

Important safety information

for the following sites: Finkenau 35 Armgartstraße 24

Welcome to HAW Hamburg. For your safety, and the safety of all other members of HAW Hamburg, you are required to be aware of and comply with HAW Hamburg's fire prevention code, the regulations governing HAW Hamburg premises, and the following safety information.

GENERAL FIRE PREVENTION REGULATIONS

- Smoking is prohibited indoors on all HAW Hamburg premises.
- You must not wedge smoke and fire doors open.

These doors must be kept closed at all times (excepting those fitted with overhead door closers triggered by smoke alarms).

- Please be aware of the escape routes out of each building and of the locations of fire extinguishers. These are marked on the Emergency Escape and Evacuation Plans (*Flucht- und Rettungsplan*) displayed within all HAW Hamburg buildings.
- **NB:** If smoke develops in the central staircase of the Finkenau new building, smoke curtains will be activated and will prevent access to the staircase. In this case, use the escape routes via a rearward staircase or, if required, via the library or the recording studio, which is always accessible via a door buzzer.
- Escape routes and doors must be kept accessible without obstacles and clear of fire load at all times.
- The fire alarms on the Armgartstraße premises and in the Finkenau new building consist of an acoustic alarm signal. The alarm in the Finkenau old building additionally features an automated announcement.
- If you discover a fire, call the Hamburg fire department immediately on 112. If an alarm has not been triggered automatically, you must additionally sound a manual alarm.

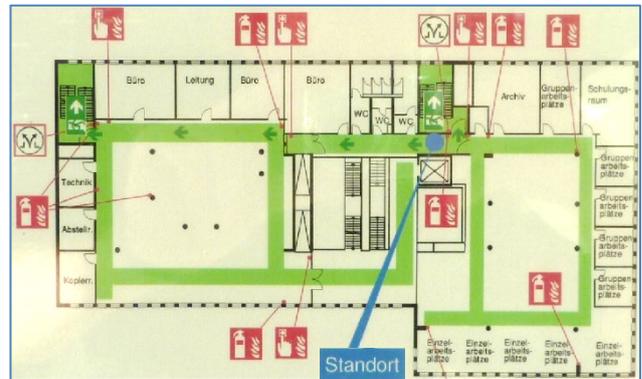


Fig. 1: Example Emergency Escape and Evacuation Plan, new building, Finkenau, 2. OG

IF THE FIRE ALARM SOUNDS

- Keep calm.
- Provide assistance to vulnerable persons (see grey text box below).
- Close all doors and windows.
- Leave the building via the staircases.
- Do not use the lifts.
- Do not enter areas where smoke has developed.
- Follow the instructions given by the evacuation marshals (who will be wearing high-visibility vests), the authorities in charge, or firefighters.
- Once you have left the building, proceed to one of the designated assembly points. Do not remain directly outside the building.

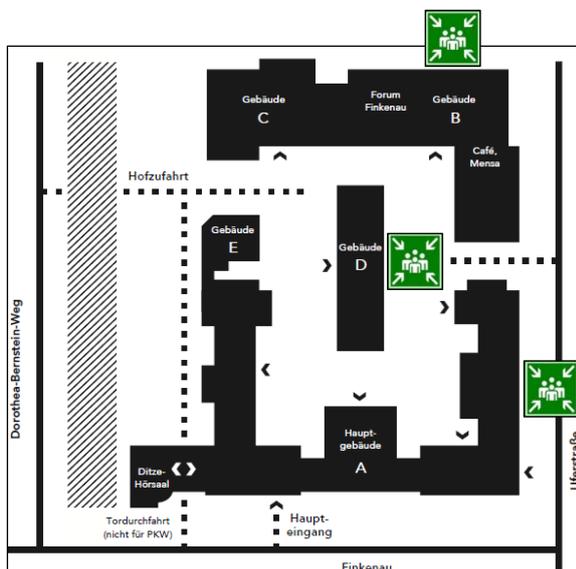


Fig. 2a: Assembly points on the Finkenau campus



Fig. 2b : Assembly point at Armgartstraße

Help people with injuries or disabilities to exit the building.

If you are unable to get them out safely, take them to safe areas such as staircases or lobbies by lifts. Ask colleagues or students to help you if necessary.

