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This local emergency plan describes how staff, students and anyone else affiliated to AAU CPH should act in the event of an 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

This document is based on the University’s emergency policy and general emergency plan.

The aim of this local emergency plan for AAU CPH is to specify how staff and students should act at AAU CPH in the event of an emergency in order to save lives and subsequently to reduce injuries and protect the facilities.

This emergency plan should be adhered to; however, we encourage everyone to use common sense and avoid endangering themselves.

The local emergency plan for AAU CPH is prepared on the assumption that the users of the campus will follow a set pattern in seeking to limit the effects of an accident, fire etc. In the event of an emergency, we urge everyone to act accordingly: 1) Raise the alarm, 2) Alert others, 3) Evacuate.

You can always find an updated version of the emergency plan on our intranet.

The AAU CPH 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.

I encourage everyone to take the time to read it carefully so that everyone will know how to act in the event of an emergency.

Martin Vive Ivo
Campus Director AAU CPH
RAISING THE ALARM

You should raise the alarm in the event of:

- accidents, fire or serious crime
- threats to personal safety, property or the environment (including bomb threats)
- urgent need for the fire and rescue service, the police or environment authorities

In the event that you witness any of the above incidents, follow the five steps as indicated in AAU’s general emergency plan:

1) **Provide safety**
   a. If possible, stop or limit the fire/accident/injury
   b. Locate any important equipment on the escape route plan
   c. Keep calm and avoid putting yourself or others at risk

2) **Call 112**
   a. State your name and location
   b. Provide information on the incident; what has happened and how many people are injured or in danger
   c. Provide the telephone number you are calling from

3) **Give first aid treatment**
   a. Find a defibrillator or other first aid equipment

4) **Evacuate the building**
   a. Follow the evacuation procedures and the instructions of your local emergency team who will be wearing yellow and orange vests

5) **Call the AAU CPH emergency phone number (+45) 99 40 36 00**
   a. Repeat the information provided in step 2
   b. Confirm that you have called 112

**AAU CPH addresses**

When calling 112 or AAU’s internal emergency team you must state one of the following addresses:

<table>
<thead>
<tr>
<th>Bygning A:</th>
<th>A.C. Meyers Vænge 15, DK 2450 Copenhagen SV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bygning B:</td>
<td>Frederikskaj 12, DK 2450 Copenhagen SV</td>
</tr>
<tr>
<td>Bygning C:</td>
<td>Frederikskaj 10B, DK 2450 Copenhagen SV</td>
</tr>
<tr>
<td>Bygning D:</td>
<td>Frederikskaj 10A, DK 2450 Copenhagen SV</td>
</tr>
</tbody>
</table>
EMERGENCY ALTERS

At AAU CPH several systems may alert you of any incidents that require you to remain calm or leave the building.

Emergency alert systems

- **The voice alarm system** is a speaker system installed in the building for providing information and guidance to those staying in the building.

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

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

If you are not alerted you do not need to react.

Several pressure-sensitive fire alarm call points are located around campus (see picture):

The fire alarm call points will activate the fire alarm and/or the voice alarm system. Depending on the alarm system in the building, the alarm will automatically call the fire brigade who will arrive on campus within minutes.

Building specific alert systems

**Building A**
Building A has an automatic voice alarm system which can provide information on an incident and initiate an evacuation of the building. The fire alarm will automatically call the fire brigade.

**Building B**
Building B has a voice alarm system. When a fire alarm is activated the voice alarm system will be activated. The system will **not** automatically call the fire brigade.

**Building C**
Building C has no alarm system. In the event that an evacuation is required, the alarm will be raised by shouting.

**Building D**
Building A has an automatic voice alarm system which can provide information on an incident and initiate an evacuation of the building. The fire alarm will automatically call the fire brigade.

For events taking place by the waterfront or outside campus buildings, the alarm will be raised by shouting.
If it is unsafe to stay in a building, evacuate the building immediately. If possible, activate the alarm system or raise the alarm by shouting.

If evacuation is required, the internal emergency team will put on yellow and orange vests and initiate evacuation procedures.

Proceed to the nearest safe exit or escape route, even though this may not be the shortest route to your assembly point.

There are two assembly points at AAU CPH; when evacuation is required, you must go to the nearest assembly point. The two assembly points are located at the parking area in front of A.C. Meyers Vænge 15 (building A) and at the parking area between Frederikskaj 12 and 10 (buildings B, C and D).

In all four buildings several exits and escape routes are located on the opposite side of the building, away from the assembly points. When using any of these exits, go around the building – if safe to do so – and go to the nearest assembly point.

Do not leave the assembly point or re-enter the building until advised to do so by the assembly point leader and/or the emergency authorities.

**EVACUATION PROCEDURES**

**The evacuation leader** (wearing a yellow vest) is responsible for helping people leave the premises and for searching the premises to ensure that everyone has left the building. It is important that you follow these instructions and leave the building as quickly as possible.

Once you have left the building and gone to the assembly point outside the building, the **assembly point leader** (wearing an orange vest), will meet you. The assembly point leader is responsible for all communication with the appropriate authorities and for updating you with information on when/if you may return to the building.

