



Guidelines for the teacher about emergency management at SDU



PREFACE

These guidelines provide information about SDU's emergency management in relation to teaching in classrooms. They give a range of advice to the teacher to act supportive 'before, during and after' an emergency management event.

On the reverse of the folder, institutes can supplement this with information about any local practices they may have in their local emergency management.

When teaching takes place in the teachers' own office or in adjoining meeting rooms, the situation is covered by the local emergency management plan.

Attached to these guidelines is a teaching presentation conveying the most important information to students. This material should be presented to students every year as part of the introduction to the semester. Further information can be found on page 6 of the folder.

Queries about emergency management can be sent to the institute's working environment group.



INFORMATION ABOUT EMERGENCY MANAGEMENT AT THE UNIVERSITY OF SOUTHERN DENMARK

The University of Southern Denmark has a concerted concept for emergency planning for all the university's addresses. This means that the same rules apply for staff and students as regards emergency management regardless of where in SDU they may be.

The university has two types of area:

Non-public areas are attached to an institute or department. They have staff who have received instruction through the institute's emergency management plan. Evacuation from non-public areas can be supported by the use of yellow and orange jackets.

The local emergency plan can contain a range of instructions that may be relevant in relation to teaching, i.e. in the event of chemical accident or of a conflict that could lead to violent behaviour or threats. Local instructions can be found on www.sdu.dk/beredskab - search for the institute's name.

Public areas are communal areas and spaces, including auditoriums, classrooms, meeting rooms, reading zones etc. without permanently attached staff. In public areas, communication of emergency management is as follows:

- Safety point: Here anyone can call for help using an emergency telephone, find where they are on a map and give the closest access coordinates for emergency services. They can also make use of the emergency equipment, which includes a defibrillator (not at all points), fire extinguishers and a first aid box.
- Safety information: Available in all classrooms and should be used to ensure that the maximum number of people that can be in a classroom is not exceeded. It provides information about alarm instructions, about the warning given in the room and where the nearest emergency exit or 'safety point' is to be found.
- Map of the area: A map of SDU with information about the siting of 'safety points', assembly points, and your own position. The map also acts as an ordinary guide to areas such as canteens, bookshops etc.



ALARMS

In the event of any accident the alarm instructions must be followed. The alarm instructions are provided on the next page. Note that not all the instructions need to be followed on every occasion. This will depend on the incident.

When an incident occurs, it is important first and foremost to do whatever can be done to stop the accident and limit the damage. After that, a call should be made to the emergency call centre on 1-1-2, and the instructions given should be followed. It is the task of the emergency call centre to ensure that the correct emergency services arrive from the police, fire or ambulance services, while staff ensure that they provide help in managing the situation correctly.

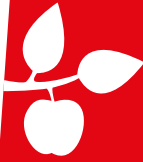
In certain circumstances it may be necessary to evacuate the area. Be aware of that the university buildings date from different periods and this means that they have a variety of ways to raise the alarm. Where there is an alarm system, this can be used.

Where there is no alarm system, the alarm should be raised by shouting. Furthermore, you are also recommended to raise the alarm by shouting where an alarm system is being used. Evacuation should take place using the closest safe exit. A plan of emergency exits can be found in the safety information and they are marked with emergency exit signs.

Regardless of what the incident involves, it is important to contact Technical Services on 6550 8888 to ensure that the relevant people are informed as quickly as possible, e.g. if there is a need for external communication, involvement of senior management and so on. Furthermore, Technical Services can assist in the situation by, for example, cordoning an area off or informing emergency services how to access the area or classroom.

The following alarm instructions are the same across SDU and are repeated in the safety information to be found in all classrooms and at 'safety points'.





ALARM

**Stand om muligt ulykken/
Limit the accident**

Limit the accident

- **Begræns skaden/Contain the damage**

**Ring 1-1-2. Oplys/
Call 1-1-2. Tell them:**

Call 1-1-2. Tell them:

- **Hvad er dit navn?/Your name**
- **Hvad er der sket?/What has happened**
- **Hvor ringer du fra?/Where you are calling from**

**Evakuer området om nødvendigt/
Evacuate the area if necessary**

Evacuate the area if necessary

- **Aktiver varslingsanlæg hvis det forefindes/
Activate any alarms**
- **Alarmer dine omgivelser mundtligt/
Alert those in your vicinity as quickly as possible**
- **Benyt nærmeste sikre udgang/Use the nearest safe exit**

**Ring 6550 8888 og informer SDU/
Call 6550 8888 and inform SDU**

Call 6550 8888 and inform SDU



INSTRUCTIONS FOR TEACHERS IN RELATION TO EMERGENCY MANAGEMENT

Presentation of information material

If you as a member of staff at SDU teach students or others, one of your tasks is to support concerted emergency management at SDU.

You may be one of the teachers, who once a year has to present bilingual, automated information material about SDU's concerted emergency management. The material can be found on www.sdu.dk/beredskab and should be presented during the first week of the autumn semester. Technical Services will remind institutes when the time is near, after which it is the task of institutes to decide which day the material should be presented and inform teachers.

You are encouraged to contact your head of institute or secretary for further information about the material.

Assistance in the event of accident or incident

As a teacher, you are expected to provide assistance by raising the alarm in the event of accident or incident. You should always ensure your own safety in such situations. You have no personal responsibility for the life or health of students.

Note the following before, during and after an accident or incident:

Before

- Make sure your students are instructed in the management of risks that might be occasioned by activities associated with your teaching.
- Be familiar with the emergency exit(s) and safety information for your classroom.
- Make sure that emergency exits are not blocked by furniture or teaching equipment, for example. Help can be sought from Technical Services on 8888@sdu.dk.
- Take note of students' wellbeing and any unusual behaviour. If you suspect a student has problems, you can express your concerns by having a quiet talk with the student or by contacting the relevant academic supervisor and making your concerns clear. In the event of issues that require external support or of unusual behaviour, the head of studies should be informed.



ANVISNINGER FOR UNDERVISER VEDRØRENDE BEREDSKAB

During

- Support the implementation of alarm procedures
- Assist by summoning help from emergency services and the police. If necessary, send someone to meet the emergency services.
- Assist with the evacuation by helping the students out and informing them where the nearest emergency exit is and which assembly point they should go to.
- Take note of any abandoned valuables in order to report them later.
- Find out whether Technical Services have been informed on 6550 8888. Inform them about the situation and explain how you can be contacted if they need further updates.

After

- Inform your immediate superior about the situation and draw attention to any valuables that may have been abandoned or lost during the incident.
- Make an agreement with the course administration as to whether lost classes should be made up, how students should be informed, and to whom students should refer if they have lost valuables during the incident.
- Assess the need for subsequent crisis counselling.

