

Alarm and emergency plan
Chemnitz University of Technology

Contents

1.	Introduction	3
2.	Conduct in an emergency	4
3.	Internal alarm plan.....	4
4.	Instructions	5
4.1	General information.....	5
4.2	Fires, explosions, serious accidents	6
4.3	Technical fault / Major incident.....	6
4.4	Bomb threat.....	6
4.5	Attacks on people.....	7
4.6	Risk of suicide.....	7
4.7	Break-in with property damage/theft.....	8
4.8	Data protection incident.....	8
5	Information to be conveyed through training.....	9
6	Entry into force.....	9

Appendix 1: Information poster with emergency numbers (chart)

1. Introduction

In addition to fulfilling its core functions, a university must be able to deal with dangerous and threatening situations confidently and with the necessary caution. Protecting the lives and health of people and limiting damage are of paramount importance.

Emergency management – including alarm and hazard control plans – defines coordinated procedures and governs the flow of information in an emergency.

This alarm and emergency plan stipulates the information chain to be followed and specifies the steps to be taken in an emergency.

The basis for this is the Fire Protection, Rescue Service and Disaster Control Act of the federal state of Saxony (SächsBRKG¹), which requires people to contact the emergency services in the event of danger (Section 53 SächsBRKG).

The alarm and emergency plan of Chemnitz University of Technology applies to all buildings used by the university and to all persons present there. Dangerous and threatening situations must be reported in accordance with a specific alarm plan that lists relevant departments and emergency numbers.

To ensure that those responsible can be reached quickly even outside working hours, university departments must report their current contact details to the Staff Office for Occupational Safety and Environmental Protection (BfAU). This list, which must be updated regularly by the university departments, is included in the building control centre's notification plan and is used in emergencies.

The alarm and emergency plan for Chemnitz University of Technology contains the most important procedures, rules of conduct, responsibilities and telephone numbers for emergency situations.

It must be ensured that all members and associates of the university are familiar with and comply with the general emergency measures (Section 10 of the German Occupational Safety and Health Act).

¹ <https://www.revosax.sachsen.de/vorschrift/4911-SaechsBRKG#p53> (last accessed on 7 October 2025)

2. Conduct in an emergency

Rules of conduct have to be provided for the emergency situations listed below. In this context, the following must be observed in their currently valid versions:

- House rules of Chemnitz University of Technology²
- Fire safety regulations of Chemnitz University of Technology³
- Area-specific regulations applicable within the university

In an emergency, the rescue of people and animals always takes precedence over the protection of property. Immediate action must be taken according to the situation, while ensuring your own safety. The following information is intended to help you in this regard.

In the event of a direct threat or danger to people due to aggressive behaviour, the police must be alerted immediately by calling the emergency number **110!**

3. Internal alarm plan

In the emergency situations described below, contact the

- university emergency hotline (security office) on 0371-531 **44111** immediately!

The university's emergency call centre shall immediately alert the building managers or facility officers in accordance with the house rules, the persons responsible at Department 5 Construction and Technology and the President.

Those responsible at Department 5 Construction and Technology shall decide on a case-by-case basis whether to call in additional emergency workers, technical specialists or auxiliary personnel. The President must be informed immediately of the measures taken and may assume coordination of the necessary measures at any time.

Until the arrival of the facility officers or the persons responsible for the university facilities, the building control centre or Department 5 Construction and Technology are the points of contact for coordination with the fire brigade and police. The persons responsible in each case shall advise the

² https://www.tu-chemnitz.de/verwaltung/technik/documents/public/House_Rules_and_Regulations.pdf (last accessed on 7 October 2025)

³ <https://www.tu-chemnitz.de/tu/inklusion/PDF/Brandschutzordnung.pdf> (last accessed on 7 October 2025)

on-site operational command.

The university's emergency call centre shall also inform the President's Press Office. **The President's Press Office is the only one authorised to release information to the public and the media in consultation with the President and the relevant departments.**

The Saxon State Ministry for Science, Culture and Tourism is to be informed of any special emergency situations via University Management.

In the event of serious personal injury, the Staff Office for Occupational Safety and Environmental Protection (BfAU) shall immediately notify the Accident Insurance Fund of Saxony and the Occupational Health and Safety Department of the Saxony State Directorate, in addition to the police and emergency services.

4. Instructions

4.1 General information

In the event of any of the situations listed below (all of which affect operations), the following information must be communicated to the emergency services:

- 1) **Who** is reporting the incident?
- 2) **What** has happened?
- 3) **When** did it happen?
- 4) **Where** did it happen? (exact location with floor, room numbers, etc.)
- 5) **How many** people are injured? **How many** hostages are there?
- 6) **How many** people are causing the danger?
- 7) Are the perpetrators **known**?
- 8) What weapons or other dangerous objects are being used?
- 9) Wait for queries

Do not hang up until the other party has ended the call!

