

# Contingency Plan

## January 2025

*IT University of Copenhagen*

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



## 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.

Anyone present at the university has a role in the event of an incident, 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*

## INSTRUCTION IN CASE OF FIRE

<b>Alarms</b>	<p>Tap on one of the red fire prints on the walls.</p> <p>Call emergency services (dial 112).</p> <p>If you are at EHK, you must <u>always</u> contact the DR guards on phone no.: 3520 2112 so that they can assist.</p>
<b>Combat</b>	<p>Try to extinguish the fire with the nearest suitable fire equipment.</p> <p>Never expose yourself to risk.</p>
<b>Rescue</b>	<p>Bring people away from the danger zone.</p> <p>Do NOT expose yourself to risk.</p>
<b>Evacuation</b>	<p>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.</p>
<b>Gathering places</b>	<p>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.</p>
<b>Limit</b>	<p>Close all windows and doors – but do not lock them.</p>
<b>Fire Department</b>	<p>Receive the fire brigade at the Information Desk and inform them of the scene of the accident.</p> <p>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.</p>
<b>Contacts</b>	<p>If outside normal opening hours, please contact Head of Facilities Management Malene Holm Smed on 29437507</p>

## INSTRUCTIONS IN CASE OF PERSONAL INJURY AND DEATH

<b>Stop the accident</b>	Stop the reason (machines, elevators and more .....)
<b>Rescue</b>	<p>Give first aid.</p> <ul style="list-style-type: none"> <li>- Ensure breathing</li> </ul> <p>Create free airways and provide artificial respiration</p> <ul style="list-style-type: none"> <li>• Ensure blood circulation</li> </ul> <p>Stop the bleeding and if necessary heart massage</p>
<b>Alarms</b>	<p>Call the emergency center. Dial 1-1-2</p> <p>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.</p> <p>Contact the Informationen desk at RLV, so they can alert our staff, who are trained in first aid and the use of defibrillators.</p>
<b>Rescue - continued</b>	<p>Give regular first aid</p> <ul style="list-style-type: none"> <li>• Continue with first aid.</li> <li>• Get something to cover with against the climate (outdoors).</li> <li>• Get bandages in the information, cover wounds and lesions.</li> <li>• Give mental first aid – talk calmly with the injured person /persons.</li> </ul>
<b>Ambulance</b>	<p>Receive the ambulance on the road at the main entrance on RLV and show the way. Provide free exit lanes.</p> <p>If you are at EHK (DR), guards at DRs will receive an ambulance and show the way.</p>
<b>Contacts</b>	<p>In the event of accidents, please contact Head of Facilities Management Malene Holm Smed 29437507</p>
<b>Crisis assistance</b>	<p>The university has an agreement with Falck Healthcare. They can be contacted on phone no.: 70102012.</p>

**INSTRUCTION IN CASE OF BOMB THREAT**

<b>By BOMB THREATS</b>	<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>
<b>Contacts</b>	<p>Head of Facilities Management Malene Holm Smed 29437507,          Head of Communication - Camilla Rosengaard 40493601 or press responsible 25550447</p>

**INSTRUCTION IN CASE OF ROBBERY AND ASSAULT**

<b>In case of assault and/or robbery</b>	<p>Firstly, take care of yourself.</p> <p>Take note of as many details as the situation allows.</p> <p>Alert Facilities Management via the Information desk when possible.</p>
<b>AFTER</b>	<p>Alert the police if this 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.</p>

**INSTRUCTION BY SHOOTING**

<b>By SCHOOL SHOOTING</b>	<ul style="list-style-type: none"> <li>• Notify everyone around you of the threat.</li> <li>• Immediately alert the police. Dial 1-1-2.</li> <li>• 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.</li> <li>• If possible, use fire escapes.</li> <li>• Barricade yourself, not visible.</li> <li>• Stay barricaded in the room, until the police or a person you know calls you out.</li> <li>• Avoid getting into the Atrium area as much as possible.</li> </ul>
<b>Contacts</b>	Head of Facilities Management Malene Holm Smed 29437507 Head of Communications Camilla Rosengaard 40493601 or press responsible 25550447

**INSTRUCTION IN CASE OF BUILDING DAMAGE**

<b>BY WATER OR STORM DAMAGE</b>	Stop the damage if possible.
Contact	Contact Operations Manager Torben Sonne on 2341 4770 Or send an e-mail to: <a href="mailto:fm@itu.dk">fm@itu.dk</a> , where you describe the damage, where is the damage and what has happened.

**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 Langaards Vej the following 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

**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

## 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:

Malene Holm Smed (Head of Facilities Management)

Torben Sonne (Operations Manager)

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. Head of Facilities Management issues a new version of the plan after processing the corrections.