

CONTINGENCY PLAN

Facilities Management

2021

Security policy and precautions in the event of unusual incidents at the IT-University in Copenhagen.

IT-UNIVERSITY IN COPENHAGEN



Contingency plan

Introduction

Facilities Management ensures the practical handling in emergency situations and handles the introductory dialogue with relevant authorities.

Employees in Facilities Management are trained in first aid and in safety systems, and are first responders to emergencies.

Everyone present at the university has a role in the event of an accident, in terms of being aware of their surroundings and making sure that they have familiarised themselves with the general guidelines and evacuation procedures.

Thank you for helping keep ITU safe.

Malene Holm Smed
Head of Facilities Management

Contingency plan

INSTRUCTION IN CASE OF FIRE

Alarms	Tap on one of the red fire prints on the walls. Call emergency services (dial 112). If you are at EHK, you must <u>always</u> contact the DR guards on phone no.: 3520 2112 so that they can assist.
Combat	Try to extinguish the fire with the nearest suitable fire equipment. Never expose yourself to risk.
Rescue	Bring persons away from the danger zone. Help disabled people. Do NOT expose yourself to risk.
Evacuation	Always evacuate if the alert begins, even if you cannot see, smell smoke or fire. Follow the green fire escape signs for the nearest escape route.
Gathering places	The meeting place is for RLV at the large parking lot. At EHK (DR), it is the end of Kaj Munks Vej on the edge of the commons.
Limit	Close all windows and doors – but do not lock them.
Fire Department	Receive the fire brigade at the information and show way to the scene of the accident. If you are at EHK (DR), the guards at DR will receive the fire brigade themselves and instruct them, where the alarm has been triggered.
Contacts	If outside normal opening hours, please contact Head of Facilities Management Malene Holm Smed on 29437507

Contingency plan

INSTRUCTIONS IN CASE OF PERSONAL INJURY AND DEATH

Stop the accident	Stop the reason (machines, elevators and more)
Rescue	Give first aid. - Ensure breathing Create free airways and provide artificial respiration - Ensure blood circulation Stop bleeding and if necessary heart massage
Alarms	Call the emergency center. Dial 1-1-2 If you are at Emil Holms Kanal, (DR) and you call an ambulance, you must always contact a guard at DR on following phone no.: 3520 2112, so that they can assist. Contact the Informationen desk at RLV, so they can alert our staff, who are trained in first aid and the use of defibrillators.
Rescue - continued	Give regular first aid. - Continue with first aid. - Get something to cover with against the climate (outdoors). - Get bandages in the information, cover wounds and lesions. - Give mental first aid – talk calmly with the injured person /persons.
Ambulance	Receive the ambulance on the road at the main entrance on RLV and show the way. Provide free exit lanes. If you are at EHK (DR), guards at DRs will receive an ambulance and show the way.
Contacts	In the event of accidents, please contact Head of Facilities Management Malene Holm Smed 29437507
Crisis assistance	The university has an agreement with Falck Healthcare. They can be contacted on phone no.: 70102012.

Contingency plan

INSTRUCTION IN CASE OF BOMB THREAT

By BOMB THREATS	<p>Talk calmly with the person threatening. Ask when the bomb will explode? Ask where the bomb is located? Ask about the person's motive. Why?</p> <p>Call 1-1-2 If you are at EHK (DR) then the guard at DR shall be informed on phone no.: 3520 2112, so that they can assist.</p> <p>When evacuating, follow the green signs and search for the nearest escape route.</p> <p>Offer of crisis assistance. Th university has an agreement with Falck Healthcare. They can be contacted on phone no.: 70102012</p>
Contacts	<p>Head of Facilities Management Malene Holm Smed 29437507, Head of Communication - Camilla Rosengaard 40493601 or press responsible 25550447</p>

Contingency plan

INSTRUCTION IN CASE OF ROBBERY AND ASSAULT

In case of assault and/or robbery	Firstly, take care of yourself. Take note of as many details as the situation allows. Alert Facilities Management via the Information desk when possible.
AFTER	Alert the police if has not been done. If you are at EHK (DR) then the guard at DR shall be informed on phone no.: 3520 2112. Contact Head of Facilities Management Malene Holm Smed 29437507 for assistance.

Contingency plan

INSTRUCTION BY SHOOTING

By SCHOOL SHOOTING	<ul style="list-style-type: none">• Notify everyone around you of the threat.• Immediately alert the police. Dial 1-1-2.• If you are at EHK (DR) then the guard at DR shall be informed on phone no.: 3520 2112 so that they can assist you and the police.• If possible, use fire escapes.• Barricade yourself, not visible.• Stay barricaded in the room, until the police or a person you know calls you out.• Avoid getting into the Atrium area as much as possible.
Contacts	Head of Facilities Management Malene Holm Smed 29437507 Head of Communications Camilla Rosengaard 40493601 or press responsible 25550447

Contingency plan

INSTRUCTION IN CASE OF BUILDING DAMAGE

BY WATER OR STORM DAMAGE

Stop the damage if possible.

Contact

Building manager: Operations manager (Michael Bloch 22460640) and send e-mail to: fm@itu.dk, where you describe the damage, where is the damage and what has happened.

Contingency plan

Fire trained personnel:

Department:	Name:
Facilities Management	Michael Bloch, Operations manager

Evacuation team:

Staff in Facilities Management.

In the event of a fire, bomb threat or similar, the evacuation team's task is to organize a safe evacuation of the buildings – including ensuring that employees use the correct escape routes and assembly at the assembly point.

Planned fire and evacuation drills:

2 planned exercises are held each year at both locations.

For Rued Langgaards Vej applies:

Spring	Large exercise where the entire Atrium area is evacuated.
Autumn	Small exercise where it is one of the 4 office wing, which is evacuated

Contingency plan

SECURITY GROUPS – THE CRISIS GROUP

The crisis group meets, when an accident is of such a nature and extent that it is perceived as threatening in relation to the IT-University's continued operation or image.

Existing members of the crisis group at IT-University are:

Vice Chancellor	Martin Zachariasen
University Director	Georg Dam Steffensen
Head of Communications	Camilla Rosengaard
Head of Facilities Management	Malene Holm Smed

Contingency plan

EMERGENCY PREPAREDNESS – CONTACT LIST

Type	Company name	Phone no.
Emergency Room	Copenhagen municipality	1813
Poisoning – Poison line	Bispebjerg Hospital	82121212
The Social Day Shift	Copenhagen municipality	33173333
Police		114
Fire Department		112
Alarm center		112

Contingency plan

THE CONTINGENCY PLAN – QUALITY ASSURANCE AND AUDIT

Quality assurance

As a guarantor of the plan's quality, structure and content, a contingency group has been set up.

At the creation of this plan, the following people were involved in the work:

Names:

Malene Holm Smed (Head of Facilities Management)

Michael Bloch (Operations manager)

Lars Frier Boisen (Technical janitor)

Tina Rasmussen (Team manager)

The group should hold an annual status meeting in connection with the annual review. The main tasks are to develop the plan and ensure that all information is up to date.

The plan is updated and maintained once a year.

Implementation and information for employees

It is the responsibility of the Emergency Response team that the plan is available to all employees in relevant form, including on the internet.

Significant changes must be notified to IT-University's Head of Facilities Management at the earliest opportunity. IT-University's Head of Facilities Management issues a new version of the plan after processing the corrections.