4.2 Fires, explosions, serious accidents

- Recognise the situation as an emergency
- Activate manual fire alarm
- Make an emergency call

- 1) Fire brigade/ambulance control centre **112**
- 2) University emergency hotline (security office)
at Chemnitz University of Technology (+49) 371-531 **44111**
- 3) Trigger alarm signal at facility (building alarm, if available)
- 4) Warn people in danger and bring them to safety
- 5) Administer first aid if necessary
- 6) Direct emergency workers

The fire safety regulations of Chemnitz University of Technology apply. These state that employees must be familiar with the alarm signals, escape and emergency routes, and assembly point for each building in the event of an evacuation.

4.3 Technical fault / Major incident

In the event of major technical faults such as gas leaks, power failures or burst water pipes, call

- the major incident hotline on 0371-531 **44112** immediately.

From there, measures will be taken to rectify the fault as quickly as possible. In addition, the facility officers or their deputies will be notified.

4.4 Bomb threat

In the event of bomb threats, special rules of conduct must be observed. A bomb threat is usually communicated by telephone or in anonymous written messages. **Every bomb threat must be taken seriously. It is therefore important to remain calm and respond with a level head:**

In the event of a bomb threat by telephone: Listen and take notes, ask questions if necessary (if possible, find out where the bomb is located, when it is set to explode, what it looks like, why it was planted).

Immediately call

- The police **110**
- The university emergency hotline (security office) 0371-531 **44111**

The university emergency hotline handles internal alerts and is responsible for information sharing. The police shall assume operational command and, together with University Management, assess the extent of the danger. Buildings are to be evacuated by the facility officers or their representatives, and always in consultation with the police operational command.

4.5 Attacks on people

Keep calm, respond quickly and with a level head!

- Do not set off the fire alarm; inform the police immediately about the attack situation by calling **110**
- Inform the university emergency hotline (security office) on **0371-531 44111**
- Remain in contact with the police
- Warn people who are at risk!
- Take self-protection measures and do not put yourself in danger through misguided heroism (if necessary, seek shelter in the building, locking, securing and barricading doors).
If the person is already in the process of carrying out their plan or intention, it can be assumed that they are no longer open to reasonable arguments.
- The premises are only to be evacuated on the instructions and orders of the police.

The university emergency hotline handles internal alerts and is responsible for information sharing. The police shall assume operational command and, together with University Management, assess the extent of the danger. Buildings are to be evacuated by the facility officers or their representatives, and always in consultation with the police operational command.

4.6 Risk of suicide

- Keep calm, respond quickly and with a level head!
- If necessary, try to calm the person down!
- Inform the ambulance service on emergency number **112**

- Inform the police on emergency number **110**
- Inform the university emergency hotline (security office)
on **0371-531 44111**

The university emergency hotline handles internal alerts and is responsible for information sharing. Coordinate further measures with the police.

4.7 Break-in with property damage/theft

If a break-in is detected that involves property damage or the theft of items:

- Inform the police on emergency number **110**
- Inform the university emergency hotline (security office)
on **0371-531 44111**

Do not enter the location/crime scene until the police arrive.

The incident must be reported to the police immediately. The university emergency hotline shall inform Department 5 Construction and Technology and the relevant decision-makers in accordance with the notification plan. Department 5 Construction and Technology shall assess any damage to the building fabric.

The loss of assets previously owned by Chemnitz University of Technology must be reported to Department 3 Finance and Procurement (e.g. material value, inventory number).

The involvement of the University Computer Centre (URZ) at Chemnitz University of Technology must be sought if:

- IT systems have been damaged or tampered with,
- data has been lost or damaged, or
- there is a possibility that data has been falsified or that unauthorised persons have gained access to it.

4.8 Data protection incident

The involvement of the URZ at Chemnitz University of Technology must be sought by calling 0371-531 13470 if

- IT systems have been damaged or tampered with,
- data has been lost or damaged, or
- there is a possibility that data has been falsified or has fallen into the hands of unauthorised persons.

The URZ shall inform the data protection officer.

5 Information to be conveyed through training

The emergency-related information provided here – along with the house rules, fire safety regulations and, where applicable, area-specific regulations – must be officially communicated to employees as part of the annual training on occupational health and safety and fire safety.

Every member and associate of the university is obliged to familiarise themselves with the rules of conduct for emergencies so that they can act calmly and deliberately and, where applicable, avoid creating panic situations.

They must know the following emergency numbers:

- Fire brigade, ambulance service, emergency doctor **112**
- Police **110**
- University emergency hotline (security office) **0371-531 44111**
- Major incident hotline **0371-531 44112**

The emergency numbers **110** and **112** can be reached from university telephones with or without using an area code.

6 Entry into force

This internal alarm and emergency plan shall enter into force on the day it is published at Chemnitz University of Technology.

Alarm and emergency plan

