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**UNIVERSITÄT
BERN**

Emergency brochure

What to do in the case of an emergency



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Incidents with chemicals, biological agents and ionizing radiation

If there is a possibility of chemicals, biological agents or ionizing radiation spreading within the building or into the surrounding area (bodies of water, sewer system, adjacent buildings, squares, traffic routes), the fire department (tel. 118) and the Safety Office must be informed. Provide the chemical incident response unit with any necessary guidance.

1. Accidental release of chemicals

→ What to do

1. Look, think, protect yourself

- Cordon off the danger zone.
- Think about your own safety.

2. Identify dangers

- Toxic or corrosive substances and their vapors.
- Flammable fluids (risk of ignition, explosion).

3. Alert personnel

- Persons in the directly affected environment, supervisors, Chemical Safety Officer (CSO), Facility Services, students.

4. Decide

- Prevent spreading (e.g. with spill kit); take care of the situation yourself or
- alert the fire department (tel. 118), describe the incident including information on substances used.

5. Clean/decontaminate the work area with

- The necessary protective equipment,
- Suitable resources (spill kits). Treat contaminated material as special waste.

Required equipment for first aid

If exposure to a chemical poses a health hazard despite the safety precautions, follow these instructions:

After ingestion

- Call the Toxic Center immediately (tel. 145).
- Do not induce vomiting.
- Administer fluids (water) in small amounts according to Tox Info or doctor's orders.

After inhaling

- Make sure there is plenty of fresh air; be careful when indoors.
- Reassure the patient.

After skin contact

- Quickly remove contaminated clothes.
- Rinse the affected areas of skin thoroughly under running water.
- If the skin is not burned, clean thoroughly with soap and water.

After being splashed in the eye

- Immediately rinse eyes under running water for at least 10 minutes, keeping eyelids wide open.
- Or immediately use the eye wash station.

In the case of unconsciousness, respiratory and cardiac arrest → See Medical emergencies

2. Accidental release of biological agents

In the case of minor incidents

An accidental release in a confined work area is classified as an incident. The damage must be rectified by the person who caused it – possibly with support from the Biosafety Officer (BSO).

→ What to do

1. Keep calm

- Make sure you have an idea of the bigger picture.

2. Alert personnel

- Inform the Biosafety Officer (BSO).

3. Secure

- Cordon off the contaminated area.

4. Measures

- Disinfect or decontaminate in accordance with the hygiene plan.



Accidental release of biological agents

In the case of major incidents

If an accidental release over several work areas cannot be excluded, it is to be classified as a serious incident (aerosol formation, leakage into the sewer system) and the fire department (tel. 118) is to be alerted accordingly.

→ What to do

1. Keep calm

2. Leave the danger zone

- In the case of aerosol formation.
- Remove persons from the immediate danger zone/rescue injured persons (think about your own safety!).
- Prevent further spread of organisms.

3. Alert personnel

- Biosafety Officer (BSO) decides on who else to involve.
- Fire department (tel. 118).
- Inform the Safety Office.

4. Secure

- In the case of aerosol formation, close off the room.
- Shut down the ventilation.
- Use signs, warning tape, etc. to cordon off the contaminated area.
- Limit further spread of organisms.

5. Further measures

- Decontaminate people.
- Disinfect room and equipment in accordance with the SOP or hygiene plan.
- Give the room the all-clear once decontamination has been verified.
- Complete laboratory incident report form.
- Treat contaminated material as special waste.
- In the case of injuries, administer first aid, remove gloves and any special lab clothing, wash hands and injured areas of skin, disinfect.

3. Incidents involving radiation

Any unintentional contamination in the controlled zone must be reported immediately to the responsible Radiation Safety Officer (RSO). They decide how to proceed. If the damage cannot be repaired independently with the resources available, the fire department must be called in.

