

House Rules & Fire Safety Regulations Information for Students

The following remarks are valid for all buildings and properties used by the SRH University Heidelberg. They are applicable to all persons using or present at the premises.

Excerpts from the House Rules

- For fire and health protection reasons, no smoking is permitted in the buildings.
- No pets are allowed on the premises. Any exemptions will be decided by the president's office.
- Billposting and spreading flyers at Ludwig-Guttman-Straße 2 and 6 is subject to approval by the marketing team (tel. 0 62 21/ 88 41 44) or the president's office (tel. 0 62 21/ 88 28 29). At the Maria-Probst-Str. 3 site and the buildings in Bonhoeffer Straße please contact the appropriate secretary's office for approval.
- Please take good care of the university buildings and their furnishings and equipment. Dispose of waste in the containers provided for that purpose. In case of mishap please inform the faculty or your usual contact at the university so that any necessary cleaning can be arranged.
- Familiarize yourself with the escape and rescue plans displayed on each floor.
- In case of emergency you should contact the SRH alarm centre, tel.0 62 21/ 88 33 33.

Your Contacts in Case of Emergency

	Stage 1 Small incipient fire (e.g. waste bin)	Stage 2 Larger fires (e.g. classroom)	Stage 3 Major fire / terrorist attack	Stage 1 Few casualties / minor injuries	Stage 2 Many casualties/ severe injuries
Alarm centre: 0 62 21/ 88 33 33	✓	✓	✓	✓	✓
Fire safety officer Mr. Hartmann tel.: 0 62 21/ 88 22 99 cell: 01 62/ 2 66 15 39	✓	✓	✓	✓	✓
Safety officer Mr. Maltry tel.: 0 62 21/ 88 11 02	✓	✓	✓	✓	✓
President's office tel.: 0 62 21/ 88 28 29		✓	✓	✓	✓
First responder SRH nursing staff: cell: 01 62/ 26 61 52 7			✓	✓	✓

Penalty for Non-Compliance

(1) In case of non-compliance with the fire safety or house rules, the costs of any resulting waste disposal, repair or refurbishment may be charged to the perpetrator. In particular, any person triggering a fire alarm deliberately or through negligence (e.g. by cigarette smoke) will be liable for the costs incurred.

(2) In the event of repetition of a serious breach of the house rules, the perpetrator may be exmatriculated.

Any Questions or Comments?

On the following pages you will find our notice "In case of fire" and our alarm plan. If you have any questions or comments, you are welcome to contact the president's office: tel. 0 62 21/ 88 28 29.

Verhalten im Brandfall

In case of fire

Ruhe bewahren!

Keep calm!

Brand melden

Report fire

Feuermelder betätigen



Activate fire alarm

oder

or

Feuerwehr 112

Fire Department 112

1. **Wo** ist es passiert?
2. **Was** ist passiert?
3. **Wie viele** Personen sind verletzt?
4. **Wer** meldet?
5. **Warten** auf Rückfragen



1. **Where** did it happen?
2. **What** happened?
3. **HOW MANY** are injured?
4. **Who** is making the call?
5. **Wait** for further questions

In Sicherheit bringen

Seek Shelter

- Gefährdete Personen warnen
- Gefährdete Personen mitnehmen (Behinderte, Rollstuhlfahrer etc.)
- Fenster u. Türen schließen
- Gekennzeichneten Rettungswegen folgen
- Aufzüge nicht benutzen
- Sammelplatz aufsuchen



- Warn people at risk
- Accompany people in need (handicapped individuals etc.)
- Close windows and doors
- Follow posted escape signs
- Do not use elevator
- Gather at assembly point

Löschversuch unternehmen

Extinguish fire

Gefährden Sie sich nicht selbst

Do not endanger yourself



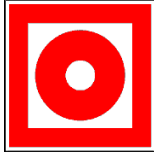
Feuerlöscher zur Brandbekämpfung benutzen

Use portable fire extinguishers

ALARM PLAN

In case of fire:

Keep calm



Activate fire alarm



then



call

Fire Department 112

Try to extinguish the fire

Seek shelter



Use signed escape routes



Warn other people

Do not use the elevators

Wait in a safe place (assembly point outdoors)

In case of accidents:

- Keep calm
- Call alarm centre: **0 62 21/ 88 33 33**
- Administer first aid
- Notify first responder from SRH nursing staff:
01 62/2 66 15 27
- Note details of how the accident occurred
- Notify supervisor



Report :

1. **Where** did it happen?
2. **What** happened?
3. **How many** persons are injured?
4. **What kind** of injuries?
5. **Wait** for further questions