

# In Case of Emergency

**08 - 16 2216 (office hours)**

**08 - 16 4200 (24-hours)**

**112 (SOS - ambulance, fire brigade, police)**

## Safety and Security Vision

The Section for Safety and Security must uphold Stockholm University's reputation as a safe and secure place for employees, students and visitors. The systematic safety work shall interact with the university's various quality systems/policies and contribute to the fulfillment of the university's stated objectives and mission.

The Section for Safety and Security will work for safety promotion routines that create/enable favorable conditions for education and research. We work for a safety culture that ensures security and minimizes costs of damages and losses for Stockholm University.

## Section for Safety and Security at Stockholm University

The Section for Safety and Security is a part of the university's Technical Support Office. In certain matters, the section is directly subordinate to the vice-chancellor. We are engaged in active safety. To make your work/study environment as safe as possible, there are some things you can think of to increase both your own safety and the safety around you.

- orient yourself on the premises
- check where the emergency exits and fire fighting equipment is
- close and lock doors and windows when you leave
- check who you let into the premises
- do not leave personal belongings unattended
- access cards/keys are personal and may not be loaned
- report lost access cards/keys as soon as possible
- report accidents/incidents, crime or suspected crime to your prefekt/head and to the Section for Safety and Security (as described below)

## Contact details and general information

The Section for Safety and Security is responsible for matters of public safety, alarms, surveillance, university insurance, systematic reviews of the work environment, safety inspection tours, environmental audit, crisis and disaster management, technical/physical work environments, preventive fire protection, lock and access systems. It is the task of the section to coordinate, plan, improve and educate within these areas.

Visiting address:       Universitetsvägen 10 B, 3rd floor, "Södra huset – B3"  
Postal address:         Sektionen för säkerhet, Stockholms universitet,  
                                  106 91 Stockholm.  
Phone:                     **08-16 2216 (office hours)**  
                                  **08-16 4200 (24-hours)**  
                                  08-15 4200 (reserve)

## Call the numbers 08-16 2216, 08-16 4200

- to get help in urgent situations (call first 112 in case of emergency)
- to report urgent events of a public-safety nature, such as thefts, break-ins, disruptive individuals or unauthorized individuals
- in case of fire (call first 112 in case of emergency)
- to get in contact with Security staff (Securitas)
- to get in contact with the Section for Safety and Security

Office hours university security staff can be reached directly at 08-16 2216, or 24-hours via Securitas alarm switchboard 08-16 4200.

Ask to speak to the university security staff (*universitetsväktaren*).

Reserve number: 08-15 4200.

Accidents, incidents, crimes/police reports, financial irregularities, security notifications/risks, environmental deviations/improvements shall also always be reported in the SAMIR-system ([su.se/samir](http://su.se/samir)) even if you have called.

Remember that you are helping both yourself, your department and others within the university by reporting.

## Anonymous security notifications

Stockholm University is the first university/college in Sweden to have opened up two ways for students and staff to report security notifications.

By the SAMIR-system ([su.se/samir](http://su.se/samir)) or voice mail, you can report crimes such as threats, harassments, assault, vandalism, theft, fraud, financial irregularities etc, or security flaws that could result in crimes further on.

Do you want to report by voice mail?

Call 08-16 1155, the line does not have caller ID.

In Case of Emergency call 112.

Your report will be dealt with by the Section for Safety and Security.

If you so wish and not have chosen to remain anonymous we will provide you with feedback.

Have a crime already occurred and you do not need to be anonymous you submit a police report in SAMIR ([su.se/samir](http://su.se/samir)) instead.

## Key-office address and opening hours

Södra huset, building B, floor 3, room B371 (Universitetsvägen 10 B).

Opening hours 16/9-30/4: Mon, wed-fri 08:00-16:30. Tue 09:00-16:30.

Opening hours 2/5-15/9: Mon, wed-fri 08:00-16:00. Tue 09:00-16:00.

Closed for lunch year-round 11:00-11:30.

Fault reporting by e-mail: [nycklexpeditionen@su.se](mailto:nycklexpeditionen@su.se)

## Staff at the Section for Safety and Security

**Mr Mattias Wadsten** Head of Safety and Security (CSO)

**08-16 1232, 073-707 8728, mattias.wadsten@su.se**

- -In charge of section activities and responsible for long-term safety planning, analyses and threat scenarios.
- Coordinator of Stockholm University crisis management team in case of crisis/disaster.
- Educates in crisis and serious event management.

