

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)!	
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

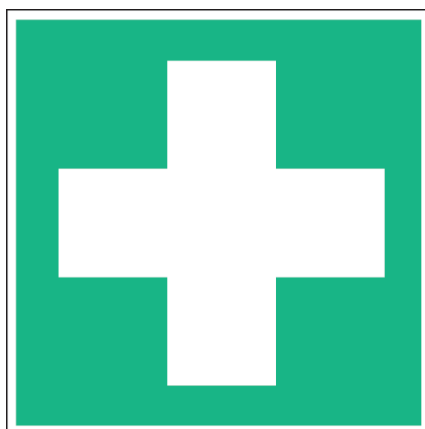
2. First Aid Facilities / Rooms

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



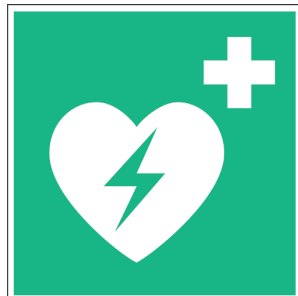
3. Defibrillators

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.



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

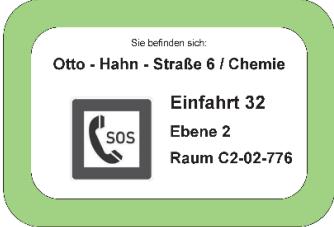
All members of the university are called upon to recognize threatening behavior. This can only succeed if everyone takes responsibility and does not look away when warning signs are noticed. Especially, Managers have the responsibility for intervention and clarification.

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.

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.