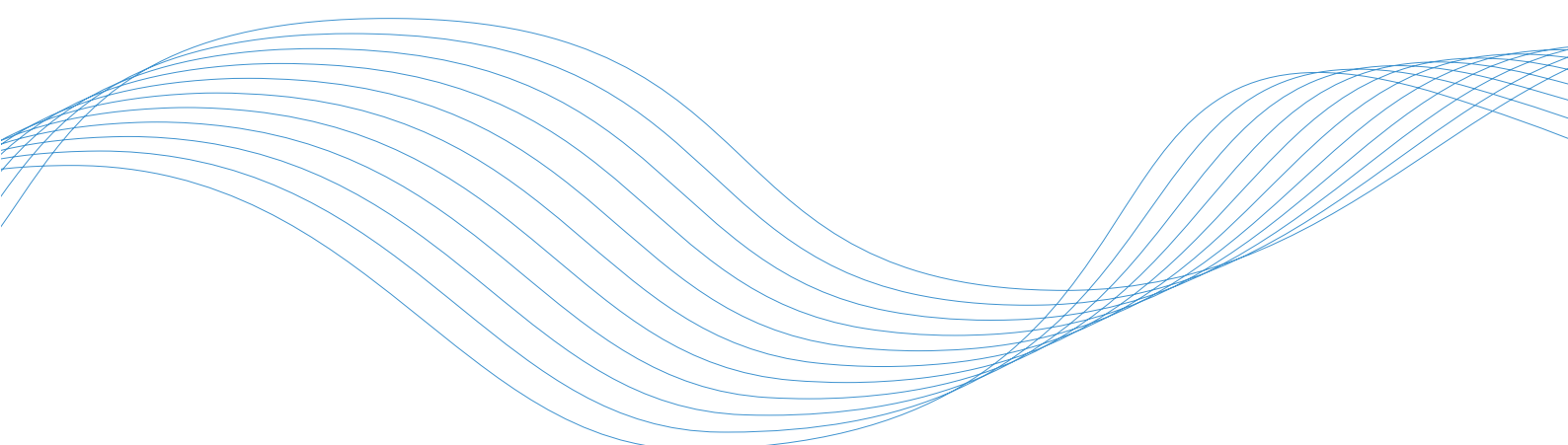


# INFORMATION ABOUT SAFETY

*at Örebro University*



# SAFETY AT ÖREBRO UNIVERSITY

**The safety measures** at Örebro University aims at creating a safe and secure environment for all students, staff and visitors. While on Örebro University's premises, there are a few things concerning security and safety that you should know about.

## Responsibilities and obligations

With operational responsibility comes the responsibility for safety and security. The Vice-Chancellor is ultimately responsible for security at the University, but the overall responsibility for security at schools and departments lies with the respective head of school/department. For the safety measures to be efficient, it is important that all members of staff and students contribute to the efforts made.

Most of the time, incidents such as fire, burglary, theft, violence, threats, etc. can be prevented. Risk awareness among staff and students is therefore key to a safe and secure University environment. If you notice anything that may jeopardise safety at the University, please notify your school/department or the Student Union immediately. You can also contact the security department.

## In the event of accidents and other emergencies

You should always call 112 if there is an emergency which constitutes a danger to people, property and/or environment. Always say who is calling, where you are and what has happened.

**FOR EMERGENCIES CALL 112**

## First aid and crisis support

At all the schools, departments and in places where there is an increased accident risk, there are first aid panels. These panels have a first aid kit and supplies for basic wound dressing. Some panels also have eye wash. Please contact your school/department to find out where the nearest panel is.

Also, all the schools and departments have an organisation to provide crisis support if ever there is a need. As a member of staff at the University you have the right to support in the event of a crisis. Contact the head of your school/department, the Campus Health Centre or the University Chaplaincy for more information.

As a student you also have the right to support. Contact your study advisor, the University Chaplaincy or the Student Union for more information.

## Violence and threats of violence

Threats and acts of violence can be of a physical or psychological nature. The fact that a person feels threatened is enough reason for the University to take the event very seriously and act accordingly.

When violence or threats happen to an individual at the University, either student or employee, there are procedures in place and a readiness to deal with the situation at hand. If you should become a victim, or learn about somebody else being a victim of violence, threats of violence or who in any other way is being threatened, you should always contact the head of your school/department, human resources or the security department. If you are a student, contact your school or the Student Union. You can also contact the security department. It is also important to always report any violence or threats to the police.

**FOR ALL TYPES OF EMERGENCY THREATS CALL 112**

## Harassment and bullying

Harassment and bullying may also pose a threat to personal safety. Legally, harassment is covered by the Swedish Discrimination Act, while bullying comes under the Swedish Work Environment Act. At the University, there are clear guidelines as to how such grievances should be handled and what measures to take.

In its policy for equality and gender equality, the University expresses a zero tolerance approach to any form of disrespect towards others. It also outlines an ambition to work actively for a positive and safe work and study environment. Any reports of harassment or bullying should be made to the Vice-Chancellor. You can also turn to the University's equality and diversity advisors with any questions you may have. As a student you can also contact the Student Union.

