Basic Instructions for Students

General safety information, guidelines, and rules for emergencies in all campus buildings, especially lecture halls, seminar rooms, computer labs, and the libraries.
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 labs, and the libraries. These instructions should be presented regularly (at least once a year).
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.
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"
     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

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>
</tr>
</thead>
<tbody>
<tr>
<td>Police/Emergency</td>
<td></td>
<td>110</td>
</tr>
<tr>
<td>Fire Brigade/EMERGENCY Medical</td>
<td></td>
<td>112</td>
</tr>
<tr>
<td>Service</td>
<td></td>
<td>*110</td>
</tr>
<tr>
<td>On-Call Medical Service (Urgent Care)</td>
<td>Location</td>
<td>116117</td>
</tr>
<tr>
<td>On-Call Medical Service (Urgent Care)</td>
<td></td>
<td>*116</td>
</tr>
</tbody>
</table>

Durchgangsärzte (D-Arzte) 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 D-Arzte determine whether the insured patient requires care from a trauma specialist or other specialists.

Current database to search surgery and orthopaedic specialists (Durchgangsärzte) close to you: http://ihub.web.diplo.de

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 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 e-mailed 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 e-mail 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; ayse.gecer@th-nuernberg.de
- Hannes Rösler, Fire Prevention Officer; hannes.roesler@th-nuernberg.de

University Service for Diversity and Occupational Health (HSFG)

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

per e-mail at familienservice@th-nuernberg.de

Violence prevention

University members experiencing or exhibiting threatening or dangerous behaviour
0151/19410723 or per e-mail at bedrohungsmanagement@th-nuernberg.de
Have a great semester!