Local Emergency Plan

AAU COPENHAGEN

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INTRODUCTION

AAU Copenhagen's local emergency plan describes how employees, students, and other users of AAU Copenhagen should act to prevent and reduce physical and material damage during and after a fire, accident, or other emergency.

Emergency response at AAU is organised according to the following hierarchy:

1. AAU's emergency policy
2. AAU's general emergency plan
3. Local emergency plans

AAU Copenhagen's local emergency plan is the third level of AAU's emergency response and is based on the emergency policy and the general emergency plan. The aim of the local emergency plan for AAU Copenhagen is to expand and specify the general emergency plan with conditions specific to AAU Copenhagen and thereby providing local guidance on how to act.

Please take the time to read the local emergency plan so you know how to act in case of an emergency. The local emergency plan must be followed but you must always exercise common sense and avoid endangering yourself.

The AAU Copenhagen campus director and AAU's Central OHS Section are responsible for ensuring that the local emergency plan is in line with AAU's emergency policy and that it is made available to staff, students, and affiliated business partners.

You can always find the latest revised version of the local emergency plan, AAU's general emergency plan, and general information about emergency response on www.preparedness.aau.dk.

If you have any questions or input to the local emergency plan, please contact Shared Services CPH at e-mail: faellesservicecph@cph.aau.dk

Martin Vive Ivø
Campus Director AAU Copenhagen

INTERNAL EMERGENCY TEAM

Evacuation at AAU Copenhagen is supported by an 'internal emergency team', which means that you - as an employee - activly lead the evacuation procedure by putting on either a yellow or an orange vest and hereby on your own initiative function as an evacuation leader or an assembly point leader.

When you - as an employee - become aware of a situation that requires evacuation, make sure that the roles of evacuation and assembly point leaders are fulfilled in your area; **are some of your colleagues wearing a yellow or orange vest? If not, fulfill the role yourself and follow the steps below:**

1. **Locate evacuation case.**
2. **Put on an evacuation vest.** Yellow vest (evacuation leader) is first priority. Orange vest (assembly point leader) is second priority.
3. **Follow the instructions** as described below.

NB! Teaching staff are obliged to act as evacuation leaders to ensure their students' safety and get them to the assembly points.



Evacuation case
Evacuation cases containing evacuation vests and instructions are located in all hallways and the rotunda areas. The cases are green with a white star on them.

Instructions: Evacuation leader

1. Put on the yellow vest. Begin evacuation. Do not endanger yourself.
2. Ensure that everybody in your evacuation area leaves the building and goes to the assembly point. Point out safe escape routes if necessary.
3. Make sure that your area is fully searched and that everybody gets out. **Close all doors and windows, if possible.**
4. Ensure that people in adjacent areas are informed about the evacuation.
5. Go to the assembly point and **give the assembly point leader (orange vest) a status for the evacuation.** Report about conditions in your evacuation area.
6. Stay at the assembly point.

Instructions: Assembly point leader

1. Put on the orange vest. Go to the assembly point (see page 7).
2. Receive the evacuees. Make sure that people from the same evacuation area stay together at the assembly point.
3. Get relevant information from the evacuees about missing persons and about conditions in the evacuation area.
4. **Receive status from the evacuation leader (yellow vest).**
5. Brief the on-site commander from the police or the emergency service about any missing persons and about conditions in the building.
6. Relay relevant information to the evacuees and stay at the assembly point.

RAISING THE ALARM

You should raise the alarm in the event of:

- accident, fire, or serious crime.
- danger to personal safety, property, or the environment (including bomb threats).
- urgent need for an ambulance, fire department, police, or environmental authorities.

In the event of any of the above incidents, you must follow the five steps described in AAU's general emergency plan:

1) Provide safety

a. If possible, stop or limit fire/accident/injury.
b. Locate important equipment on the emergency exit plan.
c. Keep calm and avoid endangering yourself or others.

2) Call 112

a. State your name and location.
b. Provide information about the incident: what has happened and how many people have been injured or are in danger.
c. Provide the telephone number you are calling from.

3) Provide first aid

a. Find a defibrillator or other first aid equipment, located on campus at the safety points (see page 9)

4) Evacuate the building

a. Follow the evacuation procedures and instructions of your internal emergency team who will be wearing yellow and orange vests.

5) Call AAU Copenhagen's emergency phone number: (+45) 99 40 36 00

a. Repeat the information stated in step 2.
b. Confirm that you have already called 112.

AAU Copenhagen adresses

When calling 112 or AAU's internal emergency phone number, state the following adresses:

Building A:	A.C. Meyers Vænge 15, 2450 København SV
Building B:	Frederikskaj 12, 2450 København SV
Building C:	Frederikskaj 10B, 2450 København SV

WARNING SYSTEMS

At AAU Copenhagen, there are several systems that will alert you to incidents that require you to remain calm or leave the building.

