



Emergency manual

Acting in exceptional situations

Editorial details

The emergency manual was created by Referat 7 - occupational safety, environmental and health protection at TU Dortmund University and the contents were agreed together with the Department 6 - building and facility Management and the university management. Referat 7 must be informed of any changes. This handbook is to be updated and republished at least every five years. The last update was in September 2023.

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In unusual situations, such as an operational interruption, an act of aggression, a threat, the found of unknown substances or even a weather event, we're all challenged: Confronted with an unusual situation, we have to act quickly and still remain calm. How do we react when a medical emergency happens in our area, a fire breaks out or we witness violence?

Especially in emergencies, it's important to follow the necessary communication paths. For a good working crisis management, potential dangers and crises must be identified in advance, the specific responsibilities and action steps have to be defined and this planned crisis management must be communicated intensively. These preparations help those involved to react quickly in the case of an incident and to involve all relevant people.

You will find emergency scenarios, contact persons and the corresponding instructions in this brochure. However, operational incidents in laboratories or workshops are not shown, because the heads of these divisions have to consider potential emergencies in their individual risk management. In the overview of contacts on page 3, you also have the option of entering your own contact persons for emergencies. You can also find the contact persons digitally via the SOS emergency button in the TU Dortmund University smartphone app.

In emergencies, you have to make decisions under time pressure and often with a high level of uncertainty. First considerations and steps might be in detail:

- What kind of emergency is given?
- What health risks have to be expected?
- What might be the risks?
- What dangers threaten the inventory and the building?
- What options are there for handling the situation?
- Damage limitation for unaffected areas?
- Compliance of legal requirements!
- Who initiates what?

We ask you to become familiar with the content of this brochure and the resources in your division to ensure a safe procedure in case of an emergency. This guidance for crisis management should also be included in your yearly instructions. Escape routes and areas for emergency services (ambulance and fire department) must be clear. Please keep the first aid kit in your area fully stocked at all times. You must be able to bridge the time until the emergency services, usually the fire department or police, arrive. When you have special information about the emergency (f. e. because there was an accident in your lab) wait for the fire department at the fire information point (red sign "FIZ" and red box, usually near the entrance of the building) and also report the fire alarm to the control room (Leitwarte), Tel: -3333.

Referat 7 offers numerous courses how to deal safely with emergencies. For example, you can refresh your first aid skills and practice fighting small fires (fire safety and prevention training).

Important Contacts

1. Emergency Call - Reporting / Alarm Plan

Please note that you must **pre-dial a zero** for an external emergency call on the TU Dortmund University telephones.

Emergency (fire department, rescue service)		0 - 112
Police		0 - 110
The TU Dortmund control room (Leitwarte) should be informed in any case:		- 3333
necessary information of an emergency call		
Where	Location of the event s. Emergency signs Number of entry (Einfahrt)!	 Sie befinden sich: Otto - Hahn - Straße 6 / Chemie Einfahrt 32 Ebene 2 Raum C2-02-776
What	Type of incident (fire, medical emergency, accident, what kind of help is required)	
How	Number of people affected, indicate special circumstances	
Who	Name and telephone number of the caller	
Waiting for questions	Do not hang up! The staff at the emergency call center may ask you for additional information.	
Do not end the call and wait for instructions from the emergency call center employee. Secure the surrounding area. Ensure your own safety and call for first aiders if necessary. Please inform the relevant contact persons after calling the TU Dortmund control room (Tel. - 3333). Report unusual events and observations in your area to the porter / security service. This will help to ensure that potential emergencies can be recognized and prevented at an early stage. You can find further contact persons on the following page or via the SOS emergency button in the TU Dortmund smartphone app.		

1. Overview of Contact Persons

Raising the alarm / making the emergency call			
Fire Department, rescue service	0 - 112		
Police	0 - 110		
Control room TU Dortmund (Leitwarte)	0231 755 - 3333		
initiate the internal reporting chain (see also SOS emergency button in the TU Dortmund smartphone app)			
Entrance HG II Campus North (24 h)	Porter / Security Service	- 2212	
Entrance Campus South (24 h)	Porter / Security Service	- 2211	
Nearest gate (see page 8):			
Rector		- 7550	HG I
Chancellor		- 7560	HG I
Corporate Center 6, Management	Mr. Brockmeier	- 3303	EF 71
Corporate Center 6, Technical Operation	Mr. Timpfe	- 3305	EF 71
Property management	Mr. Bartsch	- 3334	EF 71
Referat/Office 7, Fire protection	Mr. Tepe	- 3307	EF 71a
Referat/Office 7, Fire protection	Mr. Poppe	- 4213	EF 71a
Referat/Office 7, Management	Mrs. Hannappel	- 3306	EF 71a
University Communications, Press Office	Mrs. Cheers	- 2535	BS 285
Corporate Center 1, Legal Affairs	Mrs. von Estorff	- 4890	AS 1
Corporate Center 3, Human Resources	Mrs. Bethge	- 4795	AS 1
Corporate Center 4, Student Services	Mr. Ogermann	- 2140	EF 61
Corporate Center 5, Financial Mgmt.	Mr. Stahlbuck	- 6411	MSW 12
Psychological counseling	Mrs. Olsen	- 6015	EF 61
IT Helpdesk		- 2444	OH 12
Personal contact person (please add!)			
Management of your own department			
Secretariat of your own department			
Janitor responsible			

All university members are requested to report any disruption to those responsible. If they cannot be contacted or if there is a clear emergency, the emergency services / fire department or police must be alerted directly. The control room must be informed afterwards.

Important Contacts

2. First Aid Facilities / Rooms

First aid rooms on the North Campus

Building	Tel.	Street	Room	Entrance
Audimax	- 5593	Vogelpothsweg 87	UG, back entrance	Entrance 24
Chemistry/Physics		Otto-Hahn-Str. 4a	CP-E0-103	
Delta	- 5328	Maria-Goeppert-Mayer-Str. 2		Entrance 5
EF 50	- 2937	Emil-Figge-Str. 50	Part B, EG, R-0.241	Entrance 19
Electrical Engineering	- 90110	Friedrich-Wöhler-Weg 4	Room E 08	Entrance 34
Lecture Hall Bldg. II	- 4501	Otto-Hahn-Str. 4	UG, R 0.215 at HS 8	Entrance 26a
Computer Science	- 7799	Otto-Hahn-Str. 14	Room E 01	
Robotics Research	- 4694	Otto-Hahn-Str. 8	Ground floor, Room 125	Entrance 33
Seminar Room Bldg. I	- 8279	Friedrich-Wöhler-Weg 6	Room 0.008	Entrance 34
Sport	- 4132	Otto-Hahn-Str. 3	Room 0.120	Entrance 27
University Library		Sebrathweg 7	1st floor, Room 113	

First aid rooms on the South Campus

Building	Tel.	Street	Room	Entrance
Lecture Hall Bldg. I	- 6446	August-Schmidt-Str. 4	Ground floor, Room 107	Entr. 46-51
Mechanical Eng. III		Baroper Str. 303	1st floor, Room 1.016	Entrance 41