## Prevent thefts

Opportunity makes the thief – even at the University where every year there are a number of thefts. The easiest way by far to avoid theft is to not leave items, which are especially liable to be stolen, unattended. Do not leave valuables in your coat pocket or your bag if you do not keep them in sight at all times. There are lockers in various places on campus.

If you are subjected to theft you should always report it to the police.

# FIRE PROTECTION AT ÖREBRO UNIVERSITY

## In the event of fire

**Fire:** Evacuate the building and go to the assembly point marked on the evacuation plan in each building.

**Rescue:  
Call:** Persons who are in obvious danger  
112 – Rescue Services  
(Räddningstjänsten) via SOS Alarm

**Extinguish:** Only if it is safe to do so

**Other:** Close doors



## NEVER USE THE LIFTS DURING EVACUATION!

### Fire protection information if you have a disability

Being hearing-impaired, deaf, visually impaired or having any other disabilities may make it difficult to perceive and respond to an emergency alarm. None of our facilities are equipped with optical alarm devices. Contact your school/department to make sure that you are familiar with the evacuation plan in case of a fire.

You can also learn how to use fire equipment and about evacuation by watching instructional films on the University website ([www.oru.se](http://www.oru.se)). The films are in Swedish. Search for Säkerhet on the Swedish website to watch the films.

### Fire extinguisher equipment

A fire that is detected early is often very easy to extinguish with a fire extinguisher. There are fire extinguishers in all the corridors and in places where there is an increased risk of fire.

### Evacuation when the fire alarm is activated

When the fire alarm sounds you should always evacuate the building. All emergency exits are clearly signposted and easy to follow. At the entrances of each building and at the entrances of each school and department there are boards with evacuation plans, providing information on how to evacuate the building. The plan also shows where the nearest fire extinguisher, fire hose and fire alarm button are located.

Once you have exited the building you should proceed to the assembly point. At the assembly point you will wait for further instructions.

### General fire protection rules

- Smoking indoors is prohibited, and you are not allowed to smoke any closer than 15 metres away from the entrance of any building. Cigarettes must be put out in an ash tray.
- Electrical equipment, such as kettles, coffee machines and hobs should always be equipped with a timer.
- Fire doors must not be left open, not even temporarily, with doorstops or any other means.
- Fire extinguisher equipment must not be blocked.
- Emergency exits must not be blocked.

## OTHER INFORMATION

### Access to University facilities

The level of access programmed into your key card determines which card reader-controlled doors you can open and when. Some schools and departments use keys. To obtain a key or card contact the person responsible for this at your school/department.

As a student you need the University card to access University facilities including certain rooms and halls. In Studentforum you will find information about the University card, where you can get it and how to activate it.

If you would lose your key or card it is important that you contact the reception immediately so that the card can be blocked. As a student you block your card in Studentforum, at the same place where you activated it. Then you can get a new card and activate it.

### Lost property

Any items that have seemingly been lost or mislaid should be handed in to the Student Services Centre in Långhuset or to the police's lost property department to give the owner a chance to retrieve them.

If you have lost or mislaid something, do turn to the Student Services Centre and/or the police's lost property department. At Campus Grythyttan, lost property is handed in to the school's administration or the library.

# CONTACT INFORMATION

## FOR EMERGENCIES CALL 112

### Örebro University

Switchboard: +46 19 30 30 00

### Student Union

Phone: +46 70 939 99 27

[reception@orebrostudentkar.se](mailto:reception@orebrostudentkar.se)

### Student Services Centre

Phone: +46 19 30 37 00

[studentcentrum@oru.se](mailto:studentcentrum@oru.se)

### Security on campus

[sakerhet@oru.se](mailto:sakerhet@oru.se)

Chief Security Officer: Erik Nilsson

Phone: +46 19 30 34 48

Mobile: +46 72 240 38 50

Assistant Chief Security Officer: Anna Eriksson

Phone: +46 19 30 10 09

Mobile: +46 70 401 96 04

Security Technician: Jonas Olsson

Phone: +46 19 30 20 20

### Campus Health Centre

Phone: +46 19 603 61 05

[orebro@feelgood.se](mailto:orebro@feelgood.se)

[karlskoga@feelgood.se](mailto:karlskoga@feelgood.se)

### University Chaplaincy

University Chaplain: [prast@oru.se](mailto:prast@oru.se)

University Pastor: [pastor@oru.se](mailto:pastor@oru.se)

University Deacon: [diakon@oru.se](mailto:diakon@oru.se)

### Securitas

Urgent problems with alarms or the access system, as well as safety matters, out of office hours.

Phone: +46 19 32 43 25

## Reporting faults, damages and incidents

### Urgent matters

Office hours: phone +46 19 30 30 00

Non-office hours: Securitas phone +46 19 32 43 25

Examples of urgent matters are: urgent problems with alarms and access systems, safety matters, water leaks, gas leaks, power cuts, and other faults where there is a risk of damage or accidents.

### Non-urgent matters

If you discover faults, defects or damages that are not emergencies, please make a fault report. Examples of faults are broken furniture, equipment or signs, blinking fluorescent tubes, malfunctioning printers, audiovisual equipment or networks. Please fill in the fault report at: [www.oru.se/faultreport](http://www.oru.se/faultreport)

Information updated September 2018

