

## Safety Notice for Your Workspace

More detailed safety information on first aid, fire safety and evacuation is available in German on the safety notice board by the lift on your floor. This is a short version for your workspace, where you can note down the most important information.

My room number: \_\_\_\_\_

My designated emergency point: \_\_\_\_\_

My assembly point: \_\_\_\_\_

Nearest first aid kit: \_\_\_\_\_

### Active Attacker Situation

**Stay Calm – Assess the Situation – Act**

#### Get to Safety

Stay in the room, barricade and darken the room, remain quiet, stay away from doors and windows, take cover and wait for the police.

#### Report the Incident

**Police: 110**  
**Porters' Desk:**  
**(201) 4000**  
**Silence your phone**

### In Case of Fire

**Stay Calm – Assess the Situation – Act**

#### Report the Fire



#### Activate the fire alarm



#### Emergency number 112

Who is calling?  
Where did it happen?  
What happened?  
How many people are affected?  
Wait for questions!



#### Emergency number (201) 4000

Give the porters extra information for the emergency services.

#### Get to Safety



Take anyone at risk with you, close doors, follow the marked escape routes, do not use the lift, follow the instructions of the fire brigade.

#### Extinguish the Fire



Use a fire extinguisher

### In Case of an Accident

**Stay Calm – Assess the Situation – Act**

#### Report the Accident



#### Emergency number 112

Who is calling?  
Where did it happen?  
What happened?  
How many injured?  
What injuries do they have?  
Wait for questions!



#### Emergency number (201) 4000

Give the porters extra information for the emergency services.

#### First Aid



Secure the accident site, provide first aid, follow instructions.

#### Further Action

Guide the emergency services to the scene and move bystanders away.

#### Technical Faults or Problems

Control Room: (201) 2100

#### Other Faults or Problems:

Porters' Desk: (201) 2400