



Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich

Functional Specifications

Fire Alarm Team ETH Zurich

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1. Basics

The Fire Alarm Team (BAEq) is an internal ETH-Zurich organisation composed of approx. 130 volunteers (status: Nov. 2013). They are responsible for first response in the event of a fire, and they supervise and perform evacuations in ETH-Zurich buildings with high occupancy rates between 7 am to 5 pm.

The unit comprises staff from the Facility Management infrastructure division and ETH-Zurich users, who carry out their duties as members of the BAEq alongside their actual activities in ETH-Zurich administration/research. The members of the BAEq always operate in the building area where they normally work.

2. Organisation & Supervision

The BAEq is supervised and organised by the SSHE staff unit but is not under its direct responsibility in everyday work.

To enable the organisation of the BAEq to run smoothly, its members have to meet the following minimum requirements:

- ETH employees, employment at least 80 %
- Willingness to attend one to two half-day courses per year
- Willingness to help in emergencies
- Sense of responsibility towards others and themselves
- Confident and competent demeanour
- Regular employment in the direct vicinity of the building to be evacuated in an emergency (in an incident, a building must be reached in three minutes – brisk walk).

A prospective member must obtain his or her individual superior's written consent to join the BAEq (registration form).

3. Duties and Responsibilities

While present, the BAEq is responsible for the following assignments:

- Responding if a fire alarm system is triggered or if called out by the Emergency Desk
- Investigating a fire alarm within the defined area of responsibility – determining the cause of the alarm/fire
- Alerting the Emergency Desk and fire brigade in case of an incident
- Rescuing any injured persons
- Fighting fires at their outset
- Reporting fire alarms to the responsible authorities in accordance with the requirements as defined by SSHE (form)
- Annual attendance of one to two courses organised by SSHE
- Operating the fire alarm system
- Performing and assisting with evacuations

- Organising the evacuation assembly points

SSHE must be informed of any alterations to a BAEq¹-member's employment contract (change of workplace, reduction of the workload) in writing (change notification form).

4. Training

During the annual fire safety courses for students and staff, certain half-days are reserved for BAEq training.

Safety topics are examined in more detail and drilled. The training element of practical firefighting is always conducted by a professional instructor.

The courses are held in German, and they are obligatory.

5. Tools/Equipment

Each member of the BAEq receives the following equipment to carry out his or her duties:

- A Kaba 8 key, closure no. 16107 (access to fire alarm systems and fire indicator panels (BMA-FBA) and the EVAK-Caddy)
- A pager which is programmed for the respective building area / part of the building area

6. Remuneration

ETH Zurich pays BAEq-members CHF 200 per year for the willingness to perform this volunteer service.

7. Withdrawal

Membership of the BAEq expires upon leaving ETH Zurich or if the member opts out of the BAEq.

It is possible to leave the BAEq at any time without indicating the reason by writing to SSHE.

Upon leaving, the tools and equipment supplied (see Point 5) are to be returned to SSHE without delay.

8. Contact Information

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