



GEORG-AUGUST-UNIVERSITÄT
GÖTTINGEN

**Institut für Organische und
Biomolekulare Chemie
Tammannstraße 2
37077 Göttingen**

Emergency Plan

August 2007

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Fire in the Main Building/Institute

Immediate measures:

- **Keep calm**, keep windows and doors of the burning rooms closed.
- If possible, try to extinguish the fire.
- Call the fire department by pressing the alarm button or by telephone.

Emergency Call 112

- The following should be considered when making the Emergency Call:

Who is calling?

Name of the caller

Where is the fire?

Exact position of the fire

What happened?

Short description of the situation

How many people are involved/injured?

Number of the people

Wait!

Waiting for further inquiry

- Leave the building through the emergency exits, go to the gathering places, **do not use lifts.**



**Aufzug im Brandfall
nicht benutzen**

Available devices:

- Fire extinguishers
- Fire blankets



Please inform:

Control center

Tel. 1171

Head of the Institute, Prof. Tietze

Tel. 3271 (priv. 0551/3 19 13)

Administration of the Institute, Dr. Sittig

Tel. 3262 (priv. 0551/3 06 74 33)

Safety Officer, Mr. Hambloch

Tel. 3220 (priv. 0551/3 81 08 60)

Fire in the Chemicals Stockroom

Immediate measures:

- **Keep calm**, keep windows and doors of the burning rooms closed.
- If possible, try to extinguish the fire.
- Initiate the CO₂ extinguishing system

The CO₂ extinguishing system can be activated manually with the respective button. An alarm signal starts, the electromagnetically opened doors close, and after a 25 sec countdown CO₂ starts flooding the room. The inflow of CO₂ will be shown by an additional alarm. **At this point the room must be vacated immediately.**

The CO₂ extinguishing system starts automatically, if a fire detector is activated in any one room.

The discharge of CO₂ can be stopped during the countdown by **pressing the “CO₂-Stop” button permanently (not pressing means the countdown continues)** for rescuing injured people, for switching off a pump, or for closing a tap. The “CO₂-Stop” button is located at the entrances of the respective rooms.

After activating the CO₂ extinguishing system the CO₂- flooded rooms can only be entered again after prior aeration and appropriate measurements of the oxygen-concentration.

- Call the fire department by pressing the alarm button or by telephone.

Emergency Call 112

- The following should be considered when making the Emergency Call:

Who is calling?

Name of the caller

Where is the fire?

Exact position of the fire

What happened?

Short description of the situation

How many people are involved/injured?

Number of the people

Wait!

Waiting for further inquiry

- The chemicals stockroom outside has to be evacuated through the emergency exits.



Available devices:

- Fire extinguishers



Please inform:

Control center

Head of the Institute, Prof. Tietze

Administration of the Institute, Dr. Sittig

Safety Officer, Mr. Hambloch

Tel. 1171

Tel. 3271 (priv. 0551/3 19 13)

Tel. 3262 (priv. 0551/3 06 74 33)

Tel. 3220 (priv. 0551/3 81 08 60)

Fire Call with the Automatic Fire Alarm System

Immediate measures:

- **Keep calm**
- Secure machines and technical devices to ensure no danger when they are not in sight.
- After leaving the laboratory or office **close all doors**, leave the lights on.
- Leave the building through the emergency exits, **do not use lifts**.



- Go to the gathering places.



- Wait for directions of the supervisor.

Burning Metals

Immediate measures:

- **Keep calm**, windows and doors of the burning rooms should be closed.
- If possible, try to extinguish the fire.

Extinguish the fire by using sand. DO NOT use a fire extinguisher.

- Call the fire department by pressing the alarm button or by telephone.

Emergency Call 112

- The following should be considered when making the Emergency Call:

Who is calling?

Name of the caller

Where is the fire?

Exact position of the fire

What happened?

Short description of the situation

How many people are involved/injured?

Number of the people

Wait!

Waiting for further inquiry

- Leave the building through the emergency exits, **do not use lifts.**
- Go to the gathering places.



**Aufzug im Brandfall
nicht benutzen**

Available devices:

- sand for extinguishing burning metals (located in the labs or in the corridors)

Please inform:

Group leaders

list on last page

Control center

Tel. 1171

Head of the Institute, Prof. Tietze

Tel. 3271 (priv. 0551/3 19 13)

Administration of the Institute, Dr. Sittig

Tel. 3262 (priv. 0551/3 06 74 33)

Safety Officer, Mr. Hambloch

Tel. 3220 (priv. 0551/3 81 08 60)

Spillage of Acids/Leaches

Immediate measures:

- **Alert endangered people.**
- Use appropriate protective equipment:



- Do not inhale emerging vapor or particulate material, avoid contact to substances.
- Block dangerous areas, seal floor drainages, if possible.
- Take care to provide sufficient ventilation.
- Use binding material for absorbing liquids. Throw contaminated binding material into the respective containers.