**Assembly points**

- **Assembly point in front of building A**
- **Assembly point in front of building B and C**
FIRE

In case of fire at AAU CPH, you must follow the procedures described in section 2. For instance, you may take action to extinguish or limit the fire – if safe to do so.

Only use fire extinguishers if it is safe to do so

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

At AAU CPH, the following types of fire extinguishers are available:

1. **Dry powder fire extinguisher**
   The dry powder fire extinguisher is suitable for extinguishing most fires, including paper, wood, textile and liquid fires, such as petrol, motor oil and gasses.

2. **Carbon dioxide fire extinguisher**
   The carbon dioxide fire extinguisher is suitable for extinguishing electrical fires and on liquids and gases.

3. **Foam fire extinguisher**
   The foam fire extinguisher is suitable for paper, wood and textile fires.

4. **Water fire extinguisher**
   The water fire extinguisher can be used on paper, wood and textile fires.

5. **Fire blanket**
   The fire blanket is suitable for extinguishing all types of fires. The fire blanket suffocates the fire and isolates the heat.

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1 Over the next years, we expect to phase out the use of dry powder and foam fire extinguishers and replace these with new water mist fire extinguishers and carbon dioxide fire extinguishers.

In addition to the above fire extinguishers, fire hose reel systems are located across campus.
At AAU CPH, we have several safety points. A safety point is a cabinet containing:

- Disposable face masks (mouth-to-mouth masks)
- First aid box
- Informational material on evacuation procedures and emergency procedures
- Defibrillator (AED)
- Fire extinguishers (water mist)
- Eye wash bottle

You will find safety points at the following locations:

**Building A:**
- On the ground floor in the aisle by room 0.045
- On the first floor: In the foyer by the elevators in the rotunda
- On the second floor by the elevators in the rotunda
- On the third floor by the elevators in the rotunda
- On the fourth floor by the elevators in the rotunda
- On the fifth floor by the elevators in the rotunda

**Building B:**
- The ground floor: In the foyer by the staircase leading to the canteen
- On the first floor: In the foyer by the staircase
- On the second floor: In the foyer by the staircase

**Building C:**
- The ground floor: In the foyer

**Building D:**
- The ground floor: In the foyer
**DROWNING ACCIDENTS**

In the event that a person falls into the water from the quayside and is at risk of drowning, it is important that you use the life-saving equipment available on the quayside – lifebuoys and ladders.

In the event that a person has fallen into the water and is in danger of drowning, follow emergency procedures. First aid equipment, including defibrillators, are available at the campus safety points.

If a person falls into the water and cannot swim towards the nearest ladder, you must throw the lifebuoy to them.

The ladders are painted bright yellow, making them visible from the water.
If you witness violence on campus, it is important that you follow these steps:

1. Provide safety
2. Call 112 if there is an emergency
3. Give first aid treatment. Help the injured without putting yourself at risk
4. Evacuate the building
5. Call the AAU CPH emergency phone number (+45) 99 40 36 00

Providing safety is an essential step in seeking to minimise the harmful effects of deliberate acts of violence. It is essential to keep a safe distance from the perpetrator and their actions, such as by finding a safe room.

**Reporting threats and violence**

Staff members who have received threats or have been victims of violence must notify their line manager as soon as possible. The line manager must report the incident to the campus director, who 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.

In the event that any AAU staff member has received threats or has been a victim of violence, the central section for occupational health and safety must assess the incident. The line manager must report any injuries as work-related injuries to the central section for occupational health and safety at arbejdsmiljøesektion@adm.aau.dk.

Any incidents where an AAU student has received threats or has been a victim of violence on campus must be reported to the student’s head of school. You will find more information on how to handle specific incidents in AAU’s general emergency plan (in Danish): [http://www.arbejdsmiljoe.aau.dk/beredskab/](http://www.arbejdsmiljoe.aau.dk/beredskab/)
Shootings, knife attacks and other planned violent attacks

If you witness a life-threatening violent attack, it is important that you follow these steps:

Respond
1. Warn others around you
2. If you are close to a room that has a solid door (not a glass door) which can be closed, go to this room and barricade the door
3. In all other cases, leave the building and the campus area
4. Call 112 and follow emergency procedures (section 2)
   a. Call the AAU CPH emergency phone number to report the incident: (+45) 99 40 36 00
   b. The campus director will notify the Rector’s Office

Advisable behaviour in emergency situations:
1. If you are in a defined room, barricade the doors and close all windows
2. Students and staff members who are in open seminar rooms or common areas are advised to go to a room that may be closed off or to exit the campus buildings using the nearest exit
3. Stay out of sight of windows and corridors and keep quiet
4. Do not touch any weapons or suspicious objects since this might obstruct police investigations

After the incident
1. Give first aid treatment to those who have been wounded or injured
2. The police or the campus management will inform everyone when it is safe to leave the building; if possible, they will do so via the voice alarm system
3. All those affected will be gathered for a debriefing
4. Emergency counselling is provided by Dansk Krisekorps. AAU has made an agreement with Dansk Krisekorps, which is a nationwide network of psychologists who provide occupational psychology and emergency counselling