



SAFETY ON CAMPUS

SAFETY INFORMATION
for students and staff

The safety measures at Örebro University aim to create a safe and secure environment for all students, staff and visitors. While on Örebro University's premises, there are a few important things regarding security and safety that you should know about.

Responsibilities and obligations

Operational responsibility comes with responsibility for safety and security. The Vice-Chancellor has ultimate responsibility for security at the university, while the overall responsibility for security at schools and departments lies with the respective head of school or department. For safety measures to be effective, it is essential that all staff and students actively contribute to these efforts.

Most 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 could compromise security at the university, you should report it immediately to your school or department, or contact the Student Union. You may also reach out to the security department.

Response to accidents and emergencies

In an emergency involving danger to people, property, or the environment, **always call 112**. Always say who is calling, where you are, and what has happened.

First aid and crisis support

At all schools, departments, and areas where there is a higher risk of accidents, first aid panels are available. These panels have a first aid kit and supplies for basic wound dressing. Some panels also have eye wash stations. Please contact your school or department to find out where the nearest panel is.

Furthermore, all schools and departments have an organisation to provide support if needed. As a member of staff, you are entitled to

support in a crisis. Contact your school or department head 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 for the university to take the incident very seriously and respond appropriately.

When violence or threats happen to an individual at the university, whether a student or an employee, there are procedures in place and a readiness to address the situation.

If you, as an employee, should become a victim or learn that someone else is a victim of violence, threats of violence, or is being threatened in any other way, you should always contact the head of your school or department, human resources, or the security department.

If you are a student, get in touch with your school or the Student Union. You can also get in touch with the security department. It should also be emphasised that in cases of violence and intimidation, reporting the incident to the police is always urgent.

Attacks and shootings

School attacks or ongoing deadly violence (ODV) typically describe a situation where serious and potentially lethal violence is occurring in real time. If such an attack happens, your immediate actions as an individual are vital. The university refers to the police's recommendations on how to protect yourself during an attack:

- **RUN / HIDE / TELL**

FOR EMERGENCIES CALL 112!

Discrimination, harassment and bullying

The university has zero tolerance for discrimination, harassment, and victimisation, and such behaviour may lead to legal action. Discrimination and harassment are governed by the Discrimination Act, while bullying falls under the Work Environment Act. The university provides guidelines on how to handle and respond to such misconduct. Additionally, the university has a policy for a good working and study environment, stating that the organisation must be free from discrimination and harassment.

The university recommends that all cases of discrimination, harassment, or victimisation be reported to the manager or head of department using a form on Inforum and Student Services. If you have any questions, you may contact the university's equal opportunities officer. As a student, you may also contact the university's student and doctoral student representative.

Prevent thefts

Opportunity makes the thief – even at our university, where thefts occur every year. The simplest way to prevent theft is not to leave your belongings unattended, especially when they are at risk of being stolen. Never leave valuables in your coat pockets or bags if you can not keep them in sight at all times. There are lockers available in various locations on campus.

If you are a victim of theft, you should always report it to the police.

**QR code for reporting theft
on the police website**



FIRE PROTECTION AT ÖREBRO UNIVERSITY

In case of fire

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

- **RESCUE:** Anyone who is in obvious danger
- **CALL:** 112 – Acute emergency services via SOS Alarm
- **EXTINGUISH:** Only if it is safe to do so
- **OTHER:** Close doors

Fire extinguishing equipment

A fire that is detected early is often very easy to put out with a fire extinguisher. Fire extinguishers are placed in all corridors and areas where there is a high risk of fire.

Evacuation when a fire alarm is activated

When a fire alarm sounds, you must always evacuate the building. All emergency exit routes are clearly signposted and easy to follow. At the entrances to each building and at the entrances of each department and division, there are evacuation boards that provide 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 left the building, go to the assembly point. At the assembly point, wait for further instructions.

Fire safety information for people with disabilities

Being hearing-impaired, deaf, visually impaired, or having any other disabilities can make it difficult to recognise and respond to an emergency alarm. Not all our premises are equipped with optical alarm devices. Contact your school/department to make sure that you are familiar with the evacuation plan in case of fire.

GENERAL FIRE SAFETY RULES

- **Smoking indoors is strictly prohibited, and you are not allowed to smoke closer than 15 metres from any building entrance. Cigarettes must be disposed of in an ashtray.**
- **Electrical equipment, such as kettles, coffee makers and hobs, should always be fitted with a timer.**
- **Fire doors must never be left open, even temporarily, using doorstops or any other means.**
- **Fire extinguisher equipment must never be blocked.**
- **Escape exits must never be blocked.**
- **The use of candles is not allowed.**

NEVER USE A LIFT DURING EVACUATION!

OTHER INFORMATION

Access cards and keys

The authorisation level on your access 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 at your school or department.

As a student, you need a university card to access university facilities, including certain rooms and halls. You can find up-to-date information about the university card, where you can get one, and how to activate it at Student Services (Studenttjänster).

If you have lost your access card or key, it is essential that you contact the Info Centre in Långhuset immediately, as a member of staff. As a student, you can block your card via Studenttjänster, at the same place where you activated your card. There, you can also get a new card and activate it.

Lost property

Lost property should be handed in to the Info Centre in Långhuset or the police lost property department (hittegods) to give the owner a chance to retrieve it. If you have lost or misplaced something, you should contact the Info Centre and/or the police's lost property department. At Campus Grythyttan, lost property is handed in to the school's reception desk and the library. At Campus USÖ, lost property is handed in to Campus Services.

Reporting faults, damage and incidents

Urgent matters: Examples of urgent matters include problems with alarms and access systems, security issues, water leaks, gas leaks, power cuts, and other faults that could cause damage or accidents.

Non-urgent matters: If you find faults, defects, or damage that are not urgent, please submit a fault report. Examples include broken furniture or fittings, equipment, signs, blinking fluorescent tubes, malfunctioning printers, AV equipment, or networks. Please complete the fault report at: www.oru.se/faultreport

CONTACT DETAILS

FOR EMERGENCIES CALL 112!



Fault report, office hours

📞 Urgent matters: 019-30 30 00

🌐 Non-urgent matters: www.oru.se/faultreport

Fault report, non-office hours: Securitas

Urgent problems with alarms, access systems and security issues

📞 019-32 43 25

Info Centre

📞 019-30 37 00

✉ infocenter@oru.se

Student Health Centre

✉ studenthalsan@oru.se

Student Union

☎ 070-939 99 27 ✉ reception@orebrostudentkar.se

Security Department

📞 019-30 38 00 ✉ sakerhet@oru.se

University Chaplaincy

✉ Student chaplain: prast@oru.se

✉ Student pastor: pastor@oru.se

✉ Student deacon: diakon@oru.se

Örebro University

📞 (Switchboard): 019-30 30 00



Read more about security
work at Örebro University