Available devices:

- Binding material for acids/leaches
- Containers for binding material
- Emergency equipment is located in the entrance area of the main building (ground floor)

Please inform:

Group leaders

list on last page

Spillage of Organic Solvents

Immediate measures:

- **Alert endangered people.**
- Use appropriate protective equipment:



- Do not inhale emerging vapor or particulate material, avoid contact to substances.
- Block dangerous areas, seal floor drainages, if possible.
- Take care to provide sufficient ventilation.
- Use binding material for absorbing liquids. Throw contaminated binding material into the respective containers.

Inflammable solvents:

Avoid sources of ignition.
Keep hold of appropriate fire extinguishers.



Available devices:

- Binding material for acids/leaches
- Containers for binding material
- Emergency equipment is located in the entrance area of the Institute (ground floor)

Please inform:

Group leaders

list on last page

Spillage of Mercury

Immediate measures:

- Use appropriate protective equipment:



- Do not inhale emerging vapor or particulate material, avoid contact with substances.
- Block dangerous areas, seal floor drainages, if possible.
- Take care to provide sufficient ventilation.
- Use appropriate binding material for absorbing mercury. Throw contaminated binding material into the respective containers.

Location of available devices:

- Mercury emergency equipment is located in the entrance area of the main building (ground floor)

Please inform:

Group leaders

list on last page

Safety Officer, Mr. Hambloch

Tel. 3220 (priv. 0551/3 81 08 60)

Emission of Gases

Immediate measures:

- Alert endangered people.
- Use appropriate protective equipment:



- With respect to your own safety try to avoid further emission.

Attention: Beware of gas concentration lack of oxygen!

- Open windows and close doors.
- Leave the dangerous area.
- In **doubtful** situations alert the following persons.

Group leaders

list on last page

Safety Officer, Mr. Hambloch

Tel. 3220 (priv. 0551/3 81 08 60)

Building Administrator, Mr. Senge

Tel. 3220 (priv. 0551/4 31 05)

Administration of the Institute, Dr. Sittig

Tel. 3262 (priv. 0551/3 06 74 33)

Head of the Institute, Prof. Tietze

Tel. 3271 (priv. 0551/3 19 13)

- Call the fire department.

Emergency Call 112

- The following should be considered when making the Emergency Call:

Who is calling?

Name of the caller

Where is the fire?

Exact position of the fire

What happened?

Short description of the situation

How many people are involved/injured?

Number of the people

Wait!

Waiting for further inquiry

Emission of Toxic/Highly Toxic Liquids and Solids

Immediate measures:

- **Alert endangered people.**

- Use appropriate protective equipment:



- With respect to your own safety try to avoid further emission.

Attention: Beware of concentration of toxic vapors and danger of poisoning!

- Use appropriate binding material for absorbing toxic liquids. Throw contaminated binding material into the respective containers.
- Close doors after leaving the dangerous area.

Location of available devices:

- Binding material for liquids.
- Container for binding material.
- Emergency equipment is located in the entrance area of the main building (ground floor).

Please inform:

Control center

Tel. 1171

Head of the Institute, Prof. Tietze

Tel. 3271 (priv. 0551/3 19 13)

Group leaders

list on last page

Administration of the Institute, Dr. Sittig

Tel. 3262 (priv. 0551/3 06 74 33)

Safety Officer, Mr. Hambloch

Tel. 3220 (priv. 0551/3 81 08 60)

Sickness/Injury

Immediate measures:

- **Keep calm.**
- If necessary, cut off gas, water, power and/or press the emergency – off button.
- The injured person should be taken out of the dangerous area.
- Alert more people by pressing the emergency system within the Institute.

Depending on the seriousness of the sickness or injury either

- Call the first aid helper (list of names provided on the first aid boxes) or call the medical emergency service:

Emergency Call 112

- The following should be considered when making the Emergency Call:

Who is calling?

Name of the caller

Where is the fire?

Exact position of the fire

What happened?

Short description of the situation

How many people are involved/injured?

Number of the people

Wait!

Waiting for further inquiry

Do First Aid!

Location of available devices:

First aid boxes are located in the corridors with the list of names of first aid helpers.



Please inform:

Group leaders

list on last page

Power Breakdown

Immediate measures:

- Turn off working devices and machines.
- Secure machines before unintended switching on.
- In case of danger, leave the building.

Please inform:

Control center

Tel. 1171

Caretaker/Facility Manager

Tel. 4133

Water Damage

Immediate measures:

- Locate the source of the water, if possible close it.
- Cover concerned devices, machines, books.
- If necessary, press the emergency-off button.

