



SAFETY BRIEFING

**on what to do in case of an emergency
for staff members**

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Annex:

First-aid poster to print out

Fire safety regulations to print out

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

FIRST AID AND ACCIDENTS – CHECKLIST

Step 1

- Keep **calm!**
- Understand the situation.
- **Emergency call 112** (and/or activate the fire alarm).
- **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

First aider:

- staff members trained for emergency situations
- to contact in case of an accident or injury
- list of HSD first aiders available at reception or online (team Health and Safety)

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** (and/or activate the fire alarm).
- **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:

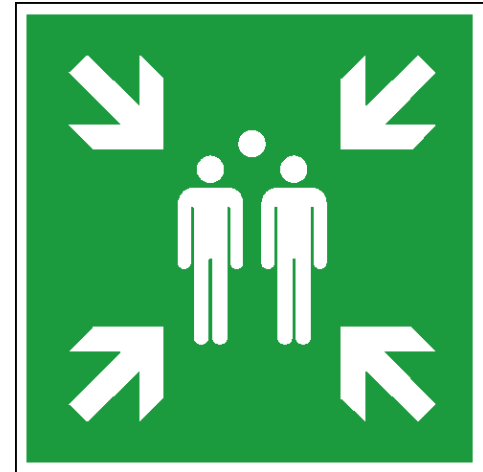
- Call the fire brigade (**112**) and/or activate the fire alarm.
- Keep CALM and follow the marked escape routes to leave the building.

More information:

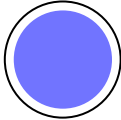









- On the escape route plans on all floors
- On the instructions on how to behave in case of fire (fire safety regulations A), next to the fire extinguishers (see also annex)

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

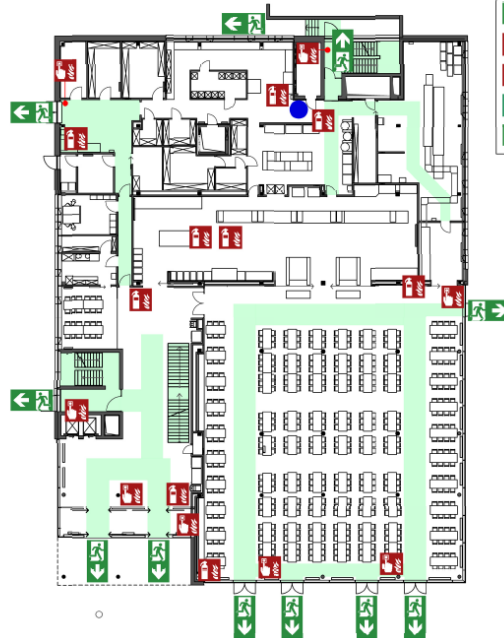
	You are here		Escape route
	Portable fire extinguisher		Escape stairs (down)
	Manual fire alarm call point		Escape stairs (up)
	First-aid and refuge room		Emergency exit
	First-aid box		Assembly point

ESCAPE ROUTE PLAN

Flucht- und Rettungsplan

For example:

building 2 –
ground floor



LEGENDE

- Standort
- No-Ausgang
- Feuerlöscher
- Brandmeldetaster
- Sammelstelle
- 1. Hilfe im 1. OG

Verhalten im Brandfall
Ruhe bewahren

1. Brand melden Brandmelder betätigen
 Telefon: 112.....
 Wer meldet?
 Was ist passiert?
 Wie viele sind betroffen/verletzt?
 Wo ist etwas passiert?
 Warten auf Rückfragen!
2. In Sicherheit bringen Gefährdete Personen mitnehmen
 Fenster und Türen abschließen
 Türen NICHT abschließen
 Gekennzeichneten Rettungswege folgen
 Aufzug nicht benutzen
 Anweisungen beachten
3. Löschversuch unternehmen Feuerlöscher benutzen

Verhalten bei Unfällen
Ruhe bewahren

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

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BOMB THREATS & ABANDONED OBJECTS – CHECKLIST

Step 1

- Keep **calm!**
- **HSD emergency call + 49 211 4351-111.**

Only at a Bomb Threat

- **Emergency call 110.**
- Activate fire alarm.

