Safety and security on Stockholm University

In brief
VID BRAND
1. Rädda
   Kontrollera om det finns nödställda och rädda dem.
2. Larma
   Ring räddningstjänsten - 112.
   Tala om ditt namn, var det brinner, om det finns skadade eller innebördiga. Varna övriga som hotas av faran.
3. Släck
   Om möjligt, släck med hjälp av släckutrustningen.
4. Uttrym
   Följ skyttar och uttrymningsplanen. Undvik att passera rökyllda utrymmen.
   Använd ej hissar.
5. Återsamlas
   Efter utrymning, bege Er till återsamlingsplatsen.

IN CASE OF FIRE
1. Rescue
   Check for people in distress and rescue them.
2. Alarm
   Call the fire brigade - 112.
   Tell them your name, location of the fire, if anyone is injured or trapped. Warn others who might be in danger.
3. Extinguish
   If safe to do so. Use the fire fighting equipment.
4. Evacuate
   Follow signs and the evacuation plan. Avoid areas with smoke. Do not use elevators.
5. Reassemble
   After evacuation proceed to the assembly point.
Emergency exit
Heart starter
Dial 112 for
- Ambulance
- Fire brigade
- Police
- Poison information
- On duty physician

You are at this address: Universitetsvägen 14 D

When in urgent need of security staff after operating hours, contact patrolling security staff: 16 42 00
Ask to speak to University security personnel (universitetsväktare)

Spare telephone number: 15 42 00

During working hours, please dial: 16 22 16

In case of house problems, contact
Akademiska hus: 020–55 20 00
www.akademiskakahus.se

Section for Safety and Security
Remember

• Do not leave your laptop, cellphone, wallet, jackets unattended, ever...

• When You leave your office etc, **LOCK THE DOOR!**

• Review your insurance coverage before something happens!!!
# SAMIR - Safety-Work Environment-Environment-Reporting

<table>
<thead>
<tr>
<th>Other departments</th>
<th>Year: 2015 ▼</th>
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## Anonymous security notifications
Stockholm University is the first university in Sweden to have opened up two ways for students and staff to report security notifications (anonymously if desired). Via SAMIR or voice mail, you can report crimes such as threats, harassments, assaults, vandalism, theft, fraud, financial irregularities etc., or security flaws that could result in crimes further on. If a crime already occurred and you do not want to be anonymous you shall submit a police report instead, follow the link on the left.

**Do you want to report via SAMIR?**
Follow the link on the left, fill in the form and click "Send report".

**Do you want to report via voice mail?**
Call 08-16 1555; the line doesn't have caller ID. Your report will be dealt with by the Section for Safety and Security. If you so wish and have not chosen to remain anonymous we will provide you with feedback.

## Police report
It is of paramount importance that the Section for Safety and Security is informed about incidents, crimes and problems with the physical environment. If we are not provided with the information, preventive work suffers. Your information is valuable to us because our main task is to prevent crime and ill health.

A prerequisite for a safe and secure environment is regular and active participation in safety work by all staff and students.

Stockholm University has zero tolerance for any crime. All crimes committed at Stockholm University will be notified to the police via the Section for Safety and Security. This means we are also able to provide advice and support to victims of such crimes.

## Notification of incident or injury/illness at work
Your knowledge of crimes, incidents, accidents and working or external environmental problems is of immense value to Stockholm University. If we do not have this information, both your own and other people's health will suffer. Your information is a key part of our efforts to prevent crime and ill health.

**Do you want to report an incident or an injury/illness at work?**
Follow the link on the left, fill in the form and click "Send report". Your report will be dealt with by Human Resources and the Section for Safety and Security. We provide you with feedback by email or telephone.

In the event of an emergency or life-threatening situation, always call 112 first. Then contact the Section for Safety and Security on 08-16 22 16 (daytime) or the university's security guards on 08-16 42 00 (other times, via Security's emergency call centre).

**Incident or environmental non-conformance?**
The distinction between issues affecting the work environment and the external environment is not always clear-cut. These areas touch on each other in many cases, particularly in laboratory work. Use the following criteria to decide whether you are reporting an incident or an environmental non-conformance. An incident that could not have resulted in an injury at work counts as an environmental non-conformance. An incident with a negligible risk of an injury at work counts as an environmental non-conformance.

**Click here for contact information for the Section for Safety and Security.**

## Suggestions for improvement and environmental non-conformances
Suggestions for environmental improvements and environmental non-conformances reporting are the drivers of Stockholm University's environmental efforts, leading to development and the correction of omissions and errors. Anyone can suggest environmental improvements or report environmental non-conformances. Suggestions for improvement could include the introduction of a waste separation system in a department's kitchen or a reduction in the number of flights under 500 kilometers.

Environmental requirements can be either a study's own environmental performance requirements or legal requirements. Own environmental performance requirements are regulated by environmental procedures or defined environmental targets.

Environmental non-conformances arise when established environmental procedures or environmental legislation are not followed.

**Do you want to make a suggestion for improvement or report an environmental non-conformance?**
If you are a Stockholm University member of staff, follow the link on the left, fill in the form and click "Send report". Students or private individuals wishing to make a suggestion for improvement or report an environmental non-conformance should contact Jenny Liljehäll, the University's Environmental Coordinator, email: jenny.liljehall@su.se or tel. 08-16 39 99.

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/ Name name, Institution or similar
How to find Section for Safety and Security on campus?

Södra husen (blue houses) house B level 3, look for signs "Säkerhet"

If closed we also are to be found in house F, level 6

08-16 20 00, ask for Security
08-16 42 00, after office hours
Is it safe to work or study at Stockholm university?

YES!
Questions??
Good luck and welcome to
University of Stockholm