustible objects in the near vicinity occurs.
 17. Any conditions which pose a fire hazard, particularly deficiencies relating to facilities, equipment and electrical and electronic installations and damage to fire safety equipment should be reported immediately to the event management.
 18. It must be ensured that lighting and all electrical equipment is deactivated when work is completed. Safety and telecommunications equipment should be maintained in a state of continuous operational readiness and must not be deactivated.
 19. Main and intermediate corridors/routes in storage rooms must be kept clear of obstacles. Goods kept in storage should be stored so that windows and doors can be accessed and heat sources are not concealed. No materials should be stored on window sills and radiators.
 20. Vehicles exhibited in the exhibition areas should only contain a residual quantity of fuel. The fuel tank should be topped up with nitrogen. This is realised by BREAD & butter GmbH in response to applications.
 21. Outside firms should be made aware of these Fire Safety Regulations.

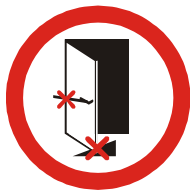
B.3 Spreading of fire and smoke

Smoke and fire can represent a fatal hazard, therefore the following instructions must be heeded within the premises of the Airport Berlin-Tempelhof to avoid the spreading of smoke and fire:

1. Doors with automatic closing mechanisms should be kept closed to prevent escape/rescue routes filling with smoke. Their function should not be obstructed through measures should as wedges or being tied. Only those doors with

automatic closing mechanisms which are fitted with a locking device controlled by smoke detectors and which close automatically in the case of fire may remain open.

2. The depositing of objects within the closing area of doors with automatic closing mechanisms is prohibited.



Manipulation of doors with automatic closing mechanisms is strictly forbidden, as this may lead to a risk of toxic gas and fire spreading in the event of fire.

B.4 Escape and rescue routes

Escape and rescue routes are corridors, stairs and exits to the outside. They are marked with safety indication signs. Follow these signs in case of danger!



Familiarize yourself now with the escape and rescue routes nearest to your location.

1. Indication and safety signs should be easily identifiable at all times. They should therefore not be concealed with objects or rendered unrecognisable through other measures.
2. The entire width of escape and rescue routes, including exits to the outside, should be kept clear at all times. It is therefore forbidden to set up, deposit or store objects within rescue routes. Lifts should not be used in case of fire. There is a risk of suffocation if this is ignored.



Do not use lift in case of fire.

3. Wheelchairs should not be parked in rescue routes.
4. Doors on rescue routes, including exits to the outside, should be easy to open from the inside without any aids. They should not be blocked.

B.5 Alarm and extinguishing equipment

B.5.1 Alarm equipment

Any outbreak of fire should be reported immediately to the fire brigade.

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Fire alarm systems and equipment should be operationally and functionally ready at all times. They should not be manipulated, damaged, removed or impaired in any other manner.

Deficiencies relating to these systems and equipment must be remedied immediately. They should therefore be reported immediately to the event management (Tech Office in GAT).

The following alarm equipment is located in the building:

- Automatic fire alarms distributed throughout the building
- Manual fire alarms on entrances to escape and rescue routes, exits and transition routes in the hangars.



Familiarize yourself now with the position of manual fire alarms.

The fire brigade emergency number should be dialled when placing an emergency call to the fire brigade: 112



Fire brigade: 112

In addition to this, fire safety officers also patrol the building. These should also be informed of a fire.

B.5.2 Extinguishing equipment

Fire fighting systems and equipment should be operationally and functionally ready at all times. They should not be manipulated, damaged, removed or impaired in any other manner.

Deficiencies relating to these systems and equipment must be remedied immediately. They should therefore be reported immediately to the event management (Tech Office in GAT).

Fire extinguishers and wall-mounted hydrants are available in the building. These are located in plain view or labelled with pictograms.



Familiarize yourself now with the positions of fire extinguishers in your areas of operation (fire classifications) and their handling.



Familiarize yourself now with the positions of wall-mounted hydrants and their handling.

B.6 Conduct in case of fire

Observe the following rules of conduct:

- **Keep calm**
 - The greatest danger in case of fire is panic!
 - Impetuous actions, hectic behaviour and loudness can contribute to panic, both in terms of yourself and others.
 - For this reason, **keep calm and act in a prudent manner.**
- **Alert other persons in the danger zone.**
- **Observe warning signals** and announcements / instructions.
- **Get yourself and others to safety.**
- **Lifts should not be used** in case of fire. There is a risk of **suffocation** if this is ignored.
- **Attempt to extinguish the fire.**
- **Extinguishing attempts should only be undertaken if there is no risk to your own person.** Note avenues of escape in this respect.

