

A photograph showing wooden blocks with letters arranged to spell 'BE PREPARED' on a rough, grey stone ledge. The background is a blurred outdoor scene with greenery and a building.

**BE PREPARED**

**RUHR-UNIVERSITÄT BOCHUM**

# **GUIDELINES TO HANDLING CRISIS SITUATIONS**

## **INSTRUCTIONS FOR DEALING WITH EMERGENCIES**

Information for members of the Ruhr-Universität Bochum

# IMPORTANT INTERNAL CONTACTS

UNIT	PHONENUMBER
<b>RUB CONTROL ROOM (RUB LEITWARTE)</b>	<b>0234-32-23333</b>
Rector	0234-32- <b>22926</b>
Chancellor	0234-32- <b>22922</b>
Permanent Representative of the Chancellor for Construction and Facility Management	0234-32- <b>22811</b>
Info „Uni Mitte“ (operation 24/7) / RUB Security	0234-32- <b>27001</b>
Info for buildings in row „G“	0234-32- <b>27170</b>
Info for buildings in row „I“ & off campus locations	0234-32- <b>27160</b>
Info for buildings in row „N“	0234-32- <b>27190</b>
Info for buildings in row „M“ & buildings in the centre of the RUB Campus	0234-32- <b>27180</b>
Occupational Safety and Environmental Protection Unit	0234-32- <b>22311</b>
Fire Protection Officer	0234-32- <b>27981</b>
RUB Company Physician	0234-32- <b>24400</b>
Human Resources and Legal Affairs (Department 3)	0234-32- <b>27810</b>
Finance Department (Department 4)	0234-32- <b>28059</b>
Corporate Communications (Department 8)	0234-32- <b>22830</b>
IT.SERVICES Service Centre	0234-32- <b>24025</b>
Social Counseling for RUB employees	0234-32- <b>18888</b>
Psychological counselling for students	0234-32- <b>23861</b>

## PLEASE COMPLETE THE CONTACT DETAILS:

Emergency number for this location:
Manager:
Secretariat:
Evacuation assistants:
First aiders:
Safety officer:
Further contact persons:

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**Date:** 02.04.2025



# PREAMBLE BY THE RECTOR

DEAR MEMBERS OF RUHR UNIVERSITY BOCHUM,

Some dramatic events in recent years – for example the power outage at RUB in 2015 as well as the Corona pandemic or the storm called „Sabine“ in 2020 - have clearly shown that emergency situations can occur unexpectedly. In such cases, it is an advantage for all members of RUB to have information at hand. This is the reason, why these „Guidelines to handling crisis situations- INSTRUCTIONS FOR DEALING with EMERGENCIES“ manual was created under the leadership of the Occupational Safety and Environmental Protection Unit. The aim is to inform all RUB members regarding contact persons and telephone numbers for exceptional situations and emergencies. This way the rescue chain can be set in motion quickly. Furthermore, various emergency scenarios are listed including recommendations on what to do in these situations. Information on preventing emergencies is also included. Please help to ensure that Ruhr University Bochum remains a safe place. Find out about the correct reporting channels for emergencies, how to behave in crisis situations and what **you** can do if an exceptional situation should arise at Ruhr University Bochum.

A handwritten signature in black ink, appearing to read 'M. Paul', written in a cursive style.

Martin Paul

## 1. INTRODUCTION

The Ruhr University Bochum (RUB) "Guidelines to handling crisis situations – instructions for dealing with emergencies" are intended to provide all members of RUB with information and assistance in emergencies or exceptional situations. With a total of 21 faculties, approximately 40.000 students and more than 6,300 employees, RUB is one of the largest universities in Germany - with a campus area of 4.5 km<sup>2</sup> and additional facilities "Off Campus".

In addition to presenting various emergency scenarios and advice on how to react in these exceptional situations, this manual also contains information on preventing emergencies. The situations described include medical emergencies, fire alarms and operational malfunctions. Operational hazards that can occur in laboratories or workshops (e.g. handling hazardous substances) are not listed, as these hazards are addressed as part of regular training and documented in operating instructions.

In emergency situations, decisions have to be made under great time pressure. It is important to remain calm and still act quickly. It is crucial to use the right communication channels in emergencies or other unusual situations so that support can be organised quickly to deal with the situation.

We recommend that you refer to this manual regularly and that you discuss these topics as part of the annual safety briefing. Among other things, you should know the escape and rescue routes in your area as well as the locations of first aid kits and defibrillators. If you work on RUB campus, you should know the telephone number of the RUB Control Room (RUB Leitwarte) and save it in your mobile phone: **0234-32-23333**. This manual also lists more important contacts for dealing with unusual situations.

This manual was compiled by the Occupational Safety and Environmental Protection Unit of Ruhr University Bochum in cooperation with representatives of the emergency response organisations in Bochum and the Department of Facility Management and Operations. It is updated regularly. Necessary changes should be reported to the Occupational Safety and Environmental Protection Unit, E-mail: [arbeitssicherheit@rub.de](mailto:arbeitssicherheit@rub.de).

## 2. REPORTING AN EMERGENCY

All members of RUB are requested to report emergencies and major damage events as quickly as possible so that the reporting chain for dealing with unusual situations can be started quickly and effectively. If you are on **RUB Campus**, dial the following telephone number:

**RUB CONTROL ROOM (RUB LEITWARTE): 0234-32-23333**  
**(operation 24/7)**

If you are in a RUB property **outside the central RUB campus** ("Off Campus"), please find out which number is the correct emergency number for your respective location. The following applies to many external locations::

**FIRE SERVICE / AMBULANCE: 112**  
**POLICE: 110**

After contacting fire services / police also inform the RUB Control Room, if possible.

### BE PREPARED TO PROVIDE THE FOLLOWING INFORMATION:

<b>WHERE?</b>	Building / floor / room
<b>WHAT?</b>	Type of incident (fire, accident, medical emergency, etc.)
<b>HOW MANY?</b>	Number of people affected, any special circumstances
<b>WHO IS CALLING?</b>	Name and telephone number of the caller
<b>WAIT</b>	for further enquiries!

If an emergency is reported to the RUB Control Room, the RUB Control Room staff ensures that the information regarding this emergency is passed on to all organisations (fire services, police, etc.) involved in handling this emergency.

### 3. GENERAL RECOMMENDATIONS FOR EMERGENCY SITUATIONS

Various emergency scenarios are presented in this manual and recommendations on how to react are given. It is important to note that decisions in emergency situations often have to be made under time pressure and on the basis of very little information.

Initial considerations for decision-making can be:

- What kind of situation are you dealing with?
- What are the risks to life and limb?
- What are the greatest risks in this situation?
- What dangers threaten the building/infrastructure?
- What options for action are there, what needs to be done - in what priority and who is responsible for taking action?
- What legal requirements must be complied with?

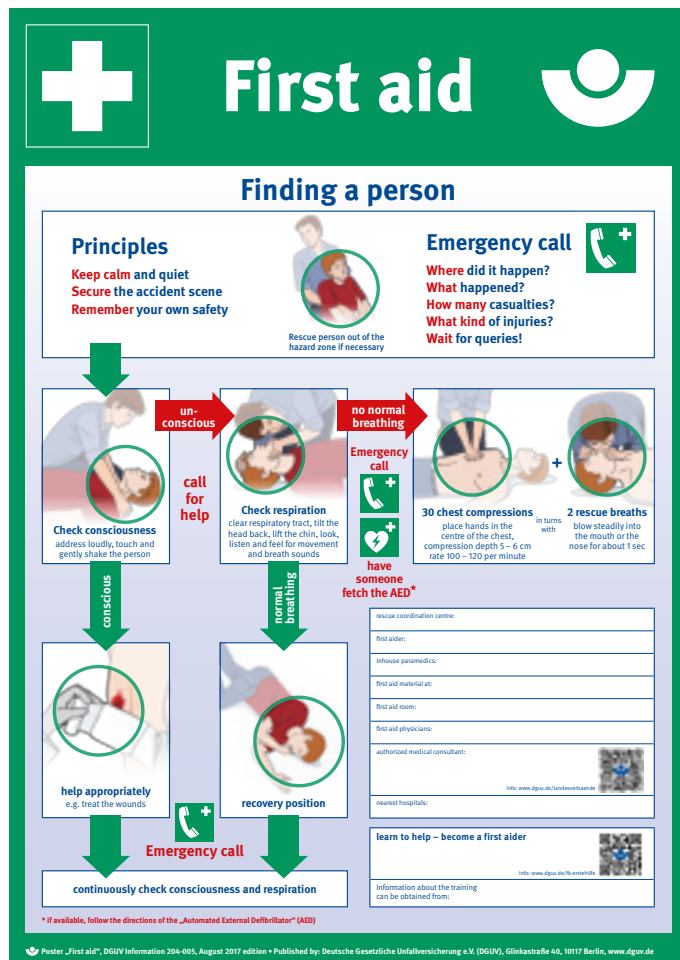
#### IT IS ALWAYS VERY IMPORTANT THAT YOU...