Radiation, contamination/incorporation

When dealing with ionizing radiation, there are hazards for both people and the environment. The body can absorb radiation through

- **Radiation** (also with closed sources),
- **Contamination/incorporation** (skin contact/absorption into the body).

→ What to do

1. Look, think, protect yourself

- Think about your own safety.
- Turn off equipment with ionizing radiation and leave affected area.
- Cordon off and secure contaminated area.

2. Alert personnel

- Inform Radiation Safety Officer (RSO), RSO decides on who else to involve.
- Fire department (tel. 118).
- Inform the Safety Office.

3. Further measures

- Avoid absorption into the body.
- Decontaminate affected persons.
- Avoid spread of damage (spill kit).
- The RSO gives the all-clear for the affected area.



In the event of fire

You discover a fire in a room or detect smoke. The incident can lead to a building having to be evacuated (→ see Evacuation). Your behavior in the event of fire is critical. The fire department is often only called when unsuccessful attempts have been made to extinguish the fire. This can result in valuable time being lost.

Fire, smoke

Keep calm; protect yourself before you protect buildings, rescue people before fighting the fire.

→ What to do

1. Alert personnel

Alert the fire department directly (via manual fire alarm or tel. 118) as well as people in your immediate working environment.

2. Save/inform others

Rescue/inform others without putting yourself in danger.

3. Extinguish the fire

If possible, extinguish a fire using suitable extinguishing agents (fire extinguisher, fire blanket) and do not put yourself in danger.

4. Leave the building

Leave the building immediately using the designated escape routes and go to the assembly point. You must only return to your workplace when the fire department operational command has given the all-clear.

5. Follow instructions

Follow instructions issued by the emergency services and report important information to the emergency services or the person in charge at the assembly point.

Close doors and windows to stop the fire and smoke from spreading and to reduce the oxygen supply. In the case of smoke-filled corridors and staircases, please stay in the room you are in, seal the doors, wait for the fire department but stand at a closed window to make them aware of your presence! In smoke-filled rooms, you will often find breathable air near the floor.

Explosion

Large amounts of energy are released during an explosion. Explosions often occur abruptly without any prior warning. An explosion can lead to a building having to be evacuated (→ see Evacuation).

→ What to do

1. Alert personnel

Alert the fire department (via manual fire alarm or tel. 118).

2. Leave the building

Leave the building immediately and do not under any circumstances go back until the emergency services have given the all-clear.

3. Keep your distance

Keep at a safe distance from the building and go to the assembly point.

Further information

Make sure that the emergency contact person as well as the crisis management team are also informed if you have reported an incident directly to the external emergency services. The Safety Office, as the hub for emergencies at UniBE, must be informed of all incidents.





Evacuation

The evacuation of a building may be deemed necessary in the case of a fire, bomb threat, gas leak etc. The assembly point is a point outside the building where all persons must gather in the event of an evacuation. It is critical for the fire department to know whether they first have to rescue individuals or whether they can immediately start fighting the fire. The fire department works on the following principles: Rescuing humans takes precedence over firefighting.

Evacuation

→ What to do

1. Inform and save

Inform/rescue others without putting yourself in danger.

2. Follow instructions

Follow instructions (evacuation assistants, loudspeaker announcements).

3. Leave the building

Leave the building calmly.

4. Assembly point

Go to the assembly point.

5. Report important information

Report important information to emergency personnel or the head of the assembly point.

6. Return

Do not return to the building until the emergency services have given the all-clear.



The supervisors have to ascertain as quickly as possible whether all employees have gathered at the assembly point. If any employees are missing, the head of the assembly point and/or the person in charge of the deployment must be informed immediately.

The head of the assembly point coordinates the evacuated persons at the assembly point, collects information from the evacuation assistants and passes this information on to the person in charge of the deployment.