**Mr Jan Ekström** Public Security coordinator

**08-16 3545, 070-341 3572, 08-612 9684 (fax), jan.ekstrom@su.se**

- Involved in public-safety planning for construction projects.
- Examining function and advisory, lock/access planning in construction projects.
- Responsible for alarms, offers and contacts with contractors.
- Responsible for education and information about alarm technology.
- Responsible for lock/access, offers and contacts with contractors.
- Responsible for the procurement regarding lock and access systems.
- Issuing identification cards.
- Education leader of first-aid and public safety training (incl CPR and AED - automated external defibrillator).
- Financial administration.
- Head of diving activities at Stockholm University.

**Mr Thomas Hårberg** Public Security coordinator

**08-16 1025, 070-316 2551, thomas.harberg@su.se**

- Responsible for surveillance.
- Responsible for the procurement regarding surveillance.
- Responsible for event security management.
- Handles issues concerning alarms and surveillance permits.
- Responsible for internal investigations.
- Responsible for and advisor in university insurance matters.
- Education leader of public-safety training (CPR).
- Receives, handles and investigates police reports and security notifications from all staff and students by SAMIR (su.se/samir).

**Mr Mikael Härlin** *Public Security coordinator*

**08-16 2101, 070-642 6333, mikael.harlin@su.se**

- Coordinator, of systematic fire protection (SBA) at the university.
- Examining function and advisory, fire safety planning in construction projects.
- Advisor, organizations planning and procedures of good fire- and emergency safety.
- Expert advisor, on safety inspections, technical and physical health and safety.
- Advisor, university insurance matters.
- Accident Investigator.
- Measurements and advice, work environmental matters.
- Education leader, skill development courses, general fire safety, internal set-up of fire prevention organization SBA and training with fire extinguishers, fire blankets and drill of safe evacuation of premises.

**Mr Mats Hansson** Environmental Health Engineer (particularly laboratories)

**08-16 2251, 070-333 8619, mats.hansson@su.se**

- Deals with work environment and safety issues, especially lab-related.
- Participate in and help laboratory departments with safety and work environment inspection tours.
- Coordinates notifications and permits for laboratory departments.
- Coordinates and assist in matters of animals, biosafety, chemicals, flammables, gases, hazardous waste, radiation protection.
- Organize educations in work environment and safety issues at labs.
- Receives, handles and investigates reports of incidents and accidents from all staff and students by SAMIR (su.se/samir).

**Mrs Margaretha Åkerholm** Environment Officer

**08-16 3312, 073-461 1160, margaretha.akerholm@su.se**

- Project leader of the chemical inventory system KLARA.  
Responsible for education and support in the system.
- Responsible for listing the applicable environmental legal requirements and periodically evaluating the compliance with these.
- Internal audits of the environmental management system at the university.
- Involved in chemical substitution.

**Ms Susanne Lundgren** Public Security Officer

**08-16 1927, susanne.lundgren@su.se**

- Receives and handles fault reports of doors and makes access schemes.
- Supports the access systems ARX, RITA and Keycontrol.
- Administers relocation issues like changes in keys/locks and access card.
- Financial administration (billing, coding).
- Run the Key-office when necessary.

**Anita Nordin Jagdmann** Administrative Officer

**08-16 2520, anita.nordinjagdmann@su.se**

- Handling questions/orders of key/lock-service.
- Receiving fault reports of access cards/card readers.

## **Alarms, fire, illness, vandalism, sabotage, threats etc**

### **University alarm centre**

The following types of alarms can be linked to the university alarm centre: fire alarms, evacuation alarms, disturbance alarms (assault alarms), break-in alarms, alarms from handicap toilets and rest areas, lift alarms (elevator alarms), special alarms for monitoring technical installations, freezer warning alarms.

The alarm system is monitored 24-hours.

### **In case of fire**

Call 112 and request “Fire-brigade”. Answer their questions, like:

- where the fire is (the address)
- what has happened
- where you are calling from (telephone number)

Evacuate the building and go to your designated Assembly Point.

If possible, meet the emergency vehicles and show them the way.

### **Illness or accident**

Call 112 and request “Ambulance”. Answer their questions, like:

- where the accident is (the address)
- what has happened
- where you are calling from (telephone number)

If possible, meet the emergency vehicles and show them the way.

### **Vandalism and sabotage**

If you discover people vandalizing, sabotaging or spraying graffiti on university property, call 112 and ask for the police.

### **Lift alarms (elevator alarms)**

All lifts at Frescati have an emergency alarm connected to Akademiska Hus.

Some lifts also have an alarm telephone linked to a security service. If you are in a lift that malfunctions, follow the instructions posted inside. NOTE: to activate the emergency alarm, you must press it continuously for at least 45 seconds. If you are near a lift alarming, determine whether anyone is in it. If so, contact Akademiska Hus via 020-55 20 00.

### **After emergency action/112, or if emergency action isn't required**

Call the university security staff for help/advise:

08-16 2216 (office hours), 08-16 4200 (24-hours), 08-15 4200 (reserve).

