

Rules for the use of event rooms at Empa

(dated 01.03.2010)

The Board of Directors of Empa prescribes the following:

Section 1: General provisions

Art. 1 Scope

These rules govern the use of the event rooms provided at Empa (referred to below as "rooms") by third parties.

Art. 2 Purpose of the use by third parties

₁Empa may provide rooms at Empa for events held by third parties.

₂This primarily involves events aiming to provide training or share scientific knowledge.

Art. 3 Room hire agreement

₁The use of the rooms at Empa by third parties is governed by a separately concluded room hire agreement. Within Empa, Empa-Akademie is the relevant point of contact.

₂Room hire requests must be submitted to Empa-Akademie in writing and in good time.

₃Empa-Akademie decides independently whether to enter into a room hire agreement. There is no right to use the rooms at Empa.

₄No room hire agreement will be concluded, in particular, if

- a. the planned event or the organisers themselves do not comply with Empa's guiding principles or may damage Empa's public image;
- b. the organisers pursue political or religious objectives.

₅Exceptions may be permitted by Empa-Akademie, particularly if the event is connected to a scientific event taking place at Empa at the same time or concerns education, science or research.

Section 2: Special provisions

Art. 4 Room hire fees

₁The room hire fees are made up of the use of the relevant room and the basic technical equipment provided as well as the fees for any additional services (e.g. electricity, waste disposal etc.).

₂The room hire fees for the use of the rooms and any additional infrastructure services or equipment are specified in the rental charge policy issued by Empa-Akademie.

Art. 5 Additional licences

The hirer is responsible for obtaining all official or other licences required for the planned event and for paying any associated costs.

Art. 6 Operating hours

- ₁Empa's operating hours are between 8:00 am and 6:00 pm.
- ₂Events will only be allowed in rental premises at Empa outside the normal operating hours if the operational circumstances permit.

Art. 7 Empa safety regulations

- ₁Those hiring out rooms at Empa are obliged to comply with all safety regulations issued by Empa.
- ₂Access to the premises on the Empa site separated off from the rental premises, in particular the office and laboratory buildings, is not permitted without the prior approval of the relevant Empa personnel responsible.

Section 3: Enforcement and disciplinary responsibility**Art. 8 Enforcement**

- ₁The enforcement of these rules with the hirer is the responsibility of Empa-Akademie, which concluded the room hire agreement.