Location of available devices:

- Water suction device
- Cloth
- Bucket
- Plastic covers
- Emergency equipment is located in the entrance area of the main building (ground floor)

Please inform:

Group leaders	list on last page
Control center	Tel. 1171
Caretaker/Facility Manager	Tel. 4133

Emergency System within the Institute

- Use only for emergency (e.g. calling for first aid).
- An acoustic alarm and a light signal will be activated.
- The light signal in the corridors shows the building and floor in which the alarm has been activated.



Emergency system
in the institute



emergency light

DG: Dachgeschoss
top floor (attic floor)

OG: Obergeschoss
upper floor

EG: Erdgeschoss
ground floor

SG: Sockelgeschoss
Basement

T: Typengebäude
Main building

W: Werkstattgebäude
Workshop building

H: Hörsaalgebäude
Lecture theater building

CH.L: Chemikalienaußenlager
Chemicals stockroom, outside

- **Regarding the emergency, please provide first aid.**
- **If necessary, initiate further help.**

Location of available devices:

- For the above listed emergency situations appropriate devices are listed on the respective pages; first aid kit boxes are in the corridors.

Please inform:

Head of the Institute, Prof. Tietze

Group leaders

Administration of the Institute, Dr. Sittig

Safety Officer, Mr. Hambloch

Tel. 3271 (priv. 0551/3 19 13)

list on last page

Tel. 3262 (priv. 0551/3 06 74 33)

Tel. 3220 (priv. 0551/3 81 08 60)

Bomb Threat

- If someone finds a suspicious package or device, the Control center (“Störmeldezentrale”) (**1171**), the head of the Institute and the dean’s office should be informed. Further information and a potential alarm will be taken care of by the Control center (“Störmeldezentrale”).
- If a staff member gets a telephone call announcing a bomb threat, he/she should keep calm and should try to get answers concerning the following questions:
 - a) When will the bomb explode?
 - b) Where is the bomb?
 - c) When has the bomb been placed?
 - d) What does the bomb look like?
 - e) What kind of bomb is it?
- The staff member should try to pay attention to the following points:
 - a) the exact wording of the caller
 - b) the motive of the caller
 - c) the sound of the voice (young/old, male/female)
 - d) Does the caller have an accent? Does he/she sound nervous, angry, strong-willed, determined etc.?
- The staff member should alert a colleague (e.g. with a hand-written note) so that he/she can inform the Control center (“Störmeldezentrale”) (**1171**) during the phone call.
- The head of the Institute has to be informed.
- The head or his representative should give further advices and directives for the staff members.

Please inform:

Control center

Tel. 1171

Head of the Institute, Prof. Tietze

Tel. 3271 (priv. 0551/3 19 13)

Administration of the Institute, Dr. Sittig

Tel. 3262 (priv. 0551/3 06 74 33)

Safety Officer, Mr. Hambloch

Tel. 3220 (priv. 0551/3 81 08 60)

Dean Office

Tel. 2799

List of Group Leaders and Facility Managers

Ackermann, Prof. Dr. Lutz	3201/3202 (priv. 0176/22 05 32 06)
de Meijere, Prof. Dr. Armin	3231/3232 (priv. 0551/2 34 22)
Diederichsen, Prof. Dr. Ulf	3221/3222 (priv. 0551/5 03 37 40)
Ducho, Jun.-Prof. Dr. Christian	3285/3204 (priv. 0551/2 50 88 68)
Fitjer, Prof. Dr. Lutz	3278 (priv. 05507/4 40)
Frauendorf, Dr. Holm	3206/3949/3220 (priv. 0551/3 07 07 71)
Grond, Dr. Stephanie	3095/5676 (priv. 0551/3 89 88 88)
Laatsch, Prof. Dr. Hartmut	3211 (priv. 0551/37 25 36)
Machinek, Reinhard	3213/3223/3207 (priv. 05594/16 62)
Matthies, Wolfram (Facility Manager)	4133
Peters, Frank (Facility Manager)	4133
Schuberth, Dr. Ingrid	3248 (priv. 05108/91 88 48)
Senge, Olaf	3220 (priv. 0551/4 31 05)
Sittig, Dr. Ursula	3262/3200 (priv. 0551/3 06 74 33)
Steinem, Prof. Dr. Claudia	3292/3293/3294 (priv. 0551/3 07 25 83)
Tietze, Prof. Dr. Lutz-F.	3271/3272 (priv. 0551/3 19 13)
von Zezschwitz, Dr. Paultheo	3290/3246/3252 (priv. 0551/48 46 44)
Werz, Dr. Daniel B.	3251/3229 (priv. 0551/2 05 24 84)
Zeeck, Prof. Dr. Axel	3263 (priv. 05502/30 00 08)