

Instruction for members of staff and students in case of fire and evacuation

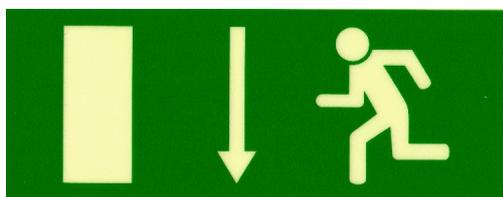
If a fire occurs in the building, the building shall be evacuated as fast as possible. It is always necessary to evacuate in case of fire or when the evacuation alarm sounds. Fire alarm with alarm bells indicates fire and is installed in the building.

If you see a fire you should try to extinguish it with portable extinguishers and if you think you can manage to do so without taking unnecessary risks. Save those who are in absolute danger. Try to close the door to the room in which the fire is located.

Call the fire department by calling 0 - 112 (from a University phone or just 112 from other phones) even if the fire alarm alerts the fire department. They can manage a call in English. You must give the location, Professorsgatan 1 in Lund, and the phone number you are calling from. Warn other people in the building. Start the evacuation alarm by pressing the alarm button (if it's not already activated). Evacuate the building.

To evacuate

If possible (and necessary) you should put on your clothes to keep warm outside. Lock your office room. Use the evacuation routes and the stairs but not the elevators. The evacuation route to the outside is marked with evacuation symbols, see figure below. Do not enter a room or staircase in which there is smoke. Help each other and especially the disabled persons. There are evacuation plans ("Utrymningsplan") in the building which you can study prior to any fire evacuation to learn the evacuation routes. Personell with orange jacket with the text "FYSICUM, Brandskyddsansvarig" will assist during evacuation and is responsible for controlling that nobody is left in the building, if possible, and to count those who has evacuated to the assembly point.



Evacuation sign.

If you teach

As a teacher you have a special responsibility to inform the students about the need to evacuate in the event of fire. If you see a fire or smoke or hear the evacuation alarm you must immediately inform the students to evacuate no matter what they currently are doing. It is not allowed to stay in class finishing up the lecture. On-going experiments must, however, be terminated in order to avoid damage to people. A fire must always be reported to the teacher responsible for the class or to the head of the department.

The teacher must know the evacuation routes at the lecture hall and join the students to the evacuation assembly point for the building.

Assembly point

After having evacuated the building you shall go to the assembly point marked on the evacuation plan. For house A is this located outside the main entrance. When it is safe to return into the building notice will be given from that location. You are not allowed to leave the assembly point before being told so.

More information

Description of the locations of fire extinguishers, evacuation plans ("Utrymningsplan"), Assembly point (Återsamlingsplats) and alarm buttons in the corridor A400 can be found at:

<http://www.hep.lu.se/safety/doc/brandskydd.pdf>

Ulf Mjörnmark, uff.mjornmark@hep.lu.se 046-2227693