

## **Fire Protection and Evacuation (in short)**

Call 112 from a safe place if the fire is extensive. Please make a judgement call if the fire is extinguishable by our own fire extinguishers and extinguish the fire if possible.

We have stations in each corner of the floor with yellow safety vests and instructions in case of fire. These stations and the fire extinguishers will be shown during your introductory tour of the premises.

Please study where the assembly point is and familiarize yourself with the evacuation plan so that you are adequately prepared in case of emergency.

**Read the fire protection plan and evacuation plan.**

# **Fire Protection at Nordita: Division of Responsibilities**

## **Fire Protection Officers (Elizabeth Yang, Marie Hjeltman)**

The Fire Protection Officers coordinate, plan and monitor any tasks related to the preventive and systematic fire safety management.

- Establishing documentation, routines and practices regarding fire safety and fire safety and keeping these up to date.
- Making sure everyone in the fire safety organization has the competence and information they need. Planning and arranging evacuation drills.
- Making sure all employees have been informed about routines and practices regarding fire safety.

## **Fire Protection Controller (Marie Hjeltman)**

Self-control of fire protection aims to systematically check that the technical fire protection and the operating premises together provide the opportunity for handling fire or risks, early detection and safe evacuation.

- Quarterly inspections of the premises according to pre-determined check list.
- Reports potential risks to Fire Protection Officers

## **Evacuation Leaders (The administration)**

Evacuation leaders are employees with task of invoking evacuation in case of fire or other cause, and guiding to the reassembly site.

- Evacuation leaders need to have sufficient knowledge about the premises, the evacuation routes, placement of fire extinguishers, as well as location of secure spot for people with disabilities.
- Actively participate in evacuation drills and reflect on the outcome of these.
- Are responsible for immediate evacuation in case of alarm.
- Following the evacuation routine
- Interacting with fire brigade, informing if anyone is missing and could be in the building.

## **Building 3 Bulletin – Safety**

When you expect to spend a lot of time in a building, **it is important that you know where to find the emergency exits, fire extinguishers or first aid kits.**

Once you have settled in your new office, **please take some time to locate the emergency exit closest to your office**, as well as the other safety checkpoints mentioned below (see fig 1 for a schematic plan). Make sure to go all the way down to the street level in the emergency staircases, so that you know where you end up.

**FIRE ALARM.** There are two ways that the fire alarm can be activated:

- Automatically triggered by smoke detectors.
- Manually activated by someone who spots a fire. There are four "fire alarm call points" on each floor, next to each emergency exit (see fig 1). They are small red wall-mounted boxes. Lift the lid and press the button. Note that this only activates the alarm, you still need to call 112 for the emergency services separately!

**EMERGENCY EXITS.** There are three staircases in building 3:

- The main staircase next to the elevators. You should of course never use the elevators if there is a fire.
- Two side staircases just next to the kitchens. The doors to the side staircases are easily overlooked, so make sure you know where they are (see fig 2). The side staircases have exits on level 3, leading out to side doors onto the street. The street level is level 3, but the stairs continue to level 2, so pay attention to the green exit signs. If you use a side staircase just to go between floors you will need to use your white key card to enter that floor.

**EVACUATION LEADERS.** On each floor there are a number of designated people who in the case of a fire alarm should act as a "second stimulus" to nudge people to actually leave the building (the alarm itself isn't always enough...) They will wear yellow jackets.

**ASSEMBLY POINT.** When you have evacuated the building in case of an emergency, the assembly point is in the turnaround at the end of Hannes Alfvéns väg (see fig 3).

**ELEVATORS.** If you get stuck in an elevator, there is on of the panels a button with a yellow bell (see fig 4). Press it for 10 seconds to sound the alarm in the elevator halls. There is also a button with a very modern yellow phone icon. Press it and you will be connected to security.

**FIRE EXTINGUISHERS.** As you can see in fig 1, there are six fire extinguishers on each floor, four at each emergency exit, and two in the corridors along the south wall. These extinguishers use foam. Hold the lower part of the handle when you lift the extinguisher from its stand. Break the green seal. Aim the nozzle at the base of the flames. Press the upper lever to activate.

**DEFIBRILLATORS.** There is one defibrillator on each floor. On both floor 5 and 6 it is mounted inside a white box near the entrance to the elevator hall from the south (see fig 5). If you need to use the defibrillator, first call 112 for an ambulance. Open the white box, breaking the seal. An alarm will sound to alert people on the floor, it is not connected to an emergency service. Open the red case and follow instructions.

**FIRST AID KIT.** A green box with band-aids and other first aid items is sitting just next to the defibrillator, one on each floor. It is refilled by the AlbaNova service staff, who need to be alerted if something has run out.

**RESTING ROOMS.** These are the non-euphemistic kind of rest rooms: rooms where you can take a rest if you feel ill or have a headache, breast-feed a baby, or have other reasons to lie down for a while and lock the door. A workplace must have such a facility, by law. We have access to one rest room in the KTH section on floor 5, just next to the euphemistic rest rooms.



**Emergency exit to one of the side staircases**  
**Fire extinguisher – Fire alarm call point**





**Emergency exit to the central staircase**  
**First aid kit – Fire extinguisher – Defibrillator**

