



# C4.8

## Fire Protection Regulations

### **Measures for the Prevention of Fires, Conduct during Fires and Emergency Situations**

#### **Introduction**

Fraport AG has produced these Fire Protection Regulations (in German: Brandschutzordnung BSO) in order to comply with the statutory requirements of traffic, building and fire safety law. *They are a supplement to Part II, Section 5 "Safety Regulations" of the C2.1 Airport User Regulations.* The Fire Protection Regulations are the summary of basic rules for fire prevention and the self-help measures to be taken in case of fire or other damage events. They provide information on the measures of preventive and defensive fire protection.

The Fire Protection Regulations are organized according to DIN 14096 and address:

- in section 1, all visitors of Frankfurt Airport (**Part A**),
- in section 2, all employees, service providers and customers of Frankfurt Airport and employees on the airport grounds (**Part B**),
- in section 3, all persons with special fire protection duties on the grounds of Frankfurt Airport (**Part C**).

The Fire Protection Regulations serve:

- the safety of passengers, visitors and employees
- the protection of the environment
- the preservation of jobs and the protection of corporate values

and thus the public interest.

Leaseholders, companies and government agencies in the area of Frankfurt Airport can create their own fire protection regulations, but they must first be coordinated with Fraport AG's "Preventive Fire and Explosion Protection."

The fire protection regulations of the above parties must not contradict Fraport AG's Fire Protection Regulations.

## Version

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## 1. Fire Protection Regulations – Part A

Part A of the Fire Protection Regulations is a poster.

	<b>Brände verhüten</b>	<b>Prevent Fire</b>	
<b>Verhalten im Brandfall</b>		<b>In case of fire</b>	
<b>Ruhe bewahren</b>		<b>Keep calm</b>	
			
<b>Brand melden</b>	<b>Report the Fire</b>		
<ul style="list-style-type: none"> <li>• Druckknopfmelder betätigen</li> <li>• Telefon: 112</li> <li>• Handy: 069 690 112</li> </ul>	<ul style="list-style-type: none"> <li>• Push the alarm button</li> <li>• Phone: 112</li> <li>• Mobile: 069 690 112</li> </ul>		
			
<b>In Sicherheit bringen</b>	<b>Evacuate the area</b>		
<ul style="list-style-type: none"> <li>• Gefährdete Personen mitnehmen</li> <li>• Türen schließen</li> <li>• Gekennzeichneten Fluchtwegen folgen</li> <li>• Aufzug nicht benutzen</li> <li>• Auf Anweisungen achten</li> </ul>	<ul style="list-style-type: none"> <li>• Help others who are in obvious danger</li> <li>• Close the doors behind you</li> <li>• Follow designated escape routes</li> <li>• Do not use elevators</li> <li>• Follow instructions</li> </ul>		
			
<b>Löschversuch unternehmen</b>	<b>Start fire fighting</b>		
<ul style="list-style-type: none"> <li>• Feuerlöscher benutzen</li> <li>• Wandhydrant/ Löschschauch benutzen</li> </ul>	<ul style="list-style-type: none"> <li>• Use fire extinguisher</li> <li>• Use fire hose or wall-mounted fire hose reel</li> </ul>		

## 2. Fire Protection Regulations – Part B

### 2.1 Introduction

The Fire Protection Regulations apply to all employees, service providers and customers of Frankfurt Airport and employees on the airport grounds. They provide information on measures for the prevention of fires and conduct during fires. All persons are required to contribute to the prevention of fires and other accidents by exercising the utmost caution. Employees must inform themselves and be informed of the fire hazards in their area of work and the measures to be taken in case of danger.

### 2.2 Fire Prevention

- Open flames are prohibited.
- Smoking is only permitted in designated areas and identified smoking facilities.
- Tobacco remnants must be disposed of exclusively in the containers provided for this purpose.
- Outside the designated workplaces, work liable to start a fire must only be performed with the approval of Airport Fire Protection.
- Private electrical equipment must be operated only with supervisor approval. Such equipment must comply with VDE (Association for Electrical, Electronic + Information Technologies) regulations and DGUV (German Social Accident Insurance) provision 3.
- Keep your workplace tidy!  
The accumulation of waste materials and easily combustible substances must be avoided.
- Indications of a fire (smell of fire, smoke formation) must be investigated immediately.

### 2.3 Spread of Fire and Smoke

- The functionality of fire barriers, smoke barriers and smoke and heat extraction systems must be ensured at all time. Fire and smoke doors must not be wedged or tied open.

