



The correct behaviour
in case of emergency

Emergency guidelines by the University of Innsbruck

FIRE


Fire and smoke

Fire and smoke development inside a room can lead to a building having to be evacuated (see **Evacuation**). Correct behaviour in the event of fire or smoke is crucial:

1. KEEP CALM

2. RAISE THE ALARM

Alert the fire brigade and your superior(s) immediately.

☎ 122 or 📶 via push-button alarm | → 

3. INFORM & SAVE OTHERS

Inform people in your immediate vicinity.

Rescue others if necessary.

4. EXTINGUISH THE FIRE

Put out the fire using extinguishing aids. 🧑🏻🔥 Think about your own safety!

5. LEAVE THE BUILDING

Close windows and doors.

Lock your work room.

Leave the building via the 🚶→ designated escape routes.

Go directly to the 👤 designated assembly point.

Do not return to your workplace until the all-clear has been given or the alarm has stopped.

6. FOLLOW INSTRUCTIONS

Report any important information (e. g. people remaining in the building) to the emergency services.

One person stays with anyone in a wheelchair/with visual impairment.

A second person informs the emergency services.



Explosion

An explosion can lead to a building having to be evacuated (see **Evacuation**). The following steps need to be followed:

1. RAISE THE ALARM

Alert the fire brigade and your superior(s) immediately.

☎ 122 or 📶 via push-button alarm | → 

2. LEAVE THE BUILDING

Leave the building via the 🚶→ designated escape routes.

3. KEEP YOUR DISTANCE

Go directly to the 👤 designated assembly point and keep your distance from the building.

Do not return to your workplace until the all-clear has been given or the alarm has stopped.

Also inform the emergency contact person of the University of Innsbruck if you have reported the incident directly to the external emergency services.



For more information go to www.uibk.ac.at/en/arbeitsicherheit/notfallbroschuere

EVACUATION


Evacuation of a building

The evacuation of a building may be deemed necessary in various situations. In an emergency, rescuing people always takes priority. What to do:

1. INFORM & SAVE OTHERS

Inform people in your immediate vicinity.

If necessary, rescue others without putting yourself in danger.

 Think about your own safety!

2. FOLLOW INSTRUCTIONS

Follow instructions given by the emergency services and the university fire protection officers.

3. LEAVE THE BUILDING

Leave the building via the  designated escape routes and keep calm.

Go directly to the  designated assembly point.

Do not return to your workplace until the all-clear has been given or the alarm has stopped.

4. REPORT IMPORTANT INFORMATION


Report important information to the emergency services.

Superiors have to ascertain as quickly as possible whether all employees have gathered at the assembly point. If any employees are missing, the emergency services must be informed immediately.





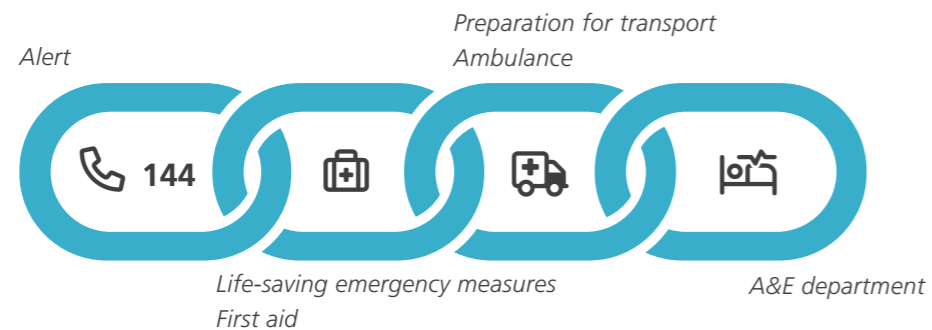
ACCIDENT | EMERGENCY

Personal accident | Medical emergency




Personal accident, work accident, medical emergency, etc. – the first few minutes can be crucial, so it is important to provide  first aid!

1. THE RESCUE CHAIN

1. Protect yourself | Rescue | Alert  144
2. Life-saving emergency measures |  First aid | Basic measures
3. Ambulance | Transport
4. Medical attention



2. WHAT TO DO

- Think about your  own safety!
- Alert the emergency services (Ambulance  144)
- Perform  first aid!
- Depending on the situation, perform **life-saving first-aid measures**.
- Call **first responders** from your department for help.
- Brief the **emergency services** and guide them to the patient as quickly as possible.



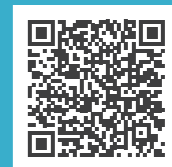
Internal procedure | Work accidents and near accidents

Work accidents and near accidents must be immediately reported to the superior and the Service Unit for Health and Safety (DLE SG). Subsequently, the accident report form must be completed in coordination with the DLE SG, signed and emailed to the HR department.

First-aid kit and defibrillator

Dressing material is available at each institute and organisational unit of the University of Innsbruck. Additionally, a first-aid kit can be found in every first-aid room. Defibrillators can be found at several locations at the University of Innsbruck. All defibrillator locations can be found in our occupational health and safety manual (= Arbeits- und Gesundheitsschutzhandbuch).

