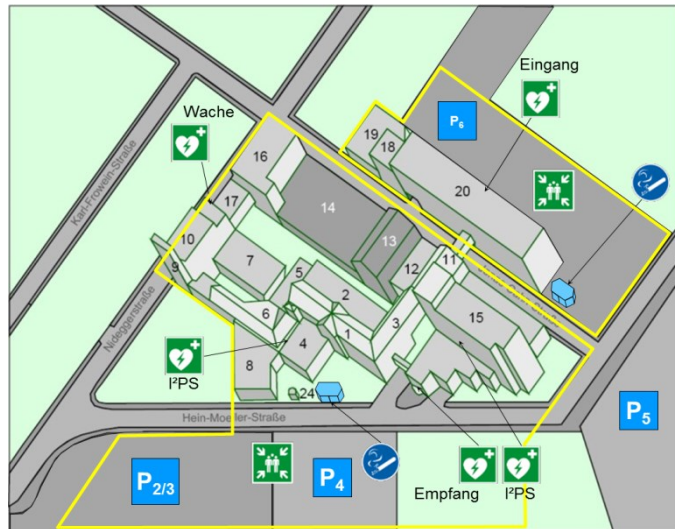


Overview map



Build. no.:	Build. no.:
1-3 Testing laboratory, offices, restaurant on 2-nd floor	11-12 Testing laboratory, offices
4 Testing laboratory, offices	14 Training workshop, Field-Service (Offices u . Warehouse)
5 Mail room, kitchen	15 Reception, conference floor, testing laboratory/test generator III, offices
6 Testing laboratory, offices	16-17 "Nidegger-Str." office building
7 Data center, offices	18 Offices
8 Test generators I and II	19 Disposal center / warehouse
9 Offices (tower)	20 "Jonas-Cahn-Str." office building
10 Guard, offices	P4 Visitor parking lot



In case of fire keep calm !

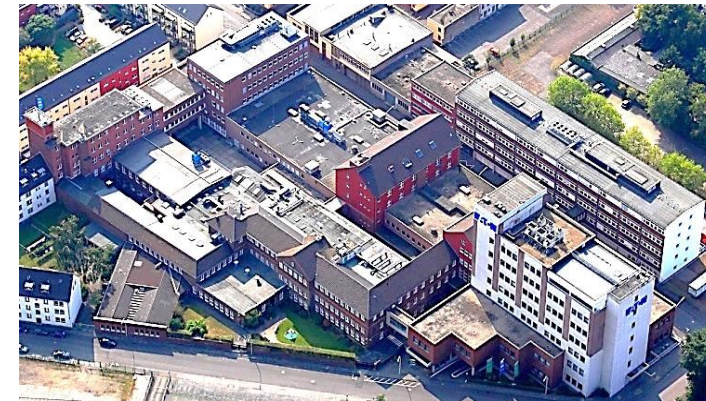
- 1. Report the fire**
 Activate the fire alarm or call phone : 112
 Notify gate personnel: 2500
 Who is reporting ?
 Where is the exact location ?
 What are the details ?
 How many people are affected/injured?
 Wait for further questions !
- 2. Seek shelter**
 Take people in danger with you
 Close all doors
 Follow the designated escape route
 Do not use the elevator
 Follow instructions
- 3. Try to put out the fire**
 Use the fire extinguisher,
 wall hydrant/fire hose


**Thank you for visiting us!
Have a safe trip
back home!**

For more INFORMATION: Institute for International Product Safety GmbH
 Hein-Moeller-Str. 7-11
 D-53115 Bonn
 Telephone: +49 228-602-2652
 Fax: +49 228-602-1149

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www.i2ps.de



Welcome to I²PS test laboratory, Bonn

In order to ensure your safe and pleasant stay, please make sure to follow our general rules for visitors, which are outlined below.

These rules apply to everyone on the premises.

- Signing in and out
- Taking pictures
- Driving
- General information regarding safety, health and environmental protection
- What to do in case of emergency
- Map of orientation

Welcome

Signing in and out



Visitors are welcome to park at the visitor parking lot situated in front of our main entrance („Hein-Moeller-Str. 7-11“). In order to leave the parking lot, you will need a parking lot token, which you get complimentary at the reception. **(Mon-Thu 7.30-18.00, Fri 7.30-17.00)**

To reach the reception, go through the main entrance. You will be given a visitor badge, which you are required to wear (at an easily visible location) at all times. The I²PS employee whom you are visiting will pick you up and accompany you during your visit. When you leave, please sign out at the reception or gate and return your visitor badge.

Please follow all instructions given by I²PS employees !

General instructions



The visit of the test laboratory is carried out on your own risk. At the test laboratory can locally and temporally changing dangers occur and test configurations to anticipate.



At the test laboratory is to anticipate very high electro-magnetic fields. Endangered persons (e.g. persons with cardiac stimulators) is access to test facilities prohibited by safety reasons.



Taking pictures or videos at our facilities is strictly prohibited unless previous authorization is given by the appropriate head of department.



By danger signs marked or by barriers defined test facilities and test areas are prohibited to access.

By safety reasons it is prohibited to touch any device, test sample or test facility.

While witnessing a short circuit test, eye protective screens (available at the test facilities) have to be used.



Cell phones have to be switched completely off (not muting), to avoid jam interferences to the test equipment.

Driving within the premises

Normal driving rules and regulations apply at our premises and parking lots. Please drive slowly (slower than 10 mph) when driving through the courtyard! Obey all markings and signs. Emergency exits and escape routes must be kept clear at all times. Please watch out for pedestrians !

Follow all safety instructions !

When inside our factories, please stay within the paths **marked in yellow** at all times !

- Watch out for slipping and trip hazards; please use the handrails when going up and down stairs.
- Obey all warning signs and use safety equipment if necessary.
- If you notice any hazards, please let your I²PS contact person know immediately.



Please be careful when forklifts are around. We do not have separate walkways and drive-ways !



Safety shoes must be worn at all factory and warehouse areas that are designated accordingly.



Please wear safety goggles and / or hearing protection if requested to do so.



If you are part of a guided tour, please make sure to stay close to your guide at all times. If you get separated from your group, contact the next I²PS employee (marked with blue bar on employee badge). If you need to leave the group early, please let your guide know in advance !



Smoking is strictly prohibited within the premises, except in specially designated smoking areas.



The use of alcohol and other drugs is strictly prohibited.



General information regarding safety, health and environmental protection

I²PS has general rules concerning safety, health, and environmental protection, some of which are stricter than those provided for by the applicable legal requirements.

- Your own personal responsibility for safety and health comes first.
- Avoid situations that pose a danger to you and to others.
- Take note of the safety instructions and equipment inside the buildings.
- Escape routes are marked with signs placed in hallways and at emergency exits.
- Fire extinguisher and fire alarm locations are clearly marked.
- Please throw waste in the appropriate bin (there are different bins for different types of waste) !



Please note where the emergency exits and assembly locations are marked and located. There are floor plans and evacuation plans on every floor.



In case of emergency

- If there is an evacuation alarm (announcement or whistle), please follow the instructions given by safety and rescue personnel at all times.
- Stay calm !
- Leave the building immediately by using the designated escape routes and emergency exits and go to the assembly location.
- Do not use the elevator during the fire!



First aid



There are trained first aiders and five defibrillators on site. In case of emergency, please notify the nearest I²PS employee, who will then proceed to call the nearest first aider or **emergency number 112 and 2500** (gate) .

