

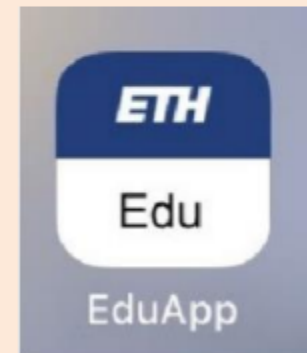
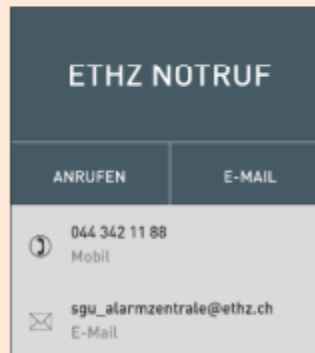
1. Emergency

Emergency / Alarm 888 / Evacuation

Emergency Alarm (all types, 24/7): Tel 888
(valid for all ETH internal telephones)

Emergency Desk via cell phone or external lines (24/7): 044 342 11 88

Save the Emergency Desk in your cell phone with the QR code:



Note: The **EduApp** is an interactive smartphone application for studying and teaching at ETH Zurich. You can also use the EduApp to make an emergency call.

Reporting scheme:

Look → Think → Act

1. Secure danger area, protect yourself
2. If possible, always leave the patient on site (the first aid team will come on site)



Where? Place of accident (building, floor, room)

What? Type of accident

Who? Name of alerting person and how to contact

When? Time of accident

How many? Count of patients (and their injuries)

Other? Additional potential risks

Mandatory safety training for new employees and students: Teaching assistants and the safety officers have to **personally** instruct their students and employees about safety before they start to work in a laboratory.

There is a **checklist** as an aid; please download from our website.

13. März 2024

**Guide for Safety Introduction of New Staff & Students at HCI
SU-Management HCI/TM**

This guide (available in English only) is a help sheet for all safety officers/assistants in the HCI building for the proper way to conduct personal safety instruction for new employees and students. All of the following information is to be conveyed personally to all new staff & students before they start work in their laboratories. New staff and guests who do not work in the laboratories need only to be informed about points 1,2, 4, 6 (concerning the offices) and 13 – 15.

Specific dangers and risks in certain working groups that require special appropriate behaviour and safety measures must be added to this general safety introduction.

More information is available at



www.su-management.ethz.ch

www.toxlab.ethz.ch

www.c174.ethz.ch

www.hci-isotopelabs.ethz.ch

E-Mail: chab-safety@chem.ethz.ch

Content:

1. **Safety- and Environment Manual for the HCI**
2. **Alarm**
3. **Goggles – Eyewash**
4. **Emergency and Evacuation**
5. **Emergency Cabinets**
6. **Rooms and building ventilation**
7. **Operating instructions**
8. **Waste Management**
9. **Tox-Lab D312**

Some examples from the checklist:

Emergency niches: Emergency niches are located at regular intervals in the corridors. Show and explain them to the students/employees!

