



Raising the Alarm at Fulda University of Applied Sciences

In an emergency, please alert emergency services first

What to report:

Where has the incident occurred?

Specify Fulda University and the name of the building

What has happened?



Number of injured persons

Type of injuries

Wait for questions!

(If required, agree on a meeting point)



Then report incident to the building supervisor!

	University telephone network 	Mobile 
Accident: <hr/> 1. Rescue coordination centre: 2. Building supervisor: (trained emergency responder) In a poisoning emergency, call:	112 150 (0)06131 19240	112 0661 9640-150 06131 19240
Fire: <hr/> 1. Rescue coordination centre: 2. Building supervisor:	112 150	112 0661 9640-150
<u>Act of violence and potentially violent situation</u> 1. Police 2. Building supervisor	(0)110 150	110 0661 9640-150

What to do in the event of an accident



Report accident

	University telephone network 	Mobile 
Rescue coordination centre	112	112

What to report:

Where has the incident occurred?

Specify Fulda University and the name of the building

What has happened?

Number of injured persons

Type of injuries

Wait for questions!

(If required, agree on a meeting point)


To enter the campus, the ambulance must pass through the barrier system on Marquardstraße 37, 36039 Fulda.

For rescue operations in buildings that are not on campus, please provide the address as listed below and agree on the point of access / meeting point.:

Building	Address:
23, 24, 26	Daimler-Benz-Straße 5, 36039 Fulda Access via barrier system on Daimler-Benz-Straße 5, 36039 Fulda
25	Leipziger Straße 126, 36037 Fulda
34	Leipziger Straße 98, 36037 Fulda
35	Marquardstraße 54, 36039 Fulda
42	Marquardstraße 33, 36039 Fulda
Car park P1	Moltkestraße 33, 36039 Fulda Anfahrt über Lise-Meitner-Straße
Car park P2	Ludwig-Beck-Straße 11, 36039 Fulda Anfahrt über Lise-Meitner-Straße
Car park P3	Lise-Meitner-Straße, 36039 Fulda
HLSB	Heinrich-von-Bibra-Platz 12, 36037 Fulda
Fulda Transfer	Heinrich-von-Bibra-Platz 1b, 36037 Fulda

Call the building supervisor as soon as you have alerted the rescue coordination centre.

Building supervisors can open the relevant barriers and are also trained emergency responders.

	University telephone network 	Mobile 
Building supervisor	150	0661 9640-150



Provide first aid

If necessary, move injured persons away from the danger area and ensure the accident scene is safe.



If an unconscious person is found, ask another helper to locate a defibrillator and use the device if the injured person has stopped breathing. (Defibrillators are self-explanatory and can be used by non-professionals)

The location of defibrillators is indicated on the plan of assembly points.

Other procedures

- Brief ambulance staff
- Instruct bystanders to leave the scene

Accident insurance consultants

If employees or students are involved in an occupational accident, they should consult an accident insurance consultant (Durchgangsarzt) appointed by the Unfallkasse Hesse and not their general practitioner:

Klinikum Fulda – **Prof. Dr. med. Martin Hessmann** - 0661 845841 Herz-Jesu-Krankenhaus Fulda – **Dr. med. Dirk Czekalla** - 0661 / 152324

David Hinder - Gerloser Weg 23 a - 0661 2506430

Dr. med. Rainer Roth – MVZ Osthessen – Pacelliallee 4 - 0661 / 843300

Dr. med. Christian Kegel – Flemingstraße 2 a - 0661 / 4804890

Reporting an accident

If **employees** have an accident at or on the way to or from work, this should be reported to Mr Schneider of the Human Resources Management (Tel.: 1201) as soon as possible.

Students should report accidents that have occurred at or on the way to or from work as soon as possible to Ms Kircher.

Accidents at the University Sports Centre should be reported to the Sports Centre office.

What to do in the event of fire

Stay calm

Report fire





Use a fire alarm

This automatically alerts the fire service and triggers the building evacuation signal.

Do not forget to report the fire internally to the building supervisor!

If the fire service cannot be alerted using the fire alarm, please make an emergency call. (This generally applies to the rented buildings 23, 24, 25, 26, 34 and 35 where there are no manual alarms.)



	University telephone network 	Mobile 
1. Rescue coordination centre:	112	112
Call the building supervisor as soon as you have alerted the rescue coordination centre		
2. Building supervisor:	150	0661 9640-150



Provide first aid

Alert persons who are at risk

Help people in need of assistance

If necessary, provide first aid

Your own safety comes first!



Guarantee your own safety

If your own life is at risk and the alarm signal sounds, leave the building via the designated escape routes. Do not use lifts.



Assembly points

Go to the assembly point and let the rescue services know if all persons have been evacuated from the rooms.

Follow the instructions of the rescue services.



Fire fighting



Try to extinguish small and incipient fires..

How to respond to an act of violence or potentially violent



Raise alarm

In the event of an act of violence or a potentially violent situation, please alert the police

	University telephone network 	Mobile 
1. Police:	(0)110	110
After calling the police, notify the building supervisor.		
2. Building supervisor	150	0661 9640-150



Building evacuation

If the head of rescue operations or Presidential Board Office orders the **building to be evacuated**, all employees must follow the instructions.

Leave the building via the designated escape routes. Do not use lifts. Help persons with disabilities.



Assembly points

Go to the assembly point and let the rescue services know if all persons have been evacuated from the rooms.
Follow the instructions of the rescue services.



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|---|---|--|---|--|
| 10 Student ServiceCenter (SSC)
Information Point
Post Room and Post Box
Conference Room
Student Administration
International Office
Central Student Advisory Service (ZSB) | 23 Department of Social and Cultural Sciences
Department of Business
Studentenwerk (BAföG (Grant) Office)
Central University Administration | 31 Department of Applied Computer Science
Department of Food Technology
Department of Health Sciences | 40 Department of Nutritional, Food and Consumer Sciences | 50 Department of Food Technology
General Student Committee (ASTA) |
| 11 Cafeteria
Department of Nutritional, Food and Consumer Sciences | 24 Department of Electrical Engineering and Information Technology
Department of Social and Cultural Sciences | 32 Presidential Board
Department of Electrical Engineering and Information Technology
Department of Food Technology | 41 Central University Administration
42 Central University Administration
43 | 51 Department of Applied Computer Science
Copyshop |
| 12 University and State Library | 25 Department of Health Sciences
26 Department of Social Work | 33 Department of Electrical Engineering and Information Technology
Department of Food Technology | 44 Self-Study Centre
Family Centre
Quiet Room | 52 Hall 8
53 Department of Health Sciences
Sports Centre |
| 20 Seminar Rooms
Central University Administration | 27 Department of Social Work | 34 Offices and Seminar Rooms
35 Central University Administration
36 Offices | 45 Sports Centre
Department of Social Work
Quiet Room | 54 Department of Health Sciences
Sports Centre |
| 21 Department of Social Work
22 Department of Social and Cultural Sciences
akadeMINIS e.V. | 28 Department of Electrical Engineering and Information Technology
Department of Business | | 46 Department of Applied Computer Science
Department of Nutritional, Food and Consumer Sciences
IT Support
Café Chaos | |



Defibrillator



Assembly point



Entrance



Parking



Bus stop



Barrier-free access



LAST UPDATE: 05/2023

Hochschule Fulda
University of Applied Sciences