3. Defibrillators

Defibrillators - Campus North

Building	Street	Floor	Room
Audimax	Vogelpothsweg 87	Ground Fl.	Foyer (on the right)
Chemical engineering	Emil-Figge-Str. 68	Ground Fl.	Central division, computer room
CHP Unit	Emil-Figge-Str. 71c	Ground Fl.	Control room
Chemistry	Otto-Hahn-Str. 6	Ground Fl.	Workshop (Flachbereich)
Chemistry (C2)	Otto-Hahn-Str. 6	7TH Fl.	Door to the 300 corridor
Chemistry/Physics	Otto-Hahn-Str. 4a	Ground Fl.	Foyer (on the left)
Delta	Maria-Goeppert-Mayer-Str. 2	Ground Fl.	In the hall
EF 50	Emil-Figge-Str. 50	Ground Fl.	Gate
EF 61	Emil-Figge-Str. 61	Ground Fl.	Foyer
Electrical Engineering	Friedrich-Wöhler-Weg 4	Ground Fl.	Hallway
Lecture Hall Bldg. II	Otto-Hahn-Str. 4	Ground Fl.	Central gate
ITMC	Otto-Hahn-Str. 12	Ground Fl.	Service desk, E.037
Dining Hall Bldg.	Vogelpothsweg 85	Ground Fl.	Foyer
Robotics Research	Otto-Hahn-Str. 8	Ground Fl.	In front of room 125
Seminar Room Bldg. I	Friedrich-Wöhler-Weg 6	Ground Fl.	Entrance hall
Sport	Otto-Hahn-Str. 3	Ground Fl.	fitness advancing factory
Student Services	Emil-Figge-Str. 61	Ground Fl.	
University Library	Sebrathweg 7	Ground Fl.	
Rented Bldg.	Martin-Schmeißer-Weg 4-8	Ground Fl.	Foyer House number 4

Defibrillators - Campus South

Building	Street	Floor	Room
Experimental Hall	Baroper Street 299	EC	Central workshop (center of old hall)
H-Bahn 21	August-Schmidt-Str. 5		Maintenance hall
Mechanical Eng. III	Baroper Street 303	EC	Entrance hall (on the right)
Central Gate CS	August-Schmidt-Str. 4	EC	Porter / Security Service



Important Contacts

4. Doctors, travel to hospital and accident reports

In the event of an accident at work, you are insured through **Unfallkasse NRW** and must therefore see a so-called accident insurance physician. These can be physicians in medical practices or clinics (see below), who have special qualifications and extensive experience in emergency medicine. Accident insurance physicians ensure that the injured person receives the best possible medical treatment as quickly as possible after an accident at work. They decide whether a treatment by a general physician or whether a special medical treatment is required due to the nature and seriousness of the injury.

The nearest accident clinic / **special emergency room** is **Klinikzentrum Nord** in Dortmund. This emergency clinic can provide medical treatment for almost all types of accidents at work. If you need a treatment by an **eye specialist or dentist**, you should visit the emergency room at the **Klinikzentrum Mitte**.

Klinikzentrum Nord

Münsterstr. 240
44145 Dortmund
Tel. (0) 0231 953 - 18009

Klinikzentrum Mitte

Beurhausstr. 40
44137 Dortmund
Tel. (0) 0231 953 - 21340



You can find more accident insurance physicians, also in the near of your place of living, on the website of the Deutsche Gesetzliche Unfallversicherung (DGUV).

The way to the hospital

In urgent emergencies, e.g. if vital functions are at risk or there is serious blood loss, please call the fire department immediately (0-112). In the case of minor injuries, such as bruises, an ambulance or rescue transport vehicle should not be used. The responsible manager should ensure that a professional means of transport is selected and, if necessary, accompanied by colleagues.

The choice of transportation should depend on the type of injury and the distance to the physician. For example, transportation can be by private car, public transport or cab. The costs for the transport can be reimbursed by Unfallkasse NRW (receipt, public transport ticket or details of the kilometers required). Please request a written confirmation of the necessity from the attending physician.

Accident reports

After consulting a physician, you have to inform your supervisor and write an accident report immediately. The forms can be found in the service portal. Depending on the employment relationship, there are different official channels for reporting:

Employees of TU Dortmund University send their accident report to Referat 7 - Occupational, Environmental and Health Protection (unfallmeldung@tu-dortmund.de).

Students must send the accident report to the [student union](#).

Officials (Beamte) report a work-related accident to Corporate Center 3 – section professorships, civil servants, ancillary areas.



5. Responsibilities and Communication Channels

In emergencies or technical malfunctions, it is often essential to inform other departments and institutions. The guidelines in the section *Emergency Scenarios, Instructions for Action* describe defined and agreed communication paths. The following chapter will first the addressees and present the tasks of emergency-relevant departments, divisions and units at TU Dortmund University.

Addressees in crisis communication:

- Students and their relatives
- Employees and their relatives
- Public, neighbors
- Media via University Communications, Press Office
- Corporate Center 1 - Legal Affairs
- Insurers via Corporate Center 5 – Financial Management
- Police and Fire Department
- Supervisory authorities, district government
- Ministries
- Building owners, BLB NRW
- Student Service (Studierendenwerk Dortmund)
- Energy supplier, DEW21

University lecturers, department heads:

University professors are users or operators of the rooms and areas assigned to them. They set up their rooms, in some cases with user-specific equipment and installations. Then, they operate on their own responsibility. This also includes preparing the necessary risk assessments. When planning research projects, university professors must also consider emergencies and crisis, such as a power failure or water damage.

The colleagues of Referat 7 may support the responsible professor or manager, if they do not have the required specialist knowledge. While planning events, the person responsible have to define a contact person, which is known and reachable in case of incidents or problems.

University professors and department heads are obliged to assign suitable employees as first aiders and fire safety assistants in the work areas (10% of employees). Ergonomics and emergencies are standard topics in regular discussions with employees. These topics must be included at least once a year as part of the safety briefing and documented with a signature. The staff of Referat 7 are looking forward to help choosing contents for a safety briefing or giving a presentation.

Important Contacts

Corporate Center Construction and Facility Management

Corporate Center 6 is the operator of the buildings, the technical building systems, the infrastructure in central managed areas (seminar rooms, lecture halls,...) and the outdoor facilities. They're responsible for their proper condition and operation. Corporate Center 6 is also responsible for the energy supply, maintenance cleaning and porter service.

The Corporate Center 6 and the users must ensure that emergency processes are guaranteed in exceptional situations and emergencies. This also includes the task of clearing the assigned areas on instruction in emergencies.

Control room (Leitwarte), on-call service of Corporate Center 6:

In the event of an emergency, a fast and appropriate flow of information is essential for successful handling. The means of communication must be selected in such a way that communication is secure in terms of integrity, availability, confidentiality and reliability. The employees of the TU Dortmund University control room provide support here.

The control room is located in the combined heat and power plant on the North Campus at Emil-Figge-Str. 71c and is permanently manned by technical staff, i.e. 24 hours a day, seven days a week. The technical staff of the control room will not leave the facilities of the heating plant. The employees in the control room inform contact persons such as the on-call managers, the porter service and the university management by telephone. They support you by communication, but cannot help on site.

