

What
to do
in an
emergency

Campus Kiel

The University Board at Kiel University
CAP 4
Olshausenstr. 40
24118 Kiel

Author: Stabsstelle Sicherheitsingenieur
www.sicherheitsingenieur.uni-kiel.de

Kiel, February 2017

This brochure contains important telephone numbers and help on how to behave in an emergency.

Please raise awareness of the emergency brochure using noticed.

This brochure is designed as a supplement, to be pinned to a notice board and to provide assistance during the employees' annual instruction.

	Seite
First aid	4
Emergency calls for accidents involving people	5
Clinics, doctors, poison information centre	6
First aid for accidents in laboratories	7
Fire prevention	8
What to do if you discover a fire	9
What to do if you hear the signal to clear the building	10
What to do if someone is on fire	11
How to put out a fire correctly	12
Representatives in the radiation safety area, the laser area and the genetic engineering area	13
What to do if you find a suspicious object	14
What to do if there is a bomb threat	15

The first few minutes of an emergency determine the success of the rescue measures!

Make sure you know the options and the in-site conditions that are important in your area in case of an emergency, for example,

- Emergency phone numbers and telephones
- Where first aid kits are located

Hang up posters and instructions for first aid along with the required records.

Posters and instructions can be collected from the administrative department safety engineer: siching@uv.uni-kiel.de

Occupational accident insurance:

Unfallkasse Nord
Seekoppelweg 5a
24113 Kiel

Tel: 0431 / 64 07 - 0
Fax: 0431 / 64 07 - 250
E-mail: ukn@uk-nord.de

Emergency calls for accidents involving people

In the case of serious injury, immediate transport by the emergency services is required.



1. Secure the site of the accident
2. Call the emergency services
3. Perform immediate life-saving actions
4. Instruct the rescue team

The following applies to all telephones within the university:

General emergencies

Tel.: 0-112

Inform the main gate, so that the rescue team comes to the accident site:

Main gate

Tel.: -2222

Main gate emergency mobile

Tel.: 0-0160-96 93 00 50

The main gate can be contacted at any time.

The emergency call must include the following details:

Who is calling?

Name/function of the caller

Where?

Kiel University

Name of the Institute

Street and house number

Floor/room

Place of the accident

What happened?

Wait for any questions!



University Medical Centre Schleswig-Holstein - Campus Kiel:

Neurological and surgical casualty department

Arnold-Heller-Str. 3, house number 41 0-500-24440

casualty department- internal medicine

Arnold-Heller-Str. 3, house number 6 0-500-22259



Department of Ophthalmology

Arnold-Heller-Str. 3 0-500-24202

Lubinus-Klinikum - casualty department

Steenbeker Weg 25 0-388-12 90

Nearest eye doctor:

For accidents involving hydrofluoric acid:

University Medical Centre Schleswig-Holstein - Campus Kiel

Surgical casualty department 0-500-24440

In the event of poisoning, information can be obtained from the

Giftinformationszentrum-Nord

www.giz-nord.de 0-0551-19 240

speed dial 92-500

Please note:

- **Only transport injured people yourself if the injury is a minor one!**
- **Always go with the injured person!**

First aid for accidents in laboratories



- Call an ambulance!
- Prepare available antidotes for the emergency doctor.
- Give the rescue team the material safety data sheet or operating instructions.

Chemical burns to the eyes

- Use eye wash. Keeping your eyes open, rinse thoroughly for at least 10 minutes.
- Visit the Department of Ophthalmology or nearest eye doctor.

Chemical burns to the respiratory system by irritant gases (such as chlorine, nitric oxide, ammonia)

- Rescue from the dangerous area (observe self-protection)
- Ventilate the area with fresh air as soon as possible.

Chemical burns to the skin, coming into contact with hazardous substances

- Remove soaked clothing immediately
- Rinse the affected areas of the body under running water.

The appropriate superiors or representatives are to be notified after an accident.

