

Evacuation

Ref. no / Dnr: Version: Date (prod./rev.):
 1.0 DRAFT v3 2022-02-22
 1.1 2022.04 (111) 2022-04-28 11:12

Neo/Departments of: Biosciences and Nutrition (BioNut); Clinical Science, Intervention and Technology (Clintec); Medicine (MedH/HERM, LipidLab); Neurobiology, Care Sciences and Society (NVS); Medicine Solna (MedS); Universitetsförvaltningen (UF/Archive,ITA)

Created by:
 Neo Work Environment Group / Håkan Ottosson
 Approved by: n/a

This is a summary based on “Neo – Fire Safety”, “Neo - If Something Happens - In Case of an Emergency” and “Neo – Laboratory Safety Spill Hazardous Material”. For more information please read them.

(<https://staff.ki.se/safety-in-neo> under Neo-related safety documents)

Evacuation



Figure 1. Evacuation/fire alarm button



Figure 2. Spill / local warning button

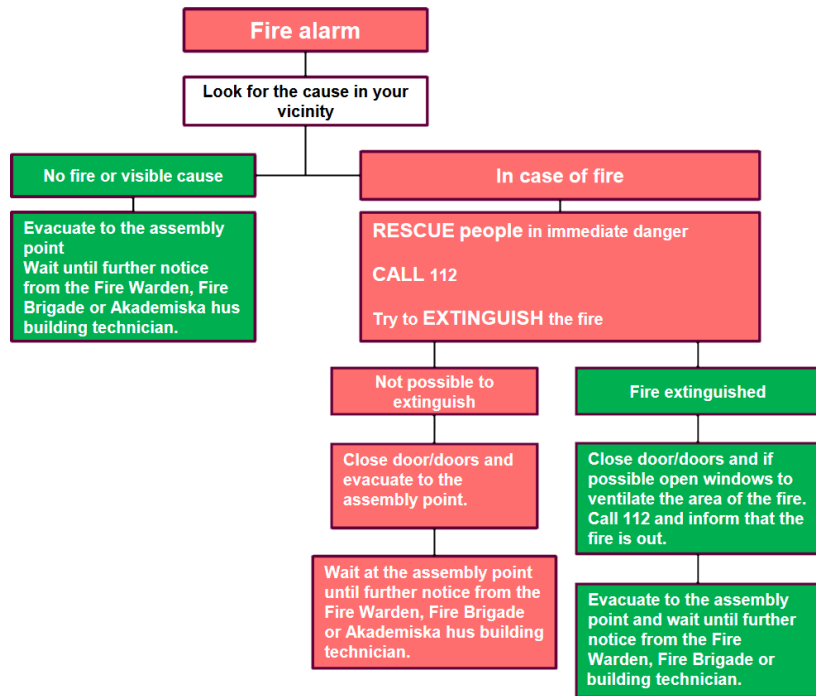


Figure 3. Flowchart in case of fire alarm.

In case of fire and other emergencies

Save lives - Alarm - Extinguish

The most important thing is to **save lives**.

Therefore, in case of fire:

- Check if any person is in immediate danger.
- If the clothes of someone are on fire, get the person down on the floor and use a fire blanket or some clothes to put out the fire.

Alarm by

- Press the **evacuation alarm button** in the corridor near you.
- If only one sensor/alarm button has been triggered, only the immediate section will be evacuated. If two or more has been triggered, the evacuation alarm will be for the entire building
- Call the Fire Brigade (Brandkåren) - 112. The Fire Brigade will come even if you only push an **evacuation alarm button**, but without rushing and if busy somewhere else, they will come when they find the time.

Extinguish

- **If possible**, try to extinguish the fire if it is safe to do so
- Make sure everyone leaves the area.
- Close doors, windows, and hoods to restrict the fire.

Evacuation

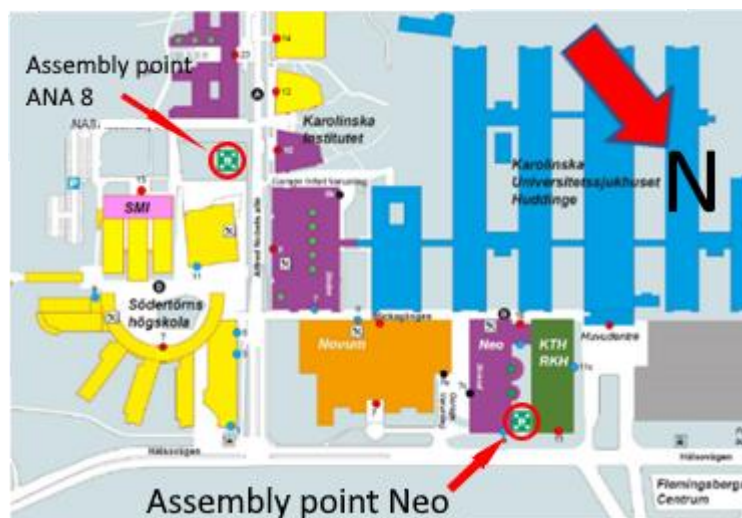
- The first person to reach the evacuation station puts on the fire warden vest. If not passing any evacuation station, continue to the assembly point
- Everyone has a personal responsibility for following the fire warden’s instructions

- **Fire warden: Follow the instructions on the card** (see <https://staff.ki.se/media/123595/download>).
Short summary:
 - Take notes of spotted smoke, fire, etc., and missing people. Paper and pencil are attached to the instruction card.
 - If dark bring the rechargeable hand torch
 - If possible (i.e., no immediate danger to do so), go through the premises and instruct colleagues to evacuate to the assembly point.
 - Close open doors
 - Evacuate yourself
- When outside, coordinate with fire wardens. It may be needed to continue to a secondary assembly point (due to the situation, that has to be decided *ad hoc*). One fire warden follows, at least one fire warden stays at the assembly point (if safe). If you have important information, share it with the fire warden staying at the assembly point.
- The fire warden contacts the fire brigade and shows them the shortest way to the site of the fire (tell them, do not follow them inside)
- The fire warden makes the contact with the building technician
- When confirmed by the fire brigade, building technician, or security guards – that it is safe for employees to re-enter the building, send a message to the secondary assembly site.

Assembly point after an evacuation of the building

The Assembly point is the Contemplation Courtyard, the area between TAH (KTH RKH) and Neo buildings.

NB! This area may not fit everyone evacuated from Neo. The fire wardens will instruct you to move to other areas. A least one fire warden should stay in this location to meet the fire fighters and house technicians.



Delta repeaters

The delta repeaters are not, by themselves, considered an evacuation alarm.

The delta repeaters are intended to bring potential situations to the attention of people present and to give people a chance to localize fires early.

Whenever you hear an alarm or see flashing lights, you should always take stock of your surroundings, even if you know that planned maintenance is being done. A short instruction film can be found at staff.ki.se/safety-in-neo



Revisions

Version 1.1 (2022.04)

- Added picture of spill / local warning button

Version 1.0 (2022.02)

- First version based on “Neo - fire safety” v1.4 and “Neo - If Something Happens - In Case of an Emergency” v1.3