FIRE/ACCIDENT

**Remain calm and do not panic**

**Raise the Alarm**

- Fire brigade/ambulance service 📞 112
- Fault reporting hotline (University) 📞 1171 To be informed

*Push the fire alarm button*

*Where to be found:*

- In stairways and corridors

**Pay attention to alarms and broadcasts**

**Provide Information**

- Where is the site of the emergency: town, street name, specific part of a building?
- What happened?
- How many people are involved/casualties?
- What kind of injuries/what is the condition of each individual?
- Wait for queries from the fire department

**Perform First Aid**

- First aider:
- Nearest hospital:

**Attempt to Extinguish (Fire)**

- Fire safety assistant(s):

**Leave the danger zone immediately**

- close windows and doors
- use the indicated emergency exits

- Take care of people in need, do not use the elevators/lifts

- Do not use lifts in the case of fire!

**Brief the rescue team**

- Position a guide person in a prominent place.
- Follow the instructions of the rescue team.

**Additional emergency telephone numbers**

- Poisons control hotline 📞 0551 19240
- Director of Institute: 📞