Please ensure that...

- an evacuation marshal, the authorities in charge, or a member of the fire department is/are informed of the exact location of the person or persons requiring assistance
- the vulnerable person or persons are **not left alone** to wait for assistance to arrive. Make sure someone stays with them.

WHAT TO DO IF THERE IS A THREAT FROM AN ARMED ASSAILANT

Information on what to do if an armed assailant is active is displayed on the insides of the doors to all rooms in all HAW Hamburg buildings (see Fig. 3). Please follow the instructions given there.

If there is an armed assailant in the building you are in or you can hear gunshots, you must also follow these instructions:

- Put your phone on silent
- If you are able to use your phone to summon help:
 - First call the **police** on **110**
 - Then call HAW Hamburg's emergency number: **040 - 42875 - 4444**

The HAW Hamburg security service will answer your call and inform the relevant authorities.

- Tell them where you are (see the information on the door as in Fig. 3).

Ihr Standort: 11.3 (Kopierraum)

Verhalten bei Waffengewalt

- 1. Ruhe bewahren**
- 2. In Sicherheit bringen**
 - Raum aufsuchen/ dort verbleiben
 - Raum verschließen/ verbarrikadieren
 - Schutz suchen (hinlegen, verstecken)
 - Türen und Fenster meiden
- 3. Hilfe anfordern**
 - **Polizei: 110** 
 - Intern: 040/42875 - 4444
- 4. Auf Anweisungen warten**
 - nur Einsatzkräften vertrauen 

Fig. 3: Response to threats by armed

FIRST AID

- Everyone is required to give first aid in an emergency. The least you should do is to telephone for emergency medical aid (112).
- There are **first aid rooms** in the buildings listed in Table 1. All these rooms can also be used for breastfeeding and baby changing.

Table 1: First aid rooms and locations of defibrillators

Premises	First aid room available	Defibrillator available	Floor and room
Armgartstraße 24	yes	---	Ground floor, room 120
Armgartstraße 24	---	yes	Facility manager's lodge, foyer (all HAW Hamburg employees can access this)
Finkenau (old building)	yes	yes	Ground floor, room E38
Finkenau (new building)	---	yes	Second floor, library

Defibrillatoren / AED

There are defibrillators (AEDs) on campus to be used if someone suffers a cardiac arrest. Their locations are listed in Table 1. The defibrillators can be used by anyone, even those with non-medical backgrounds, as they have voice instructions.

Important:

if someone suffers a cardiac arrest, start performing CPR (cardiopulmonary resuscitation) immediately, whether you have a defibrillator on the scene or not.

PROTECTION FOR PREGNANT WOMEN AND NURSING MOTHERS

The German Maternity Protection Act (*Mutterschutzgesetz*) covers all employees and students of HAW Hamburg who are pregnant or breastfeeding. Its purpose is to protect women's and infants' health while enabling women to continue working or studying as appropriate.

It is in your own best interests to report your pregnancy or your need to breastfeed your baby as early on as possible. Students can do this at the relevant Faculty Service Office (*Fakultätsservicebüro*, FSB) and employees should go to HR (*Personalservice*, PS).

AGUM INFORMATION GATEWAY (*Arbeitsschutz- Gesundheits- und Umweltmanagementsystem – Occupational Safety, Health and Environmental Management System*)

The AGUM gateway "[AGUM-Portal](#)" contains all regulations in force at HAW Hamburg around occupational health and safety, maternity protection and emergencies. All members of HAW Hamburg can access it from the HAW Hamburg network or via a VPN tunnel.

CONTACT

Please contact HAW Hamburg's Occupational Health and Safety, Conflict Resolution and Environmental Management Unit with any questions on the matters discussed in this information. You can reach us via email us at arbeitsschutz@haw-hamburg.de.

Under armed threat:

1.Keep calm

2.Make yourself and others as safe as possible

- Get into a room and stay there/stay in the room you are in
- Lock/barricade the doors
- Protect yourself (lie down flat on the floor or hide)
- Keep away from doors and windows

3.Get help

- Call the police on 110
- Call the HAW Hamburg emergency number: **040 - 42875 - 4444**

4.Wait for instructions

- Do not trust or obey instructions from anyone except representatives of the emergency services.