



GEORG-AUGUST-UNIVERSITÄT
GÖTTINGEN

**Institute for Organic and
Biomolecular Chemistry
Tammannstraße 2
37077 Göttingen**

Emergency Plan

March 2021

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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

Head of the Institute, Prof. Alcarazo

Administration of the Institute, Dr. Dietrich

Safety Officer, Mr. Gerke

phone 1171

phone 21711 (0176-21566635)

phone 23262/23200

phone 23295 (0175-2553000)

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

phone 1171

Head of the Institute, Prof. Alcarazo

phone 21711 (0176-21566635)

Administration of the Institute, Dr. Dietrich

phone 23262/23200

Safety Officer, Mr. Gerke

phone 23295 (0175-2553000)

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.
- Close dangerous areas, seal floor drainages, if possible.
- 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.
- 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

Safety Officer, Mr. Gerke

list on last page

Tel. 23295 (0175-2553000)

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

Head of the Institute, Prof. Alcarazo

Building Administrator, Mr. Senge

Administration of the Institute, Dr. Dietrich

Safety Officer, Mr. Gerke

list on last page

phone 21711 (0176-21566635)

phone 12313 (0151-12143193)

phone 23262/23200

phone 23295 (0175-2553000)

- Call the fire department.

Emergency Call 112

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

Who is calling?

Where is the fire?

What happened?

How many people are involved/injured?

Wait!

Name of the caller

Exact position of the fire

Short description of the situation

Number of the people

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:

Group leaders

Head of the Institute, Prof. Alcarazo

Building Administrator, Mr. Senge

Administration of the Institute, Dr. Dietrich

Safety Officer, Mr. Gerke

Control center

list on last page

phone 21711 (0176-21566635)

phone 12313 (0151-12143193)

phone 23262/23200

phone 23295 (0175-2553000)

phone 1171

Sickness/Injury

Immediate measures:

- **Keep calm.**
- If necessary, cut off gas, water, power and/or actuate the emergency stop button.
- The injured person should be taken out of the dangerous area.
- Alert more people by alarming additional persons using the inhouse emergency call system.

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.
Attention: Observe self-protection, press emergency-off button!
- Secure machines before unintended switching on.
Apparatuses may pass the safety clearance from E-workshop.
- In case of danger, leave the building.

Internal clearance with red switches possible. Observe the signs on distribution switchboard (see pictures below).

Otherwise request clearance from GM Elektro!



Please inform:

Control center

Caretaker/Facility Manager

phone 1171

phone *39-4133-1/2

(Herwig 0151-17649411 /

Matthies 0151-18205573)

Water Damage

Immediate measures:

- Locate the source of the water, if possible close it.
Attention: Observe Self-Protection, press emergency-off button!
- Cover concerned devices, machines, books.
- Imperatively ask for safety clearance from GM Sanitär and Elektro;
Apparatuses have to pass safety clearance from E-workshop!

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

Control center

Caretaker/Facility Manager

list on last page

phone 1171

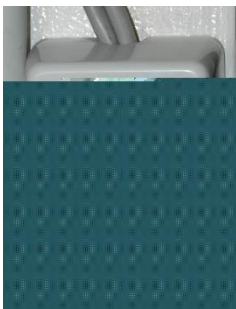
phone *39-4133-1/2

(Herwig 0151-17649411 /

Matthies 0151-18205573)

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. Alcarazo

Group leaders

Administration of the Institute, Dr. Dietrich

Safety Officer, Mr. Gerke

phone 21711 (0176-21566635)

list on last page

phone 23262/23200

phone 23295 (0175-2553000)

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

Head of the Institute, Prof. Alcarazo

Administration of the Institute, Dr. Dietrich

Safety Officer, Mr. Gerke

Dean’s Office

phone 1171

phone 21711 (0176-21566635)

phone 23262/23200

phone 23295 (0175-2553000)

phone 21810/21811

List of Group Leaders, Safety Officer and Facility Manager

Managing Director:

Alcarazo, Prof. Dr. Manuel 21711/21710 (0176-21566635)

Group Leader:

Ackermann, Prof. Dr. Lutz 33201/33202

de Meijere, Prof. em. Dr. Armin 33231

Diederichsen, Prof. Dr. Ulf 33221/33222

Dietrich, Dr. Andrea (administration) 23262/23200

Frauendorf, Dr. Holm (Mass Spectrometry) 33206/23949/26749

Gerke, Ralf (safety officer) 23295 (0175-2553000)

Herwig, Sascha (caretaker) *39-4133-1 (0151-17649411)

John, Dr. Michael (NMR) 23365/33004

Janshoff, Prof. Dr. Andreas (IPC) 23601

Koszinowski, Prof. Dr. Konrad 33255

Laatsch, Prof. Dr. Hartmut 33211

Matthies, Wolfram (caretaker) *39-4133-2 (0151-18205573)

Mey, Dr. Ingo 23227

Müller-Janßen, Dr. Daniel 23478

Oswald, Dr. Tabea (cell culture lab) 21229/33956

Senge, Olaf (facility manager) 12313 (0151-12143193)

Steinem, Prof. Dr. Claudia 23292/23293/23294

Tietze, Prof. Dr. Dr. h.c. mult. Lutz-F. 33271/33272

Walker, Jun.-Prof. Dr. Johannes 23768

Zeeck, Prof. Dr. Axel 23263