

THE PRESIDENT  
THE CHANCELLOR  
THE STAFF COUNCIL

**Universität Regensburg Regulation  
(RL 003 UR Evacuation Instructions)**

# **Emergency Management**

## **Procedure for the Evacuation of University Buildings in the Event of an Emergency or Security Threat**

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## 1. Persons Responsible

The following persons are responsible for emergency management at the University of Regensburg:

- The University Management Team
  - the President,
  - the Chancellor, represented by the Vice-Chancellor, both of which are represented by the Heads of department in the administration, the Head of the Computer Center or the Head of the University Library;
- and the persons in authority within their respective areas of responsibility
  - the deans,
  - the heads of central organizational units,
  - the faculty administrators,
  - the heads of workshops,or their representatives.

## 2. Reporting an Emergency or Threat

Emergencies are to be reported to the police (tel. 110 or in-house 01-110 or 09-110) **immediately** without further discussion.

Following this, the university management is to be informed.

Where necessary, the police will liaise with a representative of the university management.

In emergencies which only require medical attention due to an acute illness or accident, the "In an emergency" procedure is valid (see also Universität Regensburg's Fire Safety Regulation and the poster "In the event of fire" / "In an emergency").

## 3. The Decision to Evacuate a Building

The decision of whether to evacuate or partially evacuate a building is made by the president, chancellor or one of their representatives in close coordination with the police and/or fire department. They inform the dean, the head of the central organizational unit, or the relevant faculty administrator in the building to be evacuated.

The staff responsible for the evacuation can instruct the Control Room in the Technical Center (university internal telephone 3333 or 2596) to dispatch messages. They are able to send alarm calls over the university's alarm server to the telephones in a single building or in multiple buildings at once. They are also able to send emergency messages via the university-wide data network to all users of the Novell client.

In larger buildings, and in buildings with several sections, those in authority (see above) will be informed according to their area of responsibility.

**If there is danger in delay**, the decision to evacuate a building is to be taken directly by the leading person in authority at the location or their representative, or, if they are not available, by the faculty administrator responsible.

Should the police or fire department take command of the evacuation of the building or buildings, all parties are to comply with their instructions exclusively.

#### 4. Initiating the Evacuation of a Building

An evacuation can be initiated by **telephone announcements via the alarm server**. Every telephone in the building affected is called automatically. They **ring constantly and the message "Notruf" (meaning "Emergency call") shows on the display**.

Existing telephone connections are ended. When someone answers the emergency call, they will receive a voice message with precise instructions.

Depending on the building, an alarm message may also be played on the building's public address system.

**Lecture theaters and large seminar rooms** also contain telephones. Should the telephone ring constantly and display the message "Notruf", any persons holding classes are obliged to answer the call and proceed according to the instructions given therein.

It is also possible to send **emergency messages via the university data network**, at least to all users of the Novell client.

The **authority to send emergency notifications** lies with the president or chancellor, or their representatives.

The user data needed and exact instructions on initiating the evacuation of a building are stored with the authorized personnel noted above and in the Control Room.

#### 5. Evacuation Procedure

- a. When evacuating a building, keep as **calm as possible**.
- b. Getting people (not objects) to safety is the top priority.
- c. When an alarm sounds, employees are to inform those they share a room with and help people with disabilities or others in need of assistance to leave the building.
- d. The **persons in authority at the scene** (or if they are not available the faculty administrators responsible) immediately nominate **several persons as helpers**. These people must be familiar with the building and are to assist the evacuation.  
The trained fire safety assistants are to come forward and assist the evacuation.  
Helpers are to be appointed without delay.  
The persons in authority determine the area for which each helper is responsible.
- e. Unless nothing else is arranged due to a special situation on the ground, the evacuation is to be organized **section by section** and **floor by floor**.
- f. The persons in authority, the relevant faculty administrator and all helpers are to order all people in the areas they are responsible for to **leave the building immediately**. Every room of every floor, including basement levels, is to be checked to ensure that nobody is left behind. This includes all adjoining rooms and other rooms such as storerooms, cold rooms, equipment rooms, toilets etc.
- g. **The instruction to leave the building**, whether issued by someone assisting the evacuation, by telephone, or by an emergency message via the university data network, **is to be followed immediately without discussion**. (If an experiment is being conducted, any energy supply that may cause danger is to be switched off before leaving the building).  
Any person disregarding the instruction to leave the building is solely responsible for any consequences arising from this.
- h. In the event of fire, the special prescriptions of the **Fire Safety Regulations** are to be heeded.

## 6. Assembly Points

Persons within the building must immediately move to the assembly point assigned to the building. Those persons in authority or leadership are to determine whether anyone may be missing and inform the incident commander of the results.

Any further measures will be decided upon by the incident commander (police or fire department) in coordination with a representative of the university management.

## 7. Clearance for Reentering a Building

If a building has been evacuated, it may only be reentered after official clearance is given by the fire department, police or the university administration.

## 8. Information and Training Obligations in regard to the Procedure for Evacuating University Buildings in the Event of an Emergency or Security Threat

The University Management is to inform all members of the university of these regulations in an appropriate manner.

Supervisors are obliged to train their employees.

This training must take place in a suitable form and at regular intervals, at least once a year, and must be documented.

Regensburg, March 24, 2017

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Prof. Dr. Udo Hebel

President

sig.

Dr. Christian Blomeyer

Chancellor

sig.

Thomas Grimm

Chair of the Staff Council

## Attachments

### I. Procedure for Evacuating University Buildings in the Event of an Emergency or Security Threat (Scheme/Overview)

**Report an emergency or threat immediately and without further discussion**



**Police emergency number 110**  
**(from a university phone 01-110 or 09-110)**

**if there is direct danger in delay**

The dean, the head of the central organizational unit, the relevant faculty administrator or head of workshop ("person in authority") immediately initiates the evacuation of the building for which he or she is responsible.

**otherwise**

The persons responsible, together with the police department make a **decision on evacuating the building.**



**Notification of emergency**



**Emergency messages by telephone** via the alarm server and/or online messages via the Novell Client on PCs



**Evacuation of a building**



**Keep calm**

Getting people (not objects) to safety is the top priority. The person in authority nominates several persons who are familiar with the building to act as helpers (first and foremost the area's fire safety assistants). The building is cleared section by section and floor by floor. All persons are to be emphatically ordered to leave the building immediately. As far as possible, the emergency escape routes signposted are to be used. People with disabilities or in need of help are to be assisted. The person in authority and the evacuation helpers are to check all rooms, including those in the basement. This also includes adjoining rooms such as storerooms, toilets, cool rooms, equipment rooms, measurement rooms et cetera.



**Assembly Points**



All those who have been evacuated are to make their way to the assembly points assigned to the building so that a check can be made of whether anyone is missing. Any missing persons are to be reported to the incident commander. Any further instructions given by the incident command team are to be followed.



**Clearance for Reentering a Building**

The building may only be reentered after official clearance is given by the incident commander.

## II. "Assembly Points at the University of Regensburg" (Map)

