

## **EMERGENCY INSTRUCTIONS**

### **1) Put the SAFETY OF PEOPLE before EQUIPMENT!**

#### **2) How the fire alarm is activated:**

- **Internal alarm:** manual call points in the laboratories (red buttons); alarm signal: bell and light signals in the hallways, off button ('AUS') = alarm deactivation.  
See emergency plan IOBC.
- **Fire brigade:** phone **112** and state your name and WHAT is burning WHERE (e.g., 'laboratory X, 4th floor of the main IOBC building, your name'); see alarm leaflet of the IOBC.
- **Or** via manual call points in the stairways and hallways and near the entrances.  
Attention: loud alarm signal, automatic deactivation of the supply air, air exhaust stops after about 10 minutes.
- **Or** automatically via heat and smoke detectors: loud alarm signal; automatic deactivation of the supply air in the affected area, air exhaust stops after about 10 minutes.

### **3) If people were injured: phone 112 for emergency doctor and ambulance.**

#### **4) Extinguishing agents**

- CO<sub>2</sub> fire extinguishers can be found close to the doors in all of the laboratories.
- Powder fire extinguishers can be found in the hallways at the columns next to the stairway doors.
- Fire extinguishing sand can be found in the hallways and in the laboratories (to be used for metal fires only, e.g., sodium).
- **EVERYONE** must familiarise themselves with the locations and utilisation of the fire extinguishing equipment/agents. Participation in firefighting exercises is mandatory!

#### **5) Firefighting**

- In the event of a laboratory fire, first turn off ELECTRICITY and GAS with the emergency stop button ('NOT-AUS')! Switch on the light (improved visibility)! Close windows and doors!
- When using a CO<sub>2</sub> fire extinguisher, move as close to the fire source as possible, hold the hose down low and smother the fire with the CO<sub>2</sub> stream!
- Only use powder fire extinguishers if the CO<sub>2</sub> extinguishers are insufficient to stop the fire! Do not use powder extinguishers on electric appliances or electronics that are on fire!
- Cover burning oil baths (or paraffin baths) with fire-proof fabric.
- If avoidable, do not use water to extinguish laboratory fires.
- If a person is on fire, place them under the EMERGENCY SHOWER! Alternatively, a fire extinguisher may be used.

#### **6) Emergency equipment**

- The individual work groups / departments have gas masks and filters at their disposal.
- Poisoning information service: see below! You can call these numbers from any telephone in the university network.

#### **7) Escape routes**

- All the doors / passageways to the stairways, emergency exits and escape balconies as well as at least one window in each laboratory must be kept unobstructed. Escape balconies must be used only in the event of an emergency.

### **8) Telephone numbers for the University Hospital casualty department and poisoning: 22032 (or when the telephone allows for external calls 0-19240)**

#### **Safety Officer:**

Ralf Gerke, phone 33295 (room 1.125 (P108/109) OC - Practical course building)