In the case of an evacuation, **the employees** proceed immediately to the assembly point where they wait for other employees to arrive, calmly and with a level head help the head of the assembly point collect information, remain at the assembly point, stay out of the way of the emergency personnel and refrain from sharing any speculations or other details with third parties (possibly members of the press or rubbernecks). Every employee should think about whether they can see their colleagues at the assembly point; if not, the head of the assembly point must be informed of the absence immediately.





Harassment, threats, stalking and violence

Harassment

One or more people act in an annoying or harassing manner toward you or other employees of the University of Bern. Those affected are heavily impacted because of this and can no longer deal with the situation themselves.

Threats

One or more people are threatening you or others at UniBE.

→ What to do

1. Think about your own safety

Protect yourself. Retreat to safe premises and/or involve others for support.

2. Reporting/alerting

Contact the Safety Office and, if necessary, alert the police (tel. 117/tel. 112).



Safety Office

In the case of any uncertainties in an initial assessment, the Safety Office will provide support in an advisory capacity. This does not apply to emergencies in which the danger/threat must be reported directly to the police (tel. 117/tel. 112) or situations in which the police are already involved or active. In this case, please inform the Safety Office afterwards.

Stalking

Stalking is the deliberate and repeated (persistent) pursuit or harassment of a person over an extended period of time. This behavior leaves the stalked person feeling indirectly or even directly threatened.

→ What to do in the case of stalking

Contact the Safety Office at the University of Bern.

Violence

You become a victim of physical violence, observe acts of violence against others at UniBE.

→ What to do in the case of violence

1. Alert personnel

Alert the police (tel. 117/tel. 112).

2. Think about your own safety

Protect yourself. Retreat to safe premises and/or involve others for support.

3. Follow instructions

In the case of major incidents (e.g. individual(s) running amok): Follow instructions given by the police (emergency personnel, loudspeaker announcements)

Further information

Please inform the Safety Office of any threatening incidents so that we can identify and manage potential conflicts at the outset.

Suicide and/or threat of suicide

In the case of suicidal thoughts or a threat of suicide, the universities of Bern and the Crisis Intervention Center (KIZ) will both support and advise you.