Infrastructural facility management (Corporate Center 6) and security service:

At TU Dortmund University, the central gates in Lecture Hall Building II and on South Campus are manned at all times. During opening hours, staff are on site at the gates in other buildings (see list below). The gatekeepers are the first point of contact, escort to the S-Bahn in the evening hours, guide the emergency services and assist with barrier control.

If you would like an escort to the S-Bahn or to your car in the evening hours, you can contact the staff at the gate or the security service in the library of building EF 50 (Emil-Figge-Str. 50) and in the Co-Learning Space.

Gate / Building	Tel.	Gate / Building	Tel.
Central gate HG II (24 h)	- 2212	Chemistry	- 3348
Central gate Campus South (24 h)	- 2211	Emil-Figge-Str. 50 (EF 50)	- 2161
Math-Buildung / Audimax	- 3464	Hohe Strasse 141	- 6617
Sports	- 3351	Evinger Platz	+49 160 - 92161305
Seminar room building	- 8282		

Important contacts

The porter service / security service is coordinated by the section Infrastructural Facility Management of Corporate Center 6. You can reach the contact person in the section Facility Management during office hours on the following number: -3334.

You can also contact the janitors for all matters relating to the buildings. TU Dortmund University's properties are divided into seven janitor areas. You can find out which employees are responsible for your location in Appendix A: Caretaker areas.

Rectorate/Chancellor's Office/Emergency or crisis team:

In the case of a serious emergency, the formation of an emergency/crisis team must be considered. This team essentially has management tasks and, if necessary, coordination tasks on site. Depending on the case, the staff may include the Rector, the Chancellor, the Press Office (University Communication), Corporate Center 3 and 6 and the heads of the affected institutions.

Referat / Office 7 - Office of Occupational Safety, Environmental and Health Protection:

Referat 7 provides support in many ways in the event of an emergency. In the case of a fire, the fire safety assistants have authority to issue instructions to those present until the fire department arrives. The range of tasks includes:

- collecting and summarizing information
- Document the process
- Contact the accident insurance (Unfallkasse NRW) and regulatory authorities
- Be the contact person (internally and externally), without prejudice to the tasks of the Department of University Communication

Especially, if personal injury has occurred and there has been an accident at work or on the way to work, Referat 7 forwards the accident report to the accident insurance institution, in this case Unfallkasse NRW.

Police and fire department:

In general, these institutions are in charge of operations in emergencies.

Important contacts

Psychologists from the Corporate Center 4 - Student Services:

As a first step, the psychological counseling of the Student Service can support those affected immediately after a traumatic event or at a later point in time. This can be done by providing emotional support, shielding from third parties, psychologically stabilizing methods, information about psychological reactions and support in the search for further help. In addition, the Dortmund emergency care service can be requested via the fire department control center in the event of stressful incidents.

Office of University Communications:

In case of a serious emergency a great media interest is to be expected – especially, when the evacuation of a building is required and the rescue service is on campus. Information, images and films can be distributed to the public via social media (Twitter, Facebook, Instagram).

Contradictory and/or speculative statements from various sources can cause enormous damage to TU Dortmund University. In order to prevent this, a central communication point has been set up in Referat 1 in such situations, from where only verified facts are communicated by an official spokesperson. The University Communications Office must be informed immediately by the parties involved. In the event of inquiries from the media, all officials and parties involved must refer exclusively to the TU Dortmund University Press Office.

The University Communications Office also continuously checks that all relevant information reaches the public. It also manages the social networks.

Important points:

- Keep as calm as possible. No hasty, emotional reactions/statements
- Contact the press office. Tel. -2535
- All media inquiries should be directed to the University Communications Office.

Corporate Center 1 - Legal Affairs & Corporate Center 5 – Financial Management:

The Corporate Centers Legal Affairs and Financial Management deals comprehensively with all matters relating to legal and insurance issues.

The Legal Office in the Corporate Center Legal Affairs is the legal department of TU Dortmund University and is responsible for legal advice and all pre-litigation and legal representation of TU Dortmund University's interests. Legal issues may arise, for example, from police and regulatory law, criminal law or in the pursuit of civil law claims.

Furthermore, all insurance matters must be coordinated with the Corporate Center 5 - Financial Management.

6. Overview of emergency scenarios

Building evacuations, e.g. in the event of fire

Fehler!

Textmarke nicht definiert.

Technical Issues

Water damage	13
Elevator defect	13
Power failure	14
Severe weather (snow, heavy rain, storm, flood, ...)	15

Criminal offenses

Burglary / theft	16
Bomb Stealing	16
Suspicious piece of luggage	18
Threats, stalking, problematic behavior	18
Case of amok	19
Powder found in a package (letter, parcel)	22

Dangerous substances and infections

Detection of dangerous substances	23
Injuries caused by sharp objects, risk of infection	24
Spread of fumes (e.g. warning via the NINA app)	25
Infectious diseases, pandemics	25

Other emergencies / incidents

Suicide, announcement of a suicide	27
Spontaneous demonstrations	28

Emergency Scenarios, Instructions for Action

6.1 Building evacuation, e.g. in the event of fire

Signal horns are installed in the TU Dortmund University buildings. An exception is the lecture hall building II and the chemical engineering building complex, where some warnings are given via voice announcements.



When you hear the signal from the fire alarm system:

Leave the building immediately via the marked escape and rescue routes (corridors and stairwells).

Help disabled, helpless or endangered persons. If necessary, go to the fire alarm system, wait for the fire department to arrive and report the presence of these people in the building.



Please take private items such as car keys, wallet, medication and jacket with you. You may not be able to return to your workplace in the next few hours.

Go to the **designated collection point**. Do not block the entrances and access routes for the emergency services.

Please note:

Do not use elevators! These may become a deadly trap in the event of a fire if smoke gases enter the shaft or the elevators are stuck.

If you cannot reach an exit due to the smoke of the fire, go to the room furthest away from the fire, preferably with view on the street and call for the fire department. Close the doors and open a window to make yourself noticed. Please make an emergency call and tell the fire department control center that you are unable to get out of the building yourself.



If possible, stop or secure your reactions / test setups and take devices out of operation.

Please do not re-enter the building, when the signal horns stop. You will be informed at the assembly points as soon as the building is released for use again by the emergency services.



Emergency helpers are asked to support the evacuation. Help with the cordoning off measures and secure the entrances and exits. You will receive an emergency vest on site for identification purposes.

Emergency Scenarios, Instructions for Action

6.2 Technical Issues

Water damage

Rules of behavior

In real estates with building pollutants (such as asbestos or PCBs), you should leave the rooms immediately and close off the affected rooms. In all buildings, you should leave the rooms, if ceiling panels are soaked through.

Communication methods

- **During office hours:**
Please inform the janitor responsible and other users who may be affected by the water damage (especially users on the floors below the observed water damage).
- **Outside office hours:**
Inform the control room (- 3333).

Responsibility

Corporate Center 6 coordinates the work and, if necessary, releases the rooms again for use after consulting Referat 7.



