

# **EMERGENCY AND ALARM PLAN**



112

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# IN CASE OF ACCIDENTS

1. Safeguard yourself and keep calm

2. Call emergency services Tel. 112

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

#### 3. Perform first aid

- secure the accident site
- call first aiders for assistance
- care for the injured, e.g. determine consciousness, open airways etc.
- brief the emergency responders
- follow their instructions
- 4. Inform supervisor about the accident

#### **Nearest defibrillator**



### First aiders

Name	Tel. No.	Floor	Room
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#### Please note

Accidents must be reported.

Employees should fill out the form "Unfallanzeige" (accident report) of the Unfallkasse NRW.

Civil servants should fill out the form "Anzeige über einen Dienstunfall" (service-related accident report).



# **IN CASE OF FIRE**

- Safeguard yourself and keep calm
- 2. Follow the instructions under "Preventing Fires" (Part A of the Fire Safety Regulations)

#### **Attempt to extinguish fire**

Only extinguish incipient fires

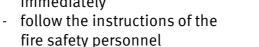
- a clear view of the source of fire
- low smoke and heat development
- possible to approach without putting yourself in danger

#### Other required actions

- cut off power and gas supply
- exit smoke-filled rooms stooping or crawling

#### When leaving the building

in case of evacuation, leave building immediately



- give instructions to the rescue team if necessary
- at the meeting point, inform the fire safety personnel about injured or missing persons and damage status



#### **Meeting point**

- follow the instructions of the fire brigade
- only leave the meeting point when instructed to do so
- only re-enter buildings when the responsible supervisor gives the all-clear

# Instructions and Recommendations

#### Please note

Every fire, even if extinguished, must be reported to the building supervisor! Building supervisors must report fire incidents (as well as follow-up measures) to the malfunction reporting office, see

https://sso.uni-muenster.de/intern/werkzeuge/formulare/index.shtml



**Police** 

Fire brigade

# **IMPORTANT NUMBERS**

Phone
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Poison control centre 0551 / 19240

**Malfunction reporting office** (83-) 33333

**Building supervisor** 

**Emergency services** 

Custodian

Area manager

Fire safety officer

Safety officer

Office for Occupational Health and Environment Protection

(83-) 25781

In-house medical service at the UKM (only matters of medical care)

**e)** (83-) 56081

#### Recommendation

NINA-WARN-APP (free app to receive alerts on storms, hazardous conditions or catastrophes)

Federal Office of Civil Protection:

Download at: https://warnung.bund.de/

or scan QR code