### 2.4 Escape and Emergency Routes

- Escape and emergency routes as well as fire department areas must be kept clear!
- Safety signs and the escape and emergency plans displayed must not be concealed or covered up!
- You are required to memorize the emergency routes at your workplace.

### 2.5 Alarm Systems and Fire-Extinguishing Devices

- Alarm systems are pushbutton alarms and telephones.
- Fire-extinguishing devices are fire extinguishers and wall hydrants.

- You are required to inform yourself of the location of alarm systems and fire-extinguishing devices near your workplace. Supervisors provide annual theoretical training on the operation of this equipment.

## 2.6 In Case of Fire

- Keep calm—the biggest danger is panic!
- Rescuing human life takes precedence over fire control!

## 2.7 Report the Fire

- Anyone who discovers a fire must report it immediately! Push the alarm button or dial 112 on a landline telephone or +49 69 690 112 on a cell phone
- The following information is needed when reporting a fire:
  1. WHO is reporting the fire?
  2. WHAT is burning?
  3. HOW MANY people are affected/injured?
  4. WHERE is the fire?
  5. WAIT for questions!

## 2.8 Obey Alarm Signals and Instructions

- On observing audio and visual alarms and announcements, all persons must evacuate the area affected.

## 2.9 Evacuate the Area

- Get yourself, your colleagues, customers and visitors to safety. No one may stay behind!
- If possible, switch off equipment and machinery!
- In smoke-filled areas, crouch down or crawl—there is usually still breathable air close to the ground.
- Close doors behind you if possible.
- Use designated, labeled and smoke-free escape routes!
- Do not use elevators!
- Follow fire department instructions.
- If escape and emergency routes are blocked, draw attention to yourself at the window!
- Do not get your coat and personal items first; go directly outside via the escape routes!
- After leaving the building, go to the designated meeting place!
- If people are missing, inform the fire department immediately!

- Do not re-enter the building until approval has been given by the fire department.

## 2.10 Attempting to Fight Fire

- Only attempt to fight the fire without endangering your own person.
- Incipient fires must be tackled immediately with the available fire-extinguishing equipment (fire extinguishers/wall hydrants).
- Do not let burning people run away! Wrap them in a jacket, etc. and roll them on the floor.
- Pay attention to routes of withdrawal!

## 2.11 Special Rules of Conduct

- Secure important documents and valuable items if possible!
- If possible, remove combustible items from the fire's danger zone!
- Windows must always be closed at the end of working hours.
- Malfunctions of and damage to alarm systems and fire-extinguishing devices must be reported to Fraport AG's Incident Reporting Office immediately.  
Internal: 119  
External: +49 69 690 73932

### Any other questions?

The Preventive Fire and Explosion Protection team will be happy to help.  
Tel: +49 69 690 28398

# 3. Fire Protection Regulations – Part C

## 3.1 Introduction

This section applies to all persons with special fire protection duties on the grounds of Frankfurt Airport. These are:

- fire protection officers
- fire protection assistants
- evacuation assistants
- operational supervisors

## 3.2 Fire Prevention

Fire prevention has the highest priority, and therefore the following points must be fulfilled:

- Monitoring of compliance with fire protection regulations for structural facilities, structural changes and changes in use as well as at events.



- Monitoring of regular maintenance and servicing of fire protection equipment (e.g. fire-extinguishing systems, fire dampers in ventilation systems, catch systems on fire doors and gates, door release systems for emergency exits, smoke and heat extraction systems, wall hydrants, lightning protection systems, etc.)
- Inspection of traffic routes, escape routes, emergency exits and fire department staging areas
- Monitoring, control and updating of safety notices and signs
- Regular, documented notification of employees and members of external companies of the Fire Protection Regulations.
- Private electrical equipment must be operated only with supervisor approval. Such equipment must comply with VDE (Association for Electrical, Electronic + Information Technologies) regulations and DGUV (German Social Accident Insurance) provision 3. It must be securely placed on a non-flammable and non-heat-conducting base at a sufficient distance from combustible materials and subjected to the regular inspections for “Non-stationary electrical equipment.”
- Monitoring of the shutdown of electrical devices at the end of working hours, during breaks or when the work areas are left unattended for an extended period of time.
- Approval and monitoring of work involving special hazards (e.g. work liable to start a fire)
- Monitoring the smoking ban and dealing with open flames. Fire pits, fire bowls, open fireplaces, etc., that run on e.g. bio-ethanol or similar are prohibited.
- The storage, sale and use of fireworks of all kinds are prohibited on the entire airport grounds
- Self-ignitable, combustible waste materials must be stored only in the non-flammable containers intended for this purpose. At the end of working hours, these containers must be emptied at the intended waste disposal points. Flammable and/or explosive substances, including aerosol cans and compressed gas cylinders, must not be stored near fire/heating installations.
- Flammable liquids—even in small quantities—must be stored exclusively in unbreakable containers. After filling/unloading, these containers must immediately be sealed and transported to the designated place of storage (lockable safety cabinets, etc.).
- All containers with highly flammable, oxidizing liquids and other hazardous substances must be labeled and stored in accordance with the Ordinance on Hazardous Substances. In addition to the symbol, the content must be clearly indicated on the container, i.e. coded labeling is not permitted.
- Updating of fire safety plans (see DIN 14095)
- Performance of fire and evacuation drills
- Notification of fire department emergency personnel