Elevator defect

Rules of behavior

Use the emergency call function in the elevator and inform the control room about the defect. They will arrange your rescue, if necessary with the assistance of the fire department.

If you are not locked in the elevator and nevertheless discover a defect, please inform the facilities listed below immediately.

Communication methods

- **During office hours:**
Please inform the responsible janitor or the relevant workshop of Corporate Center 6 (THB).
- **Outside office hours:**
Inform the control room (- 3333).

Responsibility

Department 6 TB 3 of Corporate Center 6 organizes the repair of the elevator.



Emergency Scenarios, Instructions for Action

7.2 Technical Issues

Power failure

Rules of behavior



A possible power failure must be taken into account when planning the workstations and test setups. Particularly, in the area of genetic engineering facilities and the storage of dangerous substances, precautions must be taken internally in the event of a power failure.

All TU Dortmund University buildings are equipped with technical systems, e.g. emergency lighting, which ensure that you can leave the buildings within 30 minutes safely. TU Dortmund University buildings are no longer safe to use in the event of a power failure lasting longer than 30 minutes. You are requested to leave the buildings within this time and not to re-enter them again.

Please unplug any devices that could be a source of danger once the power supply is switched back on (e.g. hot plates, rotating machines or boilers). Experimental set-ups, reactions or similar processes with a high-risk potential should be transferred into a safe state.

Some systems are connected to a so-called uninterruptible power supply, which is expected to provide power for 4-6 hours. If you operate systems that require longer power in order to be shut down safely, please contact Corporate Center 6, Department 6 TB 3.

Communication methods

- **During office hours:**
Corporate Center 6, Department 6 TB 3 should be consulted when planning test stands and systems that require an uninterruptible power supply.
- **Outside office hours:**
Inform the control room (- 3333).

Responsibility

The scientific institutions are responsible for planning the workstations and test setups. Corporate Center 6 only assumes responsibility for the facilities that are operated by the university administration.

7.2 Technical Issues

Severe weather (snow, heavy rain, storm, flooding, ...)

Rules of behavior

Have a look on the local news and weather forecasts. The TU Dortmund University will publish advance warnings with instructions on behavior.

Communication methods

- **During office hours:**
A task force is formed in Corporate Center 6. They also operates technical equipment for weather recording, operating a snow scale, pumping out water and other technical measures.
- **Outside office hours:**
If you notice water damage due to heavy rainfall, for example, report this immediately to the control room (- 3333).

Responsibility

The university management, Corporate Center 3 and 6 and the Press Office (University Communication) are responsible actors in case of severe weather events.



Emergency Scenarios, Instructions for Action

6.3 Criminal offenses

Burglary / Stealing



Rules of behavior

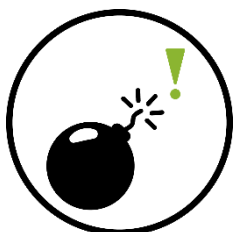
Report a break-in/theft immediately to the porter service or the control room. If you suspect that the perpetrator is still in the building or on the campus, state this in the call. This information will be forwarded to the police, who can then prioritize their actions.

Please take care of your own safety!

Communication methods

- **During office hours:**
Inform the responsible porter service or the control room
- **Outside office hours:**
Inform the control room (- 3333).
- The responsible person for the facility or chair must report the incidence to the police, the Corporate Center 1 (legal affairs) and the Corporate Center 5 (insurance).

Bomb threat



Rules of behavior

If you receive a bomb threat or similar threat by telephone, proceed as follows:

- Listen Carefully.
- **Do not interrupt the call** in order to get the caller to continue.
- Take **notes** immediately and try to gather as much information as possible.
(Call guide on the right)
- Forward the call notes to the head of Corporate Center 6.

Communication methods

- Inform your **supervisor**.
- call the **police** (0 - 110).
- call the control room (- 3333).

Responsibility

The university management, Corporate Center 3 and 6 and the Press Office (University Communication) are responsible actors in case of severe weather events.

Emergency Scenarios, Instructions for Action

Date: _____		Time: _____	
Approximate duration of call: _____		Phone number shown on the display: _____	
Your behavior:		Examples for queries:	
– switch on loudspeaker, if necessary – let colleagues listen in – listen carefully – do not interrupt – take notes – gain a lot of information – respond to the caller, repeat what has been said		– Use the language of the perpetrator! – Where is the object located? – What does the object look like? – When will the object explode? – What is your name? – Where are you calling from? – What are your motives?	
Details of the caller	☐ Male	☐ Female	☐ Boy ☐ Girl
Estimated age: _____		Voice known: _____	
Language type:	☐ slow	☐ high	☐ determined ☐ good
	☐ fast	☐ deep	☐ shy ☐ broken
	☐ loud	☐ medium	☐ nervous ☐ clear
	☐ quiet	☐ nasal	☐ adjusted ☐ lispling
Speech mistakes: _____		Dialect/Accent: _____	
Other language features:	☐ played recording		☐ alcohol influence
	☐ conspicuous technical terms		☐ phrases / figures of speech
Background noise:	☐ none	☐ music	☐ voices ☐ traffic
	☐ machines	☐ other: _____	
Notes:			
⇒ Declare yourself not responsible now! ⇒ Try to mediate further!			
Name & phone-number of the person called:		_____	

Emergency Scenarios, Instructions for Action

7.3 Criminal offenses

Suspicious piece of baggage



Rules of behavior

If you find a piece of luggage or suitcase, please immediately ask everyone in the area for the owner of the item. Depending on the situation, please ask for the owner also in the next rooms (including toilets).

Communication methods

- **During office hours:**
Inform the property management (- 3334) and the control room (- 3333).
- **Outside office hours:**
Inform the control room (- 3333).

Responsibility

In such cases, the property management is the responsible contact. An exact assessment of the situation is often very difficult. Therefore, it might be necessary to evacuate the affected building, neighboring buildings and possibly the outside area in a wide.

Threats, stalking, problematic behavior



Rules of behavior

All members of the university are called upon to recognize threatening behavior. This can only succeed if everyone takes responsibility and does not look away when warning signs are noticed. Especially, Managers have the responsibility for intervention and clarification.

In an emergency, the police must be informed. In addition to identifying the person, they will initiate measures to prevent danger. If necessary, this can lead to detention and prosecution. The TU University management will examine all legal options and, for example, issue a house ban.

The in-house training program regularly offers training courses on conflict management and communication techniques. Workshops are also offered on strategies for dealing with particular psychological stress.

In the evening hours, you can ask the security service in the EF 50 library and in the Co-Learning Space to accompany you to the S-Bahn or to your car.

7.3 Criminal offenses

Case of amok

Rules of behavior

The necessary behavior in the event of an amok incident differs significantly from behavior in other incidents and should therefore be discussed regularly. Employees have a special responsibility in the event of an amok incident. The most important rules of conduct are summarized on the information sheet (**see page 21**). Please include the contents in your annual safety briefing. **Never display the information sheet publicly** and only hand it out to employees, not to students!

Please hang up the internal emergency signs (location signs, see pages 2 and 21) inside your rooms. The signs must be clearly visible inside the room near the door, but must not be attached directly on the door. Please ensure that the information on the inner emergency sign and the outer door sign are not contradictory. Templates are available as Word documents in the service portal (see QR code on the right) or after consultation with the office of Referat 7, tel. 3310.

