

## Safety Instructions

Instruction on general safety requirements of the Hochschule der Medien (HdM), in particular for the lab participation and working in technical departments, laboratories and with the machinery.

### 1. Emergency directory for acute emergencies

### Notruf -Verzeichnis



Notruf DRK Stuttgart, Rettungsdienst NAW	112
Feuer	112
Polizei	110
Ersthelfer Nobelstraße 10 + 10a	1970
Ersthelfer Nobelstraße 8	1980
Polizeirevier 4, Möhringen, Balinger Straße 31	0711 / 8990 3400
Rufnummer bei einer Gefahrensituation	4646

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**Unfallarzt:**

Dr. Eibner, Dr. Reber	Robert-Leicht-Straße 15 70563 Stuttgart-Vaihingen	0711 / 73 12 64
Dr. Schurig	Lutzweg 9 70563 Stuttgart-Vaihingen	0711 / 73 10 45

**Augenarzt:**

Charlottenklinik	Falkertstraße 50 70176 Stuttgart	0711 / 66 92 -0
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### Brände Verhüten




Rauchen Feuer und offenes Licht verboten

### Verhalten im Brandfall

<p><b>Ruhe bewahren</b></p> <p><b>Brand melden</b></p> <div style="text-align: center; margin-bottom: 10px;">  </div> <p><b>Feuerwehr 112</b></p> <p>Wer meldet? Was ist passiert? Wie viele Menschen sind betroffen / verletzt? Wo ist es passiert? Warten auf Rückfragen!</p> <p><b>Löschversuch unternehmen</b></p> <div style="text-align: center; margin-bottom: 10px;">  </div> <p>Feuerlöscher benutzen</p>	<p><b>In Sicherheit bringen</b></p> <p>Gefährdete Personen warnen Hilflose mitnehmen Türen schließen Gekennzeichneten Rettungswegen folgen Aufzug nicht benutzen Auf Anweisungen achten Gekennzeichnete Sammelstellen auf dem Fluchtplan aufsuchen</p> <div style="text-align: center; margin-bottom: 10px;">  </div> <div style="text-align: center;">  </div>
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### Rufnummer für technische Probleme



Technischer Support	Haustechnik	Tel.: 2556
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Here you see the current emergency directory as of October 2018. The latest emergency directory of the HdM can be found in the intranet under "Formulare" with this actual link:

[https://www.hdm-stuttgart.de/intranet/iformulare/formular20150225075750/Notruf\\_Verzeichnis\\_10.pdf](https://www.hdm-stuttgart.de/intranet/iformulare/formular20150225075750/Notruf_Verzeichnis_10.pdf)

## **2. What to do in case of injuries and accidents**

### **2.1 First Aid**

There are wound patches for minor injuries in all technical departments. An entry in the bandage book should be made.

Inside the house, first aid boxes can be found at various locations. Rooms in which a first aid kit is located are marked with an icon on the door plate! (White cross on a green background).

An ambulance room is located in room 144. Here also a stretcher is deposited. There, the treatment of other injuries takes place, if necessary inform patient transport according to emergency directory.

A defibrillator is in a wooden box next to the red entrance door at the mailboxes.

In case of minor injuries always first contact the first aider (group number 1970).

In some laboratories that use liquid chemicals, eye wash options (eye showers) are available.

### **2.2 In case of acute emergencies, immediately make an emergency call and report**

In all laboratories, as well as in the corridors and elevators, the current emergency call directory depends. If necessary, select the appropriate number specified therein! Each office room is equipped with a telephone from where an emergency call can be made.

### **2.3 What to do in case of fire**

The HdM is connected to a fire alarm system. In case of alarm, the fire department arrives within 10 minutes. In the staircase areas of the lecture hall and the technology building, push-button fire detectors are available on all floors. The triggering of an alarm should only be limited to real emergencies. (An action of the fire brigade causes in each case costs of 1.500 €!)

Furthermore, in the ground floor level in the staircase area operating buttons for the smoke exhaust systems are installed. When operated in case of fire, the glass roof domes in the staircases open for the smoke outlet.

In the gravure department, the room 097 is particularly vulnerable. Here is an automatic CO<sub>2</sub> extinguishing system, which triggers in case of fire and floods the machine area. When the siren resounds it is absolutely recommended to leave the room immediately (danger of suffocation).

In all corridors alarm sirens are located. When the sirens resound, the house must be deserted quickly via the designated escape routes.

### **2.4 Escape Routes**

The escape routes are indicated by corresponding symbols. In an emergency, the fastest way out of the house is to choose (even through the window)! Emergency exits are located in all corridors on the ground floor and are marked. Escape plans are posted in the hallways.

Especially in the engineering departments there is a high hazard potential due to the storage and use of combustible materials!

Generally, there is a ban on smoking throughout the University of Applied Sciences.

#### 4. Safety Regulations in the Technical Departments

The work in the departments during and off-time of the lab is permitted only at the instructions of the responsible department supervisor and after taking note of this letter. The acknowledgment and understanding of this instructions and regulations is confirmed with your signature on the attached form.

Only then the insurance protection is maintained.

The staff of the department will inform you about the **safety regulations** of the particular department, such as

- Dealing with working tools and equipment (safety signs at work)
- Handling of hazardous materials (labeling, health protection measures)
- Wearing of protective gear (for example, gloves, safety glasses, etc.)
- Disposal of waste.

## Occupational Health and Safety Policy

### For students in the „5P“-Lab

Pls. sign in the first class of the lab and hand it back to G. Hübner (Postbox 32)

**I hereby certify that I have received the safety instruction  
and took notice of it**

Name	Matrikel-Nr.	Signature

Stuttgart, Date \_\_\_\_\_

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Department Supervisor