

# EMERGENCY

## Internal emergency

**2222**

Emergency telephone number

**112**

Intoxication Helpdesk

**19240**

Reception

(internal call) **3898**(from external phones) **+49 (0) 89 8578-3898**

Pre-Dial Outside Line

(for landline connections)

**0-XXX**

### Notes

## WORKING SAFELY INSIDE THE BUILDING



### Signing In and Out

Visitors must sign in at the reception desk on arrival and sign out when leaving the building. Please make sure to return any temporary items, e.g. electronic keys, to your host or to the reception at the end of your visit.



### Access Rights

Access to the different workspaces in the building is restricted. Visitors need to be either accompanied by an MPI host or obtain an electronic key for limited access.



### Lab Space

The hazardous areas in the institutes are visibly marked on the outside. Please observe the following basic instructions in these areas:



- Do not enter laboratories without authorization.
- Observe all postings, warnings and safety precautions. Please check with your host if you have questions about safety precautions or equipment.
- Promptly report injuries, spills or unsafe conditions.
- Eating and drinking in the laboratories is strictly prohibited.
- Always wear your safety glasses and personal protective equipment.

## WELCOME

to the Max Planck Institutes

Host:

Tel:

Building:

Room:

Max Planck Institutes of Biochemistry and for Biological Intelligence

Am Klopferspitz 18 | 82152 Planegg-Martinsried | Phone: +49 (0) 89 8578-0  
www.biochem.mpg.de | www.bi.mpg.de

## EMERGENCY AND EVACUATION PROCEDURES

### In Case You Observe A Fire Or Other Emergency



- Stay calm!
- Call Emergency Number **2222** first and inform your MPI host immediately.
- Supply accurate information if possible:
  - Who is reporting?
  - What has happened?
  - What is your exact location?
  - How many persons are involved/injured?
  - What sort of injuries have occurred?
  - Wait for further questions.
- Portable fire extinguishers are distributed throughout the building. When trying to extinguish the fire, make sure you do not endanger yourself.



### Evacuation Procedure



The building fire alarm is the primary signal to evacuate the building. In case of an evacuation:

- Stay calm, do not rush, do not panic!
- Safely stop your work and proceed to the nearest designated fire exit. Fire exits and escape routes are marked appropriately. Please refer to the overview on the back of this sheet.
- Help and inform others, e.g. handicapped or disoriented persons.
- Go to the assembly station outside the building.
- Wait for instructions – do not re-enter the building until you have been instructed to do so.



## ASSIGNED ASSEMBLY STATIONS

n o p  
u z za r<sup>(1)</sup>

s t y

ef gh ik lm  
r<sup>(2)</sup> r<sub>a</sub> r<sub>b</sub>

a b c d



- In case of alarm go immediately to the appropriate meeting point and wait for further instructions.
- When leaving the building look after people with disabilities and help them if necessary.
- At the meeting point the person in charge has to check if all employees of the department/workgroup are present.
- The completeness of the people and the evacuation of the building must be reported immediately. Where? At the reception desk at the main entrance or to the fire safety officer at the assembly point.
- Please find more information about what to do in case of danger in the fire safety regulations of the institutes.



**MAX PLANCK INSTITUTES**  
FOR BIOLOGICAL INTELLIGENCE  
AND OF BIOCHEMISTRY