



What to do in case of fires and/or emergencies?

**This is only a short overview of the most important and relevant facts.
Please note that you are committed to reading and considering the institute's
"Brandschutzordnung"!!!**

- In case of a fire press the nearest fire alarm button (staircase 'Mitte' or 'Süd').
This will set off the house alarm immediately and call the fire department.
The building has to be evacuated immediately!



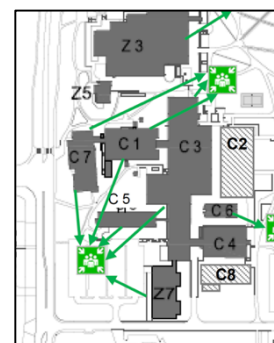
In case of accidents and/or injuries, call the emergency number **112** from any fixed line telephone in the institute. In that case, no house alarm is set off!

If the electricity has been cut use the **black emergency telephones** in the hallways.

- Give first aid (if necessary) to injured people and/or attempt to extinguish the fire using a suitable extinguisher
- In case of fire alarm: leave the building **immediately** using the nearest stairwell and go to the respective meeting place (5/12, see plan). If one or more staircases are obstruct, e.g. by fire or by smoke, use the emergency balconies.

Meeting points for evacuation: If you leave via...

...main entrance (NORD): MEETING POINT 12 (MENSA)
...staircases MITTE/SÜD: MEETING POINT 5 (CHEMIE SÜD)



What to do when the building has to be evacuated:

- Close all doors and windows when leaving the room!
- Check whether everybody has left the room and lock the door. Locked doors signal "room has been evacuated" to the firemen.
- If you are in a lab: turn off gas, power supply, and any running water, except cooling water
- Using the elevator is **strictly** prohibited!
- The first person who leaves the building is obliged to act as the "Institutsbeauftragter", i.e. he or she is coordinating the evacuation until the fire department arrives and remains at the main entrance. If you hold this position, please wear the orange reflective vest which you can find in the blue box next to the main entrance. One of your major obligations is to instruct two staff members to open both doors at the main entrance and to hinder any person from re-entering the building!**
- For each level a "Stockwerksbeauftragter" is defined.
He or she is responsible for blocking the affected area/level, evacuating the respective floor, checking whether all rooms (including toilets and restrooms!) have been evacuated, and reporting this to the "Institutsbeauftragten".
- In case of any fire alarm or evacuation, nobody is allowed to return into the building as long as this has not been clearly signaled by the fire department! The end of the acoustic alarm is no signal for that! Do not walk back into the building, this may be highly dangerous!**