

EMERGENCY INSTRUCTIONS

Campus Kalundborg 3 og 4, 4400 Kalundborg



FIRE & EVACUATION OF THE BUILDINGS

- Find the nearest fire alarm point (ABA) – PRESS it
- Call 1-1-2
- Internal alert – inform the nearest manager
- Warn neighbouring areas – if necessary
- Everyone has a duty to raise the alarm if smoke or an actual fire is discovered

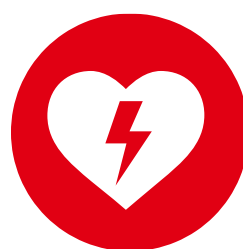


- Close doors/windows on your way out
- If you cannot get out – close doors towards smoke/fire and move to a window so you can be seen from the street



PERSONAL INJURY

- Stop the accident – create safety at the scene
- Call 1-1-2 and contact the nearest staff member or the office
- Secure breathing / clear airways
- Stop major bleeding
- Get a first aid kit from administration, kitchen or LAB
- Unconscious WITH breathing – place in the recovery position

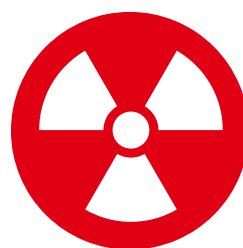


CARDIAC ARREST

- Unconscious WITHOUT breathing is cardiac arrest
- Call 1-1-2 and contact the nearest staff member or the office
- Start CPR: 30 chest compressions and 2 rescue breaths
- Get the defibrillator – see location below:



To the left of the main entrance



TOXIC AIR – OUTDOORS

- Everyone must go indoors – away from toxic air
- Contact the nearest staff member or the office
- Close doors and windows – turn off ventilation



OTHER CRITICAL INCIDENT

- If you are in danger / threatened – always move away (if you can)
- If you discover danger or something unsafe – contact the nearest staff member or get help at the office
- Use common sense – when assessing your own risk