



**SAFETY INFORMATION
AT ÖREBRO UNIVERSITY**

SAFETY AND SECURITY 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. Ultimately, the vice-chancellor is responsible for security at the university at large, whilst the heads of school have an overall responsibility for the students enrolled at their respective schools. The head of school is also responsible for the student's working environment.

Most of the time, incidents such as fire, burglary, theft, violence, threats, etc. can be prevented. Risk awareness amongst students and staff is therefore key to a safe and secure university environment. If you notice anything that may jeopardize safety at the university, please notify your school immediately, for example the course representative, the study guidance officer, or the students' health and safety representative. You can also contact the student union or the security manager. On the back cover of this brochure you will find the contact details you need.

In the event of accidents and other emergencies

You should always call 112 if there is an emergency which constitutes a hazard for people, property and/or environment. Always state your name, where you are and what has occurred.

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 plasters etcetera for basic wound dressing. Some panels also have eye wash. Please contact your school to find out where your closest panel hangs.

Also, all the schools have the means to provide crisis support if ever there is a need. As a student at the university you have the right to crisis support. Contact your study guidance officer, 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 and mental character. The fact that a person feels threatened is enough reason for the university to treat the event very seriously.

When violence or threats happen to an individual, either student or employee, there are procedures in place and a readiness to deal with the situation at hand. If you as a student 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 your school, for example the head of school or study guidance officer, or the student union.

It is also important to always report the violence or threat to the police.

For all types of emergency threats call 112

Harassment and bullying

Harassment and bullying might pose a threat to personal safety. From a legal point of view, harassment is covered by the Swedish Discrimination Act and bullying by the Swedish Work Environment Act, and at Örebro University there are clear guidelines on how to handle and which measures to take in the event of such anomalies.

The university's Strategy for equal opportunities and gender equality expresses a zero tolerance against all forms of lack of respect for others. It also outlines an ambition to work actively for a good and safe working and study environment. All reports of harassment and bullying are to be made to the vice-chancellor. If you have any questions you can also contact the Student Union's student representative or the university's equality and diversity advisors.

Prevent thefts

Opportunity makes the thief – even at the university where every year there are a few thefts. The easiest way to avoid theft is to not leave items, which are especially liable to be stolen, unattended. Do not leave your computer in the lecture hall or in the group room when you go for a break. Also, do not leave valuables in your jacket or your bag if you do not keep them in sight at all times. If you have effects that you do not want to carry around with you all day, you can use the storage boxes that are available in each building 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
Rescue:	Person(s) who are in obvious danger
Call:	112 – Rescue Services (Räddningstjänsten) via SOS Alarm Centre
Extinguish:	Only if it is safe to do so
Other:	Close doors
Assembly point:	Football field at the sports field



Fire extinguisher equipment

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

Fire hose

There are boxes with fire hoses placed all over the campus area. The location of the fire hose boxes are marked with signs.

INSTRUCTIONS:

- Open the fire hose box.
- Next to the fire hose there are instructions.
- Pull out the fire hose.
- Turn on the water tap.
- Hold on to the end of the fire hose.
- Twist the nozzle clockwise to release the water.
- Direct the jet towards the centre of the fire.
- Turn the nozzle anti-clockwise to turn off the water jet.

Fire extinguisher

There are fire extinguishers located in strategic places all over the university. The locations of the fire extinguishers are marked with signs.

INSTRUCTIONS:

- Hold the fire extinguisher by the lower handle.
- Pull the ring straight out to release the safety pin.
- Keep a firm grip of the nozzle at the end of the hose.

You can also learn how to use fire equipment by watching an instructional film about fire equipment which you will find on the following page:

www.oru.se/sakerhetsinformation/brandskydd 

Evacuation when the fire alarm is activated

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

Never use the lifts during evacuation!

When you have exited the building you should proceed to the assembly point. The assembly point is always the sports field outside the Gymnasium Building regardless of what building you are in. At the assembly point you wait for further instructions. For more information on evacuation, please watch the instructional film about evacuation which you will find on the following page:

www.oru.se/sakerhetsinformation/brandskydd 

General fire protection rules

- Smoking indoors is prohibited, nor are you allowed to smoke any closer than 15 metres away from the entrance of a building. The 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 a doorstep or other obstacle.
- Fire extinguisher equipment must not be blocked.
- Emergency exits must not be blocked.

Fire protection information if you are hearing-impaired, deaf, visually impaired or have another functional disorder hinder

If you are hearing-impaired, deaf, visually impaired or have any other functional disorder it may be difficult to perceive an emergency alarm. Not all facilities are equipped with optical alarm devices. Contact your school to make sure that you are familiar with the evacuation plan in case of a fire.

CONTACT INFORMATION

Reporting faults, damages and incidents

Urgent matters

Office hours: phone +46 (0) 19-30 30 00

Non-office hours: Securitas phone +46 (0)10-470 57 58

Examples of urgent matters are: water leaks, gas leaks, power cuts, and other faults where there is risk for damage/accidents.

Non-urgent matters

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

Access to the university's facilities

You need a university card to gain access to the university's facilities when the entrance doors are locked. You also use this card to gain access to each school's computer rooms, which are normally open every day of the week between 07.30–22.00. The university card is also used to gain access to special facilities, for example laboratories, studios, etcetera. Each school controls the access to these rooms.

At Studentforum (<http://studentforum.oru.se>) you will find current information about the university card, for example where you can collect your card and how to activate it.

Lost property

Items of lost property are items that may have been lost or stolen. If you find a lost item, please hand it in to the Student Services Centre in the Long Building or leave it to the police's lost property department. If you have lost something, please go to the Student Services Centre and/or the police's lost property department.

For emergencies call 112

Örebro University

Switchboard: +46 (0)19-30 30 00

Örebro County Council

Switchboard: +46 (0)19-602 70 00

Student Union

Phone: +46 (0)19-676 23 50

Text telephone: +46 (0)19-676 23 64

Fax: +46 (0)19-676 23 69

kansli@karen.oru.se

Security Manager

Erik Nilsson

Phone: +46 (0)19-30 34 48

Mobile: +46 (0)72-240 38 50

sakerhet@oru.se

Security Technician

Michael Tunehag

Phone: +46 (0)19-30 35 61

Mobile: +46 (0)70-556 35 61

sakerhet@oru.se

Campus Health Centre

Monday–Friday, kl 08.00–09.00

Phone: +46 (0)19-30 31 97

campushalsan@previa.se

University Chaplaincy

University Chaplain: Johan Linnman

Phone: +46 (0)19-30 11 69,

+46 (0)19-15 47 13

studentprast@oru.se

University Pastor: Angela Collin

Phone: +46 (0)19-30 11 64

Student Deacon: Maria Consales

Phone: +46 (0)19-30 35 60,

+46 (0)76-772 03 36

studentdiakon@oru.se

Securitas

For urgent matters concerning alarms, key card systems, and safety issues during non-office hours.

Phone: +46 (0)19-32 43 25