Art. 9 Disciplinary responsibility

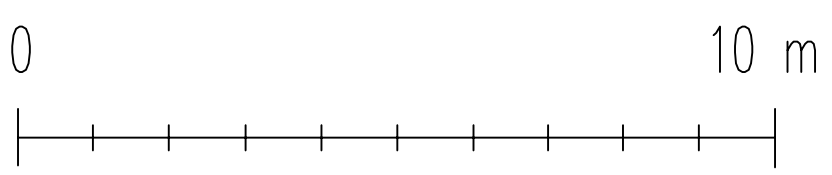
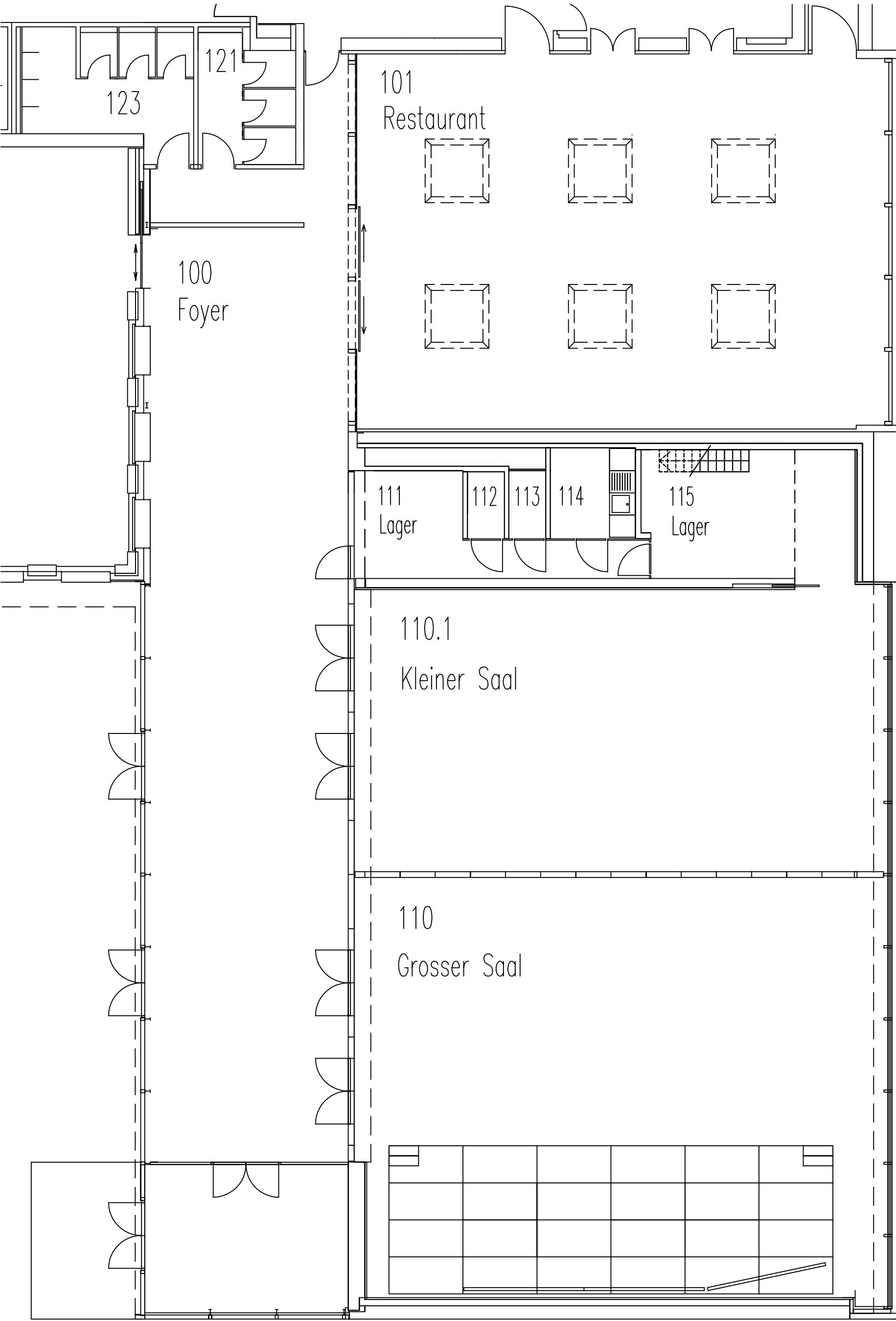
- ₁If the hirer breaches the provisions of these rules, he/she may be excluded from using the rental premises in future.
- ₂In the event of exclusion from use of the rental premises, there is not right to compensation or a refund of payments already made.

Section 4: Final provisions**Art. 10 Entry into force**

These rules enter into force retroactively from 1 March 2010.

On behalf of the Board of Directors:
Gian-Luca Bona





Flucht- und Rettungsplan / Escape Plan

Verhalten im Brandfall

Ruhe bewahren

1. Brand melden 058 765 8818



- Was ist passiert?
- Wer meldet?
- Wo ist es passiert?
- Wie viele sind betroffen/verletzt?
- Warten auf Rückfragen

2. In Sicherheit bringen



- Gefährdete Personen mitnehmen
- Fenster und Türen schliessen
- Rettungswegen folgen
- Aufzug nicht benutzen
- Anweisungen beachten

3. Löschversuch unternehmen



- Löschdecke benutzen
- Feuerlöscher benutzen

Verhalten bei Unfall

Ruhe bewahren

1. Unfall melden 058 765 8888



- Was ist passiert?
- Wer meldet?
- Wo ist es passiert?
- Wie viele sind betroffen/verletzt?
- Warten auf Rückfragen

