



GEORG-AUGUST-UNIVERSITÄT  
GÖTTINGEN

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

# **Emergency Plan**

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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. Diederichsen

Tel. 3221 (priv. 0551/50 33 740)

Administration of the Institute, Dr. Meier

Tel. 3262

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 CO<sub>2</sub> extinguishing system

The CO<sub>2</sub> 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 CO<sub>2</sub> starts flooding the room. The inflow of CO<sub>2</sub> will be shown by an additional alarm. **At this point the room must be vacated immediately.**

The CO<sub>2</sub> extinguishing system starts automatically, if a fire detector is activated in any one room.

The discharge of CO<sub>2</sub> can be stopped during the countdown by **pressing the “CO<sub>2</sub>-Stop” button permanently (not pressing means the countdown continues)** for rescuing injured people, for switching off a pump, or for closing a tap. The “CO<sub>2</sub>-Stop” button is located at the entrances of the respective rooms.

After activating the CO<sub>2</sub> extinguishing system the CO<sub>2</sub>- 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

Tel. 1171

Head of the Institute, Prof. Diederichsen

Tel. 3221 (priv. 0551/50 33 740)

Administration of the Institute, Dr. Meier

Tel. 3262

Safety Officer, Mr. Hambloch

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. Diederichsen

Tel. 3221 (priv. 0551/50 33 740)

Administration of the Institute, Dr. Meier

Tel. 3262

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.
- I 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. Meier

Tel. 3262

Head of the Institute, Prof. Diederichsen

Tel. 3221 (priv. 0551/50 33 740)

- 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. Diederichsen

Tel. 3221 (priv. 0551/50 33 740)

Group leaders

list on last page

Administration of the Institute, Dr. Meier

Tel. 3262

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. Diederichsen

Group leaders

Administration of the Institute, Dr. Meier

Safety Officer, Mr. Hambloch

Tel. 3221 (priv. 0551/50 33 740)

list on last page

Tel. 3262

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. Diederichsen	Tel. 3221 (priv. 0551/50 33 740)
Administration of the Institute, Dr. Meier	Tel. 3262
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. 0551/23 422)
Diederichsen, Prof. Dr. Ulf	3221/3222 (priv. 0551/50 33 740)
Ducho, Jun.-Prof. Dr. Christian	3285/3204 (priv. 0551/25 08 868)
Fitjer, Prof. Dr. Lutz	3278 (priv. 05507/440)
Frauendorf, Dr. Holm	3206/3949/3220 (priv. 0551/30 70 771)
Grond, Dr. Stephanie	3095/5676 (priv. 0551/38 98 888)
Janshoff, Prof. Dr. Andreas (PC)	10633 (priv. Gö 30 72 583)
Laatsch, Prof. Dr. Hartmut	3211 (priv. 0551/37 25 36)
Machinek, Reinhard	3213/3223/3207 (priv. 05594/16 62)
Matthies, Wolfram (Facility Manager)	4133
Meier, Dr Corinna	3262/3200
Peters, Frank (Facility Manager)	4133
Schuberth, Dr. Ingrid	3248 (priv. 05108/91 88 48)
Senge, Olaf	3220 (priv. 0551/43 105)
Steinem, Prof. Dr. Claudia	3292/3293/3294 (priv. 0551/30 72 583)
Tietze, Prof. Dr. Lutz-F.	3271/3272 (priv. 0551/31 913)
Werz, Dr. Daniel B.	3251/3229 (priv. 0551/20 52 484)
Zeeck, Prof. Dr. Axel	3263 (priv. 05502/30 00 08)