### 3.3 Alerts

- Arrangement of measures in cooperation with operations control (such as necessary evacuations)
- Notification of fire department emergency personnel
- Arrangement of switching operations on ventilation systems according to alarm plan or Airport Fire Department instructions.

### 3.4 Safety Measures

- Check (as far as possible without danger!) whether people are still in the building, particularly in sanitary facilities, meeting rooms and adjoining rooms.
- Provide operations control with further assistance.
- Help those in need of assistance (visitors, handicapped persons, etc.).
- Recover assets, on instruction.

### 3.5 Fire-Fighting Measures

- Attempt to fight the fire with the fire extinguisher or wall hydrant.
- Activate non-automatic fire-fighting systems (e.g. spray deluge systems, sprinklers) according to alarm plan or Airport Fire Department instructions.
- Advise fire department mission control.
- Do not remove traces of fire; these can serve to determine the cause of the fire.

### 3.6 Preparation for Fire Department Operations

- Clear scene of fire and surrounding area.
- Keep fire department areas and extraction/supply points for water for firefighting clear.
- Set up guides.
- Keep keys or code cards handy; allow access.

### 3.7 Special Regulations

This section is intended for persons who must observe special fire protection regulations due to their activities.

The following is a list of frequently occurring technical installations and working procedures.

#### 3.7.1 Handling Positions, Fire Protection

Airport Fire Protection has produced a flyer on the subject of "Fire protection measures at handling positions at Frankfurt Airport." It can be requested from [FlughafenbrandschutzFTC@fraport.de](mailto:FlughafenbrandschutzFTC@fraport.de).

#### 3.7.2 Aircraft Handling

In the event of an emergency, the ramp agent must ensure communication with the cabin/cockpit in such a way that, in case of danger, all persons on board the aircraft are immediately informed of the necessary evacuation.

Escape and emergency routes on aircraft (jet bridges, passenger/service stairs) must be kept clear at all times.

The parking of vehicles under aircraft is not permitted.

Passengers are prohibited from walking under wings.

Fraport AG keeps a fire-extinguishing device suitable for fuel fires at handling positions. During ground handling, there must be persons on-site trained in first response against fuel fires and trained in the use of first response fire-fighting equipment. Proof of training and instruction must be presented on request.

### **3.7.3 Elevators**

The use of elevators is prohibited in the event of a fire. There is a risk of suffocation; therefore employees must be informed about this and all elevators must be labeled accordingly.

### **3.7.4 Non-Rechargeable Batteries, Rechargeable Batteries and Associated Charging Stations**

Battery systems are generally operated at low DC voltages. In case of faults, high currents can occur that present a serious fire hazard. If the battery releases hydrogen during operation, there is also a considerable risk of explosion.

Lithium-ion rechargeable batteries can decompose when exposed to external forces and cause a fire hazard. The use of lithium-ion rechargeable batteries in electric vehicles requires the approval of Preventive Fire and Explosion Protection.

Battery charging stations must be installed and operated according to the special provisions and regulations. Preventive Fire and Explosion Protection can advise you on this.

### **3.7.5 Structural Facilities, Use, Information for Planners**

Airport Fire Protection has produced flyers for planners of buildings at Frankfurt Airport. These flyers contain all necessary measures to be performed by planners before a structural facility is used.

### **3.7.6 Construction Sites**

The set-up of construction sites, construction site staging areas, construction fences, etc. must be coordinated with Preventive Fire and Explosion Protection.

### **3.7.7 Entering Containers, Shafts or Pits**

In addition to the risk of injury from a fall, a particular hazard can arise from gases and vapors or from a lack of oxygen. Furthermore, psychological stress can occur on account of confined areas or heights, e.g. in silos or shafts.

There should be timely coordination with Preventive Fire Protection prior to the start of such work in order to prepare rescue measures.