B.7 Reporting fire (alerting the fire brigade)

B.7.1 Automatic signal

The triggering of a fire alarm by an automatic fire detector is transmitted to the fire brigade. False alarms in the case of automatic fire alarm systems should be avoided, because all erroneous emergency operations are subject to costs.

B.7.2 Manual signalling and telephone reporting of fire

The employee is obliged to report a fire to the fire brigade as soon as the blaze is noticed.



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The fire alarm can be raised by manual fire alarms (hand-actuated fire alarms)

or
telephone

**112**

or

the fire safety officers present in the building

The fire brigade is alerted immediately if a manual fire alarm is triggered.

In cases where a fire is reported by telephone, **the telephone in the room where the fire is located should never be used**. The fire should instead be reported from a telephone located outside the area where the fire has occurred. **Persons in the near vicinity should be warned** on the way to the next telephone.

The following **details** are required where a fire is reported by telephone:

1. **Who** is reporting the fire?
2. **What** has happened (fire, explosion or other)?
3. **How many** persons are affected / injured?
4. **Where** has something happened (address and location of fire (e.g. floor number)?

Our address is:

Airport Berlin-Tempelhof
Platz der Luftbrücke 4-6
12101 Berlin

It is imperative that the location be specified! (e.g. building section 5, 2nd floor)

5. **Wait** to answer any questions!

B.8 Observe alarm signals and instructions

- Observe alarm signals and instructions.

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- A building alarm system is provided for warning persons in case of danger and alerting employees, exhibitors and visitors.
- The evacuation alarm consists of an announcement and a siren.
- The announcement indicates that the building or parts thereof should be evacuated. The wording of the announcement should be adapted to suit the particular danger.
- The attached alarm plan should be heeded if you yourself have triggered an emergency alert (Annex 1).
- The instructions of respective superiors must be heeded until the fire brigade arrives.

B.9 Get to safety**The danger zone should be evacuated in case of fire.**

The fire should then be reported in compliance with B.7.

**Familiarize yourself now with the escape and rescue routes nearest to your location.**

The danger zone should be evacuated by the shortest and safest route. Persons unfamiliar with the location and helpless, injured or otherwise endangered persons should be assisted in this respect, particularly disabled persons, senior citizens or children.

Persons with impaired mobility should be escorted to exits to the outside. In particular, doors which are difficult for disabled persons in wheelchairs to use without assistance should be opened and then closed again.

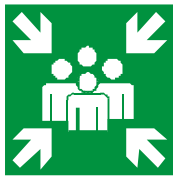
Helpers should be appointed for this purpose.**The following applies in all cases:**

1. **Rescuing of people has priority over fire fighting and the securing of material property.**
2. **Nobody should be left behind.**
3. **Any missing persons should be reported immediately to the fire brigade.** Indications of the last location in which the missing persons were seen are helpful in this respect. **Helpless** persons should be cared for.
4. Evacuation should be realised without delay. **All activities should be interrupted immediately.** This also applies to telephone conversations and meetings. The evacuation should be realised **quickly, but panic should be avoided.** Any media supplies (electricity, gas) should be switched off where possible.

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5. **Never return to the danger zone during evacuation of the building** (e.g. to retrieve personal belongings).
6. All doors (including doors to individual rooms) should be closed but not locked during evacuation of the building to prevent the fire spreading unimpeded throughout the building.
7. **Go straight** to the indicated **assembly point**. Wait for further instructions.

The respective superior will also be able to ascertain here if all employees are present.



Familiarize yourself now with the location of your stipulated assembly point.

B.10 Attempt to extinguish the fire

- In the case of an accident, danger or emergency, everybody is under an obligation to offer assistance, insofar as this can be expected of him or her in terms of his or her physical and mental condition. The rescuing of people has priority over fire fighting and the securing of material property in this respect.
- Incipient fire (fresh outbreaks) should be tackled immediately with the available extinguishing equipment (fire extinguishers, wall-mounted hydrants).
- **Several fire extinguishers should be used simultaneously if it is obvious that a single extinguisher is inadequate.** The operating instructions should be heeded in this respect.
- **Extinguishing attempts should only be undertaken if there is no risk to your own person.** Note avenues of escape in this respect! Two persons should be involved if possible for safety reasons. **Do not make further attempts if the initial attempt fails.**
- The location of the fire should be evacuated immediately if smoke development increases.
- Inflammable objects should, insofar as possible, be removed from the danger zone of the fire.
- **Do not use water to extinguish burning electrical plants** (substations) and burning **oil, grease or similar. Inform the fire brigade!**
- In the case of fires involving electrical equipment, the equipment should be **de-energised (power off)** where possible prior to fighting the fire!

