

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

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

More information:

- on the following checklist (next slide)
- on the escape route plans
- on the posters next to the first-aid box

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, according to instructions on the poster.
- 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 – DEFIBRILLATOR

Only use the defibrillator if the victim

**is unconscious
+ not 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

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

More information:

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

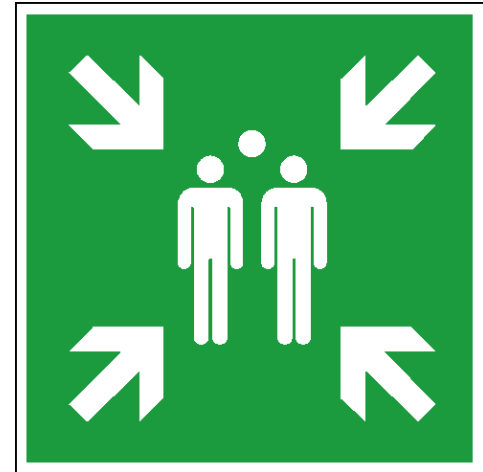
- Leave the building calmly.
- Assist helpless people and those who do not know the place.
- Follow escape route plan.
- Go to assembly point.

Step 3

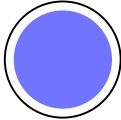









- Wait at the assembly point.
- Follow the rescuers' instructions.
- If need be, give first aid.

FIRES – 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

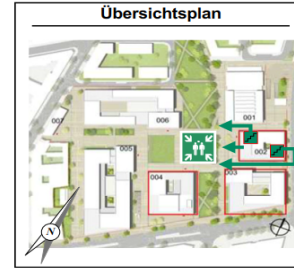
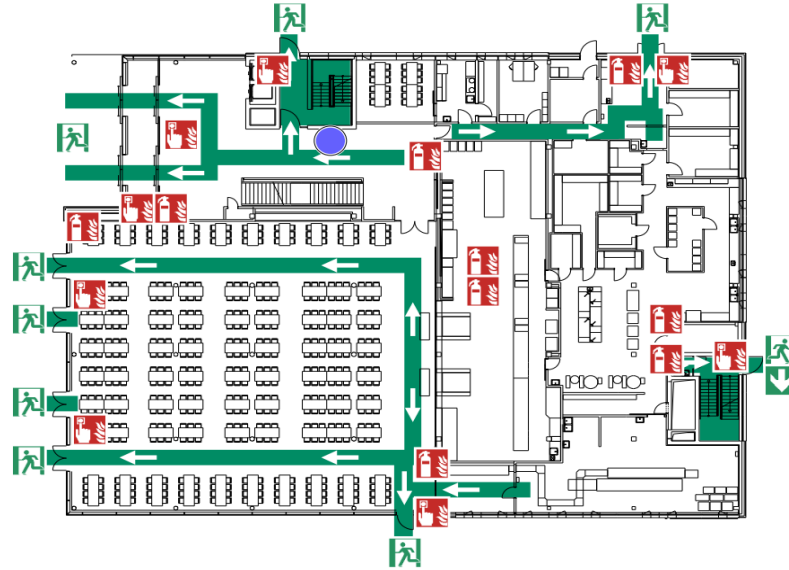
ESCAPE ROUTE PLAN











Verhalten im Brandfall Ruhe bewahren




- Brand melden**  **Telefon 112**
Wer meldet?
Was ist passiert?
Wie viele sind betroffen / verletzt?
Wo ist etwas passiert?
Warten auf Rückfragen!
- In Sicherheit bringen** 
Gefährdete Personen mitnehmen
Türen schließen
Türen nicht öffnen
Rettungswegen folgen
Auftrag nicht befehlen
Anweisungen beachten
- Löschversuch unternehmen** 
Feuerlöscher,
Mittel und Geräte zur
Brandbekämpfung benutzen

Verhalten bei Unfällen Ruhe bewahren

- Unfall melden**  **Telefon 112**
Wo geschah es?
Was geschah?
Wie viele Verletzte?
Welche Art von Verletzungen?
Warten auf Rückfragen!
- Erste Hilfe** 
Absicherung des Unfallortes
Versorgung der Verletzten
Anweisungen beachten
- Weitere Maßnahmen** 
Rettungsdienste einweisen
Schaulustige entfernen



Legende	
	Standort
	Rettungsweg
	Handfeuerlöscher
	Handfeuermelder
	1. Hilfe / Ruheraum im 1. OG
	Verbandskasten
	Fluchttreppenhaus abwärts
	Fluchttreppenhaus aufwärts
	Notausgang
	Sammelplatz

	
Campus Derendorf	<small>Über nach Lageplan mit Haus-Nr. 002</small> Standort Gebäude 002
<small>Datum: 23.02.2015</small>	<small>© 2015</small>
<small>Bearb.: Meyer</small>	<small>002</small> Erdgeschoss 4
<small>Gepr.: </small>	<small>Plan: Fluchtwegkarte 002.ind - 8 / 20</small>
<small>Freigegeben: www.fhd.de</small>	

for example:

Building 2 – first floor

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

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.

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 – CHECKLIST

Step 1

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

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**.

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.

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 – 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 – 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.

SUMMARY

	Accident	Fire alarm	Bomb threat	Mass shooting	Hostage situation
Getting to safety	Alarm Rescue Help	Leave the building.		Hide, barricade yourself.	
What to do	Keep calm!		Keep calm!		
	Follow escape route plan.		Follow checklist.		
Alarm	Fire brigade 112		Police 110		
	HSD emergency call: +49 211 4351-111		HSD emergency call: +49 211 4351-111		
Once you are safe	Follow the rescuers' instructions.			Give first aid. Wait.	

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	Andreas Moritz	+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

END