



Ulm University | 89069 Ulm | Germany

All users of the university buildings
Studierendenwerk
Vermögen- und Bau BW Amt Ulm

Central Administration
Dezernat (division) V
Facility Management

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17 March 2020

Az: 54.30:0001 Fr

Emergency mode at Ulm University due to the coronavirus

Dear all,

Due to the current situation, Ulm University has decided as a precautionary measure to switch to emergency mode from 19 March 2020, 18:00 p.m. onwards.

The technical facilities will continue to run. The following regulations apply in the absence of malfunctions and where external supply is ensured.

In order to ensure the smooth running of an emergency mode that minimises consequential damage to persons, equipment, buildings and the environment, the following regulations were decided:

1. Access to the University
2. On-call services
3. Drinking water supply
4. Cooling water supply
5. Interruption of power supply/ emergency power supply
6. Heating
7. Lighting / electrical appliances
8. Ventilation

1. Access to the University

The University is closed during the period of emergency mode. Staff who need to access the University for operational reasons are granted permission to enter the building for absolutely essential tasks only. Access authorisation is verified via the list **Zugangsberechtigung Notbetrieb (access authorisations during emergency mode)**. (also available on the homepage of *Dezernat* (division) V)

We ask all departments to complete and return the list by Wednesday, 18 March 2020, 12:00 p.m. to the following email addresses:

arbeitssicherheit@uni-ulm.de , corona-infrastruktur@uni-ulm.de.

The number of persons listed is to be limited to the absolute minimum. Persons who require access due to an operational malfunction or an accident do not need to be listed ahead of time. We highly recommend that you carry a mobile phone with you so that help can be summoned quickly in case of an emergency. Accident prevention regulations must be adhered to at all times. It is strictly prohibited to conduct dangerous work in the laboratory area alone. The staff of the guard service/ janitor service are instructed to detain anyone who enters the building without the required authorisation and to record their personal details as a first measure. The responsible on-call service of the Facility Management department will then decide on the further procedure.

The list can be updated regularly. Please communicate any changes to the above-mentioned email addresses.

2. On-call services

The Facility Management department provides an extended on-call service which can be requested via the *Leitwarte* (university control room, phone 22225).

The *Leitwarte* is permanently manned during shutdown. The *Leitwarte* is supported by staff of the janitor services and the security company in order to ensure ongoing monitoring of the University premises.

3. Drinking water supply

The drinking water supply will not be interrupted during emergency mode.

4. Cooling water supply

The cooling water supply will not be interrupted during emergency mode.

Important: Please shut down all non-essential cooling systems of large devices and laboratories! This saves the University unnecessary expenses and relieves the environment. We are happy to advise you on this.

5. Interruption of power supply/ emergency power supply

There are no planned interruptions of the power supply.

6. Heating

Before leaving your work areas, please make sure that all windows are closed and the thermostatic valves on the heating elements are set to level 3.

7. Lighting / electrical appliances

We ask all staff to switch off the lighting in their work areas (offices, laboratories, warehouses and other rooms).

Please switch off all unnecessary equipment, lights, cooling devices etc.

Refrigerators in the tea kitchens must be cleared, defrosted and unplugged.

8. Ventilation

Ventilation in scientific work areas will be continued at a reduced level. This does not apply to animal research areas. Ventilation in these areas will continue as usual.

The website <https://www.uni-ulm.de/en/universitaet/communications/information-about-the-coronavirus/> will be updated regularly with information about possible changes as well as the cessation of the emergency mode.

Warm regards,

signed

Enrico Frick