- Remain as calm as possible and
- Seek help/support as quickly as possible.



### 3.1 MEDICAL EMERGENCIES (e.g. finding a person who is unconscious)

Everyone must provide first aid within the bounds of reasonableness and without putting themselves at considerable risk. The following diagram provides guidance on what to do if an unconscious person is found.



#### IMPORTANT:

Do not leave the person alone! Start cardiopulmonary resuscitation as soon as possible on a person without recognisable or normal breathing.

Further information on first aid at RUB can be found at  
<https://einrichtungen.ruhr-uni-bochum.de/de/hilfe-im-notfall>.

Cardiac massage (chest compressions; "Herzdruckmassage") is performed as follows:

- The patient should lie on his\*her back on a hard surface
- Expose the upper body
- Place the heel of your hand (thenar) on the centre of the chest
- Place your second hand on the first hand and interlace the fingers
- With an outstretched arm, press the sternum 5 to max. 6 cm downwards
- Release the sternum after each pressure
- 30 x chest compressions (working speed: 100 - 120/min) alternating with 2 x ventilations
- Keep going until breathing starts or the ambulance crew takes over



**IMPORTANT:**

If you are on RUB Campus, inform the RUB Control Room as soon as possible:  
**0234-32-23333**. For RUB locations outside the campus: **Call 112**.  
Do not hang up until all necessary information has been exchanged.



The RUB Control Room will notify the emergency services as well as RUB paramedics and ask a member of staff at the nearest information desk to bring a defibrillator to the scene as quickly as possible. Once the device is on site, follow the voice instructions.

Ask other people for help! They can support you or, for example, help to meet the emergency services / ambulance crew outside the building so that they can get to the scene as quickly as possible. If necessary, the defibrillator can also be fetched by a person assisting at the scene. For this purpose, it is useful to know the locations of the defibrillators on Campus and in RUB locations Off Campus.

## DEFIBRILLATORS AT THE RUHR UNIVERSITY BOCHUM

### TYPE: PHILIPS HEARTSTART HS 1

	BUILDING	LOCATION	ADRESS
1	Audi Max (AM), Foyer	Main staircase downstairs	Universitätsstraße 150
2	German Mining Museum / Archaeology	Entrance level	Am Bergbaumuseum 31
3	Bibliothek des Ruhrgebiets (BDR)	Lending desk on Entrance level	Clemensstraße 17 - 19
4	Bochumer Fenster (BF)	Corridor on Entrance level	Massenbergstraße 9 - 13
5	Bootshalle Gibraltar (BG) / Boathouse Gibraltar	Entrance level left side	Oveneystraße 71
6	Botanischer Garten (BOTA) / Botanical garden	Reception area of the Botanical Garden	Universitätsstraße 150
7	Cafeteria IA/ IB	Level 1 South	Universitätsstraße 150
8	Campus-Sportanlage (CASPO) / RUB sport facilities	Entrance level	Universitätsstraße 150
9	Building „Ferdinandstraße“ (FS13), Department 4 (Finances)	Level 2 corridor	Ferdinandstraße 13
10	Hörsaalzentrum Ost (HZO) , Entrance North	Level 02 North	Universitätsstraße 150
11	Industriestraße 38c (I38C)	Entrance level (Administration)	Industriestraße 38c
12	Infopunkt GB	Level 05 South	Universitätsstraße 150
13	Infopunkt MA	Level 01 North	Universitätsstraße 150
14	Infopunkt NC	Level 04 North	Universitätsstraße 150
15	International Convention Centre	Entrance level	Universitätsstraße 150
16	Landesspracheninstitut (LSI)	Reception	Laerholzstraße 84
17	Malakowturm (MT)	Level 4 Elevator	Markstraße 258a
18	Mensa (M), AKAFO	Level 0, Coffeeshop	Universitätsstraße 150
19	O-Werk (OWK), Makerspace	Entrance Makerspace	Suttner-Nobel-Allee 4
20	Querforum West (QFW)	Entrance level	Universitätsstraße 150
21	Reception GD	Level 03 North	Universitätsstraße 150
22	Reception ID	Level 04 South	Universitätsstraße 150
23	Sport facilities Markstraße	Entrance level	Markstraße 189a
24	Sportwissenschaft (SW)	Entrance level	Gesundheitscampus-Nord 10
25	Students Service Centre (SSC)	Reception SSC	Universitätsstraße 150
26	Technisches Zentrum (TZ), RUB Control Room	Level 1 Corridor 101	Konrad-Zuse-Straße 7
27	Central library (UB)	Level 0 Lending desk	Universitätsstraße 150
28	Building „Universitätsstraße 105“ (U105)	Entrance Hall	Universitätsstraße 105
29	Building „Universitätsstraße 90“ (U90)	Entrance level	Universitätsstraße 90
30	Convention Centre (VZ)	Entrance West level 04	Universitätsstraße 150
31	ZEMOS (ZEM)	Entrance level	Universitätsstraße 150
32	ZESS	Entrance level	Hans-Dobbertin-Straße 8
<b>Not generally accessible, only via authorized personnel:</b>			
33	RUB Company Physician, building NB	Level 04 / room 57	Universitätsstraße 150
34	RUB Emergency vehicle		
35	Hall in „Prinz-Regent-Straße“	Entrance level	Prinz-Regent-Str. 74c
36	ICN Test Hall	ICN 03 / 543	Universitätsstraße 150

Date: 09.2023

You can find the current overview of the locations of the defibrillators here:

→ <https://agum.rub.de/hochschulinternes-agum/i-defibrillatoren-an-der-rub>

## 3.2 FIRE ALARM / BUILDING EVACUATION

### TRIGGERING THE ALARM

The alarm is triggered if there is a risk to the lives of people in the building due to hazards (e.g. fire). The alarm can also be triggered when ordered by the RUB Head of Technical Readiness (Leiter der Technischen Bereitschaft; **LTB**) of the RUB or the fire services. In the event of imminent danger, the alarm can be triggered by anyone (red button).

### AUTOMATIC FIRE ALARM SYSTEM

RUB buildings on Campus are equipped with automatic fire alarm systems. The fire alarm system is triggered automatically in the event of a fire, e.g. by smoke emission. The fire service is alerted directly. The alarm sound is a continuous acoustic signal (bell) or a voice alarm. In some areas, optical signals are also installed to signal a fire.

### INSTRUCTIONS FOR THE EVENT OF AN ALARM

**Keep calm!**

- When the alarm sounds, **ALL PERSONS** must leave the building **IMMEDIATELY**.  
Exception: emergency service personnel.
- All work must be stopped immediately.
- If possible, switch off gas, compressed air, laboratory electricity and running water.
- If there is no immediate danger, switch off running machines, devices and equipment. This does not apply to devices that are in continuous operation and do not pose any danger if left unattended.
- Warn people who may have overheard the alarm!
- When leaving the room, close the window(s) and door, but do not lock the room.
- Take your personal belongings such as ID cards, clothing, bags and keys with you if they are in your immediate vicinity. You must expect to be unable to enter the building for a long(er) period of time.
- Leave the building via the signposted escape routes.
- Use of the lifts is not permitted.
- Help people with disabilities / with limited mobility. Notify the emergency services if people are not (or no longer) able to leave the building on their own.
- Go to the assembly point indicated for your building (see Appendix 2).

Please also take note of individual circumstances on site and the resulting additional regulations (e.g. risk assessments ("Gefährdungsbeurteilungen"), operating instructions ("Betriebsanweisungen") as well as plans for emergencies or emergency shutdowns. The regulations regarding individual circumstances on site are part of the annual instruction ("Unterweisungen") given by the manager in charge of the area.



Report to the fire service or the RUB Head of Technical Readiness if people are missing once you have left the building. Gather at the assembly point in groups, e.g. all colleagues from the same area. Make sure that you know where your colleagues are in the event of an emergency.

- Do not leave the university premises until you have permission to do so from the RUB Head of Technical Readiness or your supervisor.
- Follow the instructions given by the emergency services or the LB.