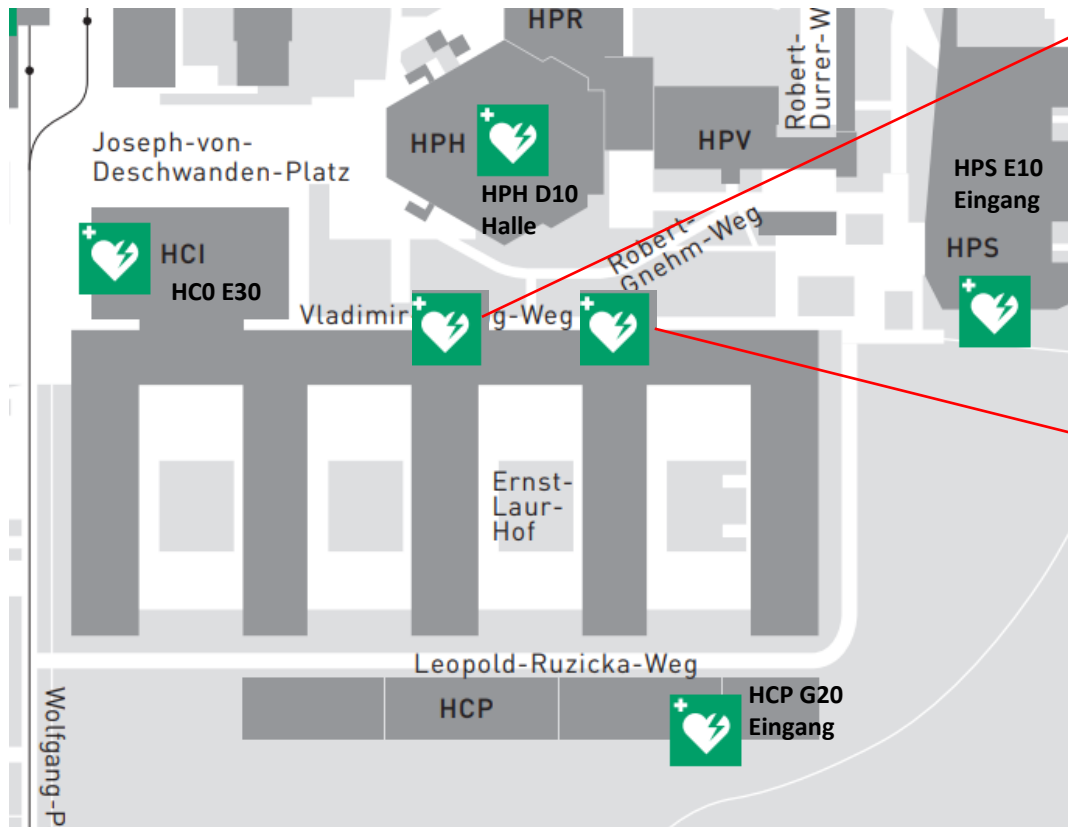


Stationed Emergency Cabinets: There are emergency cabinets stationed in each building. In the event of an incident, everyone must decide whether or not they want to help.



Defibrillators in HCI-Building: The Locations are in the hall in HC-0 E 30, in HC-3 in the right of the LN2 filling system D 379.1 and in HC-4 in the right of E 473.2 (each opposite the stairwell corridor in front of the HC-3 D-Floor resp. HC-4 E-Floor finger building).

Removal of the defibrillator triggers an alarm. The electronic voice of the device is German speaking.






HCI D 379.1:



HCI E 473.2:



Evacuation: Explain to the students/employees what to do in case of an Evacuation.

Building evacuation and assembly point	
<p>In an emergency, users can request an evacuation of the building via the Alarm Center based on their assessment. If a siren sounds over the loudspeaker system, or you receive a corresponding message (email SMS) via IAT (information and alarm tool) in connection with the call for building evacuation, immediately go to the assembly point via escape route (see illustration on the right).</p>  <p>Follow the instructions of the safety personnel.</p>	
<p>Please also refer to the brochure "How to Play it Safe at ETH Zurich". You can download the brochure from the website of the SSHE Department.</p> <p>For further information see also www.sgu.ethz.ch</p>	

Safety in the laboratory also includes understanding and using the **laboratory infrastructure** correctly. Personal safety instruction must therefore also include explaining the laboratory technology and the laboratory infrastructure. Examples:

- Laboratory ventilation system
- Eye wash stations
- Fire extinguisher (carbon dioxide); just show, don't use
- Cooling water (explain where the main tap is)



- The operation of the media columns and fume hoods
- and so on!

Important: Establishing an emergency plan!

Always expect a failure of the media supply for your systems and devices in the HCI building due to malfunction or another crisis.

Create an emergency plan for your safety, systems and devices (usually derived from an existing malfunction risk assessment). When doing so, evaluate the possible threats and risks in your case if media supplies or ventilation suddenly fail. Assess how self-sustaining you are in case of a malfunction. Assess how you can defuse dangerous situations quickly by having means at hand that you can use to intervene without danger. Check whether the emergency plan indicates all accessible persons and contact interfaces who can act quickly and properly in case of a malfunction. Always keep your emergency plan up to date.

