

# Hanau Campus Map (Heraeusstraße / Wilhelm-Rohn-Straße)

**Important note:**

The following rules apply to the entire campus:



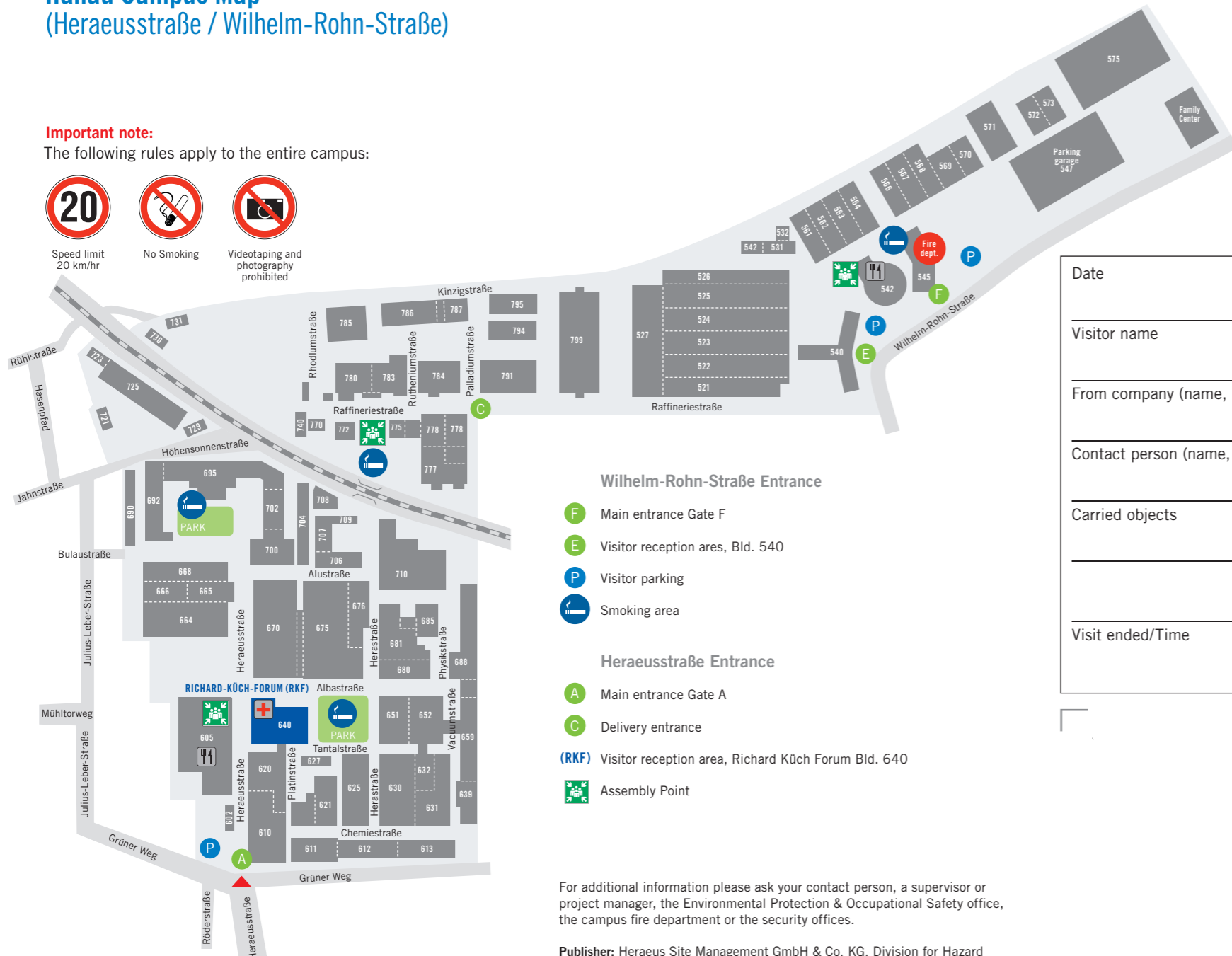
Speed limit 20 km/hr



No Smoking



Videotaping and photography prohibited



- Wilhelm-Rohn-Straße Entrance**
- F Main entrance Gate F
  - E Visitor reception area, Bld. 540
  - P Visitor parking
  - 🚬 Smoking area
- Heraeusstraße Entrance**
- A Main entrance Gate A
  - C Delivery entrance
  - (RKF) Visitor reception area, Richard Küch Forum Bld. 640
  - 🏠 Assembly Point

For additional information please ask your contact person, a supervisor or project manager, the Environmental Protection & Occupational Safety office, the campus fire department or the security offices.

