Basic Instructions for Students

General safety information, guidelines, and rules for emergencies in all campus buildings, especially lecture halls, seminar rooms, computer rooms, and the library

Appended with information about the coronavirus – SARS-CoV-2
1. Introduction

At the Nuremberg Institute of Technology, ensuring occupational health and safety as well as fire prevention is a priority. Every university member is responsible for their own health and safety and the health and safety of the people within their working environment that could be affected by their behaviour or failure to act in their professional capacity.

These basic instructions will inform you of the university’s general safety instructions and guidelines for emergencies in campus buildings, in particular in lecture halls, seminar rooms, computer rooms, and the library. These instructions should be presented regularly (at least once a year).

The general basic instructions for students has been appended in this version with new regulations that have developed in the context of the coronavirus, SARS-CoV-2, pandemic.
1. Introduction

If you engage in special tasks within your studies (e.g., working with hazardous or biological materials; using equipment, facilities, and machines; practical exercises; research; excursions, etc.), you must receive specific safety instructions for these activities including instructions on hazards, safety measures and responses, and codes of behaviour, from your supervisor in the respective area, e.g., practical exercises instructor, before undertaking any of these special tasks.
2. What to do in case of fire

Remain calm and act deliberatively

- **Report the fire**
  - Activate the alarm or dial *112 (or 0-112) on a university telephone or with your own mobile telephone (112).

- **Go to safety**
  - Leave the dangerous area by using the signed escape and rescue routes!
  - Do not use elevators.
  - Take injured or disabled persons with you.
  - Use assistive devices to evacuate people with disabilities.

- **Go to an assembly point**
  - Go to the assembly point designated for the building you are in.

**Familiarise yourself with Nuremberg Tech’s Fire Safety Regulations**
Example of an escape and rescue plan

Please observe the escape and rescue plans displayed in the hallways!
Other information on escape and rescue plans

Please observe the information on the escape and rescue plans displayed in the hallways!
Basic steps in emergencies

**In case of fire**
Keep calm!

1. Report the fire
   - Activate the alarm or
   - Telephone: 112, *(112 Univ. telephone)*
   - WHO is phoning?
   - WHAT happened?
   - HOW MANY affected / injured?
   - WHERE is the fire?
   - WAIT for further questions!

2. Go to safety
   - Take along people at risk or who need help.
   - Close doors.
   - Follow green exit signs.
   - Do not use elevator.
   - Follow instructions.

3. Attempt to extinguish fire
   - Fire extinguishers,
   - Fire hose stations
   - Use fire-fighting materials and equipment

**In an accident**
Keep calm!

1. Report the accident
   - Telephone: 112,
   - *(0112 Univ. telephone)*
   - Where did it happen?
   - What happened?
   - How many are injured?
   - What types of injuries are there?
   - WAIT for further questions!

2. First aid
   - Make the accident site safe / secure
   - Assist any injured individuals
   - Follow instructions

3. Further actions
   - Direct emergency responders
   - Remove or redirect curious onlookers

Please double-click these images.

English translations of the information that is displayed in German in Nuremberg Tech’s buildings and facilities.
Example of the assembly points at Location K, Keßlerplatz 12

Please be familiar with the designated **assembly points** for the building you are in.
3. What to do in an emergency

Remain calm and act deliberatively

- Report the accident
  - Call emergency services or *112 (or 0-112) on a university telephone or on your own mobile telephone (112).

- Provide first aid
  - Make the area safe.
  - Assist injured persons: get help, call for first aiders, send a person to the building entrance to guide helpers, and provide first aid at the level you are trained to provide.

- Further steps
  - Inform emergency services.
  - Clear the area of bystanders.

Know the important telephone numbers!

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Tel:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLICE/ EMERGENCY</td>
<td></td>
<td>110</td>
<td>*110</td>
</tr>
<tr>
<td>FIRE BRIGADE/ EMERGENCY MEDICAL</td>
<td></td>
<td>112</td>
<td>*112</td>
</tr>
<tr>
<td>SERVICE (AMBULANCE)</td>
<td></td>
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<tr>
<td>On-call Medical Service (Urgent Care)</td>
<td></td>
<td>116117</td>
<td>*116</td>
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<tr>
<td></td>
<td>Bahnhostraße 11 a (Adcom-Center), 90402 Nürnberg</td>
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<tr>
<td>Durchnägsärzte (DÄrzte)</td>
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<td>Durchnägsärzte (DÄrzte) are surgery and orthopaedic specialists, who are appointed by the state trade or professional associations, and have extensive knowledge of and experience in trauma surgery. The DÄrzte determines whether the injured patient requires care from a trauma specialist or other specialists.</td>
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<td><a href="http://dirweb.dguv.de">http://dirweb.dguv.de</a></td>
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<td>Info-Point</td>
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<td></td>
<td>KA-Building, Room KA 006</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>Tel: 0911/5883 - 4010</td>
<td>Fax: 0911/5883 - 4010 <a href="mailto:info-point@th-nuernberg.de">info-point@th-nuernberg.de</a></td>
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<tr>
<td></td>
<td>Telephone Switchboard</td>
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<td>KA-Building, Room KA 008</td>
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<tr>
<td></td>
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<td>Tel: 0911/5883 - 4297</td>
<td>Fax: 0911/5883 - 8309 <a href="mailto:telefonzentrale@th-nuernberg.de">telefonzentrale@th-nuernberg.de</a></td>
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<td>Location K</td>
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<tr>
<td>Violence Prevention</td>
<td></td>
<td>Tel: 0151/194-167-23</td>
<td><a href="mailto:bedrohungenmanagement@th-nuernberg.de">bedrohungenmanagement@th-nuernberg.de</a></td>
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<td>Security</td>
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<td>Tel: 0911/152 20 54</td>
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<td>3220 54</td>
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Please double-click this image.
4. First aid equipment

Be aware of the location of the nearest first aid kit.

