

Instructions for evacuation of staff and students at the Centre for Languages and Literature (SOL)

In an evacuation

In the event of an evacuation, put on outdoor clothing if necessary. Lock your office. Use the stairs and other evacuation routes, but not the lifts. **Evacuation routes are clearly indicated with signs.**



Evacuation plans are displayed in the stairwell and in the corridors.

Do not escape through smoke-filled premises. Think of helping others and in particular people with functional disabilities.

SAVE –RAISE THE ALARM- ALERT -EXTINGUISH

Save

The first and most important step is to save yourself and other people who are in danger. This applies no matter what type of accident has occurred. In the event of fire it is important to remember that the safest evacuation method is to crawl along the floor, as the toxic smoke rises. You must also shut doors behind you. This delays the spread of both the fire itself and the toxic smoke.

Raise the alarm

Step number two is to warn others in the vicinity, so that they can also get to safety.

Alert

As soon as everyone is safe you must alert the rescue services by ringing SOS, telephone number 112. Provide information about what has happened as fast as possible.

Extinguish

In the event of fire, once you have done all of the above you can attempt to extinguish the fire yourself. It is most important, however, that you do this in a safe way and make sure that you do not risk your own health.

If you can't put out the fire, shut it in! That delays its spread.

Assembly

Once you have evacuated the building you must proceed to the assembly point – which for all buildings is outside the main entrance, **University Library Park (UB Parken)**. There you will be notified when it is safe to re-enter the building.

If you are teaching

As a teacher you have a special responsibility to ensure that the students in your group are informed about evacuating the building. If you see fire or smoke, or if you hear the evacuation alarm, you must therefore immediately inform the students in the classroom that they are to evacuate, regardless of what they are doing. It is not permitted to stay in the building to finish a lecture or suchlike.