Warning systems

- **The voice alarm** is a speaker system that provide information and instructions for people in the specific area.

- **The sound alarm** is a speaker system that will sound in case of an emergency. The sound alarm system will also notify the G4S security guard or the facility supporters. Upon hearing the sound alarm, **you must leave the building using the nearest emergency exit.**

- **Raising the alarm by shouting** can be used and may be nessecary to alert those staying in an unsafe area to urge them to leave the area.

The voice alarm and the sound alarm operate based on a zoned warning system. This means that, as a general rule, only the affected zone is evacuated. In other words, only those individuals located in the specific zone where the alarm has been activated are required to leave the building. **If you are not alerted, you do not need to take any further action** unless you personally become aware of a danger or receive other instructions from the warning system, the internal emergency response team, or the authorities.

For events taking place by the waterfront or outside campus buildings, the alarm should be raised by shouting.



Fire alarms
Several pressure-sensitive fire alarm call points are located around campus (see picture). Break the window and press the button, and the alarm will activate the fire alarm and/or voice warning system.

The fire brigade is automatically called when a fire alarm goes off.

EVACUATION PROCEDURES

If it is unsafe to stay in a building, evacuate the building immediately. If possible, activate the warning system or raise the alarm by shouting. When evacuating, follow the steps below:

1. **Leave the building** as soon as possible by using the nearest safe exit or escape route as instructed by the voluntary evacuation leader (wearing a yellow vest).
2. **Go to the nearest assembly point** by going around the building (if it is safe).
3. **Remain at the assembly point** until the voluntary assembly point leader (wearing an orange vest) or the authorities have given permission for you to re-enter the building.

Evacuation vests

When evacuation is required, voluntary employees at AAU Copenhagen will put on yellow and orange evacuation vests and support the evacuation procedures (see *internal emergency team* on page 4). Always follow instructions of people wearing evacuation vests.



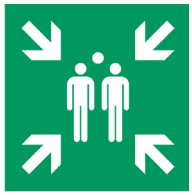
Evacuation leader (yellow vest)
The evacuation leader will instruct you on leaving the building and ensure that the area is searched for any remaining people.

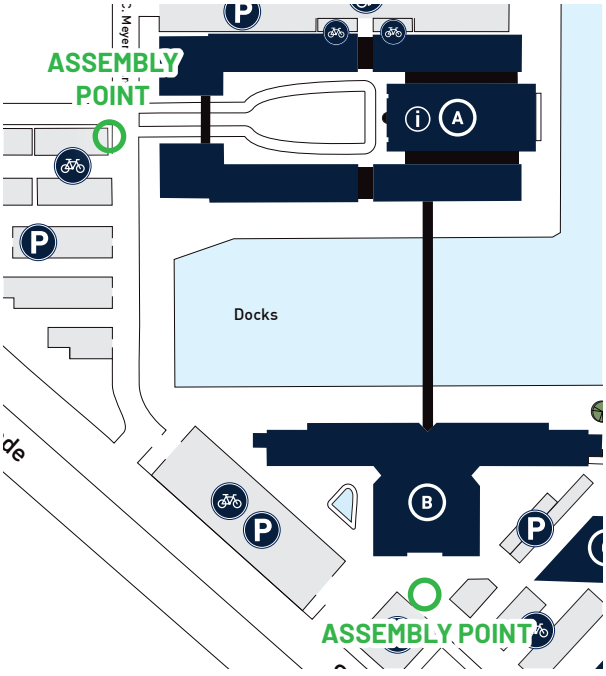


Assembly point leader (orange vest)
The assembly point leader will meet you at the assembly site, communicate with the authorities, and update you on when it is safe to return inside.

Assembly points during evacuation

AAU Copenhagen has two assembly points for use during evacuations. They are marked by green signs (as pictured) and placed in a short distance from the buildings. Be aware not to block traffic at the assembly points.







Assembly point at building A
At the bike parking in front of A.C. Meyers Vænge 15.



Assembly point at building B and C
The parking lot between Frederikskaj 12 og 10B.

FIRE

In case of a fire, you must follow AAU's instructions for raising the alarm (see page 5). This means, amongst other things, that you must try to limit or extinguish the fire.

Only try to fight the fire, if it is safe for you to do so.

- Turn off electricity if possible.
- Close all doors and windows (do not lock doors).
- Use an appropriate fire extinguisher to extinguish the fire.

At AAU Copenhagen, the following types of fire extinguishers are available. **Note:** Only use a fire extinguisher on fire types specified on the extinguisher label.



Carbon dioxide extinguisher
The carbon dioxide extinguisher can be used on fires involving electric equipment, liquids, and gases.



