

2025

Contingency Plan



Introduction

Facilities Management is responsible for the practical handling of emergency situations and initiates contact with the relevant authorities.

FM staff members are trained in first aid and are familiar with the university's safety systems. They act as first responders in the event of an emergency.

Everyone on campus has a role to play in such situations - by staying aware of their surroundings and making sure they are familiar with the general safety guidelines and evacuation procedures.

Thank you for helping keep ITU safe.

The contingency plan is updated and maintained once a year. If you have any questions regarding the contingency, please contact Facility Management at fm@itu.dk.

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Emergency response protocols

In the event of an emergency, all employees and visitors must follow the procedures outlined below. These procedures describe how to respond to alarms, evacuation orders and other emergency warnings to ensure personal safety and minimize risk.

Evacuation

If an evacuation becomes necessary, an alarm will sound throughout the building and further instructions will be communicated via the speaker system. When evacuating, follow the green emergency exit signs and head calmly towards the nearest available escape route, never use the elevator.

During an evacuation, members of the Facilities Management team will be present and identifiable by their yellow vests. They will help guide you safely to the designated assembly point and provide assistance if needed. If someone is unable to evacuate themselves, notice the authorities on site or FM staff in yellow vests as soon as possible.

The assembly point for RLV is the large parking lot east of the building. At EHK (DR), the assembly point is at the end of Kaj Munks Vej, on the edge of the commons.

Planned fire and evacuation drills

At Rued Langgaards Vej there are two planned emergency drills each year.

A large drill takes place in the spring, during which the entire atrium area is evacuated. In the autumn, a smaller drill is conducted, involving the evacuation of one of the four office wings. Both drills are announced in advance to prepare everyone involved.

Drills at EHK are organized in cooperation with DR and will likewise be announced in advance.

Warnings

An alert is announced over the loudspeakers at ITU. Normally, a warning will be broadcast in the entire building. If evacuation is required, an order to evacuate will be announced in the section of the building that needs to be evacuated. Follow the directions if you can hear them loud and clearly at your location.

Incidents

In case of any incident such as theft, fire, injury or other unexpected events, employees must act according to the specific procedures described in this section. Always stay calm, ensure personal safety first and report the incident immediately to FM staff or authorities.

Robbery and assault

In case of robbery or assault on the ITU premises, your first priority should always be your own safety. Observe and remember as many details as the situation allows without putting yourself at risk. When possible, report the incident to Facilities Management via the Information Desk.

After the situation has been secured, and if not already done, contact the police to report the incident. If you are at EHK (DR), be sure to inform the DR guard on phone no.: +45 35 20 21 12.

Please inform the Information Desk or send an email to fm@itu.dk. If outside of opening hours contact Head of Facilities Management, Malene Holm Smed, phone no.: +45 29 43 75 07.

Fire

In the event of a fire, activate the nearest fire alarm by pressing one of the red alarm panels located on the walls. Immediately contact emergency services by dialing 1-1-2. If you are located at EHK (DR), you must also call the DR guards at +45 35 20 21 12, so they can assist and respond appropriately.

Help others move away from the danger zone but never put yourself at risk. Evacuation must begin as soon as the alarm sounds - even if there are no visible signs of smoke or fire. Always follow the green emergency exit signs to locate the nearest safe escape route.

The designated assembly point for RLV is the large parking lot east of the building. For EHK (DR), the assembly point is located at the end of Kaj Munks Vej, on the edge of the commons. Before leaving, please close all windows and doors to help contain the fire - do not lock them.

If outside normal opening hours, no FM staff is available and it is safe to do so, receive the fire brigade at the Information Desk and provide them with relevant information about the incident. At EHK (DR), the DR guards will receive and guide the fire brigade to the exact location of the alarm.

Please inform the Information Desk or send an email to fm@itu.dk. If outside of opening hours contact Head of Facilities Management, Malene Holm Smed, phone no.: +45 29 43 75 07.

Personal injury and death

In case of a serious life-threatening incident, follow the steps below.

At ITU we rely on the guidelines from [*Dansk Råd for Genoplivning*](#).

First, stop the cause of the accident to ensure safety for yourself and the injured person. This may involve turning off machines, cutting power or stopping elevators. Once the area is safe, carefully move the injured person to a secure location, preferably lying flat on the ground. Call out for help if you are alone.

Next check for a response. Shake the victim gently and talk loudly. If the person is not responsive, open their airways by tilting their head backwards while lifting their chin up. Look, listen and feel for breathing. A victim who is barely breathing or taking infrequent, slow and noisy gasps, is not breathing normally.

If breathing is absent or abnormal ask a helper to call 1-1-2 or call yourself if you are alone. Activate speaker mode on the phone so you can start CPR whilst talking to the dispatcher. If possible, contact the Information Desk, so they can alert trained first aid responders within Facilities Management. If you are at EHK (DR) and request an ambulance, call the DR guards on +45 35 20 21 12, so they can assist.

Send someone to find and bring back an AED. At ITU there are three defibrillators (AEDs): one outside the main entrance, one near OC (Facilities Management) and one at EHK - on the second floor across from the elevator.

If you are alone **DO NOT** leave the victim but start CPR.

Start CPR. Perform 30 chest compressions in the center of the chest, followed by two rescue breaths. When the AED arrives, switch it on and follow the instructions. If more than one rescuer is present, CPR should be continued whilst electrode pads are being attached.

When an ambulance arrives, have someone meet them outside and guide them to the scene. Ensure that exit routes are clear. At EHK (DR), the DR guards will receive the ambulance and escort them as needed.

In the event of accidents, after the incident please inform the Information Desk or send an email to fm@itu.dk. If outside of opening hours contact Head of Facilities Management, Malene Holm Smed, phone no.: +45 29 43 75 07.

Bomb threat

In the event of a bomb threat, if you are confronted face-to-face by the person making the threat, remain calm and speak to them calmly. Ask for details about the bomb, such as its location, when it is set to detonate, their motive, and why they are doing this.

Immediately call emergency services at 1-1-2. If you are at EHK (DR), also inform the DR guard on phone number +45 35 20 21 12 so they can assist you and coordinate with the police. When evacuating the building, follow the green emergency exit signs to find the nearest escape route. If you feel capable, please offer crisis support to colleagues, students and visitors during the evacuation.

Please inform the Information Desk or send an email to fm@itu.dk. If outside of opening hours contact Head of Facilities Management, Malene Holm Smed, phone no.: +45 29 43 75 07.

School shooting

If there is an active shooter or armed threat on campus, follow these steps to protect yourself and others. First, alert those around you immediately. As soon as it is safe, to do so, call emergency services by dialing 1-1-2. If you are at EHK (DR), also notify the DR guard at +45 35 20 21 12, so they can assist both you and the police.

If it is possible to escape safely, use the fire escape routes - but avoid the atrium area, which may be especially vulnerable. If escape is not possible, barricade yourself inside a secure room, turn off lights, silence your phone and remain out of sight.

Stay in place and do not leave your hiding spot until the police or someone you know and trust clearly instructs you to do so.

If possible, reach out for support during the situation - or as soon as it is over - by contacting:
Head of Facilities Management, Malene Holm Smed, phone no.: +45 29 43 75 07
Head of Communications, Camilla Rosengaard, phone no.: +45 40 49 26 01
Press responsible, phone no.: +45 25 55 04 47

Building damage

In the event of damage to the building - for example due to water, weather or other incidents - you should stop or limit the damage if it is safe and possible to do.

Please contact Building Management immediately on phone no.: +45 22 46 06 40 or send an email to fm@itu.dk. Be sure to include a clear description of the damage, where it is located and what has happened.