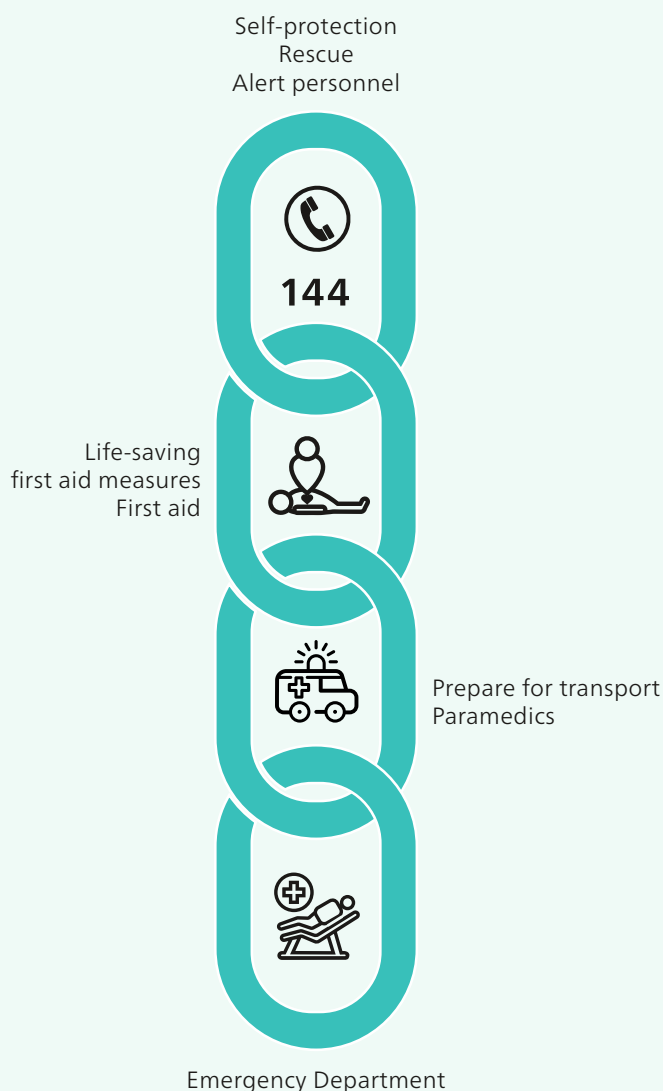


Personal accident, medical emergency

Personal accident, medical emergency

Emergency assistance must be provided as soon as a medical emergency has been identified. Emergency assistance is the first and decisive link in the rescue chain. A person with life-threatening impairment of vital functions must receive professional care.

The rescue chain



Somebody has been injured or needs medical attention. The nature of the incident requires assistance from first responders or medical professionals.

→ What to do

1. Think about your own safety

Remember your own safety; check the environment.

2. Alert personnel

Call the emergency medical services (tel. 144) as well as the first responders.

3. First aid

Perform life-saving immediate first-aid measures and assist the emergency organization.

4. Brief the ambulance crew

If an ambulance is called, helpers must wait for it at the agreed location, brief the paramedics and show them the quickest route to the patient.

Further information

Make sure that the executive management is informed if you have reported an incident directly to the emergency services. The Safety Office, as the hub for emergencies at UniBE, must be informed of any medical emergency.

Minor injuries

You will find dressing material available in all UniBE buildings. Depending on the building, the first-aid facilities are located either in the hallways, in the corridor or in the first-aid room, with the location always indicated on each escape and rescue route plan. If unsure about the severity of an injury/illness or complications, be sure to consult a physician or contact the paramedics (tel 144).

In the case of accidental ingestion of chemicals

First steps:

- Position unconscious person on their side, head turned down.
- Always request the help of a physician.
- Administer fluids (water) according to Tox Info or doctor's orders in small amounts.
 - ➔ Toxic Center (tel. 145).
- Do not try to vomit.



Resuscitation in the case of cardiovascular arrest (unconscious and not breathing)

The location of the nearest defibrillator (AED) can be found on the emergency and escape route plans.



→ What to do

1. Make a visual assessment

- Think about your own safety; quickly check to see if safety in the vicinity is guaranteed: Intoxication, electricity, fire, smoke?
- Unconscious person?
- Absent or abnormal breathing?
- Before any form of contact with the person, put on protective gloves, protective goggles as well as the respiratory mask (if possible).

2. Immediate measures

- Call for help, first responders.
- Call the paramedics (tel. 144).
- Start resuscitation.
- Fetch or request AED (defibrillator).

3. Resuscitation/Basic Life Support (BLS) – defibrillator (AED)

- Pressure point in the middle of the chest.
- 30 chest compressions (100–120/min).
- Chest compression depth (5–6 cm).
- This is followed by two rescue breaths (if possible, continue resuscitation until chest movements are visible!)
- AED arrives – follow the instructions on the device.

4. Support

- Monitor patient until paramedics or physician arrives.



Demonstrations, occupation of buildings, bomb threat by phone

Demonstrations

If third-party activities are directed against the building, the main priority is to sound the alarm. These kinds of activities may be: distributing leaflets and flyers, hanging up posters, collecting signatures, high-profile performances, riots.

→ What to do

The emergency organization reports the demonstration to the crisis management team (tel. 031 684 55 55) and they decide on whether this has to be reported to the police (tel. 117).

The executive management will inform the staff about ongoing/planned activities of the police and the fire department.

Occupation of buildings

If third-party activities are directed against the building, the main priority is to sound the alarm.

→ What to do

The emergency organization reports the demonstration to the crisis management team (tel. 031 684 55 55) and they decide on whether this has to be reported to the police (tel. 117).

The executive management will inform the staff about ongoing/planned activities of the police and the fire department.

Bomb threat

You receive a bomb threat by phone or in writing. The facts on the background and the planned act must be documented in as much detail as possible.