It is not possible to raise the alarm before an act of amok using technical equipment, because there are no loudspeakers or similar devices installed in the buildings for this purpose. **Please do not activate the fire alarm** - except in the event of a fire.

The police and emergency services are responsible for the operational tactics.

It will be necessary to lock up the building and a wide area around it (outside the line of fire). There may be a danger outside, please be careful! People with knowledge of the building should instruct the police. You should hand over master keys, siport cards etc. to the police. Please remove all private keys from the key ring before.

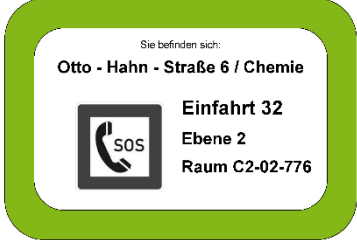
The TU University management will immediately convene a crisis team and coordinate the procedure with the police.



Emergency Scenarios, Instructions for Action

Space for notes

Emergency Scenarios, Instructions for Action

Action guide for the case of amok		
Call the police immediately!		
Police		0 - 110
Where?	Location of the event see Emergency signs Specify entry no.	
What?	Describe the facts Perpetrators: number, weapons, description,... Victims: number of injured, dead,...	
Who?	Name and telephone number of the caller	
Wait for queries!	Do not hang up! The police staff may ask you for additional information.	
Warn others about the crime!		Only trigger the fire alarm in the event of a fire!
Get to safety! The following recommendations are basic principles. Deviations may be appropriate in individual cases (e.g. use of escape routes) Do not pick up weapons - risk of confusion with the perpetrator!		- Stay in the rooms! Lock the doors! Barricade the room! - Keep away from windows and doors. Create a privacy screen! - Lay on the floor. Keep calm. - Mute your cell phone! - Wait for an evacuation by the police! (may take several hours) - Persons outside the building: Leave the immediate area and be available for the police.

Emergency Scenarios, Instructions for Action

7.3 Criminal offenses



Powder found in a package (letter, parcel)

In recent years, the authorities have increasingly received letters containing unknown powders. In most cases, these were threats with harmless substances. However, it might be possible that the powder contains highly toxic substances such as ricin. Therefore, you should be very caution in all cases!



Rules of behavior

If you suspect powder in a package, you should not open it. If you have already opened the package and discovered an unknown powder, avoid contact with the substance. If you know the sender, contact them immediately and try to clarify the matter. If you do not know the sender or no sender is recognizable, contact the police immediately!

Closed package:

- Do not open the letter / parcel!
- If possible, leave the room and lock it so that no one has access to the package. Inform the facility management.
- **Alert the police: 0 - 110**
- **Inform the property management (-3334).**
- Wash your hands thoroughly.

Open package:

- Avoid any contact with the unknown powder!
- Wash your hands thoroughly if possible!
- Ensure that **no other people** have contact with the powder and **isolate yourself** from your colleagues in a separate room. Inform the facility management (-3334).
- **Alert the fire department: 0 - 112**
- **Inform the property management.**
- Do you have symptoms? Nausea, dizziness, vomiting, ...?

Responsibility

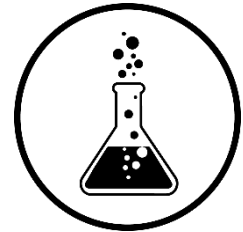
The property management is the responsible contact. It is very difficult to assess the exact situation. Therefore, as a precautionary measure, the building and possibly the outside area will be evacuated over a wide area.

6.4 Hazardous substances and infections

Detection of hazardous substances

Rules of behavior

If you find a hazardous substance (e.g. mercury or unknown hazardous substances), you must clear the area and lock it up. Avoid spreading the substance. Barrier tape is available in the warehouse of corporate center 6 and in Referat 7.



Contact of persons with the substance

People must wait at the edge of the barrier to avoid spreading the substance/contamination. **Do not go away!**

Description of the substance

- Type of substance (liquid, solid, appearance, ...)
- Quantity, container and condition of the container
- Where did the substance leak?
- Responsible facility manager for the rooms
- Did anyone have contact with the substance?

Communication methods

- **During office hours:**
Inform the responsible facility management.
Contact the control room (-3333) and Referat 7 (Dr. Voß, - 3309 or Ms. Hannappel, -3306).
If necessary, alert the fire department.
- **Outside office hours:**
Inform the responsible facility management.
Contact the control room (-3333).
If necessary, alert the fire department.

Responsibility

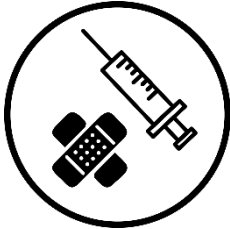
There are numerous scientists at TU Dortmund University with extensive knowledge and facilities that have various analytical devices. Contact can be arranged via Referat 7. Together with those present, the risk potential must be explored and the measures defined.

There are also numerous action plans from government agencies, z. for example, for the release of radioactive substances or dangerous pathogens. The responsible local regulatory authorities and government agencies are informed immediately by the TU Dortmund University administration or the emergency services.

Emergency Scenarios, Instructions for Action

7.4 Hazardous substances and infections

Injuries caused by sharp objects, risk of infection



Finding injured persons

Take care to **protect yourself** when finding injured persons! If possible, provide **first aid** and alert the **emergency services (0 - 112)**. Do not pull out any objects out of a wound. This could lead to major bleeding or worsen the injury.

Report any soiling to the property management in the Building and Facility Management department, e.g. via the janitor responsible.

Risk of infection

Body fluids and blood residues can pose a risk of infection (e.g. hepatitis or AIDS). Therefore, you should not touch the contaminated areas and objects if possible. Leave the cleaning and removal of blood residues, body fluids or syringes to the trained cleaning staff.

Communication methods

- **During office hours:**
Alert the emergency services (**0 - 112**).
Inform the janitor's responsible.
- **Outside office hours:**
Alert the emergency services (**0 - 112**).
Inform the control room (- 3333).
- **After medicinal treatment:**
Report the accident at work to the Referat 7 - Occupational, Environmental and Health Protection (s. page **Fehler! Textmarke nicht definiert.**).

7.4 Hazardous substances and infections

Spread of smoke gases (e.g. warnings via the NINA app)

Due to major incidents in the surrounding area or on the TU Dortmund University campus, e.g. a major fire, a cloud of smoke may spread. In this case, the responsible authorities will recommend actions such as closing windows and switching off air conditioning and ventilation systems. You can receive this information f. e. via the warning apps for smartphones.



TU Dortmund University will also provide you with recommendations for action and information, e.g. via announcements. Corporate center 6 will also decide on the initiation of actions, such as switching off individual ventilation systems.

Rules of behavior

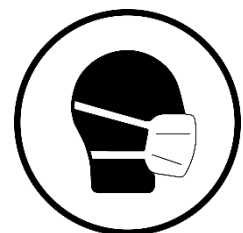
Follow the instructions of the authorities and TU Dortmund University, avoid going outside if necessary and **keep yourself regularly informed** about the current status of the instructions.