### **3.7.8 Refueling on Apron Areas**

#### **3.7.8.1 Ground-Handling Equipment**

The refueling of ground-handling equipment is not permitted while engines are running.

Ground-handling equipment must be refueled so that neither the fuel truck nor the ground-handling equipment itself is closer than 15 m to an aircraft and that no hose passes underneath the aircraft.

#### **3.7.8.2 Aircraft**

All persons who handle aviation fuel or other flammable liquids must be familiar with fire-fighting techniques and be regularly trained in fire protection measures.

Aircraft must not be refueled or defueled while their engines are running.

Aircraft must not be refueled or defueled in hangars or other enclosed spaces. This must only be done on the places assigned by the airport operator. If, by way of an exception, an aircraft must be refueled or defueled in an enclosed space for compelling reasons, this must only be done by the Airport Fire Department with approval and special fire protection. Fuel trucks must remain outside the hangar. Fuel trucks must not be driven into the hangar.

When transferring fuels and refueling or defueling aircraft, all means of transport, vessels and hoses (fuel trucks, hydrants, aircraft) must be properly grounded to discharge static electricity.

Fuel trucks must be equipped with suitable fire extinguishers. Two fire extinguishers with at least 6 kg of extinguishing powder each must be kept to hand during refueling or defueling.

When refueling aircraft via an underground hydrant, this must be labeled and secured as a danger zone. Measures must also be taken to prevent the crossing of tank hoses and grounding cables. The emergency valve in the hydrant shaft must be equipped with a ripcord with which it can be closed immediately in case of danger. The ripcord must be laid ready for use up to the place of operation of the dispenser vehicle (servicer).

When refueling or defueling aircraft with a flash point of higher than 35°C (e.g. Jet A1 kerosene), vehicles must only enter areas at risk of explosion (8 m diameter around tank ventilation openings) if this is necessary to supply the aircraft directly.

For fuels with a flash point of less than 35°C (e.g. AVGAS), a diameter of 15 m around tank ventilation openings must be observed.

Likewise, all activities that can cause sparks or other sources of ignition are prohibited in the 8 m or 15 m diameter around the vents during the entire refueling period.

A direct escape route for the fuel truck must be kept clear at all times.

The overflowing and spillage of fuels must be avoided.

Persons must remain clear of these areas. It is also not permitted to leave or park freight or vehicles in these areas.

The following measures must be taken if fuel is spilled:

- Maintain a safe distance of 15 m from the outer edge of the spill.
- Inform Airport Fire Department immediately (landline 112, cell phone +49 69 690 112).
- In case of acute fire hazard or large fuel spills, the pushbutton fire alarm, which is also the emergency switch for the entire fueling system, must be activated immediately.
- The danger zone must be secured until the Airport Fire Department arrives, and in particular vehicles must not be allowed to travel through it.
- In the event of damage to the refueling system during the refueling of aircraft, the underground hydrant ("tank pit") connected must be closed by pulling forcefully on the safety ripcord if this is possible without risk.

### **3.7.9 Bomb Threat**

In the event of a bomb threat, C4.1 FRA Not (Emergency Response Manual of Fraport AG) regulations apply until the police arrive.

### **3.7.10 Fire Alarm and Fire-Extinguishing Systems**

Fire alarms, fire-extinguishing systems and smoke evacuation openings must be freely accessible at all times. Signs—concerning fire protection—must not be concealed, pasted over or covered up.

Fire alarm and fire-extinguishing systems that have been used and are not ready for operation must be reported to Airport Fire Protection immediately.

### **3.7.11 Technical Fire Protection Systems, Deactivation**

Airport Fire Protection must be informed promptly of the deactivation of technical fire protection systems (e.g. fire alarm and fire-extinguishing systems, wall hydrants) at Frankfurt Airport. This also applies in the event of damage to such systems. The submitter can then be granted authorization to deactivate the technical fire protection systems, possibly subject to conditions, in particular substitute measures (corresponding flyer and form available from Brandsicherheitsdienst@fraport.de).

In the event of an extended deactivation, the insurance provider must be informed of the method agreed on in order not to lose insurance coverage.

### **3.7.12 Fire Doors, Gates, Hatches**

Fire doors, gates and hatches must be kept closed at all times unless they are equipped with a regular self-activating closing control in the event of a fire. If possible, doors should be closed using manual switches at the end of working hours.