→ What to do

Listen. Ask someone by e-mail, Teams, WhatsApp or other communication paths, to alert the police (tel. 117) and the crisis management team (tel. 031 684 55 55).

Do not interrupt.

Take notes:

- Phone number.
- Date/time.
- Duration of the call (minutes).
- Wording of the threat.

Get as much information as possible:

- When will the bomb explode?
 - Where is the bomb located?
 - What does the bomb look like?
 - What kind of bomb is it?
 - How will the bomb be detonated?
 - What is your name?
 - Where are you calling from?
 - Why did you plant the bomb?
-
- Peculiarities about speech, language, dialect, accent.
 - Gender, estimated age.
 - Background noise (description).



Suspicious mail/parcel

Suspicious courier delivery/mail

The police are exclusively responsible for defusing, removing and transporting the bomb.

→ First steps

Under no circumstances open the suspicious package yourself! Keep calm!

Call the police immediately (tel. 117). Inform the Facility Services and the crisis management team immediately (tel. 031 684 55 55).

→ What to do

Leave the danger zone and make sure that nobody approaches it (checkpoints, signs, warning tape, etc.).

If you suspect that it may be an explosive device, ensure extensive evacuation of the area.

Do not subject the suspicious item to mechanical stress, moisture, heat or cold (do not open, shake, drop, bend, fold or examine).

Avoid having any potential sources of ignition in the immediate vicinity of the suspicious mail/parcel (electrical devices, such as cell phones, wireless phones, light switches, or open flames such as candles, electrostatic discharge – risk of triggering an explosion).

Wait for the police to arrive.

Check the sender's details and ask the person concerned whether they actually sent the mail/parcel.

The employee concerned notifies the executive management.



Suspicious mail/parcel discharging substance

If any mail/parcel is found damaged and a substance such as dust/liquid is leaking out of it, the following applies:

→ What to do

Do not touch, shake or empty the mail/parcel.

If biological or chemical toxins are suspected, report the discovery immediately to the police (tel. 117) and fire department (tel. 118).

Close the windows and doors and leave the room. Prevent other people from entering the room. Mark the room as follows: «Area sealed off – please do not enter!».

Wash skin thoroughly with soap and water if skin has been in contact with the mail/parcel.

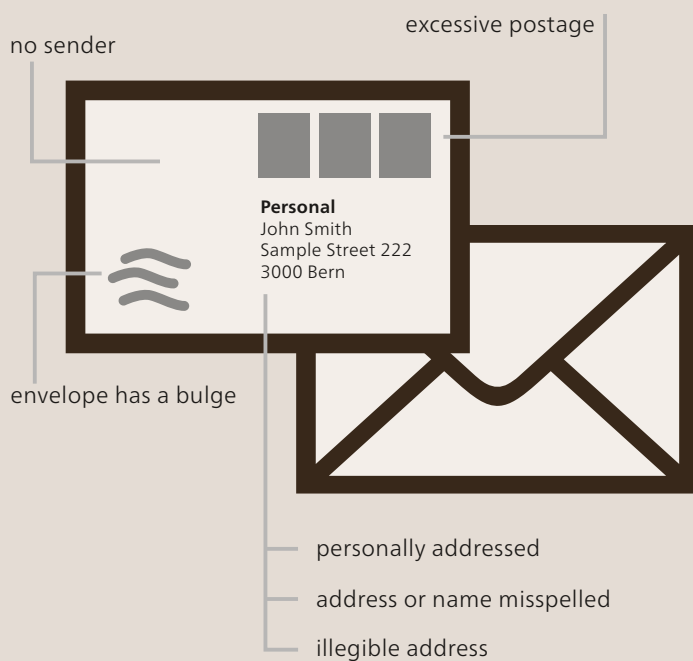
HPSO/CPOS creates a list of all people who have had any form of contact with the mail/parcel.

HPSO/CPOS notifies the executive management.