Once ventilation systems have been switched off, it is forbidden to remain in the affected **laboratories**. Observe the warning devices of the **individual systems, fume cupboards** and **explosion protection areas** and act in accordance with the specified emergency measures.

Infectious diseases, pandemics

TU Dortmund University has set up a pandemic planning team. In the event of a pandemic, up-to-date information will be provided via the TU Dortmund University homepage.

You can address your questions about potentially infectious diseases to the company doctor. The Referat 7 can establish contact, Tel. 3310. If special cleaning of sanitary facilities or workplaces is necessary, please contact the responsible janitor. The service partners in the cleaning service also provide hygiene specialists.



Prevention

The general hygiene recommendations of the Bundeszentrale für gesundheitliche Aufklärung can be found on page 26.
(BZgA, www.infektionsschutz.de/mediathek/infografiken/)



Preventing infections:

The Top Ten tips for hygiene

We encounter many germs such as viruses and bacteria in everyday life. Simple hygiene precautions can help to protect ourselves and others from infectious or contagious diseases.

1. Wash your hands regularly

- ▶ After you come home
- ▶ Before and while you are preparing food
- ▶ Before meals
- ▶ After visiting the toilet
- ▶ After blowing your nose, coughing or sneezing
- ▶ Before and after contact with sick persons
- ▶ After contact with animals



2. Wash your hands thoroughly

- ▶ Hold your hands under running water
- ▶ Apply soap from all sides
- ▶ Rub hands for around 20 to 30 seconds
- ▶ Rinse off under running water
- ▶ Dry off using a clean towel

3. Keep your hands away from your face

- ▶ Don't touch your mouth, eyes or nose with unwashed hands



4. Cough or sneeze properly

- ▶ Keep your distance and turn away from others when coughing and sneezing
- ▶ Use a paper tissue or hold the crook of your arm in front of mouth and nose



5. If you are ill, stay away from others

- ▶ Rest and recover at home
- ▶ Avoid close contact with others while you are infectious
- ▶ Stay in a separate room and, where possible, use a separate toilet
- ▶ Do not share tableware or towels with other people



6. Protect wounds

- ▶ Cover wounds with a plaster or bandage

7. Keep your home clean

- ▶ Regularly clean your kitchen and bathroom in particular with household detergents
- ▶ Ensure cleaning cloths can dry out properly after use and replace them often



8. Handle food hygienically

- ▶ Always keep susceptible food well refrigerated at all times
- ▶ Keep raw animal products away from food that is usually eaten raw
- ▶ Cook meat at a minimum of 70 °C
- ▶ Scrub fruit and vegetables thoroughly

9. Wash tableware and clothing using a hot cycle

- ▶ Clean cutlery and kitchen utensils with hot water and a detergent – or in the dishwasher
- ▶ Wash dishcloths, cleaning cloths, hand towels, flannels, bedclothes and underwear at a minimum of 60 °C



10. Ventilate rooms often

- ▶ Ventilate enclosed spaces several times a day for a few minutes

6.5 Other emergencies / incidents

Suicide, announcement of a suicide

Rules of behavior

In an event of **acute suicidal tendencies**, you should call the **emergency number (0-112)** immediately. The psychological student counseling service and the occupational health service can also help you.

In the case of **sub-acute suicidal tendencies**, the psychological student counseling service and the occupational health service offers assistance in form of supportive conversations.

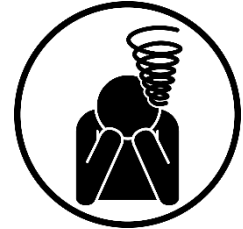
The members of the psychological counseling provides assistance in the development of coping strategies for difficult life situations to increase the ability to study / work and satisfaction. All counseling services are free of charge. The psychotherapists are subject to legal secrecy.

A team of four psychologists currently offers the psychological student counseling.

Employees of TU Dortmund University can make use of the psychological counseling services offered by the Student Services Department or the occupational health service.

Appointments

- **Psychological counseling**
Emil-Figge-Straße 61
during office hours:
Tel. **0231/755 - 5050**
outside office hours via the personal contacts
of the counselors:
Tel. **0231/755 - 7358, - 7363, - 6366 or - 7364**
psychologische-beratung@tu-dortmund.de
www.tu-dortmund.de/psychologischeberatung
- **Occupational Health Service**
Baroper Str. 299, building section B (Campus South,
entrance 44) only on Tuesdays: Tel. **0231/755 - 5555**
asd@asd-do.de



In acute cases, you have to call the **emergency service on 0-112**. The control center (Leitwarte, -3333) should also be notified.

Emergency Scenarios, Instructions for Action

7.5 Other emergencies / incidents

Spontaneous demonstrations



Rules of behavior

Please inform the university management immediately. Agreements between the demonstrators and those responsible may only be made after consultation with the rector and the chancellor.

Communication methods

- Rectorate Administration (- 7550)
- Chancellor's Office (- 7560)
- Institution / faculty management concerned
- Head of Department 6, Mr. Brockmeier (- 3303)
- Infrastructural Facility Management, Mr. Rehkopp (- 3349)
- Department 1 - Legal Affairs, Mrs. Von Estorff (-4890)

Psychological support after crises

There are various personal ways for crisis management. It might be helpful to ask for help from a psychological counselor.

The members of the psychological counseling provides assistance in the development of coping strategies for difficult life situations to increase the ability to study / work and satisfaction. All counseling services are free of charge. The psychotherapists are subject to legal secrecy.

A team of four psychologists currently offers the psychological student counseling of corporate center 4.

Employees of TU Dortmund University can make use of the psychological counseling services offered by the Student Services Department or the occupational health service. Furthermore, psychological support can be organized together with the police, the Unfallkasse NRW and the corporate center 3 - Human Resources. Please contact yourself the corporate center 3 – human resources, section 3.3, Dr. Bergert.