Re-entry to the building is only permitted after clearance by the RUB Head of Technical Readiness (see 4.2)

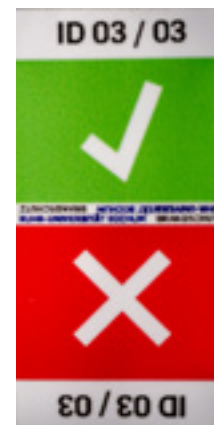
## EVACUATION OF BUILDINGS AT RUB

Due to the open building structure on RUB Campus - e.g. there are a large number of entrances and exits out of the RUB high rise building - and the fact that the buildings are freely accessible during opening hours, it is very difficult to determine whether a building has been completely cleared in the event of an evacuation. In order to optimize the process of evacuation of buildings at RUB, the following system is gradually being introduced in the buildings on RUB Campus:

There is a metal box with a paper seal in each corridor (see illustration on page 14). The box contains a safety vest for evacuation assistants and a magnetic marker with a corresponding building section designation. When the fire alarm sounds, the first available evacuation assistant takes the safety vest and the magnetic marker. After assisting the evacuation of the building, the magnetic marker is taken outside of the building to a location near the fire alarm panel. Only smoke-free paths may be used on the way to this location (take detours if necessary!).

The evacuation assistant hands the magnetic marker to an employee of the Occupational Safety and Environmental Protection Unit (recognisable by the yellow high-visibility vests) and provides the information whether the corresponding area should be marked as "red" or "green".

- **GREEN** points upwards if the evacuation assistant has supported the evacuation in the corresponding building section and there are probably *NO* more people in the building (locked rooms do not have to be opened!).
- **RED** points upwards if the evacuation assistant has supported the evacuation in the relevant section of the building, but the evacuation has not been completed, e.g. there is a fire in the relevant section, smoke is spreading, smoke is visible in the corridor, it is not safe to enter or persons are still suspected to be in this area.



Using magnetic markers from different areas of the building (attached to a building plan) allow the fire services to get a quick overview of the evacuation status of the building!

**NOTE:**

If, exceptionally, no employees from the Occupational Safety and Environmental Protection Unit are on site, the magnetic marker can also be handed over to a RUB employee from facility services or the fire alarm technicians.



After the magnetic marker has been handed over, the evacuation assistant will proceed to the relevant assembly point (see below and Appendix 2) and check that all persons of the relevant area are present. Report to the RUB Head of Technical Readiness if people do not turn up at the designated assembly point. Try to contact these people and inform the Head of Technical Readiness, if necessary.

**Please check out whether the fire alarm procedure described here has already been introduced in your building.**



Metalbox for evacuation assistants.

## ASSEMBLY POINTS

The following table gives an overview of assembly points at RUB (see also Appendix 2, Campus map with assembly points). Please familiarise yourself with the assembly points of your building and agree on the assembly point for your department in the event of a fire alarm / building evacuation.

BUILDING NAME	ASSEMBLY POINT
Botanical Garden	Parking lot Service Depot
FNO	Opposite the main exit on the street side to the HZO building
GA-North, GB-North, GC-North, QFW	Outdoor area North of the "G-row buildings" on level 02
GA-South, GB-South, GC-South	Outdoor area in front of the GB building, women's parking lot
GD-North, GD-South	Outdoor area in front of the GD building as well as on the bypass on the west side of the building
HZO, AudiMax, RUB art collection), UB	Outdoor area at the information desk on Forum, level 0
IAN, IA-North, SSC	Walkway in front of the IAN building
IA-South	Opposite the entrance to IA-South
IBN, IB-North, ZGH	Walkway in front of IAN/ IBN
IB-South	Opposite the entrance to IB-South
ICN, IC-North	Outdoor area South of entrance to ICN
IC-South	Opposite the entrance to IC-South, street level
ID	Outdoor area intersection „I-Südstraße/ Oststraße"
IDN	Outdoor area / parking lot south-east of the building, Gate 1 ICN
MA-North, ZKF	Outdoor area next to ZKF, walkway to the animal facilities, steps to Forum
MA-South, QFW	Outdoor area opposite entrance to MA-South
Mensa, CASPO, NSCA	Southern outdoor area, parking lot CASPO
MZ, SH, UB, UV	Level 0, main entrance to UV, information desk area in front of the elevator for disabled persons
NA-North, NB-North, HZO	Next to entrance HZO, N-Nordstraße
NA-South, NB-South	Southern outdoor area, parking lot CASPO
NC-North, ND-North	Northern outdoor area, N-Nordstraße between the buildings NC and ND
NC-South, ND-South, NI/ NT	Southern outdoor area entrance ND-South, towards NI/ NT
Prodi, Sportwissenschaft (Sports Science)	Parking lot between Prodi building and building Sportwissenschaft
UFO	Querenburger Höhe, opposite Kita / Steps to „Uni-Straße"
UniKids	Parking lot CASPO
ZEMOS	Northern outdoor area of „N-Nordstraße", on the corner to "Oststraße"

You can also find an electronic overview of the assembly points here:

→ <https://agum.rub.de/notfallorganisation/brandschutz> .

### 3.3 EVACUATION OF A BUILDING WITHOUT IMMINENT DANGER

The procedure described below is **NOT** to be used in the event of fire or in other cases in which a building **must** be evacuated immediately - e.g. in the event of an alarm. In the scenario described below, **NO** alarm sounds. Information on the building situation is announced via other communication channels (e.g. E-mails, RUB notification on "restriction of use" via the RUB intranet, RUB emergency website).

In certain situations, a building does not have to be evacuated immediately, but (very) quickly. A building evacuation without imminent danger may be necessary, for example, if the ventilation, water supply or power supply in a building has to be shut down in the near future or if there is a high probability that there will be a shut down in the supply chain to the building in the (very) near future. How much time will be available for the evacuation of the building and for how long the building will be inaccessible or only accessible to a limited extent depends on the respective circumstances. The evacuation strategy must be adapted accordingly. Plan for the event that the building has to be vacated promptly and for a longer period of time!

- As part of your emergency planning, document the protection targets and priorities of activities and operations. This documentation should be always available „offline“ outside your area and should be updated regularly.

#### FOR EXPERIMENTAL WORK AREAS:

- Please ensure that the hazardous substances register for your area is kept up to date and is available offline.
- Please check whether your most important samples are stored in refrigerators that are connected to the emergency power supply ("red sockets"). **ATTENTION:** The allocated number of emergency power sockets **CANNOT** be increased. It is not permitted to connect multiple sockets to these emergency power sockets.
- If animals are kept in your area: Please plan where or how the animals can be accommodated or cared for in the event that the building is no longer accessible or only accessible to a very limited extent.
- Check that hazardous substances are properly stored in hazardous substance cabinets.
- Plan how you will deal with any samples stored in nitrogen in the event of a building evacuation.
- Note that there is a possibility that cell cultures - depending on the duration of the building evacuation - cannot be processed or supplied.



Please also note individual circumstances on site and the resulting regulations (e.g. risk assessments ("Gefährdungsbeurteilungen"), operating instructions ("Betriebsanweisungen"), as well as plans for emergencies or emergency shutdowns. The regulations regarding individual circumstances on site are part of the annual instruction ("Unterweisungen") given by the manager in charge of the area.

#### PREPARATION FOR THE EVACUATION OF YOUR BUILDING:

- Store chemicals properly in hazardous substance cabinets. In the event of an evacuation where there is little time available, hazardous substances and corresponding waste - each in closed containers - can also be stored temporarily in hazardous substance fume cupboards, if necessary. The fume cupboards must be closed.
- Please plan and document how operations in your laboratory can be shut down quickly and without accidents. Before leaving the laboratory / building, running machines, equipment, gas, compressed air, laboratory electricity and water should be switched off or switched off based on this planning if this can be done safely.

### 3.4 FINDING A SUSPICIOUS PIECE OF LUGGAGE

If you find a piece of luggage without an owner, proceed as follows:

- Keep your distance (approx. 50 m), do not open the item under any circumstances.
- Ask people in the vicinity to keep their distance.
- Ask people in the vicinity about the item.
- If possible, search for the owner in the surrounding rooms (including toilets).
- On RUB campus: If the owner cannot be found promptly: Inform the RUB Control Room (0234-32-**23333**). The Control Room will immediately inform the RUB Head of the Technical Readiness and, depending on the situation, the police. The RUB Head of the Technical Readiness arrives at the scene, assesses the situation as incident commander and, if necessary, cordons off the area with the support of staff from Department 5.

**Note:** An exact assessment of the situation is usually not possible. You must continue to keep your distance!



#### **NOTE TO SENIOR MANAGERS:**

During the annual safety briefing, please point out that luggage must not be left unattended.

### 3.5 FINDING AN UNKNOWN (LEAKING, SPILLING), POSSIBLY DANGEROUS SUBSTANCE

#### REPORTING A FIND ON THE RUB CAMPUS:

- Immediately report the find to the RUB Control Room: 0234-32-**23333**.
- **If** the substance was found in a laboratory: Report to the person responsible for the area and the safety officer.
- Report to the Occupational Safety and Environmental Protection Unit: 0234-32-**22311**.
- Depending on the situation: inform the fire services and/or police (via RUB Control Room, see above).