Inform the university security staff, prefekt/head and the Section for Safety and Security as soon as possible.

Accidents, incidents, crimes/police reports, financial irregularities, security notifications/risks, environmental deviations/improvements shall also always be reported in SAMIR ([su.se/samir](http://su.se/samir)) even if you have called.

Remember that you are helping both yourself, your department and others within the university by reporting.

## **Threats via telephone, letter, etc.**

All threats that concern university activity should be reported immediately to prefekt/head and the Section for Safety and Security, you shall also make a police report in SAMIR ([su.se/samir](http://su.se/samir)).

### **If the threat is delivered over the phone, act as follows:**

Pretend that you have not understood that it is a threat, and note down the contents. Attempt to maintain contact and ask the person as much as possible. Try to ascertain whether the person appears to be familiar with the university or its buildings.

Ask the caller the following:

- When is the threatened action going to happen?
- Who/What is the threat aimed at?
- Where will the threatened action take place?
- Why?
- Is the threat from some organization?
- Name? Address? Telephone number?
- Type of threat?

Note down the following about the caller:

- identity: man/woman, boy/girl
- voice: clear/dark/loud/weak/dialect
- speech: quick/slow/clear/well-spoken/stammering/lisping
- status: calm/excited/drugged/disoriented
- background: music/street noises/airplanes/machines/voices/radio/TV

After you finished the phonecall call 112 and ask for the police.

Inform the university security staff, prefekt/head and the Section for Safety and Security as soon as possible.

## **Threatening Letters**

It is vital that the original letter and its envelope be handled such that the police can conduct a technical investigation for fingerprints etc. As soon as the recipient realizes that it contains a threat, the original material should be placed in a protective wrapping.

Do not handle it with your bare hands!

Note the names of all personnel who have touched the document.

Do not stamp, date or otherwise write on the letter or envelope.

Contact the police at once, and turn over the evidence to them.

## **Bombs in packages or letters, suspected bombs**

Call 112 and ask for the police, and let them take over.

Evacuate the area or building and lock or otherwise block the doors to the room.

## Physical plant administration and maintenance

In case of problems/damage such as flooding, electrical failure or broken windows, contact the physical plant maintenance company:

### Akademiska hus

Frescati, Frescati backe, Frescati hagväg, Kräftriket, Lilla Frescati, Spökslottet, Studenthuset and Studentpalatset.

*Fault reporting:* [www.akademiskahus.se](http://www.akademiskahus.se)

*Acute fault reporting:* 020-55 20 00 (24-hours)

### Atrium Ljungberg

NOD-huset Kista (DSV)

*Fault reporting:* 0200-112 299 (24-hours)

William Wetterholm (manager): 070-927 6007

Markku Ahonen (technician): 073-026 1918

### Filmhuset

Filmhuset (Mediestudier - IMS)

*Fault reporting:* 08-665 1269, 08-665 1265 (caretaker)

Mats Wilén (manager): 08-665 1276, 070-867 6121

### Kungliga Vetenskapsakademien – KVA

Bergianska trädgården (dep-building)

*Fault reporting:* 070-763 8823, [kent.wallenius@kva.se](mailto:kent.wallenius@kva.se)

Björn Jouchims (manager): 08-673 9511, 070-673 9810

### SISAB

Sveaplan

*Fault reporting:* 0771-13 35 35

Acute fault reporting: 08-619 5000 (non-office hours)

Lars Carlsson (contact): 08- 508 43 281, 076-12 43 281

### Statens fastighetsverk – SFV

Bergianska trädgården (excl the dep-building that is maintained by KVA, see below), Finnstugan, Stora Gustafsborg, Tornet, Inst för pedagogik och didaktik och Tovetorps forskningsstation.

*Fault reporting:* [www.sfv.se](http://www.sfv.se)

*Acute fault reporting Tovetorp:* 0771-860 860 (24-hours)

*Acute fault reporting others:* 010-478 7140 (office hours), 08-454 2963 (non-office hours)

Michael Werner (manager Tovetorp): 010-478 7824, [michael.werner@sfv.se](mailto:michael.werner@sfv.se)

Mary Anne Vardy (manager others): 010-478 7262, [maryanne.vardy@sfv.se](mailto:maryanne.vardy@sfv.se)

Zouhair El Hadri (technician Bergianska): 010-478 7000

Lotta Marén (technician Pedagogiska): 010-478 7000

### Vasakronan

Garnisonen (Mediestudier - IMS)

*Fault reporting:* 08-566 20 600 (office hours, acute 24-hours)

Lars-Åke Bengtsson (manager): 08-783 1015, 070-575 3510

Mikael Dahlberg (contact): 08-782 0329