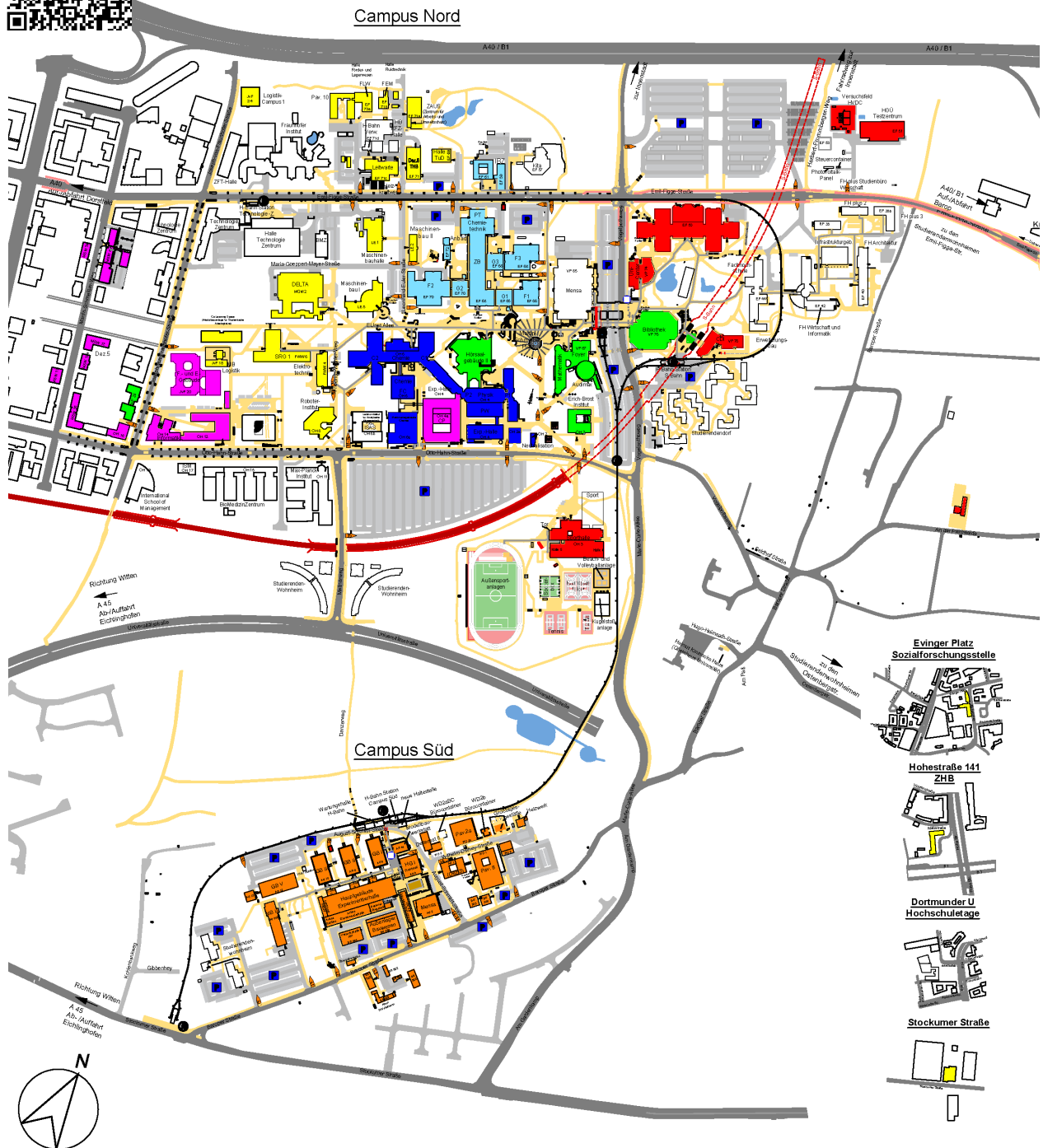


Appointment

- **Psychological counseling**
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- **Occupational Health Service**
Baroper Str. 299, building section B (Campus South,
entrance 44) only on Tuesdays: Tel. **0231/755 - 5555**
asd@asd-do.de
- Department 3, section 3.3, Organization of Mental Health Care
Dr. Bergert, Tel. **0231/755 - 4875**



Appendix A: Janitor areas



Farbe	Hausmeisterbereich	Hausmeister/in		Gebäude	Raum	Sprechzeiten	Tel.	Email
■	Hausmeisterbereich 01	ST. Rothkehl	M. Scheuer	OH6_Chemie	C1-01-729	Mo - Fr, 11:00-12:00 Uhr	3338	hausmeisterbereich-01@tu-dortmund.de
■	Hausmeisterbereich 02	K. Gose	D. Grosser	EF66_CTGB1	E26	Mo - Fr, 11:00-12:00 Uhr	3336	hausmeisterbereich-02@tu-dortmund.de
■	Hausmeisterbereich 03	J. Weger	D. Pfingsten	LE5_MBHauptgebäude	U01	Mo - Fr, 11:00-12:00 Uhr	3339	hausmeisterbereich-03@tu-dortmund.de
■	Hausmeisterbereich 04	N. Hardt	P. Bursy	AS6-10_ZBauB	005	Mo - Fr, 11:00-12:00 Uhr	3335	hausmeisterbereich-04@tu-dortmund.de
■	Hausmeisterbereich 05	F. Buchholz	K. Kowald	EF50	0.101	Mo - Fr, 11:00-12:00 Uhr	2800	hausmeisterbereich-05@tu-dortmund.de
■	Hausmeisterbereich 06	M. Staudinger	M. Mushoff	VPW87_Mathe	E17	Mo - Fr, 11:00-12:00 Uhr	3337	hausmeisterbereich-06@tu-dortmund.de
■	Hausmeisterbereich 07	C. Schewe	N. Nies	OH4a_ENCP	E0-109	Mo - Fr, 11:00-12:00 Uhr	5254	hausmeisterbereich-07@tu-dortmund.de

tu technische universität
dortmund

Übersichtsplan der Technischen Universität Dortmund
Hausmeisterbereiche

Technische Hochschülbetriebe
Stand: Januar 2023
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House Rules of TU Dortmund University

Version of 10 December 2014

In order to ensure orderly operation of the university, the President issues the following house rules on the basis of Section 18 (1) of the Act on the Universities of the State of North Rhine-Westphalia (*Hochschulgesetz NRW*, HG) of 31 October 2006 (GV. NRW. p. 474), last amended by the Act of 8 October 2009 (GV. NRW. p. 516) and Section 4 (3) of the Charter of TU Dortmund University of 1 November 2007 (Official Communications No. 19/2007 p. 1 - 16):

Section 1 Scope of application

These house rules apply to all buildings and premises used by TU Dortmund University (hereinafter referred to as TU). They provide the basis for orderly university operations and are intended in particular to ensure that the tasks incumbent upon the TU can be performed. The house rules are binding for all members and affiliates of the TU as well as for all persons who are on the premises and in the rooms of the TU.

Section 2 Domestic authority, delegation

2.1 The President is the holder of the domestic authority.

The President and the domestic authority representatives exercise the domestic authority.

The persons who may be appointed as domestic authority representatives are named in Appendix 1 (in the accordingly valid version).

The domestic authority representatives must ensure compliance with the house rules. The right of the corresponding event managers (e.g. lecturers) to take the necessary measures to prevent damage and maintain security and order within the framework of their event remains unaffected.

Decisions and measures taken by the President or his/her representative in the exercise of domestic authority take precedence over those of the domestic authority representative. The written assignment for the exercise of domestic authority includes the scope of the competence to be transferred.

2.2 A temporary ban from the premises can be issued by the persons named in 2.1.

A permanent ban from the premises is to be issued by the President or his/her substitute in case of absence.

Section 3 Space and land use

3.1 The buildings, their rooms and furnishings may only be used for university purposes. Exceptions require the approval of Department 6 (Department of Construction and Facility Management). Rooms and inventory are to be treated with care. The responsible person is liable for any damage caused by misuse or culpable behavior. The provisions of the Fire Protection Regulations, Appendix 2 (in the accordingly valid version) apply.

