

# 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 library.**

# 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 library. These instructions should be presented regularly (at least once a year).

## 2. What to do in case of fire

Remain calm and act deliberately

Report the fire

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

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.

Go to an assembly point

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

Familiarize yourself with Nuremberg Tech's Fire Safety Regulations



Fire alarm or telephone



Escape and rescue routes



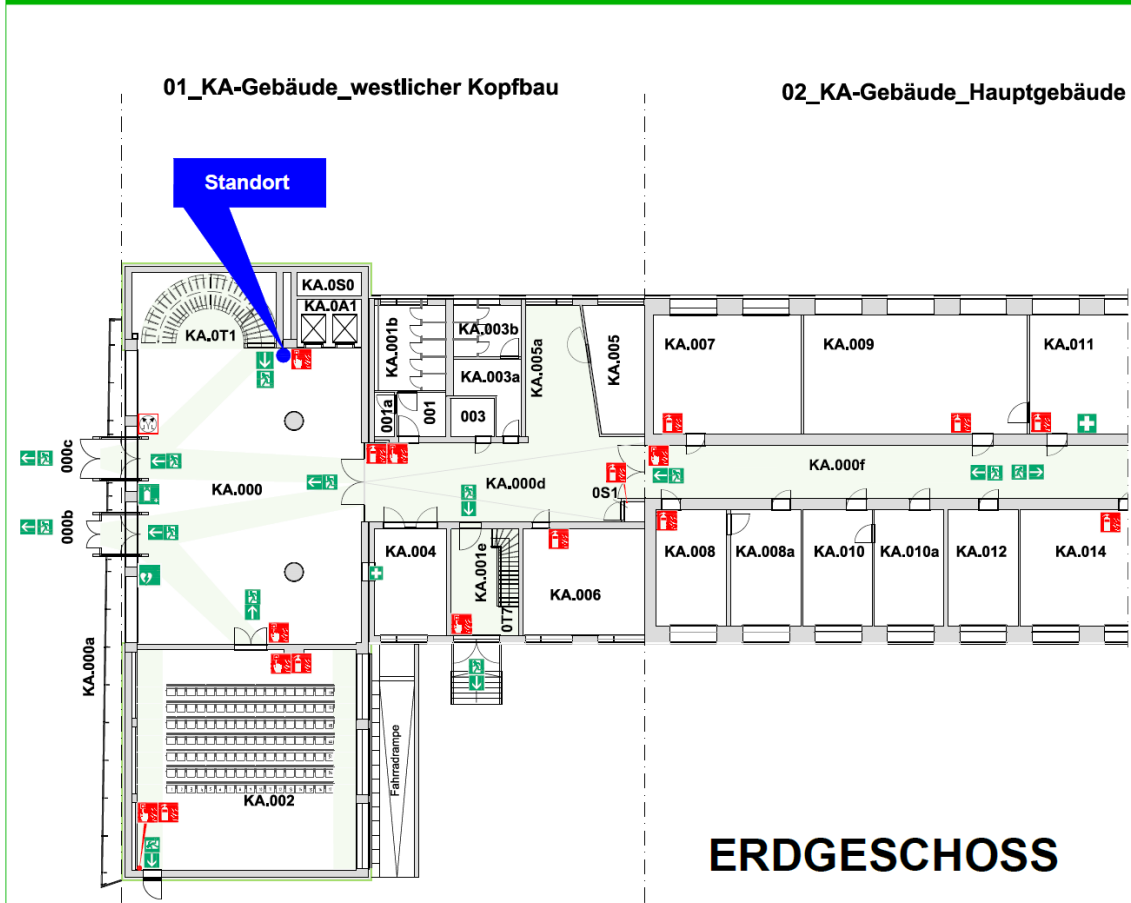
Evac-Chair



Assembly point

# Example of an escape and rescue plan

## FLUCHT- UND RETTUNGSPLAN



Please observe the escape and rescue plans displayed in the hallways!