#### RUB LOCATIONS OUTSIDE RUB CAMPUS:

- Report the find directly to the fire services (112) and/or police (110)

#### IMPORTANT INFORMATION FOR REPORTING THE FIND:

- Provide a description of the substance: solid, liquid, powdery, gaseous, colour and quantity.
- Provide details of the situation: location, container, details of the site, specify environmental and weather influences.
- Who is the person responsible for the location or area?
- Has anyone been in contact with the substance?

#### PROCEDURE:

- Clear and cordon off the area (e.g. with the support of Department 5).
- Avoid spreading the substance!
- If necessary, affix "Biohazard" warning signs!

#### **NOTE:**

Spill kits are kept in the RUB Emergency vehicle and by the RUB waste disposal team (0234-32-24854)



#### IF PERSONS HAVE BEEN IN CONTACT WITH THE SUBSTANCE:

- If possible, persons who had contact with the substance should wait at the edge of the cordoned-off area to prevent the spread of contamination.
- There are numerous action plans from government agencies for such situations. The responsible local regulatory authorities would be informed by the emergency services on site or via the RUB Control Room or the RUB Head of the Technical Readiness.

## 3.6 INJURY BY POINTED OR SHARP OBJECTS

In the event of injury by pointed or sharp objects:

- Provide first aid to the injured person if possible, while taking care to protect yourself.
- On RUB Campus: Depending on the severity of the injury, contact the RUB Control Room (0234-32-23333). The emergency service should be requested via the RUB Control Room. Depending on the situation, the RUB Control Room will also notify the company paramedics, the Head of Technical Readiness and / or employees of department 5 (e.g. caretaker services) to assist with the removal of the contamination. If necessary, also inform the RUB waste disposal team (0234-32-24854).

### OUTSIDE RUB CAMPUS:

- Depending on the severity of the injury, call the emergency services directly (112).



#### **NOTES ON POTENTIAL RISK OF INFECTION:**

According to expert opinion, dried blood residues harbour a low risk of infection (e.g. hepatitis B or AIDS), as these viruses are not viable for long outside the body under normal environmental conditions. Nevertheless, you should not touch contaminated areas, if possible, but leave the removal of blood residues or body fluids to instructed personnel.

### 3.7 THREATING BEHAVIOUR, HARASSMENT, VIOLENCE

Ruhr University Bochum is a tolerant, diverse, and open community where there is no place for any form of threat or violence.

Any act of violence - whether threatened or carried out, whether physical or psychological - is a heavy burden. People affected by threats, harassment or who are experiencing violence are insecure, withdraw, avoid places or certain activities. In very severe cases, post-traumatic stress disorder can occur.

In the event of an acute threat, e.g. an (imminent) physical assault or attack, if you are on the RUB Campus, please contact the RUB Control Room immediately, if possible (0234-32-**23333**). The police will then be informed so that you can receive help as quickly as possible. If you are not on RUB Campus, call the police directly (110) in case you are being threatened.

#### **IMPORTANT!**

During a telephone call to the RUB Control Room or the police: Do not hang up once you have given information! Wait until all information has been transmitted, especially your current location. Wait for questions. If possible: Make other people aware of your situation and ask for support from other people!



In the event that you are threatened with physical or psychological violence, also inform your manager and/or the HR department. The internal counselling centre for all RUB employees, the **RUB Social and Addiction Counselling Service** can also be a point of contact for you. RUB students can contact the psychological student counselling service, for example.

Furthermore, the **RUB Anti-Discrimination Office** is available to you as a central counselling, mediation and information centre if you experience or observe discrimination and have questions or need support.

(<https://einrichtungen.ruhr-uni-bochum.de/de/antidiskriminierungsstelle-der-rub>).

## SECURITY SERVICE AT THE RUB

The RUB security service offers an all-day chaperone service ("Begleitschutz) on campus. The security service can be contact by telephone: 0234-32-**27001**.



## EXTERNAL SUPPORT IN CASE OF THREATS CAN BE FOUND HERE:

Bochum Police, "Crime Prevention / Victim Protection" department (→ <https://bochum.polizei.nrw/artikel/kriminalpraevention-opferschutz>).

Here you will find an overview of various counselling services.

E-mail: [opferschutz.bochum@polizei.nrw.de](mailto:opferschutz.bochum@polizei.nrw.de).

## 3.8 DEALING WITH A BOMB THREAT

In the event of a bomb threat, you must immediately:

- On RUB Campus, notify the RUB Control Room (0234-32-**23333**).  
The RUB Control Room will notify the police!
- For properties "Off Campus", inform the police directly (110)  
and then inform the RUB Control Room.

also inform

- your line manager, if possible.

The police will decide whether (when/how) the building (or a part of the building) has to be evacuated in the event of a bomb threat. If the alarm sounds (**see also chapter 3.2**), the building in question must be evacuated immediately. The police emergency services are supported by the Head of Technical Readiness (**see also chapter 4.2**) Employees from department 5 (Facility Management), who are on site will support the Head of Technical Readiness to cordon off the area if necessary. The Head of Technical Readiness can also call in additional staff from department 5 for support. The instructions of the emergency services must be followed under all circumstances.

If a bomb threat is made over the telephone, proceed as follows during the call:

- Listen carefully!
- Do not hang up / finish the call!
- Take notes immediately

## TEMPLATE FOR NOTES IN CASE OF A (BOMB) THREAT MADE OVER THE PHONE

### Please note:

Date: \_\_\_\_\_ time: \_\_\_\_\_

Exact words of the threat:

---



---



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---



---



---

### Your conduct:

- If possible, turn on the loudspeaker and signal colleagues to come closer
- Listen
- Do not interrupt the caller
- Take notes as soon as possible
- Get as much information as you can
- Be responsive, repeat what has been said

### Your queries:

Use vocabulary of the caller  
(Bomb, suitcase, package, etc.)

When will the item explode?

---

Where is the item?

---

What does the item look like?

---

What is your name?

---

Where do you call from?

---

What are your reasons for this action?

---

→ **Now** explain that you are not the right person to deal with the situation

→ Try and forward the caller

### Information regarding the caller:

☐ man ☐ woman ☐ boy ☐ girl

App. age: \_\_\_\_\_ years

Language: \_\_\_\_\_

### How does/did the caller speak?

- |                                       |                                       |                                    |
|---------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> slow         | <input type="checkbox"/> average-fast | <input type="checkbox"/> fast      |
| <input type="checkbox"/> soft         | <input type="checkbox"/> average-loud | <input type="checkbox"/> loud      |
| <input type="checkbox"/> high-pitched | <input type="checkbox"/> average      | <input type="checkbox"/> low-pitch |
| <input type="checkbox"/> clear        | <input type="checkbox"/> out of tune  | <input type="checkbox"/> nasale    |
| <input type="checkbox"/> with a lisp  | <input type="checkbox"/> excited      | <input type="checkbox"/> assertive |
| <input type="checkbox"/> broken       |                                       |                                    |

☐ speech impediment, which kind of \_\_\_\_\_

☐ Dialect, which \_\_\_\_\_

☐ Accent, which \_\_\_\_\_

### Other particular attributes:

- ☐ recorded message
- ☐ under the influence of alcohol
- ☐ usage of certain technical terms/ terminology
- ☐ phrases
- ☐ Has the voice been recognized: \_\_\_\_\_

### Background noises:

- |                                   |                                  |                                 |
|-----------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> none     | <input type="checkbox"/> music   | <input type="checkbox"/> voices |
| <input type="checkbox"/> machines | <input type="checkbox"/> traffic | <input type="checkbox"/> other: |

---



---

### Contact details:

Your name: \_\_\_\_\_

Phone number: \_\_\_\_\_

## 3.9 SUICIDE ATTEMPT / SUICIDE

**IMPORTANT:** In the event of an acute threat of suicide on RUB Campus, the RUB Control Room must be informed immediately by calling **0234-32-23333**, so that the emergency services and the police can be requested and can reach the scene as quickly as possible. After a suicide has taken place, the RUB Control Room must be informed so that the police can be notified immediately.

For "Off-Campus" properties, in the event of an acute threat of suicide, inform the emergency services immediately on 112 and the police on 110. After a suicide has taken place, inform the police on 110.