**Publisher:** Heraeus Site Management GmbH & Co. KG, Division for Hazard Prevention in collaboration with Heraeus Holding GmbH, Division for Environmental Protection & Occupational Safety.

As of February 2015

This document is beside your visitor pass your access authorisation. Both are to be kept for the duration of your visit.

Please ask your contact person to sign it at the end of your visit and return it to the Security office.

## GUEST PASS

Date	Time	Hz.
_____ Visitor name		
_____ From company (name, location)		
_____ Contact person (name, department)		
_____ Carried objects		
_____ Visit ended/Time		



Safety Information and Code of Conduct for the Hanau Site  
Heraeusstraße / Wilhelm-Rohn-Straße

Dear visitors and contractors employees,

we warmly welcome you at Heraeus. Your safety is our collective responsibility. To ensure your personal safety and the safety of others, we would ask you to familiarize yourself with the following regulations and instructions.

Sincerely,  
Heraeus Site Management

#### Important internal phone numbers

Fire:	666
Security:	213
First aid:	333
Prefix to dial in:	+49 6181 35-

## HERAEUS CAMPUS

### Entering and leaving the campus

Entrance to the campus and buildings requires authorization according to location and building safety regulations. Please follow the instructions from the security office and from your contact person at Heraeus. When leaving the campus, a personal or vehicle inspection will be conducted.

### Video Surveillance

We hereby inform you that individual areas of the campus are under video surveillance.

### Emergency equipment

In case of emergency the different equipment is available on the campus and in the buildings: telephones, manual fire alarms, automatic fire and gas alarms, building evacuation alarm, emergency evacuation plans, fire extinguishers and first aid equipment. The first aid station is located on the ground floor of building 640 and is open Monday to Friday.

### Fire Protection

The Heraeus fire protection guidelines describe important measures to prevent fires, accidents and other dangerous situations from occurring.

### Permission ticket

Only perform work having a permission ticket. Before starting dangerous work (e.g. work with open fire) you need a permission ticket for heat work. Follow all instructions given on the permission ticket.

### Escape routes

Emergency evacuation routes ensure that people can exit a dangerous area in the safest possible manner, and these must always be free of obstructions. Corresponding maps can be found in the hallways of all buildings: The evacuation routes are marked. Upon hearing a building evacuation alarm (alternating or loud intermittent tone) go exclusive to the assembly point.

### Parking lots

You may only park your vehicle in parking areas assigned to you. Pay close attention to parking designations and signs. Parking in restricted areas is strictly forbidden. Your vehicle could impede campus traffic or emergency vehicles. Unauthorized vehicles parked in reserved areas may be towed at the owner's expense or do not receive further entrance permits to the campus.

### Vehicle and pedestrian traffic

Campus traffic regulations allow a maximum speed of 20 km/hr. The traffic situation on campus calls for drivers to be highly attentive and always to operate vehicles in a safe manner. Pedestrians must stay on sidewalks, marked paths on the edge of the street. So as not to slow down traffic or put themselves in danger.

## ACCIDENT AVOIDANCE

### Products and systems

The production processes at Heraeus demand the utmost purity and precision. Please maintain a safe distance from products and systems. Ask your contact person for information regarding safety measures and equipment.

### Hazardous materials

A variety of hazardous materials is used in our facilities. In accordance with regulations, these areas are marked with prohibitory signs, instructions or warning symbols. If you are not familiar with the pictograms, you can obtain further information

from the Environmental Protection office or from your contact person. Heraeus has taken major steps to prevent accidents and to minimize the damage that occurs should they happen. The company's alarm system and hazard prevention plan have been approved by the appropriate authorities.

## CODE OF CONDUCT

### Smoking

Smoking, fire and open flames are in principle prohibited on campus. Smoking is only permitted in designated smoking areas.

### Videotaping and photography

Videotaping and photography are prohibited on campus. Exemptions are issued by the Security office.

### Accidents on the premises

Should an accident occur despite all the safety precautions, follow the necessary instructions, after taking the first measures at the site of the accident by going immediately to a contact person known by you, who is responsible for your stay on the premises. In agreement with the responsible in-house departments (Security and Work Safety) this person will process the accident. If the contact person is not available, then the Security should be next informed. Based on the accident report, the liability insurance of Heraeus will be applicable.

### Confidentiality

All information acquired during your stay about Heraeus, its products and manufacturing processes are subject to be kept confidential for protection against competitors.

### Picking objects

It is prohibited to leave the contents of the lorry which do not belong to you.

### Alcohol and Drugs

In principle it is prohibited to bring or consume alcohol or drugs to the campus.

### Cleanliness

Keep your workplace clean and tidy.

## KEY TO THE SIGNS ON CAMPUS