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.

BOMB THREATS

If you receive a bomb threat, memorise the main information for the police:

- **When** did you receive the bomb threat and when will the bomb explode?
- **What** did the caller/letter say exactly?
- **Where** is the bomb supposedly?
- **Who** made the bomb threat?
- **How** did he/she speak/write? Was there anything characteristic?

Important!: Call HSD emergency number (**+49 211 4351-111**) and the police (**110**) immediately.

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

Do **not** activate the **fire alarm!**

Keep **calm!**

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 need be, 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 themselves.
- Shooters randomly injure or kill anyone in their way.
- Important!: **hide** and **barricade** yourself to **escape**.

HOSTAGE SITUATION – CHECKLIST

Step 1

Do **not** activate the **fire alarm!**

Keep **calm!**

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 need be, give first aid.

Step 3

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

HOSTAGE SITUATION

- Hostage-taker holds one person or more, 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.

POWER BLACKOUT – CHECKLISTE

1. Step

- 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. Step

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

3. Step

- 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
First aid	First aider	See list at HSD reception or online
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	Jürgen Bons Klaus Freimuth	+49 211 4351-9427 +49 211 4351-9429
Fire prevention officer	Herbert Höne	+49 172 2582617
HSD doctor	Gesine Müting	+49 211 810-6490

YOUR RESPONSIBILITIES

For your own safety at HSD:

- Where is the closest escape route?
- What is the alternative escape route?
- Where is your assembly point?
- Where is the closest fire extinguisher?
- Who is the closest trained first aider?
- Where is the closest first-aid box?
- Where is the closest defibrillator?
- Attend the yearly safety briefings.

Important! Approach people who are watching, filming or taking pictures of accidents rather than helping.

END

ANNEX

- FIRST-AID POSTER TO PRINT OUT
- FIRE SAFETY REGULATIONS TO PRINT OUT



First aid



Finding a person

Principles

- Keep calm and quiet
- Secure the accident scene
- Remember your own safety



Rescue person out of the hazard zone if necessary



Emergency call

- Where did it happen?
- What happened?
- How many casualties?
- What kind of injuries?
- Wait for queries!



un-conscious

call for help

Check consciousness
address loudly, touch and gently shake the person

no normal breathing

Emergency call

Check respiration
clear respiratory tract, tilt the head back, lift the chin, look, listen and feel for movement and breath sounds



30 chest compressions
place hands in the centre of the chest, compression depth 5 – 6 cm rate 100 – 120 per minute

2 rescue breaths
in turns with the mouth or the nose for about 1 sec

Emergency call

conscious

normal breathing

someone fetch the AED*

help appropriately
e.g. treat the wounds

recovery position



Emergency call

continuously check consciousness and respiration

rescue coordination center:

first aider:

in-house paramedics:

first aid material at:

first aid rooms:

first aid physicians:

authorized medical consultant:



Info: www.dguv.de/landesverbände

nearest hospitals:

learn to help – become a first aider



Info: www.dguv.de/fb-westfalen

Information about the training can be obtained from:

* If available, follow the directions of the „Automated External Defibrillator“ (AED)





Prevent fires!

Fire, open flames and smoking prohibited



What to do in case of a fire or an extraordinary incident

Keep calm!

Report fire



Activate the fire alarm.

Emergency call 112

Who is reporting?

Where did it happen?

What happened?

How many people are affected?

Wait for queries!

Fire alarm



The fire alarm is a
howling sound / siren.
Flashing light

Get to safety



Warn people at risk.
Assist helpless people.
Close windows / doors.
Do **NOT** lock doors.
Follow marked escape
routes.



Follow instructions.
Do not use elevators.
Go to assembly point.

Extinguish fire



Use fire extinguisher.