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- **The fire brigade assumes command of the operational location on its arrival. Instructions issued by the fire brigade must be obeyed.**

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B.11 Special rules of conduct

Every person in danger has two escape routes to the outside via corridors, stairs or exits at his or her disposal.

1. The **second escape route** should be used if smoke renders the **first escape route** impassable. In special cases, proceed as follows if there is evidence of smoke in the corridor in front of your room:
 - Stoop down when walking or, if necessary, crawl.
 - Hold a damp cloth in front of your mouth and nose if possible.
2. Proceed as follows if the **escape route is blocked by thick smoke**:
 - Close the door and seal the cracks if possible with wet towels or similar.
 - Draw notice to yourself at a window or otherwise (**telephone "112"**).
 - Wait for assistance from the fire brigade or other help.

B.12 Concluding remark – Part B

The directions in these Fire Safety Regulations are binding.

Every employee is responsible for the observation of fire safety regulations in his or her area.

Every leaseholder must instruct his or her employees with regard to these Fire Safety Regulations in his or her workplace and post a copy of these regulations in a clearly-visible location.

These Fire Safety Regulations come into force on publication.

December 2010

BREAD & butter GmbH

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Annex 1: Sample alarm plan – BREAD & BUTTER BERLIN

Alarm Plan

Raising the alarm in case of fire

Institution	Name	Telephone
Fire brigade and rescue service	Berlin Fire Brigade (Berliner Feuerwehr)	112
Company fire brigade (fire alarm centre)	WISAG	6951 - 3600
Informed security service		
Event management	David Gil	0174 3357791
Event technical management	Bodo Jan Maier	0171 1206653
BREAD & BUTTER Fire Safety Officer	Marco Lichtenstein	0151 16130056
Operator's Fire Safety Officer	Joachim Meier	0173 3450688
Facility Management WISAG	Rudenz Purr	0172 3941820
Facility Management (rep.)	Tobias Siekierka	0173 3208996
Medical service	Johanniter Unfallhilfe	030 755 42 80416
External contact partners		
Police		110
Gas works (troubleshooting service)	NBB	787272
Water works (troubleshooting service)	BWB	0800-2927587
Electricity works (troubleshooting service)	Vattenfall	01802-112525

Fire alerting in accordance with "5x scheme":

1. **Who** is reporting? (name, reporting location)
2. **What** has happened? (fire, explosion or other)
3. **How many** persons are affected/injured?
4. **Where** has something happened? (Airport Berlin-Tempelhof, fire location, etc.)
5. **Wait** to answer any questions!

Annex 2: Work harbouring a risk of fire

Welding, cutting with a gas burner and similar work (e.g. soldering, annealing or thawing), including cutting with a grinder, may only be realised in each individual case following receipt of written permission (permit for fire-related work) from the fire safety officer. See Annex 3 for a sample permit for welding, cutting, soldering, thawing, heating and grinder cutting work.

All firms commissioned to realise work which harbours a risk of fire must receive instruction through the respective commissioning party with the aid of the "Instructions for the correct fire safety conduct of outside firms" (Annex 4) prior to commencing work.

A careful inspection should be conducted prior to issuing the permit to ascertain what fire hazards exist in the intended working location and its vicinity. The working location and its surroundings (an approximate radius of 10 m) should be kept clear of inflammable substances. Attention should be paid to the risks inherent in flying sparks.

Inflammable substances (e.g. installed parts) which cannot be removed from the surroundings at risk should be protected in a manner that prevents them igniting as a result of flames, arcing, sparks, welding beads, thermal radiation or thermal conduction.

In addition to the worker realising hot work and his or her assistants, a fire watch consisting of at least one person familiar with fire fighting techniques should be provided. Suitable extinguishing equipment (e.g. fire extinguishers and fire blankets) should be available in the working vicinity.

Particular attention should be paid to the following safety measures in the permit for fire work:

- Appointment of a supervisor and, where necessary, provision of a fire watch.
- Designation of necessary safety precautions (e.g. clearing of workplace, covering of fixed installed parts, removal of explosion hazard in containers and pipework).
- Specification of extinguishing equipment and agents to be provided.
- Inspection of workplace following completion of work.

