



FOR YOUR OWN SAFETY

FIRE AND EVACUATION

- Find out where the emergency exits and fire extinguisher are, in advance, so you are well prepared in the event of a fire.
- The main rules are: **Warn, Save, Raise Alarm, Extinguish.**
- All closed doors prevent the spread of fire.
- Remove any boxes, furniture etc. that may slow down an evacuation.
- Do not use the lift when the fire/evacuation alarm sounds.
- Consider all fire/evacuation alarms as real. Evacuate the building.

THEFT AND BURGLARY

- Always lock your office when leaving.
- Do not let unauthorized people into the university college's premises.
- If you leave the university college's premises in the evening, make sure the door locks behind you.
- Report suspected on-going burglaries to the main Reception or the Department of Facilities Management (08-6084001 or ext. 4001) during working hours and the security company (08-6084500 or ext. 4500) after working hours.

EVERYONE HAS A RESPONSIBILITY FOR THEIR OWN SAFETY

- There is a "Säkerhetshandbok" (Health and Safety Handbook) on the Employee Web. This has our emergency manual and safety routines (in Swedish). Please contact sakerhet@sh.se if you have any questions.
- There are security guards at the university 24 hours a day. If something security-related happens, you can call the security company (+46 (0)8 608 4500 or extension 4500). Faults and errors should be reported to info@sh.se or +46 (0)8 608 4000.
- Report broken doors or windows, or similar faults, to info@sh.se
- In case of emergency requirements of police, ambulance or fire department, **CALL 112**