

With date of: 03/2018; Gebäude Lotzestraße 16-18


Behaviour in the event of emergency

- Inform yourself about the rescue routes using the escape and rescue plan. (Position: Staircase, to the right of the elevator).
- Escape routes are marked accordingly.

- In case of emergency or fire remain calm and leave the building immediately. Close the doors but don't lock up. Go to the assembly point. Leave the assembly point only after release by the fire brigade or a responsible person.
- In case of fire do not use the elevator.

Meeting point at the front exist on the parking area

- In case of fire or emergency call the fire brigade (112) and inform the fault reporting hotline (1171). Follow the instructions of the "Fire Alarm Information" (Position: Staircase, to the right of the elevator)
- Notify other persons of the fire.
- Try to rescue injured persons in accordance with the self-protection.



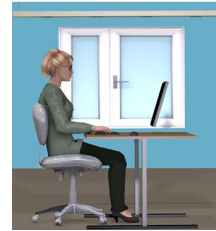
The image shows a 'ALARMBLATT' (Fire Alarm Sheet) form. It is a structured document for reporting a fire alarm. The form includes sections for: 'FIRE ALARM' (with fields for date, time, and location), 'ADMINISTRATION' (with fields for name, phone, and email), 'FIRE ALARM INFORMATION' (with fields for alarm type, location, and description), 'FIRE ALARM INFORMATION' (with fields for date, time, and location), 'FIRE ALARM INFORMATION' (with fields for name, phone, and email), and 'FIRE ALARM INFORMATION' (with fields for name, phone, and email). The form is titled 'ALARMBLATT' and has a logo in the top left corner.

- Try to extinguish the fire. Fire extinguishers can be found at the marked locations.

- In case of accidents call the First Aider. First-Aid equipment is marked accordingly. In the social room there is a First Aid Box.
- Add Accidents (even small wounds) to the First-Aid documentation booklet or create an accident report.
- Report way-to-work- and work accidents to the safety inspector or the Secretariat.

Behaviour at the workplace

- When setting up your workstation, note the info sheet „Einrichtung Bildschirmarbeitsplatz(Set-up of a workstation)“ (Linked to the website: <http://www.uni-goettingen.de/de/579578.html>)



- When laying cables, make sure that they are not tripping.
- Use appropriate cable bridges when laying cables in the traffic route.
- Make sure that no hazards are caused by plants (for example: Cacti).



- Pay attention to freshly wiped floors.
- Remove spilled liquids immediately.
- When walking - especially on stairs - do not look at the cell phone!

- Use handrails when using stairs.

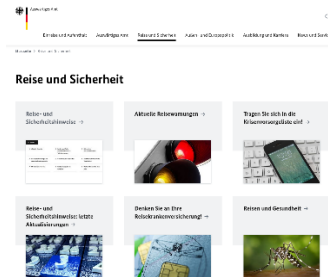


Handlauf benutzen!

- Inspect electrical appliances for visual inspection; do not continue to use defective equipment and report to the safety inspector or the Secretariat.

Behaviour before embarking on a business trip

- Before starting a business trip abroad, read the travel and safety instructions of the Foreign Office to that country and make appropriate arrangements/Precautions: <https://www.auswaertiges-amt.de/de/ReiseUndSicherheit>
- Pay attention to adequate vaccination protection. Information on this is also provided by the Foreign Office in the travel and safety notes.
- The Company Medical Service offers travel medical advice: <http://www.betriebsarzt.med.uni-goettingen.de/de/content/angebote/81.html>
- In case of occupational medical indication vaccinations are offered free of charge by the Company Medical Service.
- If necessary, contract an international travel insurance.



Further Information

- For more information and links on workplace safety, please click here: <http://www.uni-goettingen.de/de/579578.html>

