

# Action in Emergencies

Where am I? **HTW Berlin, Wilhelminenhofstr. 75A, 12459 Berlin**

## Fire/Smoke

**Don't panic!**  
Remain calm and act carefully.

- 1. Activate fire alarm**  
(Button in stairwell)  
Fire brigade is called automatically.



- 2. Close windows and doors**

- 3. Use fire extinguisher**  
(Do not put yourself in danger!)

- 4. Leave building**  
Follow emergency exit signs



- 5. Take persons requiring help with you**

- 6. Inform security staff,**  
**Telephone: 5019-3000**

- 7. Go to assembly point**



## Person running amok

**Do not activate the fire alarm!** Secure your safety quickly:

- 1. Do not enter the hallways**

- 2. Lock yourself in a room**

- 3. Call the police,**  
**Telephone: 110**  
(Cellphone or landline, no area code)

- 4. Barricade the door with furniture**

- 5. Do not stand behind the door or near the windows**

- 6. Silence and hide cellphones**  
(Attackers target cellphone holders)

- 7. Stick help signs on windows,**  
e.g.:

**Hilfe Amok!**

**15 Personen in Not.**  
**2 Verletzte**  
**im Raum \_\_\_\_\_**

## Threat of violence

**Never risk your own well-being for your belongings!**

- 1. Get into a public place**  
(Do not remain in the room with the violent person)

- 2. Maintain a safe distance to the violent person**  
(at least 2 till 3 metres)

- 3. If you are threatened:**  
**Try to calm the violent person**  
e.g.: „I understand ...“  
or „I can help ...“

- 4. In the case of escalation:**  
**Allow all persons to escape**  
(Flee yourself, do not stand in the way of the violent person)

- 5. Call the police,**  
**Telephone: 110**  
(Cellphone or landline, no area code)