(only available in German)



For more information go to www.uibk.ac.at/en/arbeitsicherheit/notfallbroschuere

ACCIDENTS INVOLVING CHEMICALS

| BIOLOGICAL AGENTS

(e. g. accidental ingestion of chemicals)

Medical emergency | Intoxication

In case of intoxication, there is a risk of first responders also coming into contact with the gas, for instance. Remember: Protect yourself before rescuing others! **First-aid in case of intoxication:**

1. **SPIT OUT AND RINSE IF NECESSARY** (with cold water) to remove any residue of the substance from the mouth. Avoid vomiting in case of acids and alkalis!
2. **RECOVERY POSITION** Put the patient in the recovery position and perform additional basic measures.
3. **ALERT** Contact the Poison Information Centre (VIZ). ☎ 01 4064343
4. **REQUEST ASSISTANCE** Request medical assistance. ☎ 144

Accidental release of chemicals

What to do:

1. **CORDON OFF THE DANGER ZONE** Think about your 👤 own safety!
2. **IDENTIFY DANGERS** What kind of substance is it?
3. **ALERT** Inform people in the directly affected environment, your superior and the DLE SG.
4. **PREVENT SPREADING** e.g. closing doors.
5. **CLEAN | DECONTAMINATE THE WORK AREA** using appropriate PPE and suitable resources.

Accidental release of biological agents

What to do in case of release in a confined work area (= minor incident):

1. **KEEP CALM** and get the big picture!
2. **ALERT** your superior and the laboratory manager.
3. **SECURE | CORDON OFF** Cordon off the contaminated area.
4. **DISINFECT OR DECONTAMINATE** Follow the hygiene plan.

What to do in case of release over several work areas (= major incident):

1. **KEEP CALM**
2. **LEAVE THE DANGER ZONE** Inform people in the immediate danger zone.
3. **SAVE OTHERS** Rescue injured people. 👤 Think about your own safety!
4. **PREVENT SPREADING** Prevent further spreading of organisms.
5. **SECURE | CORDON OFF** Lock the room, shut down the ventilation.
6. **ADDITIONAL MEASURES** Provide 🩹 first aid, take off contaminated clothing and gloves, wash and disinfect hands, decontaminate people.

Incidents involving radiation

Any unintentional contamination in the controlled zone must be immediately reported to the responsible Radiation Safety Officer and the laboratory manager. If the damage cannot be repaired independently with the resources available, the fire brigade must be called in.



For more information go to www.uibk.ac.at/en/arbeitsicherheit/notfallbroschuere

VIOLENCE | THREAT

One or more people act in an annoying or threatening manner towards you or other employees of the university.

What to do:

1. THINK ABOUT YOUR OWN SAFETY

Protect yourself . Ask others for help.

2. REPORT


Contact the Office of the Rector of the University of Innsbruck or alert the police.  133

HARASSMENT

One or more people are harassing you or other employees of the university.

What to do:

1. THINK ABOUT YOUR OWN SAFETY

Protect yourself .

2. INFORMATION CENTRES


The university takes a firm stand against sexual harassment and discrimination, and does not tolerate any form of abuse of power.

If you feel it is necessary, please do not hesitate to contact the relevant internal and external information centres.

www.uibk.ac.at/de/gleichbehandlung/belaestigung/rechtsschutz-beratungsstellen



3. REPORT

Call the police if a situation escalates.  133



Violence


You become a victim of physical violence or observe acts of violence against others at the University of Innsbruck.

What to do:

1. ALERT

Alert the police.  133

2. THINK ABOUT YOUR OWN SAFETY

Protect yourself  by retreating to a safe room.
Ask others for help.

3. INSTRUCTIONS

Follow instructions given by the emergency services and the Office of the Rector.

Suicide and/or threat of suicide

In the case of suicidal thoughts or a threat of suicide, please contact the Office of the Rector.



For more information go to www.uibk.ac.at/en/arbeitsicherheit/notfallbroschuere

BLACKOUT

How to recognise a blackout

A continuous power cut is present from 45 minutes without power in daylight and from 10 minutes without power in the dark. Failures in mobile phone or landline reception may also occur.

1. CHECK YOUR OWN POWER SUPPLY

RCD in the distribution board

2. CHECK YOUR SURROUNDINGS

Look around. Do other rooms still have power, is there light on in neighbouring buildings, are streetlights working?

3. REACHABILITY

Check whether people in other buildings still have power.

