



SAFETY BRIEFING

**on what to do in case of an emergency
for students**

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INTRODUCTION

- What to do in dangerous, emergency and extreme situations
- Most common: fires and accidents
- Other possible extreme situations: mass shootings, terrorist attacks, hostage situations, bomb threats
- Important!: Approach people who are watching, filming or taking pictures of accidents rather than helping.

FIRST AID AND ACCIDENTS – CHECKLIST

Step 1

- Keep **calm!**
- Understand the situation.
- **Emergency call 112**
HSD emergency call
+ 49 211 4351-111.

Step 2

- Get the first-aid box.
- Give first aid
- If the heart stops beating, use defibrillator according to instructions.

Step 3

- If need be, cardiopulmonary resuscitation (CPR) until ambulance arrives.
- Talk to the victim.
- Follow the ambulance's instructions.
- Do not block the way.

FIRST AID AND ACCIDENTS

First aid: necessary whenever someone is injured or helpless

Accident: a spontaneous event at a certain time and location, during which someone gets hurt by external influences

Talk to people who have accidents filming or photographing and standing in the way, instead of helping.

More information:

- on the escape route plans
- on the posters next to the first-aid box

FIRST AID AND ACCIDENTS – DEFIBRILLATOR

Only use the defibrillator if the victim

is unconscious
+ no normal breathing
+ has no pulse.

The defibrillator is self-explanatory. Malfunction is impossible.

You will find a defibrillator near the main entrance of buildings 1-6.

FIRES – CHECKLIST

Step 1

- Keep **calm**.
- Activate the **fire alarm**.
- **Emergency call 112**
- **HSD emergency call + 49 211 4351-111.**

Step 2

- Leave the building calmly.
- Assist helpless people and those who do not know the place.
- Follow escape route plan.
- Go to assembly point.

Step 3

- Wait at the assembly point.
- Follow the rescuers' instructions.
- If need be, give first aid.

FIRES

In case of an open fire and/or smoke:

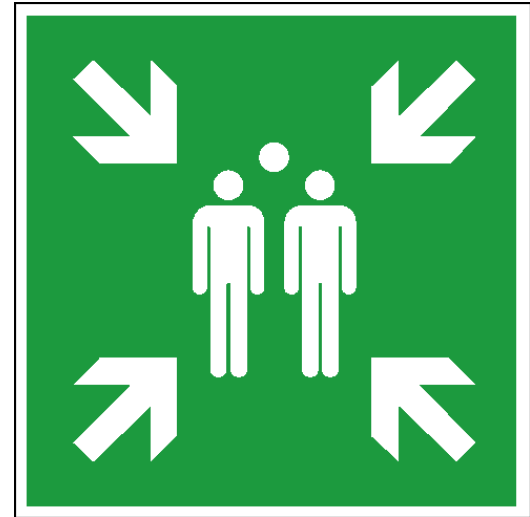
- Call the fire brigade (**112**) and/or activate the fire alarm.
- Keep CALM and follow the marked escape routes to leave the building.

More information:

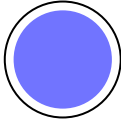









- On the escape route plans on all floors
- On the instructions on how to behave in case of fire (fire safety regulations A), next to the fire extinguishers

FIRES – ASSEMBLY POINT

- Go to the assembly point in the centre of the campus (see green area on the escape route plans).
- Follow the instructions given by the rescuers and the evacuation helpers (orange vest).



FIRES – IMPORTANT SYMBOLS

	You are here		Escape route
	Portable fire extinguisher		Escape stairs (down)
	Manual fire alarm call point		Escape stairs (up)
	First-aid and refuge room		Emergency exit
	First-aid box		Assembly point

ESCAPE ROUTE PLAN

Flucht- und Rettungsplan

for example:

Building 2 – first floor

Please always take a look to the escape route plan of the respective location

Übersicht

LEGENDE

- Standort
- ➔ Notausgang
- 🔥 Feuerlöscher
- 🚒 Brandmeldetaster
- 👥 Sammelstelle
- 🏠 1. Hilfe im 1. OG

**Verhalten im Brandfall
Ruhe bewahren**

- Brand melden**
 - Brandmelder betätigen!
 - Telefon: ... 112 ...
 - Wer meldet? Was ist passiert? Wie viele sind betroffen/verletzt? Wo ist etwas zersplittert? Warten auf Rückfragen!
- In Sicherheit bringen**
 - Gefährdete Personen mitnehmen
 - Fenster und Türen schließen
 - Türen NICHT abschließen
 - Sammelzone einnehmen
 - Rettungswege folgen
 - Aufzug nicht benutzen
 - Anweisungen beachten
- Löscheversuch/unternehmen**
 - Feuerlöscher benutzen

**Verhalten bei Unfällen
Ruhe bewahren**

- Unfall melden**
 - Telefon: ... 112 ...
 - Wer meldet? Wo geschah es? Was geschah? Wie viele Verletzte? Welcher Art von Verletzungen? Warten auf Rückfragen!
- Erste Hilfe**
 - Absicherung des Unfallortes
 - Versorgen der Verletzten
 - Anweisungen beachten
- Weitere Maßnahmen**
 - Rettungsdienste einweisen
 - Schausitzge entfernen

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BOMB THREATS & ABANDONED OBJECTS – CHECKLIST

Step 1

- Keep **calm!**
- **HSD emergency call**
+ 49 211 4351-111
(they will activate the fire alarm)

Only at a Bomb Threat

- **Emergency call 110.**

Step 2

- Leave the building calmly.
- Assist helpless people and those who do not know the place.
- Follow escape route plan.
- Go to assembly point.