Within the scope of these house rules, all those actions are inadmissible that are likely to disturb the security and order; in particular the following are inadmissible:

- a. Blocking rescue and escape routes as well as fire department access roads, placing fire loads in rescue and escape routes, and blocking fire doors;
- b. Lighting an open fire and burning candles in the rooms of the TU, with the exception of official requirements in the context of research and teaching;

- c. Carrying weapons of any kind, as well as flammable or explosive substances, without these being necessary for operational duties;
- d. Alcohol consumption in teaching and research rooms during teaching and regular service;
- e. Consumption of food in lecture halls unless specifically permitted by faculty;
- f. Smoking indoors;
- g. Begging and harassing people;
- h. Sale of goods of all kinds and the conduct of collections;
- i. Parking of motor vehicles, bicycles or other vehicles outside the areas designated for these purposes;
- j. Use of roller skates, inline skates, kickboards, skateboards, etc.; parking of bicycles and similar means of transport in escape and rescue routes and general circulation areas (e.g. staircases) in buildings;
- k. Unauthorized spraying, painting, labeling, soiling, damaging, or misusing of surfaces, ceilings, walls, and equipment;
- l. Throwing away cigarettes, chewing gum and other waste outside the designated waste containers;
- m. Placing posters and notices outside the designated posting areas and distributing flyers;
- n. Noise pollution, such as the loud playing of sound recordings;
- o. Carrying/bringing along animals, unless the animal is being carried to compensate for a disability/for therapeutic reasons (e.g. guide dogs for the blind and therapy dogs) or animals are needed for university operations;
- p. Placement and leaving unattended luggage in places not specifically designated for this purpose.

The costs incurred by TU due to a violation of the house rules (e.g. due to repairs, police or fire department operations) are to be borne by the person who violated the house rules and caused the costs as a result.

3.2 Unauthorized structural changes must not be made. Building ceilings must not be loaded beyond the permissible level. When connecting electrical equipment, care must be taken to ensure that the power supply system is not overloaded. The electrical equipment must comply with the relevant safety regulations. The Department of Construction and Facility Management can provide the relevant information for this context.

3.3 Signage

Signage in and on buildings is determined exclusively by the Department of Construction and Facility Management in consultation with the users of the corresponding rooms.

3.4 Energy consumption

Energy consumption is to be limited to the necessary level through the conscious use of resources such as electricity, water, heat, etc.

3.5 Lost and found

In the university area, lost and found items are to be turned in to the Department of Construction and Facility Management. There is no claim to a finder's fee against TU or acquisition of ownership of the lost property. Further details are set out in the Guide to Lost Property, Appendix 3 (in the accordingly valid version).

3.6 Waste disposal

Instructions and information on waste disposal at TU can be found in the Waste Guide, Appendix 4 (in the accordingly valid version).

This is a translation of the original German document for explanatory purposes only. For all legal purposes, solely the German version of the document shall be considered binding.

Version: December 2014

* Key includes all types of keys, i.e. transponders, magnetic cards/swipe cards, mechanical keys, etc.

Section 4 Safety and order

- 4.1 Opening hours
Opening hours are posted at the main entrances to the buildings. Visitors are only allowed in the buildings during opening hours; children must be supervised accordingly.
- 4.2 Building safety and fire protection
With regard to building safety, the relevant regulations must be observed, in particular the Fire Protection Regulations and the Venue Regulations (*Versammlungsstättenverordnung, VstättVO*) as amended.
- 4.3 Theft
TU property must be locked up after the end of the service or, if suitable furniture is not available, stored in such a way that it is hidden from view. In the event of theft of TU property, the user must arrange for TU to report the theft.
When leaving the offices/ rooms of service, they must be locked. TU assumes no liability for personal valuables. Theft of personal valuables should be reported immediately to the police by those affected and reported to the Department of Legal Affairs (*Justizariat*).
- 4.4 Legitimation and identification requirement
Outside of the opening hours, identification and proof of identity must be provided to the property management/security service when staying in the buildings.

Section 5 Closing Regulations/key management

- 5.1 The handing out and assignment of keys* shall be recorded on file in the Department of Construction and Facility Management.
- 5.2 Keys* shall be handed out to members of the TU and outsiders with the respective time limit only if it is absolutely necessary for reasons related to their activities at the TU.
The transfer of issued keys* to third parties is not permitted.
- 5.3 Keys* must be carefully stored. Any loss must be reported immediately to the Department of Construction and Facility Management. The key holder may be held liable for lost keys* and associated costs.
- 5.4 As soon as the reason for issuing a key* ceases to apply, keys* must be returned immediately.
- 5.5 Further details are set in the Closing Regulations, Appendix 5 and in the SIPORT Service Agreement, Appendix 6 (in the accordingly valid version).

Section 6 Outdoor facilities

- 6.1 Outdoor facilities
The outdoor facilities are to be treated with care, maintained in a tidy condition and damage and contamination avoided.
- 6.2 Dogs
Dogs must be kept on a leash.
- 6.3 Parking
Vehicles of all kinds are to be parked in the marked areas in such a way that they do not pose a danger or obstruction. In particular, the fire department access roads and escape routes must be kept clear. Unauthorized parking will be penalized. If necessary, vehicles will be towed away/removed.
TU assumes no liability for damage to vehicles parked on TU property.
- 6.4 Road traffic regulations
In the university area, the road traffic regulations (*Straßenverkehrsordnung, StVO*) apply.
- 6.5 Barbecue outside buildings
Barbecuing must be reported, Appendix 7 (in the accordingly valid version).

Section 7 External Company Guideline

For work carried out by external companies on buildings used by the TU and on the premises of the TU, the External Company Guideline (*Fremdfirmenrichtlinie*), Appendix 8 (in the accordingly valid version) applies.

Section 8 Exceptions

Requests for exceptions to these house rules must be submitted in writing to the President, unless otherwise provided.

Section 9 Entry into force

These house rules come into force on the day after publication in the Official Communications of TU Dortmund University.

Issued on the basis of the resolution of the Rectorate of TU Dortmund University of [date].

Dortmund, the [date]

The President
of TU Dortmund University

University Professor Dr. Ursula Gather

This is a translation of the original German document for explanatory purposes only. For all legal purposes, solely the German version of the document shall be considered binding.

Version: December 2014

The most important numbers

Emergency (fire department, rescue service)	0 - 112
Police	0 - 110
Control room (Leitwarte)	0231 755 - 3333
Central gate north campus (24 h)	0231 755 - 2212
Central gate south campus (24 h)	0231 755 - 2211
Making an emergency call	
Where	Location of the event s. Emergency signs Number of entry (Einfahrt)! 
What	Type of incident (fire, medical emergency, accident, what kind of help is required)
How	Number of people affected, indicate special circumstances
Who	Name and telephone number of the caller
Waiting for queries	Do not hang up! The emergency call operator may ask you for additional information.
Do not end the call and wait for instructions from the emergency call center employee. Secure the surrounding area. Ensure your own safety and call for first aiders if necessary. Please inform the relevant contact persons after calling the TU Dortmund control room (Tel. - 3333). Report unusual events and observations in your area to the porter / security service. This will help to ensure that potential emergencies can be recognized and prevented at an early stage. You can find further contact persons in the chapter <i>Important contacts</i> – page 2 or via the SOS emergency button in the TU Dortmund smartphone app.	