

FRAUNHOFER INSTITUTE FOR  
MANUFACTURING ENGINEERING AND AUTOMATION IPA

**SAFETY INSTRUCTIONS AND  
INFORMATION FOR VISITORS AND  
WORKERS FROM EXTERNAL FIRMS**





**Dear Visitor,  
Dear External Worker,**

welcome to the Fraunhofer Institute for Manufacturing Engineering and Automation IPA and the Institute of Industrial Manufacturing and Management (IFF).

As a research institute, we operate laboratories, testing areas, technical centers and workshops containing hazardous substances, biological materials and hazardous or highly-sensitive equipment. For this reason, special safety requirements have to be met by our staff and also by our visitors. In your interest, as well as in the interests of others, please observe the following safety instructions:

### **Visitors**

- Follow the advice and safety instructions you are given by the person looking after you
- Only enter workplaces and business premises that you are permitted to visit and always keep to marked routes
- Entrance is only permitted if appropriate footwear is worn

### **External firms**

- Follow the safety instructions you are given by either the facility management department of the institute center IZS or by your contact partner of IPA
- Please read the information on the IZS/IPA instruction leaflet

## **INSTRUCTIONS TO BE FOLLOWED WHEN ON THE PREMISES OF FRAUNHOFER IPA AND IFF**



### **Registration**

Please report at the front gate before entering the institute grounds. It is forbidden to enter the premises of the IZS without prior registration. Visitors or groups of visitors may only visit the institute if accompanied by a member of staff.



### **Parking**

The security personnel will give you instructions where to park. Visitor parking is available in the multistorey car park. Parking in front of buildings is only permitted for the purposes of loading/unloading.



### **Traffic regulations and routes**

Vehicle drivers on the premises are subject to the regulations of the German Road Traffic Act (StVO). Visitors must keep to the marked routes. The maximum speed is 10 km/h; please observe all road signs and markings.



### **Secrecy**

Visitors are bound to keep secret any company or business information imparted to them.



### **Laboratories /testing areas / technical centers / workshops**

- Entry to these areas is prohibited unless accompanied by an authorized member of staff
- The operation of equipment and machines is prohibited unless otherwise instructed by an authorized member of staff
- Keep to marked routes
- It is forbidden to bring food or drink into the laboratories, testing areas, technical centers or workshops



### **Gray room area – cleanroom building**

- Visitors will be met by a member of staff in the entrance area
- Overshoes are to be put on in the entrance area



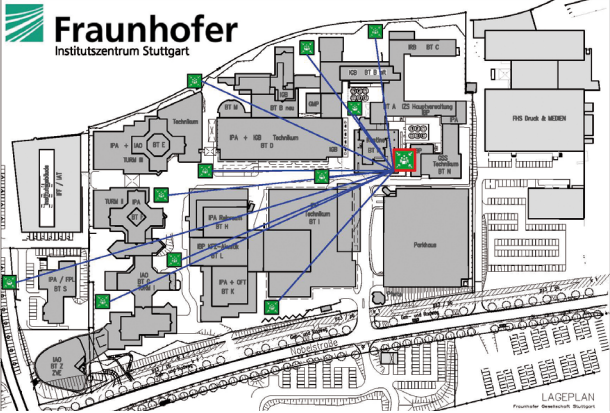
### **No photography or filming**

Photography and filming are prohibited on the entire premises. Cell phones may only be used in the designated areas.



### **No smoking**

Smoking is only permitted in the designated areas.



## WHAT TO DO IN AN EMERGENCY



### Escape and emergency routes

- If the evacuation alarm is sounded (siren), leave the building immediately via the marked escape routes
- CO<sub>2</sub>-HD extinguisher in Building K – if the evacuation alarm (siren) and pneumatic siren are sounded, leave the building immediately (mortal danger, risk of suffocation)
- For further information, please consult the escape and emergency plans on display



### Meeting points

Go to the nearest marked meeting point and report to the fire safety officer.



### First aid

- First aid kit (located on each floor and in designated places)
- Defibrillator (located in the entrance area of Building S, Tower I and III, entrance of main building)
- Eye wash and emergency shower in hazardous areas



### Fire protection

- Use the emergency equipment available, e.g. fire alarm, fire hose, extinguishing equipment, escape window.
- Fire hose/hand-held fire extinguisher (located in each emergency staircase and in designated places in all corridors)
- In the event of a fire, do not use the elevator



## SAFETY SIGNS



Observe all mandatory, prohibition and warning signs and instruction notices on display in the various laboratories, testing areas, technical centers and workshops.

### **Personal protection and mandatory signs**

Example: hearing protectors, safety glasses, protective footwear (conductive safety shoes, overshoes), protective clothing.

### **Prohibition signs**

Example: the prohibition of drug and alcohol usage, areas with prohibited access (e. g. potentially explosive areas), areas prohibited for people with pacemakers.

### **Warning signs**

Warnings concerning hazards such as CO<sub>2</sub>, laser beams, UV-LED beams, ionizing (radioactive) radiation, x-rays, electromagnetic fields, biological or genetic substances, hazardous substances.

### **Hazardous substance symbols**

Example: warnings concerning hazardous substances, CMR substances, corrosives, combustible substances.

## EXAMPLES OF EXISTING SAFETY SIGNS



## **IMPORTANT TELEPHONE NUMBERS**

### **Fire brigade/ambulance**

In-house phone 0-112 | Mobile 112

After phoning the emergency service number 0-112,  
inform the security personnel at the front gate immediately

**Front Gate** Phone 4551

### **Fire safety officer**

Michael Eckhardt | Phone 4544

### **Occupational safety and laser safety officer**

Markus Hornberger | Phone 1301 | Mobile 0172 7468167

### **Hazardous substance and radiation safety officer**

Dr. Hans-Jochen Fetzer | Phone 1242

### **Commercial Management**

Volker Kübler | Phone 3800 | Mobile 0172 8808937

### **Visitor services**

Huu Tuan Nguyen | Phone 1605 | Mobile 0162 2838987

### **Fraunhofer Institute for**

### **Manufacturing Engineering and Automation IPA**

Nobelstrasse 12 | 70569 Stuttgart | Germany

[www.ipa.fraunhofer.de](http://www.ipa.fraunhofer.de)