Recommendation on how to place an emergency call at the Ruhr-Universität Bochum (RUB) in case you need urgent medical assistance or want to report a fire

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

**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 Ruhr-Universität Bochum Leitwarte (RUB Control Room), which is available 24/7.

**If an emergency occurs on campus:**

Depending on which type of emergency has occurred, the RUB Control Room staff 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!

Please also use this number when there is need for access to a Shock Advisory Defibrillator.

**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)
First aid

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!

1. **unconscious**
   - Check consciousness
   - Check respiration
   - Call for help

2. **no normal breathing**
   - Emergency call
   - 30 chest compressions
   - 2 rescue breaths
   - Have someone fetch the AED*

3. **normal breathing**
   - Recovery position

4. **conscious**
   - Help appropriately
   - Emergency call

**Continuous check consciousness and respiration**

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

**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?

**Kategorien**

1. **keine normale Atmung**
   - Atmung prüfen
   - Atemwege freimachen, Kopfnackenwärts beugen, Kehlkopfansicht
   - Ohren/hören/fühlen

2. **Atmung prüfen**
   - Ruhe bewahren
   - Unfallstelle sichern
   - Eigene Sicherheit beachten
   - Person vgl. aus dem Gefahrenbereich retten

3. **Bewusstsein prüfen**
   - Bewusstsein prüfen
   - rufen
   - um Hilfe rufen

**AED* holen lassen**

**Normale Atmung**

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

**Seltenlage**

**Bewusstsein und Atmung überwachen**

* Sehen verfügbar – aus Anweisungen der „Automatisierten Externen Defibrillatoren“ (AED) folgen.