# ohm Other information on escape and rescue plans

## Verhalten im Brandfall

### Ruhe bewahren

- 1. Brand melden**

Brandmelder betätigen oder  
Telefon: **112** (0/112 Haustelefon)  
Wo brennt es?  
Was brennt?  
Wie viel brennt?  
Welche Gefahren?  
Warten auf Rückfragen!
- 2. In Sicherheit bringen**

Gefährdete Personen mitnehmen  
Türen schließen  
Gekennzeichneten  
Rettungswegen folgen  
Aufzug nicht benutzen  
Anweisungen beachten
- 3. Löschversuch unternehmen**

Feuerlöscher benutzen

**Brände verhüten**  
Feuer, offenes Licht und Rauchen verboten!



ÜBERSICHTSPLAN

### Legende

|  |                   |  |                |
|--|-------------------|--|----------------|
|  | Standort          |  | Sammelstelle   |
|  | Notausgang mit    |  | Richtungspfeil |
|  | Fluchtweg         |  | Erste Hilfe    |
|  | Treppe            |  | Krankentrage   |
|  | Aufzug            |  | Defibrillator  |
|  | Brandmelder       |  | Feuerlöscher   |
|  | RWA-Bedienelement |  |                |

## Verhalten bei Unfällen

### Ruhe bewahren

- 1. Unfall melden**

Telefon: **112** (0/112 Haustelefon)  
Wo geschah es?  
Was geschah?  
Wie viele Verletzte?  
Welche Arten von Verletzungen?  
Warten auf Rückfragen!
- 2. Erste Hilfe**

Absicherung des Unfallortes  
Versorgen der Verletzten  
Anweisungen beachten  
Rettungswegen folgen  
Aufzug nicht benutzen  
Anweisungen beachten
- 3. Weitere Maßnahmen**

Rettungsdienste einweisen  
Schaulustige entfernen

**TECHNISCHE HOCHSCHULE NÜRNBERG**  
GEORG SIMON OHM

Objekt: TECHNISCHE HOCHSCHULE NÜRNBERG  
KA-Gebäude 01 - 03  
Keßlerplatz 12, 90489 Nürnberg

Stockwerk: ERDGESCHOSS

Stand: 18.08.2021 Plan-Nr.: 1

Planersteller: Schoenitz

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

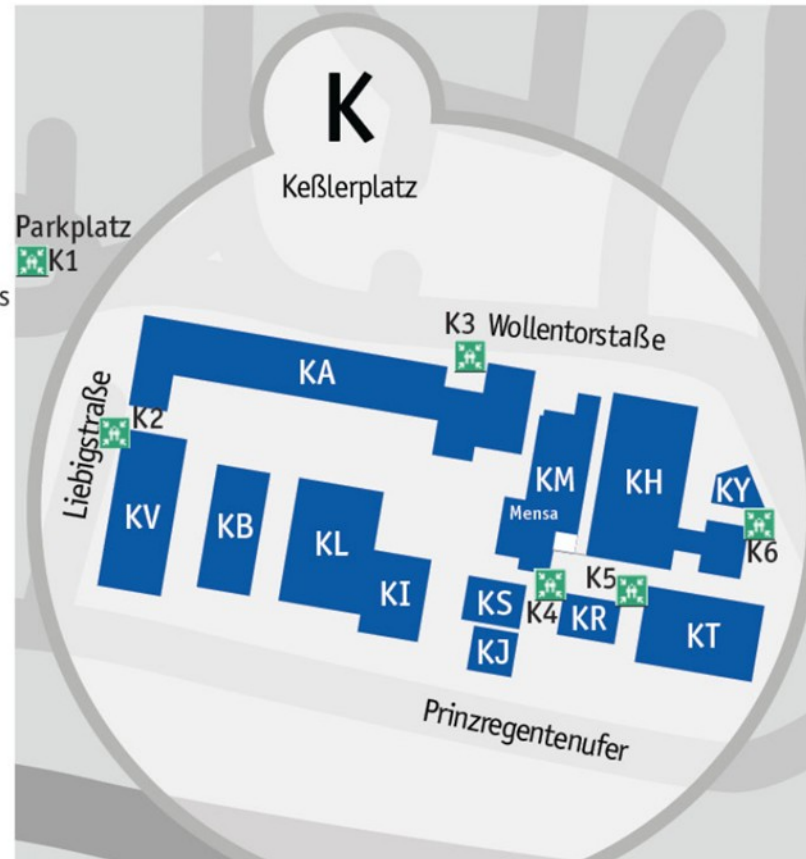
# ohm Example of the assembly points at Location K, Keßlerplatz 12