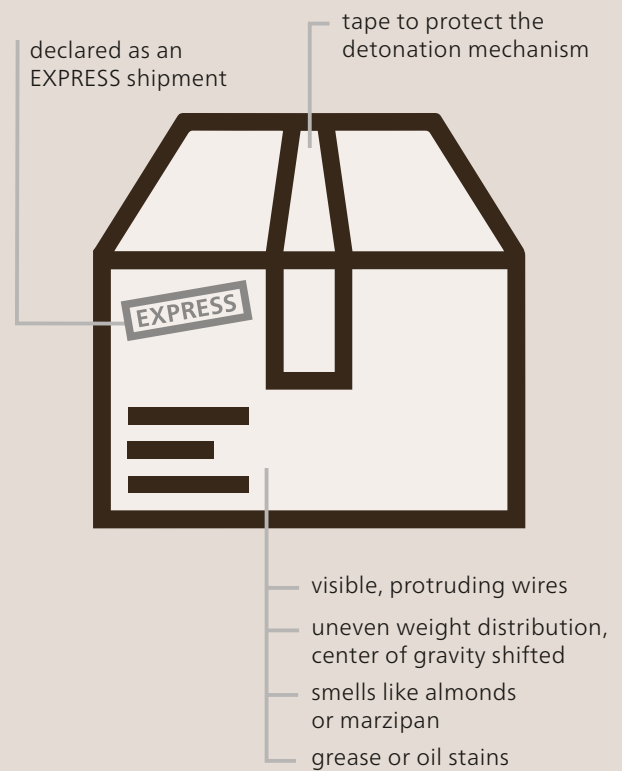


Mail/parcels suspected of containing explosives

How to recognize suspicious letters



How to recognize suspicious parcels



! Do not expose the item to any outside influences under any circumstances.
■ Wait for specialists to arrive.



Safety and emergency organization

Safety Officers

HPSO

Health Protection and Safety Officer (HPSO) in institutes with particular dangers

CPOS

Contact Persons for Occupational Safety (CPOS) in institutes without specific dangers

BSO

Biosafety Officer

CSO

Chemical Safety Officers

RSO

Radiation Safety Officers

Emergency and crisis contact personnel

When an incident occurs, the emergency and crisis contact personnel ensure smooth cooperation with the external intervention forces and notify/inform the superiors – and the crisis management team in the case of blue-light operations.

FPSO

Fire Prevention Safety Officer

Evacuation assistants

Persons assigned with the task of helping in an evacuation

Emergency responders/first-aid personnel

- Personnel trained in first aid/BLS/AED
- Emergency organization

Signs and locations

Sites of defibrillators



Defibrillator



First-aid room



Medical equipment/materials

The locations and the first-aid material (first-aid room, plasters/dressing material, BLS/AED-device etc.) are clearly marked and shown in the escape and rescue route plans.





Emergency numbers

Reporting emergencies – basics

The most important thing when it comes to what to do in an emergency is: Do not put yourself in danger to help others – your own safety comes first (self-protection)! Decisive first steps:

1. Alert personnel

2. Keep calm

Keep calm! If the situation is life-threatening, contact the external emergency services directly:

3. Report any emergency to your supervisor

Report the emergency to your supervisor. The supervisor or a member of the emergency organization team reports the emergency to the Safety Office.

Remain as calm as possible, speak slowly, and report in the following order and reporting pattern.



118 Fire department



112 International emergency call



117 Police



1414 REGA (Swiss Air Rescue)



144 Emergency medical services



145 Toxic Center



031 684 55 55 Crisis management team

Where?	Location of incident (room no., floor, lift, building, etc.)
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What?	Type of incident (What kind of help is necessary?)
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Who?	Name and phone number of caller
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When?	Time of incident
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How many?	Number affected
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Other details?	Any other information of relevance for intervention
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University of Bern

Administrative Director's Office

Safety Office

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