As a preventive measure before an exceptional psychological situation occurs, the counselling services for RUB students and employees can be used confidentially:

### PSYCHOLOGICAL STUDENT COUNSELING

The Psychological Student Counselling Service offers support for all personal concerns and problems that hinder or jeopardise the success of your studies. Students can arrange individual consultations, use the telephone consultation hours or take part in group offers and coaching sessions. All services are free of charge. Further information:

→ <https://studium.ruhr-uni-bochum.de/de/psychologische-studienberatung>

QUICK LINK



### COUNSELING FOR RUB EMPLOYEES

Information on social counselling for RUB employees can be found at (RUB Intranet):

→ <https://serviceportal.ruhr-uni-bochum.de/Begriffesammlung/Seiten/Sozialberatung.aspx>

QUICK LINK



### EXTERNAL POINTS OF CONTACT:

- Telephone counselling service "Telefonseelsorge" 0800-1110111
- Centre for Psychotherapy ZPT Bochum: 0234 32-**27788**  
→ <https://www.kli.psy.ruhr-uni-bochum.de/fbz/zpt/index.html>
- LWL University Hospital of the Ruhr University Bochum for Psychiatry, Psychotherapy, Psychosomatics and Preventive Medicine (0234-50 77-0)

QUICK LINK



#### **IMPORTANT:**

After a traumatic event, follow-up care is important. Psychological support can be organised. See chapter „Aftercare following a traumatic event“.

### 3.10 THREAT OF A RAMPAGE / BEHAVIOUR DURING A RAMPAGE

In the event of any threat of a rampage or an actual rampage ("AMOK") on RUB Campus, the RUB Control Room (0234-32-**23333**) must be informed immediately, from where the police will be then informed so that the police can be at the scene as soon as possible. For RUB locations outside RUB Campus, please inform the police directly (110).

The police and other emergency services are responsible for tactical procedures in the event of an AMOK situation; only the emergency services decide, for example, whether a building or part of a building should be evacuated. As long as there are **no** instructions from the police, all persons present in the building affected by a rampage should remain in the building/their room. The following picture contains recommendations on how to behave during a rampage event. The building must be cordoned off over a wide area.

**NOTE FOR MANAGERS:**

Please discuss the following picture with your employees as part of the annual safety briefing. Make sure that information on rooms (e.g. room number, building, level, description) which is displayed on the outside of the rooms, is also displayed on the inside (near the door, not directly on the door) of each room



**NOTE:**

The following picture may not be publicly displayed or otherwise made publicly accessible



The alarm in the building (red button) must **not** be triggered under any circumstances during a rampage unless ordered by the police. All actions (e.g. raising voice alarms to evacuate the building, publication of information on the RUB homepage or the „RUB Emergency“ website) will **ONLY** be taken when instructed by the police incident command centre.



## REPORT AT ONCE

### WHERE

- Address
- Building
- Level
- Room

### WHAT

Facts, in particular

#### Perpetrator:

- How many
- Arms
- Location
- Description

#### Victims:

- number injured
- dead

### WHO

is reporting

### WAIT

for questions,  
hold the connection!

### Warn others!

## GO TO A SECURE LOCATION!

### ATTENTION !



The following recommendations are basic principles! Deviations may be appropriate in individual circumstances (e.g. use of of escape routes)!



## EMERGENCY NUMBER

### ON CAMPUS

0234-32-23333

### OFF CAMPUS 110



## FIRE ALARM ONLY IN CASE OF FIRE

- Stay in rooms!  
Shut the doors!  
Barricade your room!
- Stay away from windows and doors! **If applicable, limit the view into the room.**
- Lay on the floor!
- Keep calm
- Mute your mobile phone, use it only to inform the police
- Wait to be evacuated by the police (**may take hours**)
- People outside the building: leave the area at once.

## 3.11 OPERATIONAL DISRUPTIONS (technical disasters/ failure of critical infrastructure)

If there is an operational disruption on RUB Campus that requires urgent action (e.g. burst water pipes or power failure), please report immediately to the RUB Control Room (0234-32-**23333**). Please note that RUB's internal telephones may not work in the event of a power failure. In this case, please use your mobile phone. In case of malfunctions that do not require immediate action, please send an E-mail to → [dez5-helpdesk@rub.de](mailto:dez5-helpdesk@rub.de).

### PLANNING FOR THE EVENT OF A POWER FAILURE

All RUB buildings are equipped with technical systems that ensure a safe exit from the building even after a power failure within a period of 30 minutes (e.g. emergency lighting). RUB buildings may no longer be used after a power failure lasting more than 30 minutes. You are no longer allowed to enter the building. Some equipment can be connected to an uninterruptible power supply, e.g. by using the „red“ sockets in laboratories. Please ensure that you do not plug any other power strips into these red sockets (i.e. no cascading). Plan how to proceed in your area in the event of a power failure. Please note that the uninterruptible power supply is only designed to last approx. 90 minutes.

### STUCK IN A ELEVATOR / LIFT

If a lift / elevator breaks down („gets stuck“), make an emergency call in accordance with the instructions in the lift. An employee of the RUB Control Room will contact you. The RUB Control Room will arrange for you to be freed. Please note that this procedure may take some time.

## FAILURE OF IT INFRASTRUCTURE

The central operating unit IT.SERVICES is responsible for the provision and operation of the IT infrastructure at RUB. Taking data protection and security into account, it provides the central media technology at RUB. In the event of a failure of IT infrastructure managed by IT.SERVICES, please contact:

**IT Services:** → <https://www.it-services.rub.de>

**E-mail:** → [its-helpdesk@ruhr-uni-bochum.de](mailto:its-helpdesk@ruhr-uni-bochum.de)

**Phone:** +49 (0)234 32-24025

**Fax:** +49 (0)234 32-14349

If you have any questions or concerns about information or data security, please contact the Information Security Office (<https://www.itsb.ruhr-uni-bochum.de/>).

**E-mail:** → [itsb@rub.de](mailto:itsb@rub.de)

## 3.12 SEVERE WEATHER

As part of the introduction of a crisis management system at RUB, the event of „severe weather“ was also considered. For example, a reporting chain for severe weather events was defined. You can support this by exercising particular caution in such weather conditions.

QUICK LINK



QUICK LINK



Severe weather warnings can be found, for example, in the „NINA“ warning app (→ [https://www.bbk.bund.de/DE/Warnung-Vorsorge/Warn-App-NINA/warn-app-nina\\_node.html](https://www.bbk.bund.de/DE/Warnung-Vorsorge/Warn-App-NINA/warn-app-nina_node.html)) or on the warning weather website of the German Weather Service DWD (→ [https://www.dwd.de/DE/wetter/warnungen/warnWetter\\_node.html](https://www.dwd.de/DE/wetter/warnungen/warnWetter_node.html)) Depending on the situation, it may be advisable (e.g. in the event of a storm warning) not to leave the building or to postpone going to work or returning home until the situation has passed. Also keep yourself informed about the situation (radio, Internet, etc.).

In the event of heavy snowfall / icy conditions, please note that there may be an increased risk of slipping and „roof avalanches“. In the event of thunderstorms (often associated with heavy rainfall and/or squalls), if possible, do not stay outside until the storm has passed. Any storm damage must be documented and reported to the RUB Control Room (0234-32-**23333**).

### 3.13 PANDEMICS / DEALING WITH THE RISK OF INFECTION

Ruhr University Bochum has got a plan on how to deal with pandemic situations. A crisis team will be formed in the event of a pandemic, and the crisis team will be supported by operational task forces. The regulations in place as well as additional information are published both on the → [RUB homepage](#) and in the → [RUB Service Portal \(RUB Intranet\)](#).

In general, it is always important to contain pandemic situations by interrupting chains of infection. To achieve this, it is important to adhere to the following principles:

- Restricting / limiting contacts
- Observing the "AHA" rules (Abstand = distance, Hygiene, Alltagsmaske = wear a mask)



infektionsschutz.de  
Wissen, was schützt.

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

Quelle: Bundeszentrale für gesundheitliche Aufklärung (BZgA) Stand: 2016

QUICK LINK



→ [https://www.infektionsschutz.de/download/3483-1626963396-A4\\_Platat\\_10\\_Hygiene-tipps\\_EN\\_300dpi.png](https://www.infektionsschutz.de/download/3483-1626963396-A4_Platat_10_Hygiene-tipps_EN_300dpi.png)

## 4. RESPONSIBILITIES AND CRISES COMMUNICATION

In emergency situations, it is important to know who is in charge and how to follow the correct communication channels. The following groups should be considered in crisis communication - depending on the respective emergency:

- Students and their relatives
- Employees and their relatives
- Faculties / university committees / departments
- Media (via Department 8 "Corporate Communications")
- Emergency response organisations (fire services, police, etc.)
- Supervisory authorities
- Ministries
- BLB NRW
- AKAFÖ (Akademisches Förderungswerk; provider of services for students)
- Insurance companies (via Department 4, „Insurance Management“)
- Stadtwerke Bochum (energy provider for Bochum)
- Neighbours of the RUB Campus

To enable an appropriate response to different emergency scenarios and to determine responsibilities, deployment levels are defined. The categorisation is based on the following criteria:

### EMERGENCY LEVEL 1

- No or limited deployment of external emergency services necessary, no impact outside RUB to be expected
- Resources and competences of the RUB operational level are sufficient, the tactical or strategic level is not required.

