

# Instructions for Employees at the Division of Nuclear Physics in the Case of Fire and Evacuation

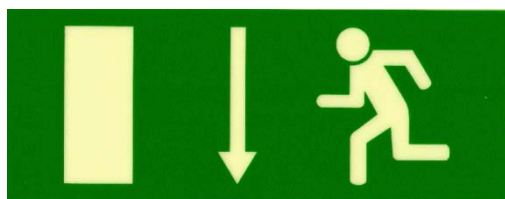
If fire breaks out, evacuate the premises as quickly and calmly as possible. Evacuation must always take place when the alarm sounds. Fire and evacuation alarms with ringing bells are installed throughout the Department of Physics.

If you discover a fire, you may try to extinguish it if you think this is possible, and if you have access to a fire extinguisher or other equipment. Save anyone who is in immediate danger. If possible, close the door to the room where the fire is burning.

Although the fire and rescue services will be notified automatically, you should also alert the emergency services by dialling 112 (remember to dial '0' for an outside line if you are calling from an internal phone). The address is *Professorsgatan 1*, Lund (GPS: N 55.7095 E 13.2046). You should also provide the number from which you are phoning. Warn others who are in the building. Press the evacuation alarm using the push buttons if the alarm is not already sounding. Evacuate the building.

## During evacuation

When evacuating the building, take your coat if it is cold outside. Lock the office or laboratory door. Use the stairs and other escape routes, but do not use lifts (elevators). Escape routes are indicated by the emergency signs.



*Sign indicating emergency exits*

Do not use smoke-filled corridors or spaces for evacuation. Help others to evacuate, especially people with disabilities. There is an **evacuation plan on every corridor**. Make sure you are familiar with the nearest way out, so that you are prepared in the event of an emergency.

## If you are teaching

As a teacher, you have a special responsibility to ensure that students are told that they must evacuate the building. If you see a fire or smoke, or hear the fire alarm, you should immediately tell the students that they must evacuate the building, regardless of what they are doing. They must not remain in the building to finish an exam, a lecture, or a practical exercise, etc. Experiments should be made safe as quickly as possible before evacuation. Inform the students that they should go to the assembly point specified for the lecture theatre or lab you were using.

Fires must always be reported to the teacher in charge, or the Head of Department.

### **Assembly points**

Go to the assembly point specified in the evacuation plan. The assembly point for corridor B200 is at the bicycle stands on *Professorsgatan*, between buildings **A and B**. Go to this assembly point even if you were at a different location in the building when the alarm sounded. An exception is if you are teaching. If so, you should go to the assembly point specified for the lecture theatre or lab you were using.

You will be informed when it is safe to go back into the building.

In bad weather, the fire prevention officers may advise on alternative assembly points.

Göran Frank and Mikael Ekholm (deputy)

Fire Safety Officers

16 January 2018

Translated from the original: Instruktion för personal och studenter vid brand och utrymning - Avd för Kärnfysik, Fysiska Institutionen, by Helen Sheppard, Word for Word Technical Translations. Updated 16 January 2018.