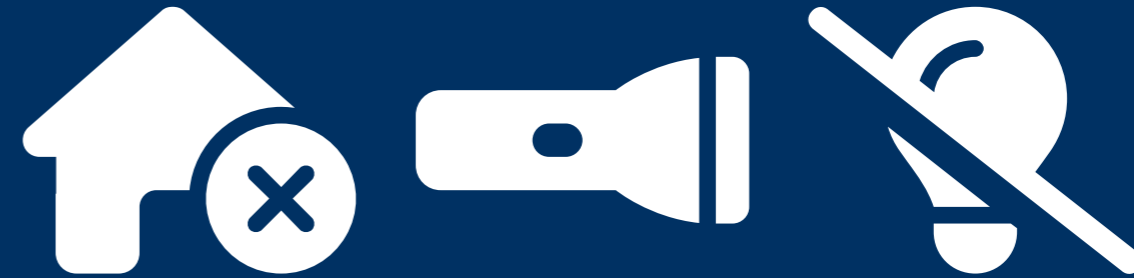
4. KEEP YOURSELF INFORMED

Check whether there is current information on your mobile phone, on the radio or on the internet.

How to prepare for a potential blackout

1. PLEASE OBSERVE THE GUIDEBOOK OF THE AUSTRIAN CIVIL PROTECTION ASSOCIATION

<https://zivilschutz.at/downloads/>



What to do in the event of a blackout

1. KEEP CALM

Not every power cut is a blackout.

2. LEAVE THE BUILDING

In the event of a blackout, please leave the buildings of the University of Innsbruck (no later than one hour after it started) in a controlled manner.

3. SWITCH OFF ALL DEVICES

Disconnect devices from the power supply system.

4. LOCK THE DOORS

Lock the doors to your rooms.

5. USE THE STAIRCASE

Do not use a lift when leaving the building.

6. WAIT FOR INSTRUCTIONS

The university management will inform you via email as soon as possible.



For more detailed information see the SharePoint SiGe.
<https://sp.uibk.ac.at/sites/SiGe/SitePages/Homepage.aspx>



For more information go to www.uibk.ac.at/en/arbeitsicherheit/notfallbroschuere

DEMONSTRATION | OCCUPATION OF BUILDINGS | BOMB THREAT

Demonstration and/or occupation of buildings

Third-party activities directed against a building must be reported to the Office of the Rector.

What to do:

1. **REPORT** to the Office of the Rector.
2. **INFORM**
The university management informs the staff about ongoing/planned activities (of emergency services).

Bomb threat

You receive a bomb threat by phone or in writing.

What to do:

1. **PAY ATTENTION**
Take the threat seriously. Use available communication channels to alert others, the police and the Office of the Rector.
2. **COLLECT DETAILS**
Try to get as much information as possible:
Write down the phone number, date/time, wording of the threat, etc.
When will the bomb explode?
What kind of bomb is it? How will the bomb be detonated?
Where is the bomb located?
Why was the bomb planted?

Suspicious mail/parcel

What to do:

1. **LEAVE THE DANGER ZONE**
2. **CORDON OFF** Make sure that nobody can approach the mail/parcel.
3. **EVACUATE** In case of suspicion, ensure extensive evacuation of the area.
4. **DO NOT EXPOSE THE ITEM TO ANY OUTSIDE INFLUENCES** Do not open the parcel.
5. **AVOID HAVING ANY POTENTIAL SOURCES OF IGNITION IN THE IMMEDIATE VICINITY** (z.B. Elektrogeräte, offene Flammen, etc.)
6. **WAIT FOR THE POLICE TO ARRIVE AND FOLLOW THEIR INSTRUCTIONS**

Suspicious mail/parcel discharging substance

If any mail/parcel is found damaged and a substance such as dust/liquid is leaking out of it, the following applies.

What to do:

1. **DO NOT TOUCH, SHAKE OR EMPTY THE MAIL/PARCEL**
2. **REPORT TO THE OFFICE OF THE RECTOR AND THE POLICE IN CASE OF SUSPICION**
3. **CLOSE WINDOWS AND DOORS**
4. **LEAVE THE DANGER ZONE**
Wash affected areas thoroughly with soap and water if skin has been in contact with the mail/parcel.



For more information go to www.uibk.ac.at/en/arbeitsicherheit/notfallbroschuere

EMERGENCY PHONE NUMBERS

Internal emergency numbers (on-call duty)

1. TECHNICAL EMERGENCIES DURING WORKING HOURS

(Mon–Fri: 7.30 a.m. to 3.30 p.m.)

☎ DDI 30501

2. TECHNICAL EMERGENCIES OUTSIDE OF WORKING HOURS

(Mon–Fri 3.30 p.m. to 7.30 a.m., Saturday / Sunday / holidays all day)

☎ +43 676 8725 50000

3. INNRAIN OPERATOR

☎ DDI 111

External emergency numbers / emergency services

1. FIRE BRIGADE ☎ 122

2. POLICE ☎ 133

3. AMBULANCE ☎ 144

4. EUROPEAN EMERGENCY NUMBER ☎ 112

5. POISON INFORMATION CENTRE

☎ 01 406 43 43 or 97166 (internally using a university landline)

6. DEAF AND HEARING-IMPAIRED PEOPLE ☞ text 0800 133 133



For more information go to www.uibk.ac.at/en/arbeitsicherheit/notfallbroschuere



Legal information

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