

# Routines for emergencies and evacuation at the Department of Mathematical Sciences

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## *Basic rules at fire, accident or other danger*

*It is the responsibility of all employees and students working at the Department of Mathematical Sciences to know the contents of these routines. It is important to be able to help in the process of evacuation when evacuating the premises.*

## Table of contents

<b>Evacuation</b> .....	<b>Error! Bookmark not defined.</b>
"Save, alert, alarm, extinguish, evacuate" .....	2
<i>Save</i> .....	<b>Error! Bookmark not defined.</b>
<i>Alert</i> .....	<b>Error! Bookmark not defined.</b>
<i>Alarm</i> .....	<b>Error! Bookmark not defined.</b>
<i>Extinguish</i> .....	<b>Error! Bookmark not defined.</b>
<i>Evacuate</i> .....	<b>Error! Bookmark not defined.</b>
The reassembly place of Mathematical Sciences is outside the entrance of Chalmers Library .....	3
Meet the rescue service .....	3
<b>Evacuation organization</b> .....	<b>Error! Bookmark not defined.</b>
Rescue leader .....	<b>Error! Bookmark not defined.</b>
Responsible head.....	<b>Error! Bookmark not defined.</b>
Teacher or other person responsible for meeting .....	<b>Error! Bookmark not defined.</b>
Students and employees .....	3
<b>Other information</b> .....	<b>Error! Bookmark not defined.</b>
Fire and emergency alarms.....	<b>Error! Bookmark not defined.</b>
Turn off alarm.....	<b>Error! Bookmark not defined.</b>

## Evacuation

“Save, alert, alarm, extinguish, evacuate”

### Save

Save – if possible – people in apparent danger. Do not take unreasonable risks with respect to your life and health.

### Alert

Alert everyone threatened by fire or other danger.

### Alarm

Be prepared to state:

- Your name
- From where you are calling
- Type of accident
- Particular danger
- Number of injured
- The nature and extent of the injuries

Inform Chalmers on the emergency number, 031-772 4488.

### Extinguish

Extinguish the fire if you judge that you are capable of it without taking undue risks. Close doors to reduce the spread of the fire.

### Evacuate

If you hear an evacuation alarm, you should evacuate the premises. An evacuation plan is available in all floors and corridors. There you can see where you shall go when the alarm has been triggered. The plan shows which exits you can use from your corridor. There are several escape routes (usually stairwells) from each floor. These routes are signposted with green signs with running people.



Strive to always know two independent ways out and where the reassembly place is. The reassembly place is always outdoors. You must remain at the reassembly place until the responsible head or rescue leader gives further information. If possible, and if it can be done without danger for your own life, put on outdoor clothes before you go out.

**NEVER** use elevator when evacuating.

If there are people with impaired mobility or orientation in the activities, the head of department (for employees and University of Gothenburg students) and dean of education (for Chalmers students) are responsible that their evacuation is planned and communicated to them in accordance with *Routines for safe evacuation of disabled persons*. Those who have guests are responsible that

they are able to evacuate in case of alarm. Those who are teachers in a teaching situation or responsible for a similar type of meeting are to ensure that the other participants evacuate.

### The reassembly place of Mathematical Sciences is outside the main entrance of Chalmers Library

The address of the main entrance of Chalmers Library is Hörsalsvägen 2.

### Meet the rescue service

Meet, or make sure that someone meets the rescue service at the agreed location. This is particularly important in the case of an accident. If you know an appropriate way for paramedics with a stretcher to get to a person in distress, this is also valuable information. The rescue service seldom has as good local knowledge as employees and students.

## Evacuation organization

### Rescue leader

*The rescue leader* (the head of the rescue service for the effort) is the only one who can decide if/when the activities can be resumed. The responsible head (if present) shall strive to get information about this. No one may return to activities without having obtained this message. For certain incident types, for example bomb alarm, it may be a police officer and not the rescue leader who has this role.

### Responsible head

*Responsible head* is the chief head that is present at the reassembly place, as follows: Head of Department, Deputy Head of Department, Head of Division of Algebra and Geometry, Head of Division of Analysis and Probability Theory and Head of Division of Applied Mathematics and Statistics, and Head of Support Functions.

*Responsible head* should wear a reflective vest and be equipped with a megaphone, these are in the mailroom of Mathematical Sciences.

*Responsible head* should tell the rescue leader about what is known that can be of relevance. This may for example be what activities that have been going on in the building, if it is known that someone has not been able to evacuate, and special risks in the premises. Since both employees and students are alone in certain premises the rescue leader always must assume that people can remain in the premises. This must be emphasized to the rescue leader.

### Teacher or other person responsible of meeting

*Teacher in a teaching situation or other person responsible for a meeting* should at an evacuation ensure that the group that s/he is responsible for go to the reassembly point of the building stated in the evacuation plan.

It is imperative that all students know how to act when evacuating. It is a good idea to inform the students in the beginning of a course or when necessary.

### Students and employees

*Students and employees* should go to the reassembly place and help the responsible head with the evacuation efforts. If you have information that may be relevant for the rescue service, this is primarily given to the responsible head, or if no responsible head is present, directly to the rescue leader.

## Other information

### Fire and evacuation alarm

There are fire/evacuation alarms in all buildings and they are activated either automatically by heat/smoke detectors or by pushing one of the red alarm buttons found on the walls in the buildings. The alarm is forwarded to the Rescue service which can be expected to arrive within ten minutes. If you are aware of what has happened or other relevant information, you should call 112 and report this.

The purpose of the red alarm buttons is to initiate an evacuation, and to call the rescue service. If you notice a fire and cannot hear the fire alarm, you should press the alarm button. Also do so if evacuation needs to be done for other reasons – for example at a bomb threat.

The fire/evacuation alarm in the buildings of Mathematical Sciences is sectioned into two parts: the low/high building, and the Physics building. This means that the evacuation alarm can be triggered in one or both sections independently of each other.

### Turn off alarm

Only the rescue service may turn off a sharp fire alarm (automatic or red button).

Only the property owner and/or the rescue service may turn off an evacuation alarm (green button, the rescue service is not automatically alarmed).