




Location «Strassenname» «Hausnummer»
«Gebaeudeteil»

Fire prevention officer «BS1»
«BS2»

Safety officer «SB1»
«SB2»

First Aid «EH1»
«EH2»
«EH3»
«EH4»
«EH5»
«EH6»
«EH7»
«EH8»

Emergency	Uni-Ring	Mobile phone
Fire / Ambulance	112	112
Police	110	110
Technical service (emergencies)	76 444	07071 29 76 444
Technical service (disruptions)	77 171	07071 29 77 171

First aid 

Get injured persons out of danger area. Call first aid officer or make emergency call, providing information for rescue service.

Record in accident log book; Report accident after seeing a doctor or three calendar days unable to work.

Fire prevention

No open flame, no smoking, no fire, no uncovered sparks or other ignition sources except for operational purposes in laboratories, workshops, etc.

Store flammable substances only in designated storage areas or cabinets; keep only a daily supply on hand.

Check electrical appliances for obvious defects before use. Do not leave electrical heating devices (kettles, fan heaters, coffee makers) unattended when in use. Do not charge lithium batteries near flammable materials.

Orderliness and cleanliness are essential for avoiding fires (e.g., overheating due to dirt, dust explosions) and for safe evacuation via escape and rescue routes.

Preventing the spread of smoke and fire

The greatest danger during a fire is smoke inhalation. Fire doors without hold-open devices must not be kept open manually.







Smoke and heat extraction systems, especially in stairwells, can be triggered automatically, or manually if smoke is present, depending on the building.

Escape and rescue routes

Always keep emergency exits, escape and rescue routes clear. Remove bulky or flammable materials, especially in stairwells, or inform your supervisor. Before placing objects in stairwells or corridors, clarify the options with Workplace Safety.

Alarms and extinguishing systems

Report fires by automatic or manual fire alarms (red buttons), as available, and call: 112 (see notice specific to your building: Brandschutzordnung Teil A).

		
Powder	Foam	CO ₂ extinguisher
		
very high performance universal high residue	high performance offices, administration low residue	low performance laboratories, electrics residue-free risk of suffocation

For small rooms, use CO₂ from the outside; do not enter the room afterwards. With 2 kg or 5 kg of extinguishing agent, this means rooms smaller than 11 m² or 28 m² respectively. Find out the locations of the alarms and extinguishing equipment in your area - and how to use them.



In case of fire

Thoughtless actions may lead to mistakes and panic. Brandschutzordnung Teil A apply.

Report fire

Where is the fire?
What is on fire?
How big is the fire?
What are the dangers?

Stay on the phone to answer questions!

After calling the fire service, inform the technical service (Leitwarte): 76 444, especially in buildings without fire detectors.

Alarm signals and instructions

Take seriously every alarm, including drills and possible false alarms. Some warning systems raise the alarm via a siren or flashing light. Blue alarm buttons and red alarm buttons marked "Hausalarm" set off an alarm but do not summon the fire service. If there is no alarm system, warn people in the building by shouting or in other ways. You must follow instructions given by the fire service.

Get to safety

In case of fire or alarm, all work must stop and potential hazards minimized; leave the building!

Senior officials and/or teaching staff are to support a calm and orderly evacuation. Do not use the elevator; go to the meeting-point. Take the helpless with you, support others.

In the event of danger, the second escape route may, if necessary, be via a fire service rescue device.

Try to extinguish the fire

Saving lives is more important than fighting the fire. Only fight the fire if you will not hurt yourself. Extinguish gas fires only after the gas is turned off or if necessary, to rescue people.

Fire blankets are not suitable for use on a person; preferably use emergency showers or a fire extinguisher, spraying from the upper body downwards. All fire extinguishers are suitable for this.

Special rules of conduct

At the end of work, check that electrical equipment that is not needed is turned off; that windows, fire and smoke doors are closed; and that fire hazards, especially solvents, are properly stored.

Report any faults to Workplace Safety.

Prevent Fires

No open flame, no fire, no uncovered sparks or other ignition sources, no smoking

In Case of Fire

Remain calm  Press fire alarm

Report fire  Call 112

Get to safety  Warn others in danger
 Assist those in danger
 Follow marked escape path
 Do not use elevator
 Go to meeting point
 Follow instructions

Try to extinguish the fire  Use fire extinguisher



In case of violence or threat of violence

- Remain calm
- Call police immediately
- Stay on the phone, prepare to answer police questions
- Do not press fire alarm
- Lock yourself in - barricade the room, stay away from windows

- Never pick up attacker's weapon. Police may think you are the attacker. Hide or cover any weapons you find.
- Only when all-clear signal given: Leave the building, taking injured or disabled persons and visitors with you