



Information sheet for external companies and visitors (Bonn site)

1. Registration/deregistration

On the day of the on-site appointment, external companies and/or visitors must sign in and out at the reception desk of the respective property.

2. Emergency numbers and contact persons

In the event that a fire breaks out or other safety-impairing events occur, the following bodies must be informed:

- In the event of a **fire**, the fire brigade must be informed first.
Tel. 112 and 0112
- **Reception service main building** (Kennedyallee 50)
Tel. +49228882290
- **Reception Haus Süd** (Kennedyallee 91-103)
Tel. +49228882757
- **Reception Haus Nord** (Kennedyallee 105-107)
Tel. +49228882160
- **Reception service Wissenschaftszentrum** (Ahrstr. 45)
Tel. +492283020
- **Caretaker service** main building, Spange, Wissenschaftszentrum
Tel. +49228882364
- **Caretaker service** Haus Süd, Haus Nord and KA74 (Kennedyallee 74)
Tel. +49228882754
- **Work safety officer**
Tel. +49228882373
- **Head of Facility Management Z33**
Tel. +49228882409
- **Qualified electrician**
Tel. +492288828380

3. Emergency telephones

There are emergency telephones in all copy rooms in the office buildings. You can only use these to call for help within the DAAD or dial 110 or 112.

External calls outside the emergency numbers are therefore not possible.

The emergency telephones outside the premises are labelled as follows:



4. Defibrillators

are located at the following sites:

- ➔ Main building/Spange, Kennedyallee 50: At reception
- ➔ Haus Süd, Kennedyallee 91-103: At the reception desk
- ➔ Haus Nord, Kennedyallee 105-107: To the right of the reception
- ➔ Wissenschaftszentrum, Ahrstr. 45: 2nd floor between Tower A and Tower B
- ➔ KA 74, Kennedyallee 74: 1st floor.

The defibrillators are labelled with the following symbol:



5. First aid material

First aid kits can be found in the copy rooms or in the tea kitchens of all properties.

Please send an e-mail (first aid book) to ch.hellweg@daad.de if any item is used so that the box can be refilled.

The first aid material is labelled as follows:



6. First aid rooms

are located at the following sites:

- ➔ Main building, Kennedyallee 50: basement room 007 (legal framework fulfilled)
- ➔ Wissenschaftszentrum, Ahrstr. 45: ground floor room 08 (key at reception)
- ➔ **NO FIRST AID ROOM IS AVAILABLE AT THE LOCATIONS HAUS NORD, HAUS SÜD AND KA74**

The first aid rooms are equipped with couches and are labelled as follows:



7. Non-smoker protection in the DAAD buildings/rooms

Smoking **is not permitted inside** the DAAD buildings/rooms or on balconies, in atriums, etc.



In the outdoor areas of the DAAD premises, smoking is only permitted in areas with DAAD ashtrays. Cigarette butts must be disposed of in the ashtrays provided. Please ensure that cigarette butts are completely extinguished to not cause a fire. Smoking in the outdoor area should not cause inconvenience or discomfort to other people.

8. Utilisation of electrical equipment

The work equipment used by visitors and external service providers, such as chargers for notebooks and smartphones, power tools, cable drums, machines, etc., should comply with the regulations of the "Deutschen Gesetzlichen Unfallversicherung DGUV" as far as possible and display a valid inspection sticker.

Electrical equipment **must** also comply with VDE regulations and be in perfect working order. Should the DAAD become aware that the equipment used is not in perfect condition, the DAAD may **prohibit the use of** such electrical equipment on its premises.

9. Car parks

Visitors (e.g. assessors, participants in the selection committees, etc.) have exclusive use of three parking spaces in the 2nd basement of the underground car park of the Wissenschaftszentrum in Ahrstraße (left entrance).

This regulation does not apply to craftsmen and delivery companies. The parking regulations are coordinated with the facility management.

10. Lifts

When using the lift facilities, the instructions for use, prohibitions and restrictions must be observed.

The lifts must not be used in the event of fire.

11. Escape and rescue route plans

The emergency exit routes within the buildings can be found on the plans displayed on the floors and must be observed.

12. Fire and smoke protection doors

The information and warning signs on the doors must be observed at all times.

Wedging smoke and fire doors and blocking escape doors are prohibited for the above-mentioned reasons.

13. Labelling assembly point

The assembly point is a point where all persons from a building are supposed to gather in the event of fire or damage. They are labelled as follows in the respective emergency exit route plans of the buildings:



14. Duty to cooperate

Security-relevant anomalies (e.g. wedged exit doors) must be reported to Z33 (facility management).

15. Data protection policy of the DAAD

The DAAD guideline regulates the application of the European General Data Protection Regulation (EU GDPR) within the DAAD.

Sustainability at the DAAD:

The DAAD also aligns its own organisational actions with the basic principles of sustainability and climate protection and reduces its ecological footprint. In its [climate and environmental policy \(PDF, German only\)](#), it has set itself the goal of achieving climate neutrality in its business operations by 2030. Please take note of the following points and thank you for your cooperation.

16. Waste disposal

In the interest of environmental protection, waste must be separated consistently. The accordingly labelled waste containers must be used.

Data protection waste

Confidential and personal documents made of paper must be disposed of in the sealed waste bins provided for this purpose in the copy rooms.

17. Energy saving

The DAAD has compiled various [energy-saving tips \(PDF, German only\)](#) for resource-saving work at the DAAD, which we ask you to consider and comply with (German only). Further information on how you can reduce your digital footprint can be found [in this factsheet \(PDF, German only\)](#).



ADDITIONAL INFORMATION FOR EXTERNAL SERVICE PROVIDERS AND SPECIALISED CONTRACTORS

As a contractor, you have a special duty to support all measures relating to occupational safety and health, fire and environmental protection in order to avoid personal injury and damage to property as well as fire and other hazards - including to your own employees.

You must ensure that your employees comply with the relevant statutory regulations and guidelines for the work you are carrying out and with the client's instructions.

Our work safety officer will inform your employees about potential hazards in your work area if you consider it necessary for your trade and the work taking place in the building.

Please contact your DAAD contact person in good time before starting work, who will put you in touch with the DAAD work safety officer.

External service providers must report hazardous substances and substances to the DAAD work safety officer with a safety data sheet before start of work.

The provisions of the Hazardous Substances Ordinance (TRGS) must be complied with.

The individual employees must have been trained in handling the respective hazardous substances by the contractor in advance.

The construction site must be kept clean at all times and the tools and building materials used must be stored safely.

At the request of the client, a current welding certificate with the names of the service provider's employees must be presented before commencing welding work.