### **3.7.13 Document Recovery**

Damp, wet documents can be recovered. To do so, the Airport Fire Department must be alerted immediately after discovery. Until the Airport Fire Department arrives, the documents must not be moved or handled. The Airport Fire Department will pack the documents into plastic bags and moving boxes, freeze them and bring them for external freeze drying. There the water will be completely removed so that all documents are legible again. During the packing procedure, it must be documented which documents are packed.

### **3.7.14 Electrical Work**

Modifications, repairs and extensions to electrical cables and systems must only be carried out by the competent personnel. Defective electrical devices must be deactivated immediately.

### **3.7.15 Chassis Fires**

Chassis fires must not be extinguished from the side. There is danger to life due to bursting rim sections.

### **3.7.16 Activities Liable to Start a Fire**

Airport Fire Protection must always be notified of the performance of work liable to start a fire before commencing work. The submitter will then be granted authorization, possibly subject to conditions, to carry out this work (see also corresponding procedures/flyer).

A "right to issue authorization to carry out work liable to start a fire" can be granted for separate construction sites, workshops and third-party areas (e.g. leaseholders). The competent person in charge can then issue authorizations.

When performing welding, cutting or related work, the operator must ensure that parts cannot be ignited by heat or sparks. The company doing the work must keep its own suitable fire extinguishers ready. Compressed gas cylinders must not be stored in buildings after work.

### **3.7.17 Fire Safety Plans**

Fire safety plans must be prepared for the Frankfurt Airport operating site on the basis of DIN 14095 "Fire safety plans for buildings." An Airport Fire Protection flyer provides instructions specifying the provisions of DIN 14095.

After structural extensions, changes in use or changes to technical fire protection systems, fire safety plans must be commissioned by the operator, coordinated with Preventive Fire Protection and provided to the Airport Fire Department.

### **3.7.18 Fire Department Access Routes**

Fire department access routes and staging grounds must be kept clear for fire-fighting and rescue operations at all times.

These areas must also be included in the Winter Services plan and kept clear of snow and ice. They must never be used as snow dumping areas.

### **3.7.19 Fireworks**

The storage, sale and use of fireworks of all kinds are prohibited on the entire airport grounds.

### **3.7.20 Escape and Emergency Routes**

Escape and emergency routes must be kept clear at all times. The storage of objects of any kind in corridors or staircases or in front of emergency exits is prohibited. The usable width of emergency routes must not be restricted by subsequent installations, including by the use of Tensator barriers to direct passenger flows.

### **3.7.21 Storage of Hazardous Materials and Handling of Water-Contaminating Substances**

The transport and storage of hazardous substances of all classes, the intended storage and handling of hazardous substances and the storage, filling and transfer of water-contaminating substances is only permitted in compliance with the relevant legal and administrative regulations. There is also a duty to notify the Occupational Health and Safety Unit. Their approval is required as well as possibly an official permit.

### **3.7.22 Change of Use, Events**

Airport Fire Protection must be notified in writing in advance of any change in use of or event on Fraport AG premises. In particular, the special regulations and guidelines of the Hesse Construction Regulations (HBO) and the Regulations on Places of Assembly (VSO) must be complied with for events.

### **3.7.23 Radioactive Emitters**

All radioactive emitters, whether mobile or permanently installed (e.g. measuring devices), must be registered before they are brought onto airport grounds. This does not apply to radioactive freight in the context of a transportation order.

X-ray equipment must be identified as such and then does not need to be registered.

### **3.7.24 Smoke and Heat Extraction Systems**

Smoke and heat extraction systems must only be activated by the fire department or on its instruction.

### **3.7.25 Smoking Ban**

Smoking and open flames are prohibited on flight operations areas (apron, runways), in hangars, on baggage conveyor systems, in gate baggage areas, in accessible cable ducts and in the areas marked with the appropriate signs. This also applies when in vehicles and aircraft. Smoking in the terminals is only permitted in rooms or at places set up and labeled for this purpose.

### **3.7.26 Cleaning**

Only approved, non-flammable cleaning products may be used to clean vehicles, aircraft and equipment.

### **3.7.27 Locking Systems**

In order to ensure fire department access to all rooms in an emergency, exchanging the locking cylinders of the Fraport locking system is not permitted. When installing third-party locking systems, appropriate fire department key safes must also be fitted and equipped with the correct keys or code cards.

### **3.7.28 Tensator Barriers**

The users of Tensator barriers in the terminals are responsible for ensuring that escape and emergency routes are not compromised (see section 13 of the Terminal Regulations).

### 3.8 Telephone Numbers

Fire Protection Officer of Fraport AG	66520
Preventive Fire and Explosion Protection	66533
Authorization for work liable to start a fire, deactivation of fire protection equipment	60019