

Safety checklist for event booking within Stockholms university

The organizer is responsible for fire safety throughout the event, which means that potential risks have been identified and their management analyzed. In some cases, safety-enhancing measures may be necessary. The key phrase in the planning should be to "think ahead."

Various incidents at the event can be analyzed based on questions such as:

- What can happen?
- What are the consequences?
- How do we best avoid this?

The scope of planning and implementation may vary depending on the type and size of the event. The security function of Stockholm University is responsible for making a comprehensive assessment of any risks associated with the planned event and the need for security-enhancing measures. Security-enhancing measures incurring costs will be invoiced to the organizer according to the applicable price list for each measure.

To ensure that the security measures are both effective and tailored to the event, as the organizer, you should, as soon as possible but no later than 5 working days before the planned event, complete the attachment "Information about the event" and email it to sakerhet@su.se and brandsakerhet@su.se.

In case of fire

The organizer should appoint a fire safety responsible person who is present throughout the entire event and is responsible for ensuring that there is an adequate evacuation organization that can:

- **Rescue** people in immediate danger.
- **Warn** people around you to alert them that there is a fire or that the evacuation alarm sounds. Tell everyone around you to evacuate. If the fire and evacuation alarm has not started, or if evacuation must take place for another reason, press the fire alarm button located in the building.
- **Alert 112** in case of visible fire or fire smoke, call when you get out to a safe environment indoors or outdoors. Report: What happened, name, address of where the fire started, floor where the fire started, if people may still be in the building.
- **Extinguish** the fire if deemed possible with the help of extinguishing equipment or otherwise close the door to the space to limit the spread of fire. Your own safety is most important, do not take unnecessary risks. A fire grows quickly and an early intervention can make a big difference.
- **Evacuate** the premises safely. Do not use elevators, evacuation leaders must assist and guide people through the nearest smoke-free escape route to the assigned assembly point.
- **At the assembly point**, meet the campus guards or the fire service's Rescue leader, tell them what happened. Leave information if there are people still in the building, where the fire started is crucial for how the Emergency services on site act, information about special risks such as gas bottles or other danger to the rescue operation is also good information for the Rescue leader.

Name and contact information for the person in charge on-site

Name:

Email:

Phone:

Name of event


Date and time for the event

Date:

Start:

End:

Building and venue where the event will take place

 Type of event	Will alcohol be served?	If Yes, are security guards required in the permit?
Public gathering	No	No
Public event	Yes	Yes
Private event		

Number of participants expected to attend plus number of staff on site (e.g. 200 + 10)

How many evacuation leaders do you appoint for the event?

The number of evacuation leaders depends on the number of people, type of event and the visibility of the venue.

Is there a plan for pre-registration and a participant list, admission with ID check?

No Yes

Do you plan to use live candles, torches, smoke machines, or similar?

No Yes

Invited speakers, guests, and/or lecturers

Will a controversial issue be discussed?

No Yes

Name:

No

Yes

Topic:

Is there any known threat against speakers, guests, or lecturers?

No Yes

Have there been previous incidents related to similar conferences/lectures, such as demonstrations?

No Yes

Other comments

Safety checklist when booking premises within Stockholms university

This checklist refers to bookings and use of all centrally administered premises: meeting rooms, seminar rooms, group rooms, auditoriums, classrooms, computer rooms and conference rooms.

When booking a room, the person who booked must ensure that there is someone responsible in the room during the entire booking who follows the points in the checklist.

Fire safety

- Study the nearest evacuation plan to find out:
 - Address
 - Escape routes
 - Extinguishing equipment
 - Fire alarm buttons
 - Defibrillator (optional)
 - Assembly point
- Check that escape routes, emergency escape signs, extinguishing equipment and fire alarm buttons are not blocked or obscured. Furnishings must not affect fire and evacuation safety.
- Check that fire doors are not set up, e.g. with a wedge, or in any other way overrides its ability to prevent the spread of fire and smoke.
- Do not exceed the maximum number of people allowed by the venue.
- Equipment that can cause heat or smoke must not be placed or used in a way that could obviously start a fire or activate the fire alarm.
- In the event of a fire/fire alarm, those responsible on site must evacuate their premises through the nearest smoke-free escape route and direct them to the assembly point.

General safety information for the organizer

- Avoid having the audience behind your back. Ensure that there is a safe and secure path to and from the speaking area if needed.
- Always be attentive to individuals or groups displaying unusual or threatening behavior.

**In need of security guards?
Call campus emergency number
08-16 42 00**