### EMERGENCY LEVEL 2

- Deployment of external emergency services (fire services, police, rescue services)
- Effects outside RUB cannot be ruled out
- Media involvement is to be expected
- Decisions by university management may be necessary

### EMERGENCY LEVEL 3

- Major incident, effects outside RUB have occurred or are likely to occur
- Activation and coordination of extensive RUB resources required
- Presence of RUB senior management required
- Considerable media and political interest present

The following internal RUB responsibilities are defined as part of the RUB emergency management system:

## 4.1 RUB CONTROL ROOM

The RUB Control Room is the hub for monitoring the technical systems on RUB Campus. The RUB Control Room is manned around the clock. In an emergency, the rapid and effective transfer of information is crucial for the successful management of the situation. When the RUB Control Room is informed of an emergency or damage event on Campus, the reporting chain is started. The RUB Control Centre is located in the RUB Technical Centre (TZ).



## 4.2 DEPARTMENT 5 / RUB HEAD OF TECHNICAL READINESS

RUB Department 5 is responsible for facility management and the operation of RUB buildings. This means that Department 5 is operating technical systems as well as the facilities off RUB Campus. The department is responsible for keeping the buildings in proper condition. This also includes the infrastructure of the central lecture halls and seminar rooms, as well as the circulation areas (corridors, stairwells and tea kitchens) and sanitary facilities. Department 5 is also responsible for the energy supply. Infrastructural building management includes, for example, the building services, which include the team of the caretaker services who are available to you as contact persons at the so-called "RUB Infos" (see also 4.5).



The RUB Emergency car ("Einsatzfahrzeug")

There are a number of interfaces between the areas of responsibility of Department 5 and users of RUB buildings, including during exceptional situations and emergencies. The first priority is always to avert danger to life and limb. This may also include the instruction to evacuate assigned areas in exceptional situations or emergencies.

To fulfil the tasks described above, there are on-call teams for various trades in Department 5. One of these on-call teams are the "RUB Heads of Technical Readiness (Leiter der Technischen Bereitschaft, LTB)". The staff working as LTB are experienced employees of Department 5 who are on-call alternately so that a technical contact person is available 24/7. In the event of an emergency, the RUB Control Room informs the LTB, who then assumes the role of on-site coordinator ("Einsatzleiter") and acts as the contact person for the emergency services. **In this function, the LTB has the right to issue instructions to all RUB members present at the scene.**

Since 2019, the LTB team has an emergency vehicle at their disposal. This emergency vehicle contains suitable equipment to support the LTB in dealing with emergencies or incidents.

## 4.3 ON-CALL SUPPORT AT RUB SENIOR MANAGEMENT LEVEL

The on-call team at senior management level was established with the introduction of the emergency management system at RUB. Members of this team belong to the RUB's senior management team. They take turns so that a contact person from this level is available 24/7. In the event of a major incident (from emergency level 2), the LTB informs the senior manager on-call about the incident.

## 4.4 RUB CRISIS MANAGEMENT TEAM

In the event of a particularly serious emergency or a major incident, a crisis team is formed at RUB. The RUB crisis management team includes the Rector, the Chancellor, the permanent representative of the Chancellor for Construction and Facility Management, the Head of the Human Resources and Legal Affairs department and the Head of the Corporate Communications department. The RUB crisis management team appoints further members on a temporary basis depending on the situation and need for action.

### **NOTE:**

Should an incident occur in which emergency response organisations, e.g. fire services or police, (have to) become active, the relevant emergency response organisation will take over the overall operational management of the situation. The instructions of the emergency response organisation must be followed at all times.





## 4.5 OTHER RESPONSIBILITIES

### 4.5.1 INFO „UNI MITTE“, INFO DESKS, RECEPTION, “INFOPOINT”

RUB has an information desk called Info “Uni Mitte”, four further information desks, a reception and a so called “Infopoint”. The information desk “Uni Mitte” is staffed by a security service, while the other info desks are looked after by caretakers from Department 5. Users of the respective building can contact the information desks if they have any questions. The Reception and the “Infopoint” in the UV building are managed by the Campus Service team from department 2, where students, employees, prospective students and guests can go for advice / questions. All the contact points listed here offer a comprehensive information service.

#### INFORMATION DESK “UNI-MITTE”

The “Uni Mitte” information desk is open 24 hours a day, 7 days a week. It is located below the UV building, close to the bus stops and the RUB visitor car park (“yellow box”). External employees of a security service are on site as contact persons.

**Phone:** 0234-32-**27001**

The RUB security service can also be requested via this telephone number.

#### INFORMATION DESK FOR THE “G” BUILDINGS”

This information desk is open Monday to Friday from 7 am to 3.30 pm. It is located in building GB, level 02, room 19. Staff from Department 5 (Caretaker Services) are available to answer your questions.

**Phone:** 0234-32-**27170**

**E-mail:** [infopunkt-g@rub.de](mailto:infopunkt-g@rub.de)

#### INFORMATION DESK FOR THE “I” BUILDINGS”, BUILDING HZO AND FOR RUB LOCATIONS OFF CAMPUS

This information desk is open Monday to Friday from 7 am to 3.30 pm. It is located in the IB South building, level 01, room 130. Staff from Department 5 (caretaker services) are available to answer your questions.

**Phone:** 0234-32-**27160**

**E-mail:** [infopunkt-i@rub.de](mailto:infopunkt-i@rub.de)

## INFORMATION DESK FOR THE "N" BUILDINGS

This information desk is open Monday to Friday from 7 am to 3.30 pm. It is located in the NC building, level 04, room 56. Employees from Department 5 (caretaker services) are available to answer your questions.

**Phone:** 0234-32-**27190**

**E-mail:** [infopunkt-n@rub.de](mailto:infopunkt-n@rub.de)

QUICK LINK



## INFORMATION DESK FOR THE "M" BUILDINGS AND THE BUILDINGS IN THE CENTRE OF THE CAMPUS ("ZENTRALACHSE")

This information desk is open Monday to Friday from 7 am to 3.30 pm. It is located in the MA building, level 01, room 25, where employees from Department 5 (caretaker services) are available to answer your questions.

**Phone:** 0234-32-**27180**

**E-mail:** [infopunkt-m@rub.de](mailto:infopunkt-m@rub.de)

If you have any queries outside the times listed here, please contact the RUB Control Room. Further information on the services provided by Department 5 can be found at

→ <https://einrichtungen.ruhr-uni-bochum.de/en/information-and-services-employees>

## RECEPTION

### THE RECEPTION IN THE SSC BUILDING

The Infopoint is staffed Monday to Wednesday and Friday from 9 am to 3 pm, Thursday from 9 am to 4 pm. It is located in the SSC building on level 0 (entrance area).

**Phone:** 0234-32-**21685**

**E-mail:** [reception-ssc@uv.ruhr-uni-bochum.de](mailto:reception-ssc@uv.ruhr-uni-bochum.de)

## "INFOPOINT"

### THE "INFOPOINT" IN THE UV BUILDING

The Infopoint is staffed Monday to Wednesday and Friday from 9 am to 3 pm, Thursday from 9 am to 4 pm. It is located in the UV building on level 0 (entrance area).

**Phone:** 0234-32-**25700**

**E-mail:** [infopoint@rub.de](mailto:infopoint@rub.de)

Further information on the services provided at the SSC Reception or the UV infopoint can be found at → <https://einrichtungen.ruhr-uni-bochum.de/en/services-infopoint-reception> .

#### 4.5.2 PROFESSORS, HEADS OF DEPARTMENTS

Professors and persons in similar positions (directors, heads of institutes, etc.) are responsible for specific equipment and installations used in the respective area. The installation and operation of equipment / systems includes to carry out and document risk assessments ("Gefährdungsbeurteilungen"), the instruction ("Unterweisung") of employees and publishing operating instructions ("Betriebsanweisungen"). Information on this can be found, for example, on the website of the Occupational Safety and Environmental Protection Unit:

→ <https://einrichtungen.rub.de/de/arbeits-und-umweltschutz>

It is strongly recommended that emergency plans are created and documented for these systems / for this equipment and that up-to-date contact details of expert contact persons for these systems / this equipment are made available to the RUB Control Room (E-mail: [leitwarte@rub.de](mailto:leitwarte@rub.de)). The Occupational Safety and Environmental Protection Unit can provide a template for an emergency plan as a planning aid (E-mail: [arbeitssicherheit@rub.de](mailto:arbeitssicherheit@rub.de)).