- **Locations of defibrillators (AEDs)**
  On campus, there is at least one AED in the foyer of each building that should be used when a person shows no pulse and is not breathing. The instructions for using a defibrillator are self-explanatory; AEDs do not require training to use.

- **First aid rooms with beds**
  - Location K: Keßlerplatz / KA.042; KI.005 and KT.310 (incl. infant changing table)
  - Location W: Wassertorstraße 10 / WE.003
  - Location B: Bahnhofstraße 87 and 90 / BL.011 (incl. infant changing table), BB.009
  - Location H: Hohfederstraße 40 / HQ.010
  - Location S: Innere-Cramer-Klett Straße / SC.U103
Important information !!!

All important information for fire safety and emergencies is available in German and in English on Nuremberg Tech’s intranet site:

+++Hilfe in Notfällen+++
5. Accident insurance coverage

As a student, you have accident insurance coverage via the TH Nürnberg from the **Bayerische Landesunfallkasse**.

**Insured activities:**
- Participation in lectures, seminars, practical exercises
- Other activities for which the university is responsible, such as excursions, even if the activity is abroad or revision courses
- Visits to the university or state libraries
- Activities for the student government
- You are also covered during the travel to and from these activities. By the way: you are already covered when traveling to enrol.

**Activities that are not covered:**
- University-related work at home
- Private field excursions
- Review or revision courses from private providers
- Private discontinuities of transit to or from the university and your home (e.g., shopping)
- Detours or circuitous ways taken for private reasons
- Private activities on the university campus
What to do when something happens

In the event of minor accidents or injuries

- All first aid activities/measures must be documented.
- Minor accidents or injuries must be recorded on a First Aid Report Form (even in instances when no first aid materials were required or used) and the report must be placed without an envelope in the mailbox labelled for First Aid Reports (“Briefkasten für Verbandbuchblatt”) or emailed to erste-hilfe@th-nuernberg.de.
- Entering first aid measures in the First Aid Report Form is a written proof in instances of long-term consequences of the work or transit accident/injury.
What to do when something happens

Accidents and injuries with professional medical care:

- If you are treated by a *Durchgangsärztin/-arztes* or a physician after the work or transit accident, contact the telephone switchboard (*Telefonzentrale*) promptly to ensure the accident report form is recorded.

- Inform the physician or dentist treating you that it is an accident connected to your attendance at the university and that you have accident insurance with the *Bayerische Landesunfallkasse* as a student.

- The report to the switchboard (*Telefonzentrale*) can be made per telephone 0911-5880-9 or per email telefonzentrale@th-nuernberg.de.
Contact people

Safety and occupational health in special activities associated with your degree (e.g., work with hazardous or biological materials; use of equipment, facilities, and machines; practical exercises; research; excursions, etc.)

- Dean of your Faculty
- Laboratory / practical instructor

Occupational health and safety / Fire prevention

- Ayşe Geçer, Safety Engineer; 0911/5880-4044, ayse.gecer@th-hochschule.de
- Gerd Gruber, Fire Prevention Officer; 09178-904776, gerdgruber@gss-safety-solutions.de

University Service for Diversity and Occupational Health (HSFG)

Pregnant/nursing students: please contact the HSFG promptly (Information about the Maternity Protection Act - Mutterschutzgesetz)

at 0911/5880-4088 or per email at familienservice@th-nuernberg.de

Violence prevention

University members experiencing or exhibiting threatening or dangerous behaviour
0151/19410723 or per email at bedrohungsmanagement@th-nuernberg.de
6. Basic hygiene measures

- Maintain a minimum physical distance to other people of 1.5 metres
- When unable to maintain the minimum physical distance, wear a face mask that covers mouth and nose
- Stay at home if you have symptoms typical of corona, e.g., fever and cough
- Cough and sneeze into your elbow or a disposable tissue
- Wash your hands regularly with soap and water for at least 20 seconds
- Refrain from handshakes and hugs
- Refrain from touching your eyes, nose, and mouth
- Do not come to the university campus if you have signs of illness, such as fever or cough

These behaviours help to minimize the risk of infection to yourself and others!
7. Safety instructions in the library

- The hygiene measures described under point 6 apply in the library as well.

- Traffic patterns

Access to the library is limited to 340 individuals at the same time. Please register your presence at the entrance using the QR code or via VirtuOhm. Please adhere to the entrance and exit directions of movement as indicated. Only one person may move between the stacks at a time. Work spaces that are blocked off may not be used. You may remove your face mask when seated at a work space.

- Cleaning contact surfaces

Clean all contact surfaces before and after use with the cleaning wipes that are provided. Please use them economically and dispose of them after use in a rubbish bin. Contact surfaces include the mouse, keyboard, and any other thing that you touched with your hands, such as tables, whiteboards, pens, printer, monitors, etc.

- Ventilation

Adequate ventilation is provided for in the library.
8. Safety instructions for Central IT PC rooms

- The hygiene measures described under point 6 apply in the PC rooms as well.

- Traffic patterns
There are separate entrances and exits. Please enter the room only via the entrance and use the exit to leave the room in order to avoid contact at the doors.

- Cleaning contact surfaces
Clean all contact surfaces before and after use with the cleaning wipes that are provided. Please use them economically and dispose of them after use in a rubbish bin. Contact surfaces include the mouse, keyboard, and any other thing that you touched with your hands, such as tables, whiteboards, pens, printer, monitors, etc.

- Ventilation
Adequate ventilation is provided for by a ventilation system in the PC rooms and windows can be opened as needed.
Have a great semester!