## Sammelplätze an der Technischen Hochschule Nürnberg Georg Simon Ohm

### Standort K, Keßlerplatz 12

Name Sammelplatz für Gebäude  
Name Assembly point for Building

|    |  |
|----|--|
| K1 | KA (kompletter Parkplatz)                            |
| K2 | KB, KV   |
| K3 | KH, KM   |
| K4 | KT Süd/south, KL/KI Süd/south                        |
| K5 | KL/KI Nord/north, Hochspannungshalle, KJ, KM, KR, KS |
| K6 | KT Nord/north, KY                                    |



Please familiarize yourself with the designated assembly points for the building you are in.

# ohm 3. What to do in an emergency

Remain calm!

Report the accident

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

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

|  |   |   |
|--|---|---|
|  <b>Verhalten bei Unfällen / Notfällen</b><br>Ruhe bewahren                 |  <b>Verhalten im Brandfall</b><br>Ruhe bewahren  |  <b>Wichtige Rufnummern</b>  |
| Menschen retten<br>Ersthelfer informieren  | Menschen retten   | Notrufe:  |
| Beseitigung der Unfallgefahr   | Brand sofort melden und Hausalarm auslösen  | <ul style="list-style-type: none"><li>(0) 110 Polizei</li><li>(0) 112 Feuerwehr</li><li>(0) 112 Rettungsdienst</li></ul>  |
| Verunglückten aus Gefahrenbereich bringen  | Handdruckfeuermelder   | <b>Bedrohungsmanagement</b>   |
| Feststellen des Bewusstseins   | <b>Notruf Feuerwehr (0) 112</b>   | Tel.: (0) 0151 19410723<br>bedrohungsmanagement@th-nuernberg.de   |
| Atemwege freimachen  | Wo brennt es?   | <b>Technik Facility Management (TFM)</b>  |
| Rettungsdienst alarmieren<br><b>Notruf (0) 112</b>   | Was brennt?   | Tel.: (0) 0911 5880-4318<br>tfm-organisation@th-nuernberg.de<br>Mo-Do: 07:00 – 15:00 Uhr<br>Fr: 07:00 – 12:00 Uhr<br>(außerhalb der Dienstzeit: Fa. Fürst)  |
| Erste Hilfe Maßnahmen durchführen bis Rettungsdienst eintrifft   | Sind Menschen in Gefahr?  | <b>Wachdienstzentrale Firma Fürst</b>   |
| <b>Wichtige Rufnummern bei Erkrankungen (keine Notfälle)</b>   | Wer meldet?   | Tel.: (0) 0911 522054<br>24 h erreichbar  |
|  <b>Ärztlicher Bereitschaftsdienst</b><br>Tel.: (0) 116117 / Kurzwahl: *116 | <b>Verhaltensanforderungen</b>  | <b>Fachkräfte für Arbeitssicherheit (Sicherheitsingenieurinnen)</b>   |
| Mo, Die, Do, Fr: 18:00 – 23:00 Uhr<br>Mi: 14:00 – 23:00 Uhr<br>Sa, So, Feiertag: 08:00 – 23:00 Uhr<br>Bahnhofstraße 11a (Adcom-Center)<br>90402 Nürnberg       | <ul style="list-style-type: none"><li>Gefahrenbereich verlassen<br/>Anwesende warnen</li><li>Behinderten helfen</li><li>Gekennzeichnete Rettungswege nutzen</li><li>Keine Aufzüge benutzen</li><li>Stark verqualmte Räume gebückt oder kriechend verlassen</li><li>Strom- und Gaszufuhr sperren</li><li>Türen und Fenster schließen</li><li>Brand bekämpfen, Feuerlöscher einsetzen</li></ul> | Frau Ayşe Geçer<br>Tel.: (0) 0911 5880-4044<br>Frau Svenja Jelinski<br>Tel.: (0) 0911 5880-4045<br>arbeitssicherheit@th-nuernberg.de  |
| <b>Durchgangsarzte (D-Ärzte)</b><br>Aktuelle Datenbank zur Suche D-Ärzte in Ihrer Nähe:  | <b>Sammelstelle aufsuchen:</b>   | <b>Externer Brandschutzbeauftragter</b>   |
|   |   | Herr Gerd Gruber<br>Tel.: (0) 09178 904776<br>brandschutz@th-nuernberg.de   |
| lvweb.dguv.de  |   | <b>Meldung Arbeits- und Wegeunfälle</b>   |
|  |   | Für Beschäftigte: Personalabteilung<br>Tel.: (0) 0911 5880-4437/-4126<br>personalabteilung@th-nuernberg.de<br>Für Studierende: Arbeitssicherheit<br>Tel.: (0) 0911 5880-4044/-4045/-4549<br>arbeitssicherheit@th-nuernberg.de |