Basic rules:

- **Save people before fighting the fire!**
- **People are more important than objects!**
- **Warn anybody who is there!**
- **Try to fight the fire by extinguishing it!**
- **Always use the next available extinguishing agent!**
- **Take part in fire extinguishing drills!**

The next appointment can be found at: <http://www.uni-kiel.de/fm/de/a-b-g/brandschutz>

- **Always ensure that you do not put yourself in danger when helping others!**

Ensure you know about:

- Emergency phone numbers and telephones
- Smoke alarms
- Fire extinguishers
- Emergency exits
- Any possible means of evacuation (e.g. EVAC-Chair)
- The sound of the fire alarm or the house alarm signal

Signal sounds can be found at: <http://www.uni-kiel.de/fm/de/a-b-g/brandschutz>

- **Ensure that emergency exits are not locked or obstructed!**
- **Report any fires to your superior!**

If a fire is extinguished within the university grounds, without setting off the fire alarm, the

Main gate Tel.: -2222

must be informed afterwards.

What to do if you discover a fire



If you discover a fire or smoke, inform the fire brigade using the **Emergency number 0-112**,

and



set off the **alarm** via a fire detector:
Break the glass and press the button.

Also notify the main gate via telephone under -2222, so that they can organise additional help.

Warn anyone close to the fire by shouting!

If possible switch off any experiments or equipment set up in your area.

Switch off gas supplies, compressed air supplies and experiment apparatuses.



Try to put out the initial fire using hand-held fire extinguishers if this is possible without putting yourself at risk.

Remember the dangerous effects of smoke!

Close the doors to the source of the fire in order to prevent smoke spreading.



Immediately exit building via the marked emergency exits.
Take helpless people with you.



Do not use elevators - danger of death.



Go to the designated assembly point.

What to do if you hear the signal to clear the building



Immediately exit the building via the marked emergency exits (hallways and stairwells)



Take disabled, helpless or endangered people with you.

Go to the designated assembly points.

Tell rescue teams if there are any people still in the building.



Please note:

Do not use elevators - danger of death! Burning gases can be sucked into the elevator shaft, or power cuts can occur.

If you cannot get to an exit because there is too much smoke, get to the furthest possible room away from the fire. Close the doors. Draw attention to yourself (using an open window, mobile phone, telephone)

If possible turn any experiments or equipment set up in your area into a safe condition.

What to do if someone is on fire



- If a person is on fire, all types of fire extinguisher can be used. Before starting to extinguish the fire, tell the person to keep their mouth and eyes shut.
- **Fire blankets** are **not suitable** for use when a person is on fire.
- Emergency showers are counted as a standard extinguishing agent. However, they may only reliably extinguish the upper body.



How to put out a fire correctly



Always extinguish with the direction of the wind.



Spray the base of the flames from the front to the back.

Do not spray the flames from above.

Spray in bursts.



Use multiple fire extinguishers at once - not one after another.



Always extinguish dripping or running fires from top to bottom.



Watch out for reigniting flames.

Do not leave the area of the fire immediately.

Observe the source of the fire.



Do not hang up used fire extinguishers again.

Have used fire extinguishers refilled.



Radiation Safety Area

Radiation safety representative

Mr/Mrs _____

Tel.: _____



Laser Area

Laser safety representative

Mr/Mrs _____

Tel.: _____

Genetic Engineering Area

Genetic engineering projekt leader

Mr/Mrs _____

Tel.: _____

What to do if you find a suspicious object

If you find a suspicious object please notify



Your superior: _____

The police via an emergency call: Tel.: **0-110**

The main gate: Tel.: 2222

Main gate emergency mobile Tel.: 0-0160-96 93 00 50

Basic rules:

- Keep calm!
- Do not touch the object.
- If the object is inside a room, leave the room and close the door.
- If you find a suspicious object outside, try to keep others away from it.
- If there are other people around, ask them:
Did someone leave this object lying here?

After the police have been informed, it will take around 1-2 hours for the task force to arrive on site.

If you receive a bomb threat or similar by telephone, you should act as follows:

- Listen!
- Do not end the call, to get the caller to keep talking!
- Start taking notes immediately! Such as accent, spoken peculiarities, age, gender, etc.

Try and get as much information as possible by asking questions such as

When is the bomb going to explode?	Answer
Where is the bomb?	Answer
What does the bomb look like?	Answer
What sort of bomb is it?	Answer
How is the bomb detonated?	Answer
What is your name?	Answer
Where are you calling from?	Answer
Why are you making this threat?	Answer

Straight away, you should inform

- Your superior: _____
- The police via an emergency call: Tel.: 0-110
- The main gate: Tel.: -2222
Main gate emergency mobile Tel.: 0-0160-96 93 00 50