Professors and other senior managers are obliged to discuss the emergency organisation (e.g. the location of escape and rescue routes, information on first aiders) with every employee as part of the safety briefing ("Unterweisung") that takes place at least once a year (as well as in the event of new appointments or changes). Furthermore, responsible persons must be ensured that enough employees are appointed as first aiders, fire safety assistants and evacuation assistants for the relevant area and that they regularly take part in training courses. The Occupational Safety and Environmental Protection Unit is happy to advise you on this (E-mail: [arbeitssicherheit@rub.de](mailto:arbeitssicherheit@rub.de)).

#### 4.5.3 OCCUPATIONAL SAFETY AND ENVIRONMENTAL PROTECTION UNIT (OSEPU)

The main tasks of the Occupational Safety and Environmental Protection Unit and the occupational health and safety specialists working in this unit include advising those responsible for occupational safety and accident prevention at RUB, such as the university senior management, the Heads of Departments and the persons responsible for the RUB workshops. The Occupational Safety and Environmental Protection Unit advises on all issues of occupational safety, fire protection, transporting hazardous goods, radiation and laser protection, genetic engineering and waste disposal. The OSEPU also provides access to a wide range of information on occupational health and safety (→<https://einrichtungen.rub.de/de/arbeits-und-umweltschutz>). In addition, information on health and safety is regularly provided in training courses for new RUB employees. Specialised, workplace-related instructions must be provided by the manager of the relevant area. The OSEPU also provides information for instructing first-semester students on health and safety.

QUICK LINK



QUICK LINK



To ensure that as many RUB staff members as possible can apply vital first aid measures correctly and quickly, e.g. to effectively help an accident victim or unconscious person, the OSEPU offers numerous training courses such as first aid training.

#### 4.5.4 OCCUPATIONAL MEDICINE / RUB COMPANY PHYSICIAN

The RUB Company Physician looks after the health concerns of employees and students at Ruhr University Bochum in the workplace and during their studies. The tasks include advising persons responsible for occupational health and safety and accident prevention at RUB as well as advising employees on health issues in the workplace and carrying out preventive occupational health care services for employees (counselling, examinations, work-related vaccinations).

**QUICK LINK**

→ <https://einrichtungen.ruhr-uni-bochum.de/de/arbeitsmedizin>.

##### **NOTE:**

Experts can also be requested via the RUB Company Doctor to provide psychological support after stressful events in order to help employees cope with these events (see also 6.).



#### 4.5.5 DEPARTMENT 8 CORPORATE COMMUNICATIONS / COMMUNICATION IN THE EVENT OF AN EVENT

During an emergency or when an unusual situation arises, e.g. when rescue teams become active on campus or a building is evacuated, media interest is quickly aroused. Pictures and videos are then circulated on social media, and often false information (speculation, contradictory statements) spreads. Such false information can make the work of the emergency services more difficult. In order to prevent this, the RUB Crisis Team, which is supported by the RUB's Department of Corporate Communications, including the RUB Social Media Team, is responsible for the official communication in the event of such incidents. This way it is made sure that all valid and relevant information is immediately passed on to RUB members or the public, e.g. via the RUB website and the RUB social media channels.

If there are enquiries from media representatives, these enquiries should be referred to the RUB Corporate Communications department.

**E-mail:** [hochschulkommunikation@rub.de](mailto:hochschulkommunikation@rub.de)

**Phone:** +49 (0)234-32-22830

If you are contacted in the event of an incident at RUB and are asked to give a statement, please proceed as follows:

- Keep as calm as possible.
- Contact the Corporate Communications department, telephone number 0234-32-**22830**
- For all enquiries from media representatives, all managers should refer exclusively to the RUB department "Corporate Communications"

#### 4.5.6 DEPARTMENT 3 HUMAN RESOURCES AND LEGAL AFFAIRS

If personnel or legal issues arise in the context of extraordinary events, Department 3 is responsible for clarifying these issues.

**Phone:** +49 (0)234 32-27810

#### 4.5.7 DEPARTMENT 4 FINANCE DEPARTMENT

The "Insurance Management" section of Department 4 is the point of contact for insurance-related questions that arise in connection with an extraordinary situation such as a major damage situation.

**Phone:** +49 (0)234 32-28059

#### 4.5.8 REPRESENTATIVES AND AGENCIES

An overview of RUB representatives, agencies and committees can be found at

<https://einrichtungen.ruhr-uni-bochum.de/de/beauftragte-und-vertretungen>.

You can find further information and contact details via the links listed there. If, for example, you are unable to follow the recommendations in this brochure in an emergency due to a disability, please contact the RUB representative body for severely disabled employees (<https://www.rub.de/sbv/index.html.de>). If you are studying at RUB, please contact: <https://einrichtungen.rub.de/de/beauftragte-fuer-die-belange-der-studierenden-mit-behinderungen-und-oder-chronischen-erkrankungen>.

You can also find further information here: <https://uni.rub.de/de/inklusive-hochschule>

## 5 WHAT CAN - AND MUST - YOU DO IN AN EMERGENCY?

### 5.1 DURING AN INCIDENT

#### KEEP CALM! IN AN EMERGENCY OBSERVE PERSONAL SAFETY! ASSIST! REPORT!

- In the event of an emergency, you are obliged to help - whereby self-protection must be observed at all times. Keep calm. Report the incident, take care of injured persons or victims of accidents and secure the surrounding area, if possible.
- **Important:** Please note: The safety of people ALWAYS takes priority, e.g. over the protection of infrastructure, research results, etc.
- After reporting an emergency on RUB Campus, the RUB Control Room (0234-32-**233333**) establishes the flow of information to all persons involved in the emergency response.
- In the event of a medical emergency, as a first aider you must bridge the time until the emergency services arrive on the scene ([see also 3.1](#)) After a building has been evacuated, ensure that important information reaches the emergency services, e.g. if a person is still in the building and may not be able to leave the building on their own. At the assembly point, you must help to clarify whether all members of your team can be accounted for.
- During an incident: Keep yourself informed on a regular basis via reliable communication sources (e.g. [RUB homepage](#), [RUB emergency website](#)). Follow the instructions of the emergency services.

## 5.2 BEFORE AN EMERGENCY HAPPENS

You can prepare yourself before an emergency or a major damage event occurs. Keep yourself up to date regarding the following topics:

### FIRST AID

- Who are the first aiders in your area?
- Where are the first aid kits located?
- Where is the nearest defibrillator?

### FIRE ALARM (ALARM FOR BUILDING EVACUATION)

- Rescue routes: Keep clear from obstruction at all times.
- Escape routes: Find out which are the escape routes from your area.
- Where is the nearest fire extinguisher?
- Who are the evacuation assistants for your area?
- Where is the assembly point that applies to your building?

Save the telephone number of the RUB Control Room (0234-32-**23333**) in your mobile phone so that you can call for help as quickly as possible in an emergency!

**NOTE FOR MANAGERS:** Make sure that the emergency organisation of your area is part of the annual safety briefing!

### CONTINUING EDUCATION / TRAINING

The Occupational Safety and Environmental Protection Unit offers training courses on the following topics:

- First aid
- Fire safety
- Building evacuation.

QUICK LINK



As part of the training courses, you will learn the correct behaviour for dealing with emergencies. Further information can be found on the website of the Occupational Safety and Environmental Protection Unit (→ <https://einrichtungen.rub.de/de/arbeits-und-umweltschutz>).

## COMMUNICATION

We recommend that you can reach your direct colleagues quickly in emergencies. Agree on how you will communicate in such cases (chat group, messenger service, etc.).

## ACCIDENT PREVENTION: USE OF TESTED ELECTRICAL EQUIPMENT

Teaching people how to avoid accidents and emergencies is an important part of occupational health and safety. You can help to prevent accidents yourself through careful behaviour. This includes, among other things, the fact that only tested electrical equipment may be used. Further information on preventing accidents and emergencies can be found on the website of the Occupational Safety and Environmental Protection Unit.

**NOTE:** We recommend that you consult this brochure regularly to prepare yourself for a “worst-case scenario”!



## 6. AFTER-CARE AFTER A STRESSFUL EVENT

After an emergency or during an emergency, those affected may experience acute stress reactions and so-called posttraumatic stress disorder. It makes sense to provide support promptly after the event to help those affected to learn how to deal with this acute stress. There is a crisis intervention team at Ruhr University Bochum. This team can be contacted via the RUB Company Physician, Dr Wiegand (0234-32-**24400**).