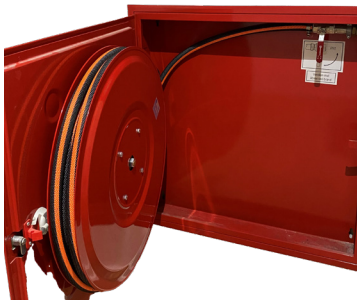
Water fire extinquisher
The water extinguisher can be used on fires involving paper, wood, and textiles.



Watermist fire extinquisher
The watermist fire extinguisher can be used on fires involving paper, wood, and textiles.



Fire blanket
The fire blanket may be used for small, contained fires, provided this can be done safely. It works by isolating the fire and smothering the oxygen supply.



Fire hoses
In addition to the above types of extinguishing equipment, red fire cabinets with hose winders (fire hoses) have been installed throughout the campus and can be used to extinquish fires.

Smoke

In the event of a fire or any other incident with heavy smoke formation, attempt to avoid areas affected by smoke while evacuating and find alternate escape routes.

If you have no other choice than to go through a smoke-filled area, cover your mouth and nose and stay close to the ground in order to avoid smoke inhalation.

SAFETY POINTS

At AAU Copenhagen, there are several safety points around campus. A safety point is a cabinet containing fire and first aid equipment.

Safety points may be opened by everyone and will **not** sound an alarm when opened.



In a safety point you will find:

- Ambu mask (mouth-to-mouth mask)
- First aid kit
- Information on evacuation and warning procedures
- Defibrillator
- Fire extinguisher (watermist)
- Eye wash bottle
- Fire blanket

You will find safety points at the following locations:

Building A

- Ground floor: The aisle by room 0.045.
- First floor: The foyer area by the elevator in the rotunda.
- Second floor: By the elevators in the rotunda.
- Third floor: By the elevators in the rotunda.
- Fourth floor: By the elevators in the rotunda.
- Fifth floor: By the elevators in the rotunda.

Building B

- Ground floor: The foyer area by the staircase to the canteen.
- First floor: In the foyer by the staircase.
- Second floor: In the foyer by the staircase.

Building C

- Ground floor: In the foyer area.
- Second floor: In the foyer area.

DROWNING ACCIDENTS

If a person falls in the water and is at risk of drowning, make use of the lifebuoys and rescue ladders set up on the quayside.

The rescue ladders are painted orange so that they are visible in the water. If the person is not able to swim to the nearest ladder, throw them a lifebuoy.

Danger of life

If a person in the water is in a life-threatening situation, follow the alarm instructions (see page 5). First aid equipment and defibrillators can be found in the safety points on campus.



Lifebuoy



Rescue ladder

Please note: The quay area is not designated as a bathing zone, and water quality is therefore **not** monitored in this area. Swimming outside designated bathing zones may pose a health risk. We therefore recommend using the official bathing zones located near the campus instead.

VIOLENCE AND THREATHS

Impulsive acts of violence
If you witness an impulsive act of violence, follow these steps:

1. **Secure yourself** - distance yourself from the offender and get out of reach, e.g. by entering a secure room.
2. **Call 112.**
3. **Provide first aid.** Help injured persons without putting yourself at risk.
4. **Evacuate the building.**
5. **Call AAU Copenhagen's emergency phone number (+45) 99 40 36 00.**

Reporting threats and violence
Employees who have received threats or been subjected to violence must inform their immediate manager of the incident as soon as possible. The manager must report the incident to the campus director. The campus director will then consult with the victim and, if necessary, the rector's office, to make an assessment as to whether the university should notify the police.

Incidents with threats or violence against an employee must subsequently be assessed by the section of occupational health and safety. The manager must report any injuries as work-related injuries to: arbejdsmiljoesektion@adm.aau.dk.

Students who experience threats or violence while staying at AAU Copenhagen can report the incident to their head of department.

You will find more information on how to handle specific incidents in AAU's general emergency plan: www.preparedness.aau.dk

ARMED ATTACKS

Shootings and other life-threatening attacks

If you witness a life-threatening attack, like shootings or knife-attacks, remember these steps:

1. **Run** to a safe place. If you cannot run, then:
2. **Hide.** It is always better to hide than to confront the perpetrator.
3. **Tell.** Alert 112 og follow AAU Copenhagen's procedures for raising the alarm (see page 5) - but **only** when it is safe to do so.

Other helpful behaviour during an incident

- Hide in a room with solid doors that can be closed (e.g. not glassdoors).
- Barricade doors and close windows if you are hiding in an enclosed room.
- Stay out of sight from windows and hallways. Avoid making noise.
- Put your phone on silent mode and disable vibration.
- Never touch a weapon as it might complicate police intervention and investigation.

After the incident

- Once the police have confirmed that it is safe to do so, you may provide life-saving first aid to injured or wounded, provided that doing so does not put you at risk.
- Do not leave your hiding spot until instructed to do so by the police or a clearly verified official announcement communicated through AAU Copenhagen's emergency voice warning system or raised by shouting.
- After the incident, everyone gathers for debriefing. Emergency crisis relief is initiated.