



**DBFZ Deutsches Biomasseforschungszentrum  
gemeinnützige GmbH**  
Torgauer Straße 116  
04347 Leipzig  
Phone: +49 (0)341 2434-100 (internal emergency number)  
E-Mail: info@dbfz.de  
[www.dbfz.de/en](http://www.dbfz.de/en)

## BEHAVIOR IN CASE OF EMERGENCY

### IN CASE OF DANGER, REMAIN CALM!

Move yourself and others quickly out of the danger zone. Then place an emergency call.

### PLACING AN EMERGENCY CALL

Call the emergency services at (0)-112 (DBFZ telephone network). Please provide the control center with all relevant information (do not hang up until all questions have been answered). After that, notify the security service at extension 101 (from the DBFZ telephone network).



### FIRST AIDERS

First aiders can be reached via the central telephone number 1100 (DBFZ telephone network).



### EMERGENCY FACILITIES

Technical areas and laboratories are equipped with body emergency showers, eye wash stations, and first aid kits. DBFZ has three defibrillators (AEDs) located in buildings 1, 6, and 7.



### GAS ALARM

In the event of a gas alarm (blue flashing light and siren), the building must be evacuated and not re-entered. The coordinating person at DBFZ must be informed immediately.

### FIRE ALARM

In the event of a fire or when a warning signal sounds (red flashing light and siren), buildings must be evacuated immediately via escape routes and emergency exits. Proceed to the designated assembly point (see site map) accompanied by a DBFZ staff member.



Site Map of the DBFZ Grounds



The assembly points in case of danger: the car park in front of House 1 and the meadow next to the day care centre.



## OPERATIONAL SAFETY

Information for visitors and external company personnel

The safety and health of our guests are our top priority. Therefore, we kindly ask you to carefully read our safety regulations, acknowledge them, and confirm your understanding with your signature. Afterward, event guests will receive a name tag, while visitors and company representatives will be provided with a visitor badge. Please wear these visibly during your stay to identify yourself as an authorized person on our premises.



## External Company Personnel

The following points apply only to external companies carrying out maintenance, repair, cleaning, or other activities on the DBFZ premises:

- When entering and leaving the company premises, it is mandatory to sign in and out with security.
- Stay on the premises will be accompanied by a coordinating person from DBFZ.
- Instructions given by the coordinating person of DBFZ must be followed.
- Any electrical devices brought onto the premises must be electrically tested (according to DGUV Regulation 3). Tools must comply with the accident prevention regulation. Any hazardous materials brought onto the premises must be reported to the coordinating person, and any remaining containers/waste must be taken away.
- For work in technical areas, laboratories, and construction sites, a workplace-specific briefing must be conducted and documented.
- For hazardous work, a work permit or a fire-related work permit must be obtained. The coordinating person at DBFZ will decide if a permit is necessary and will handle the documentation.
- Only the planned activities should be carried out. If additional, unplanned activities are necessary or if tools or equipment are required, this must be coordinated with the coordinating person at DBFZ.
- The work schedule should be coordinated with the coordinating person.
- After the work is completed: Check out with the coordinating person.
- All relevant safety regulations must be observed to ensure work safety.
- Familiarize yourself with escape routes and first aid facilities in the work areas.

## SAFETY ON THE PREMISES

### VEHICULAR TRAFFIC

The road traffic regulations (StVO) apply on the premises, with a speed limit of 20 km/h. Attention must be paid to forklift, wheel loader, and truck traffic. It is prohibited to remain under suspended loads. Fire lanes must remain clear, and parking is only permitted in the designated parking areas (see site map). Please act considerately, as there is a daycare center located on the premises.



### PERSONAL SAFETY

Please stay in the group at all times, do not touch anything without permission, and do not perform any independent switching actions.



### SMOKING BAN / OPEN FLAMES

Smoking and open flames are prohibited on the entire premises, and designated smoking areas are provided.



### ALCOHOL OR INTOXICANTS

Alcohol or intoxicants are not allowed to be brought onto, consumed on, or worked under the influence of on the premises.



### NO PHOTOGRAPHY

Photography is generally prohibited in the technical areas, laboratories, and research facilities of the DBFZ. During events, photography is only allowed with the permission of the speaker. The privacy rights of all individuals present must be respected.



The premises of DBFZ are under video surveillance. If you have any questions about this, please contact the DBFZ staff on site.



## SAFETY REGULATIONS IN TECHNICAL AREAS AND LABORATORIES

Instructions from the coordinating person and the facility staff at DBFZ must be followed.

### CONDUCT

- Eating and drinking are prohibited in technical areas and laboratories.
- Fire doors must remain closed.
- Floor markings must be observed
- Personal protective equipment (PPE) is required when leaving visitor areas.



### HAZARDS

Please be aware of the following potential hazards when visiting the technical areas and laboratories:



- Bumping and slipping
- Hot and cold surfaces
- Moving parts and machine components
- Toxic and harmful substances
- Overpressure and compressed gases
- Lasers / Ionizing radiation
- Explosion-prone zones
- Vehicle traffic
- Noise
- Biological substances

### PERSONS WITH IMPLANTS

Persons with implants (pacemakers, implanted defibrillators, or metal implants) should inform the coordinating person before entering the technical areas and laboratories for safety reasons.



### PREGNANT AND BREASTFEEDING WOMEN

Access to technical areas and laboratories is prohibited for pregnant and breastfeeding women in these areas.

