



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

1. **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
 - follow the instructions of the fire safety personnel
 - 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>



IMPORTANT NUMBERS

Phone

| | |
|--|--------------|
| Police | 110 |
| Fire brigade | 112 |
| Emergency services | 112 |
| Poison control centre | 0551 / 19240 |
| Malfunction reporting office | (83-) 33333 |
| Building supervisor | |
| 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) | (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