## 7. CONTINUOUS IMPROVEMENT PROCESS

To ensure that effective and rapid action can be taken in emergency or crisis situations, we recommend that every department draws up an emergency plan. If you require advice on the subject of "emergency management planning", please contact the Occupational Safety and Environmental Protection Unit. It is important to continuously review the emergency organisation and improve it, if necessary. If you have any suggestions/improvement proposals, please contact the Occupational Safety and Environmental Protection Unit: [arbeitssicherheit@rub.de](mailto:arbeitssicherheit@rub.de).



[illegible]




# ANNEX



# FIRE SAFETY REGULATION PART A:

# Verhalten bei Bränden

## Ruhe bewahren


- |                 |   |  |
|-----------------|---|--|
| 1. Brand melden |  | Feuermelder betätigen (in Treppenhäusern, Fluren) oder Notruf über RUB Leitwarte |
|                 |  | Wo brennt es (Gebäude, Etage, Raum)?   |
|                 |  | Was brennt (Art, Umfang des Brandes)?  |
|                 |   | Wie viele Menschen sind in Gefahr (Verletzte)?                                   |
|                 |   | Wer meldet (Name, Telefonnummer)?  |
|                 |   | Warten auf Rückfragen der RUB Leitwarte!   |

- 2. In Sicherheit bringen**

- ### 3. Löschversuch unternehmen

## Verhalten bei Unfällen

Ruhe bewahren

- | 1. Unfall melden |  | <b>Wo</b><br><b>Was</b><br><b>Wie viele</b><br><b>Wer</b> | ist der/ die Verletzte (Gebäude, Etage, Raum)?<br>ist passiert (Art des Unfalls, den Verletzung)?<br>sind betroffen/ verletzt?<br>meldet (Name, Telefonnummer)?<br>auf Rückfragen der RUB Leitwart! |
|------------------|---|---|---|
|------------------|---|---|---|

- ## 2. Erste Hilfe

- 3. Weitere Maßnahmen**

## Verhalten bei Hausalarm

Bei Ertönen des Hausalarms müssen alle Personen das Gebäude umgehend verlassen.

Brandschutzordnung nach DIN 14096



Gebäude (Campus) Ruhr-Universität Bochum

uhr-Unive



In case of alarm, all persons have to leave the building at once.  
Go to the assembly point, pay attention to instructions.




Stand: 10/23



## **In Case of Fire**

Keep calm


1. Report Fire
    -  Press fire alarm button (in halls, stairways, etc.) or call RUB Control Room. (RUB Leitwarte)
    - Where is the fire building, (floor, room)?
    - What is on fire (type and scope of the fire)?
    - How many persons are in danger / injured?
    - Who is calling (name, phone number)?
    - Wait for questions from RUB Control Room


- 2. Get to Safety**
-  **Support persons with special needs to leave the area**  
Warn persons at risk
  -  **Use indicated escape routes**  
Do not use elevators
  -  **Follow instructions**  
Go to assembly point

- ### 3. Try to fight Fire
- If possible, fight small fires with fire extinguishers, wall hydrants or fire blankets

## In Case of Accidents

Keep calm

1. Report Accident  **Where**  
**What** is the injured person (building, floor, room)?  
**How many** persons are injured?  
**Who** is calling (name, phone number)?  
**Wait** for questions from RUB Control Room!

- ## 2. First Aid
- 

Secure the site  
Give **First Aid** where possible  
Reassure the injured person  
Ask other people for assistance

- ### 3. Further Actions

## In Case of Alarm

In case of alarm, all persons have to leave the building at once.

**Go to the assembly point, pay attention to instructions.**

Stand: 10/23



## ANNEX 4: RUB WEBSITE FOR DEALING WITH EMERGENCIES:



At <https://notfall.ruhr-uni-bochum.de/en/emergency-webpage-of-ruhr-university-bochum/> you can find emergency information for Bochum and the surrounding area, e.g. the contact details of the hospitals in Bochum, information on emergency doctors and the contact details for the poison information centers in Germany. In the event of a major incident at RUB, information about the event would also be published on this website

QUICK LINK



## ANNEX 5: NOTIFICATION ON ACCIDENTS / ACCIDENTS REPORTS

QUICK LINK



### ACCIDENTS AT WORK SUFFERED BY RUB EMPLOYEES

Depending on the severity of the accident, an accident report may have to be drawn up. This applies, for example, to accidents that have led to an inability to work for more than three days. Further information, e.g. a form for reporting an accident, can be found at

<https://agum.ruhr-uni-bochum.de/notfallorganisation/betriebliche-unfallmeldung>.

Here you will also find further information on the subject (only available in German at the moment).

QUICK LINK



Accidents that do not have to be reported („minor accidents“) must be documented using a documentation form to safeguard against any claims that may arise later (please refer <https://agum.ruhr-uni-bochum.de/index.php?id=254>).

The accident insurance provider for RUB employees is the Unfallkasse NRW. Civil servants are compensated by RUB as their employer.

### ACCIDENTS OF RUB STUDENTS

Accident reports for students are processed by AKAFÖ and forwarded to Unfallkasse NRW. In the event of an accident while studying or commuting to RUB which requires medical treatment, an accident report must be submitted.

Further information can be found at <https://studium.ruhr-uni-bochum.de/de/unfallversicherung-und-unfallmeldung-fuer-studierende>.

## ANNEX 6: REPORTING THEFT AND DAMAGE TO PROPERTY AT RUB

Theft of private property is to be reported to the police. The south-east Bochum police station is located at Universitätsstraße 108 in 44799 Bochum (0234 909-3521).

Theft of RUB property must be reported to RUB Technical Services. A corresponding form can be found in the RUB service portal at: <https://l.rub.de/bbd46f9e>

Further information on dealing with theft and damage to property can be found here: <https://serviceportal.ruhr-uni-bochum.de/Begriffesammlung/Seiten/Diebstahl-und-Sachbeschädigung.aspx>

QUICK LINK



QUICK LINK





## ANNEX 7: LOST PROPERTY OFFICE AT RUB

The RUB lost property office is located in the UV building, entrance level. Items which have been found can also be handed in at the various RUB information desks and will then be taken to the lost property office in UV building. If you have lost an item while being at RUB, it is worth contacting the lost property office at RUB (UV level 0 in the foyer: 0234-32-**25700**).

# NOTES

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## IMPORTANT INTERNAL CONTACTS

UNIT	PHONE
<b>RUB CONTROL ROOM (RUB LEITWARTE)</b>	<b>0234-32-23333</b>
<b>Rector</b>	0234-32- <b>22926</b>
<b>Chancellor</b>	0234-32- <b>22922</b>
<b>Permanent Representative of the Chancellor for Construction and Facility Management</b>	0234-32- <b>22811</b>
<b>Info „Uni Mitte“ (operation 24/7) / RUB Security</b>	0234-32- <b>27001</b>
<b>Info for buildings in row „G“</b>	0234-32- <b>27170</b>
<b>Info for buildings in row „I“ &amp; off campus locations</b>	0234-32- <b>27160</b>
<b>Info for buildings in row „N“</b>	0234-32- <b>27190</b>
<b>Info for buildings in row „M“ &amp; buildings in the centre of the RUB Campus</b>	0234-32- <b>27180</b>
<b>Occupational Safety and Environmental Protection Unit</b>	0234-32- <b>22311</b>
<b>Fire Protection Officer</b>	0234-32- <b>27981</b>
<b>RUB Company Physician</b>	0234-32- <b>24400</b>
<b>Human Resources and Legal Affairs (Department 3)</b>	0234-32- <b>27810</b>
<b>Finance Department (Department 4)</b>	0234-32- <b>28059</b>
<b>Corporate Communications (Department 8)</b>	0234-32- <b>22830</b>
<b>IT.SERVICES Service Centre</b>	0234-32- <b>24025</b>
<b>Social Counseling for RUB employees</b>	0234-32- <b>18888</b>
<b>Psychological counselling for students</b>	0234-32- <b>23861</b>

NOTES

## PLACING AN EMERGENCY CALL:

### ON RUB CAMPUS

**Telephone number RUB Control Room:**  
0234/ 32-23333, 24/7

By calling the RUB Control Room,  
the rescue chain will be started.

### OFF RUB CAMPUS

**Fire services / ambulance:** 112  
**Police:** 110

Please inform the RUB Control Room  
afterwards as well.

**WHERE?**

Building / floor /  
room

**WHAT?**

Type of incident  
(fire, accident, medi-  
cal emergency, etc.)

**HOW MANY?**

Number of people  
affected, any special  
circumstances

**WHO IS CALLING?**

Name and telephone  
number of the caller.

**WAIT**

for further inquiries!