Recommendation on how to place an emergency call at the RUB in case you need urgent medical assistance or want to report a fire

(Handlungsanleitungen für englisch-sprachige RUB Angehörige, falls ein Notruf bei der RUB Leitwarte abgesetzt werden muss)

Introduction: The RUB telephone number 23333 (from an internal RUB phone) (or 0234 32-23333 from a mobile phone. Please store this number in your mobile phone for emergencies) is the recommended phone number to use when an emergency occurs at the Ruhr-Universität Bochum. This number will connect you to the RUB Leitwarte (RUB Control Room), which is available 24/7.

If an emergency occurs on the RUB Campus:
Depending on which type of emergency has occurred, the RUB Control Room (RUB Leitwarte) will call the according emergency service for you. The reason for this is that due to the highly complex RUB Campus the staff of the RUB Leitwarte are able to inform the emergency services about the fastest and/or most efficient route to the emergency. Saving time saves lives!

How to report an emergency:

- Please check: Is there somebody close to you who speaks German and who could assist with making the call?

- If not: Call 23333 (from a RUB phone) or call 0234 32-23333 (from your mobile phone). Please talk slowly and clearly. Remember: Not all staff at the RUB Leitwarte are fluent in English.

- Please state your name and your location

- Please state which kind of assistance you require (medical or fire services).

- Before hanging up, please wait if there are further questions!

The RUB Leitwarte will call the emergency services for you and will give directions on how to find you/the emergency!

- If you do NOT understand the person at the RUB Leitwarte, please call the phone number 112 (from your mobile phone) OR - from a RUB telephone - call “90 112”. This will connect you to the public emergency services directly.
You can prepare yourself for an emergency situation by:

- checking the attachments
- getting to know some of the „key emergency vocabulary“ in German (DRINGEND = URGENT, Feuer = fire, Medizinische Hilfe = medical assistance, etc.)

Attachments:

Attachment 1: „RUB Brandschutzordnung, Teil A“ / RUB fire safety regulation, part A
Attachment 2: First aid: finding a person (English and German)
Finding a person

**Principles**
- Keep calm and quiet
- Secure the accident scene
- Remember your own safety

**Emergency call**
- Where did it happen?
- What happened?
- How many casualties?
- What kind of injuries?
- Wait for queries!

**Unconscious**
- Call for help
- Check consciousness
- Address loudly, touch and gently shake the person

**Rescue person out of the hazard zone if necessary**

**No normal breathing**
- Emergency call
- Check respiration
- Clear respiratory tract, lift the head back, tilt the chin, look, listen and feel for movement and breath sounds
- 30 chest compressions
  - Place hands in the centre of the chest, compression depth 1–6 cm, rate 100–120 per minute
- 2 rescue breaths
  - Blow casualty into the mouth or the nose for about 1 sec
- In turn win

**Conscious**
- Normal breathing
- Help appropriately
- e.g. treat the wounds
- Recovery position

**Emergency call**
- Continuously check consciousness and respiration

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*If available, follow the directions of the „Automated External Defibrillator“ (AED)*

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[QR code for additional information]
Auffinden einer Person

**Grundsätze**
- Ruhe bewahren
- Unfallstelle sichern
- Eigene Sicherheit beachten

**Notruf**
- Wo ist der Notfall?
- Warten auf Fragen, zum Beispiel: Was ist geschehen? Wie viele Verletzte/Erkrankte? Welche Verletzungen/Erkrankungen?

**keine normale Atmung**
- Atmung prüfen
- Annahmen treffen, Kopf nach vorn, Knie anheben, sehen/hören/tüten

**normalerweise**
- Situationsgerecht helfen
- z.B. Wunde versorgen

**keine normale Atmung**
- Atmung prüfen
- Annahmen treffen, Kopf nach vorn, Knie anheben, sehen/hören/tüten

**AED' hol rein lassen**
- 2 x Beatmung
- 30 x Herdruckmassage
- Hände im Brustbereich
- 5 – 6 cm
- Arbeitszeit: 100 – 120/min
- insgesamt 15 lang Luft
- In Mund oder Nase einbläsen

**Lernen helfen – wurde Ersthelfer/Ersthelferin**

*Siehe verfügbar – von Anweisungen des „Automatisierter Erstzusammenhanges“ (AED) folgen.*

**Betreuungsstelle (Notruf):**
- [Ersthelfer/Ersthelferin]
- [Notrufnummer/Notrufnummer]
- [Rettungsdienst/Selbstzurichtung]
- [Erste Hilfe Materialien]
- [Erste Hilfe-Raum]

**Weitere Artikel und Informationen:**
- [Website des Betreibers/Supervisors]

**Weitere Informationen zur Ausbildung bei:**
- [Website des Betreibers/Supervisors]