During and following completion of work, the working location and its vicinity (which includes ancillary rooms and rooms above and below the working location) should be inspected carefully for evidence of smouldering, small pockets of fire and suspicious heating and odours. Monitoring should only be suspended if suspicious heating and odours are no longer detected. The fire brigade should always be alerted in cases of doubt.

The previously-mentioned work should not be realised if it proves impossible to completely remove any fire hazard in the endangered area around the working location prior to realising the work. Other working methods should be applied.

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Annex 3: Sample permit

BREAD & BUTTER BERLIN – Winter '11		
Hot work permit (welding, grinding, burning)		
1	Workplace/ Working location	(e.g. Hangar X Stand Y)
2	Work	(e.g. welding, grinding, etc.)
3	Safety measures in case of fire hazard	<input type="checkbox"/> Removal of movable inflammable substances and objects (including dust deposits where necessary) <input type="checkbox"/> Removal or covering of wall and ceiling claddings if they contain inflammable substances or are themselves inflammable <input type="checkbox"/> Covering of immovable inflammable substances or objects (e.g. wooden beams, walls and flooring, plastic components) with suitable media and their dampening if necessary. <input type="checkbox"/> Sealing of openings (e.g.: cracks, crannies, apertures) to adjacent areas using clay, plaster, mortar, etc.
		by (name, function): _____ Signature
3b	Provision of extinguishing media	<input type="checkbox"/> Fire extinguishers with <input type="checkbox"/> water <input type="checkbox"/> powder <input type="checkbox"/> CO2 <input type="checkbox"/> Fire blankets <input type="checkbox"/> Extinguishing sand <input type="checkbox"/> Connected water hose <input type="checkbox"/> Bucket filled with water <input type="checkbox"/> Informing of fire brigade
		by (name, function): _____ Signature
3c	Fire watch	<input type="checkbox"/> During hot work <input type="checkbox"/> Aftercare of area
		by (name, function): _____ Signature
4	Alerting	Location of next fire alarm (e.g. transition to Hangar X):
5	Tradespersons/ Exhibitors	I herewith confirm that I have observed and realised the fire prevention measures described above. _____ Name, firm _____ Signature
6	BBB supervisor (e.g. hall inspector)	I herewith confirm that I have realised instruction in and inspected the fire prevention measures described above. _____ Name, firm _____ Signature

Annex 4: Instructions for the correct fire safety conduct of outside firms

1. Outside firms are obliged to observe accident prevention regulations, all other occupational and environmental protection regulations and generally-recognised safety and occupational health regulations and the Fire Safety Regulations of BREAD & BUTTER BERLIN when realising/executing their work orders.
2. All work should be planned and executed in a manner which ensures that employees of the building and uninvolved third parties are not – and will not – be endangered.
When working on safety-related systems (e.g. pressure vessels, conveyor and electrical/electronic systems), the outside firm must realise repairs in a manner that poses no risk to people or material property.
3. The safety instructions of employees of the event technical management must be observed.
4. Employees of the outside firm must use the required personal safety equipment.
5. Necessary tools and lifting equipment, machinery, ladders, scaffolding and auxiliary equipment, etc. must be in a safe condition and used in a correct manner.
6. The use of chemicals and cleaning agents must be coordinated with the event technical management.
7. The implementation of necessary securing measures in working areas is incumbent upon the employees of the outside firm.
8. Transport routes, emergency rescue/escape routes, switch cabinets and emergency exits must be kept free of obstacles.
9. The employees of the outside firm are responsible for orderliness and cleanliness in their working area. Packaging and other materials used should be disposed of at the firm's own expense.
10. The deactivation of power supplies (electricity, water) is only permitted if permission is received from the event technical management.
11. Work which harbours a risk of fire (e.g. hot work such as welding, grinding) should be indicated to the hall inspector prior to realisation and must be approved. The issuing of written welding permits is regulated in the "Instructions for work involving fire risks". Required safety measures (e.g. fire watches) are obligations incumbent upon outside firms.
12. Sections of the building are protected by automatic fire detection systems. Prior to commencing work involving heat and dust, an inspection should be conducted with the fire safety officer to ascertain whether this work can lead to the erroneous triggering of fire detection and extinguishing systems.

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13. Where fire detection and extinguishing systems in building sections are deactivated, appropriate substitute measures should be taken where necessary (e.g. monitoring of the area, provision of additional extinguishing equipment).
14. Injuries and incidents should be reported to the event management. This also applies to material damage.
15. Recognised accident hazards should be removed immediately or reported directly to the event technical management.