Step 3

- Wait at the assembly point.
- Follow the rescuers' instructions.
- If need be, give first aid.

BOMB THREATS

In case of a bomb threat, e.g. a written warning or anonymous call:

- Call HSD emergency number (**+49 211 4351-111**) and the police (**110**).
- Activate the fire alarm.
- Stay away from the bomb.
- Follow escape route.
- Follow the rescuers' instructions.

ABANDONED OBJECTS

In case of an abandoned object, e.g. a bag, suitcase or backpack:

- Call HSD emergency number (**+49 211 4351-111**). Let them decide what to do.
- Stay away from the object.
- Follow escape route.

MASS SHOOTING – CHECKLIST

Step 1

- Keep **calm!**
- Do **not** activate the **fire alarm.**
- Do **not** touch **suspicious objects!**

Step 2

- **Avoid open spaces.**
- **Hide and barricade yourself.**
- Lock yourself into a room.
- **Emergency call 110.**
- **HSD emergency call +49 211 4351-111.**
- If necessary, give first aid.

Step 3

- **Wait** until rescuers or police get in touch.

MASS SHOOTING

- Shooters are in a *psychologically extreme situation*.
- Shooters do not care about anonymity or self-protection.
- Shooters want to kill other people before dying by themselves.
- Shooters randomly injure or kill anyone in their way.
- Important!: **hide** and **barricade** yourself to **escape**.

HOSTAGE SITUATION – CHECKLIST

Step 1

- Keep **calm!**
- Do **not** activate the **fire alarm!**
- **Escape**, if possible.

Step 2

- **Avoid open spaces.**
- **Hide**
- Lock yourself into a room.
- **Emergency call 110.**
- HSD emergency call **+49 211 4351-111.**
- If necessary, give first aid.

Step 3

- **Wait** until rescuers or police get in touch.

HOSTAGE SITUATION

- Hostage-taker holds one or more people, usually as security for the fulfilment of a condition, disclosing their location.
- Hostage-takers' exact aims can vary.
- Hostage-takers want to stay anonymous and try not to get injured.

Important!:

- Get to safety.
- Do **not** try to rescue the hostages yourself.
- Let the police solve the situation.

HOSTAGE SITUATION – WHAT TO DO

What to do as a hostage:

- Keep calm!
- Do not provoke the hostage-taker.
- Do not fight e.g. getting tied up.
- Do not touch any weapons.
- Observe the situation.
- Cooperate passively.
- Do not address the hostage-taker directly.
- Ask for favours
- Eat and drink what you can get

POWER BLACKOUT – CHECKLISTE

1. Schritt

- If the power doesn't return within 10 min., **pack up and leave the building.**
- Ensure safety in the workplace
(Secure machines and complete experiments safely)

2. Schritt

- Leave the building calmly.
- Assist helpless people and those who do not know the place.
- Follow escape route plan.
- Go to assembly point.

3. Schritt

- Wait at the assembly point.
- Follow the rescuers' instructions.
- Don't leave the assembly point until instructed to do so.

The exit from the underground car park is only possible after extensive work by the facility management.

POWER BLACKOUT

User instructions for power blackout:

- In the event of a power blackout at the HSD, the emergency power generator switches on, the normal lighting goes out and the emergency lighting comes on.

SUMMARY

	Accident	Fire alarm	Bomb threat	Mass shooting	Hostage situation	Power Blackout
Getting to safety	Alarm Rescue Help	Leave the building		Hide/barricade yourself		Leave the building after 10 min. without power
What to do	Keep calm!					
	Follow escape route plan					Follow escape route plan
	Follow checklist.					
Alarm	Fire brigade 112 HSD emergency call: +49 211 4351-111		Police 110 HSD emergency call: +49 211 4351-111			
Once you are safe	Follow the instructions of the emergency services			Provide first aid Wait for further instructions		Wait for further instructions

IMPORTANT PHONE NUMBERS

TASK	NAME	PHONE NUMBER
Accidents, fires	Fire brigade	112
Bomb threat, mass shooting, hostage situation	Police	110
HSD emergency number	Reception	+49 211 4351-111
Security service	External security service	+49 211 4351-6000
Facility Management	Ralf Hartenstein	+49 211 4351-9400
Occupational safety specialists	Karen Schmidt Klaus Freimuth	+49 211 4351-8322 +49 211 4351-9429
Fire prevention officer	Herbert Höne	+49 172 2582617

END