2. Erste Hilfe



- Absichern des Unfallortes
- Versorgung der Verletzten
- Anweisungen beachten

3. Weitere Massnahmen

- Rettungsdienste einweisen
- Schaulustige entfernen

Verhalten bei Evakuation

Ruhe bewahren

1. Anlagen stoppen

- Alle relevanten Anlagen stoppen

2. In Sicherheit bringen

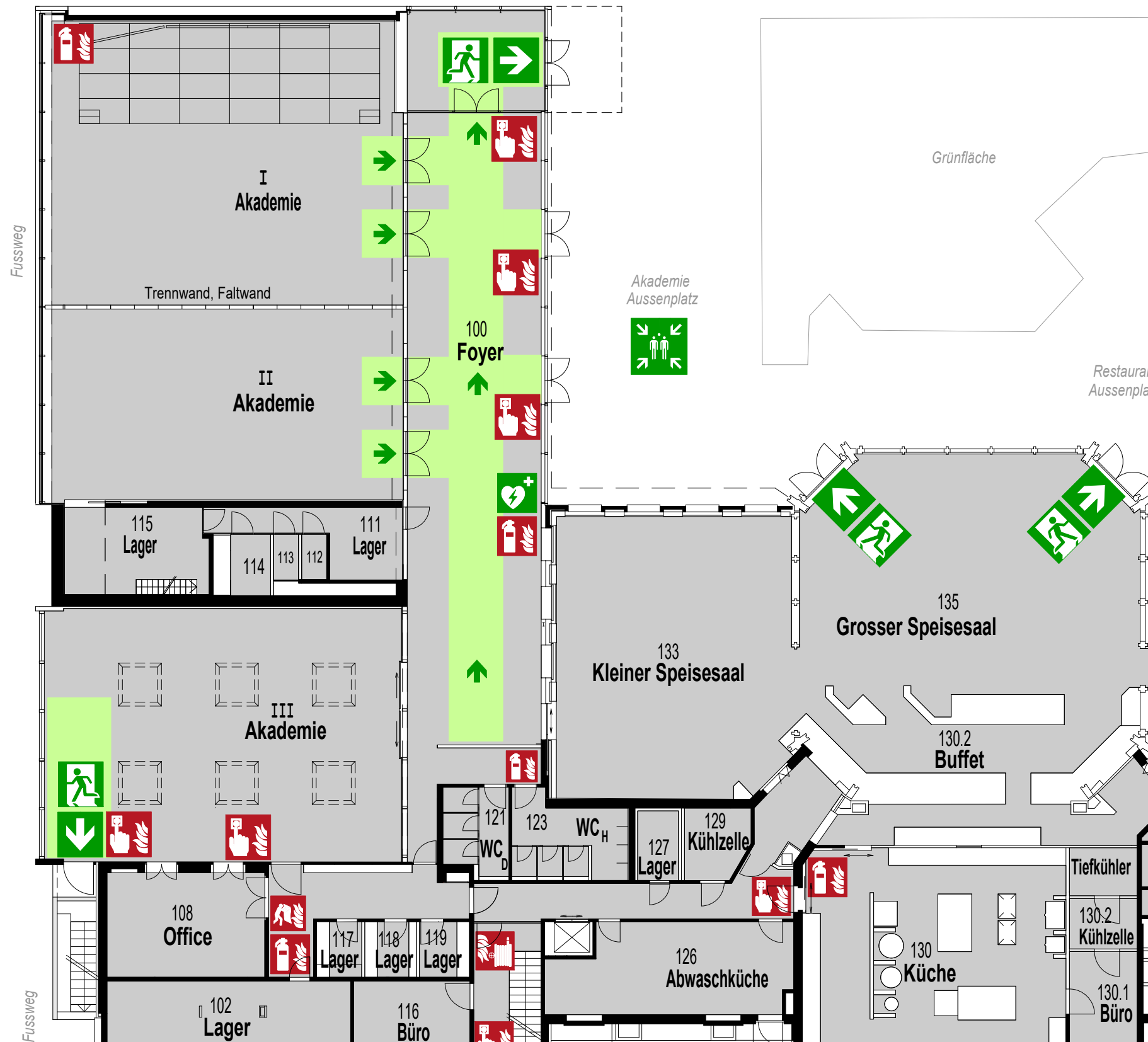


- Rettungswege folgen
- Anweisungen beachten

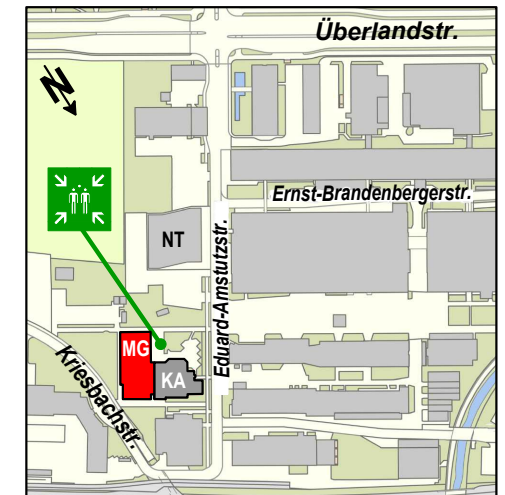
3. Zu Sammelstelle gehen



- Nach Draussen gehen
- Beim Verantwortlichen melden



Übersichtsplan



Legende

- Fluchtweg
- Fluchtrichtung
- Notausgang
- Sammelplatz
- Erste Hilfe
- Defibrillator
- Telefon
- Löschdecke
- Feuerlöscher
- Löschschlauch
- Brandmelder

Erdgeschoss - Übersicht EMPA Akademie (MG und KA)

Planersteller: Ecosafe Gunzenhauser AG
 Datum der Planerstellung: 14.08.2019
 Plan-Nr.: MG und KA - EG.2
 Revisions-Nr.: 1