# 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 is unconscious, 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.U10
- ❖ Location S: Innere-Cramer-Klett Straße / SC.U103



First aid room



Defibrillator



# Important Information

All important information for fire safety and emergencies is available on Nuremberg Tech's **myOhm**:

**+++Hilfe in Notfällen+++**

**Information in English is available in the column on the right of the page.**

# 5. Accident insurance coverage

## Insured activities:

- Participation in lectures, seminars, practical exercises
- Other activities for which the university is responsible, such as excursions, incl. 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

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

# 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 email it to [erste-hilfe@th-nuernberg.de](mailto: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 Durchgangsarztin/-arzt or a physician after the work or transit accident, contact the Occupational Safety team (Team Arbeitssicherheit) 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 are insured as a student by the Bayerische Landesunfallkasse's accident insurance.
- ✓ The report to Occupational Safety can be made via telephone 0911-5880-4044/-4045 or via email [arbeitssicherheit@th-nuernberg.de](mailto:arbeitssicherheit@th-nuernberg.de).

# Contact person

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-nuernberg.de](mailto:ayse.gecer@th-nuernberg.de)

Svenja Jelinski, Safety Engineer, 0911/5880-4045, [svenja.jelinski@th-nuernberg.de](mailto:svenja.jelinski@th-nuernberg.de)

Gerd Gruber, Fire Prevention Officer, 09178-904776, [brandschutz@th-nuernberg.de](mailto:brandschutz@th-nuernberg.de)

## **University Service for Family, Equality, and Occupational Health (HSFG)**

Students who are pregnant or nursing, please contact HSFG promptly at 0911/5880-4088 or via email at [hsfg@th-nuernberg.de](mailto:hsfg@th-nuernberg.de)

## **Violence prevention**

Contact if someone at Nuremberg Tech is a victim of threats, stalking, or violence.

0151/19410723 or via email at [bedrohungsmanagement@th-nuernberg.de](mailto:bedrohungsmanagement@th-nuernberg.de)

## 6. Basic Hygiene Guidelines

- If you have signs of illness like fever or coughing, please stay home
- Sneeze/cough into your elbow
- Wash hands regularly with soap and water for at least 20 seconds
- Refrain from shaking hands or hugging
- Since 16 November 2022, the requirement that people who are infected with the coronavirus isolate has been discontinued. If a person has tested positive for the coronavirus, they are no longer required to isolate themselves. We recommend that people who have tested positive voluntarily isolate for a period of at least five days subsequent to the initial detection of the pathogen.

**These measures help to minimize the risk of infection – for yourself and others.**

**Have a great semester!**