



If Something Happens – In Case of an Emergency

Reference number: Version: Date (prod./rev.):
 1.0 2018-10-01
 1.3 / Rev 2022.05 (126) 2022-05-04

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

Created by:
Neo Work Environment Group /
Approved by:

If Something Happens - In Case of an Emergency

Defibrillators¹

There are defibrillators at several floors in Neo.

- Floor 8 Corridor 8802, outside room 8824
 Corridor 8309, outside room 8337/8368
- Floor 7 Corridor 7802, outside room 7824
 Corridor 7308, outside room 7333/7372
- Floor 6 Corridor 6604, outside room 6662
 Corridor 6108, outside room 6134/6156
- Floor 5 Corridor 5303, near the transport elevator
- Floor 2 Corridor 2301, outside EM Lab



Please have a look at the defibrillator information [video²](#).

Routine in Case of Serious Accident, Illness or Death

What you should do in case of serious accident or illness is to

- Take care of the injured/ill person.
- Give first aid.
- Call for an ambulance and in case of accident also the police and meet them at the entrance on floor 4 to show the way.
- Accompany the injured/ill person to hospital or to home.
- Take care of those who have been witnesses or have been close to the accident.

Important Phone Numbers/Contacts

SOS	112
The fire-brigade, police, and ambulance	
KI Security – Campus Flemingsberg (Väktare)	08-524 860 60
(Phone number can be found at the entrances at floor 6 – 8)	
Sakerhetsenheten@ki.se	
Police	114 14
(if not an emergency)	
Hemsö (owner of Neo)	0771 777 111
Reporting of matters and maintenance	

¹ Defibrillators at Karolinska Institute, <https://staff.ki.se/defibrillators-at-karolinska-institutet>

² Instruction video for defibrillator: <http://www.youtube.com/watch?v=OWdw3Wryksw>

Huddinge hospital operator	08 585 800 00
Medical Care Information Sjukvårdsrådgivningen https://www.1177.se/	1177
Occupational Health Service – Avonova https://staff.ki.se/occupational-health-services-at-ki https://staff.ki.se/occupational-health-care-centres For phone to other locations and e-mail, see the web	08-120 124 10 (Huddinge)
KI's radiation protection expert Sofia Skyttner, sofia.skyttner@ki.se https://staff.ki.se/radiation-safety	0737-12 15 79
Swedish Poisons information Centre Giftinformationscentralen	010 456 67 00
If a water leakage occurs which you cannot stop Johan Dethlefsen, johan.dethlefsen@ki.se Coor	08-524 812 18 0771 777 111
Biosafety Biosakerhet@ki.se	
Neo work environment and lab safety coordinator Håkan Ottosson, hakan.ottosson@ki.se	070 262 7034

Spill of Hazardous Material

See “[Spill of Hazardous Material](#)” and “[Instructions for emergencies such as major spills and emissions of hazardous chemicals](#)”³

The instructions and warnings signs are also available in the spill trolley located in room 8810

Larger Unintentional Releases of Environmental and Health Hazardous Chemicals to Sewers⁴

- Inform Stockholm Vatten och Avfall and the sewage treatment plant in the municipality in question.
 - office hours 08 522 120 00
 - outside office hours 08 454 25 70
- For spills/emissions in Huddinge, also email information about the incident and contact details to Miljö- och bygglovsförvaltningen at Huddinge kommun and ask for an environmental inspector
 - E-mail miljotillsyn@huddinge.se
 - or call 08 535 300 00.
- Waste water treatment plants

³ See documents in <https://staff.ki.se/safety-in-neo> (Spill of Hazardous Material, <https://staff.ki.se/media/125355/download>) or “Instructions for emergencies such as major spills and emissions of hazardous chemicals”, <https://staff.ki.se/media/117265/download>.

⁴ From “Anvisningar för nödlägen såsom större spill och utsläpp av miljö- och hälsofarliga kemikalier”, <https://medarbetare.ki.se/media/117255/download> and “Instructions for emergencies such as major spills and emissions of hazardous chemicals”, <https://medarbetare.ki.se/media/117265/download>

- Huddinge – Henriksdals reningsverk, office hours 08-522 120 00
- outside office hours 08-454 25 70
- Also inform KI's Security and Environment Unit
 - Phone 08 524 801 00.
 - For questions call 08 524 865 29.
 - <https://staff.ki.se/contact-persons-in-the-environment-and-security-unit>
- KIs contracted chemical expert
 - Clas Pettersson, Stena Miljö, office hours 010-445 80 31
 - outside office hours 0708-79 73 78
- When decontamination help is needed
 - Mikael Lönnström, FA/V, Ragn-Sells, office hours 070 837 92 72
 - outside office hours 070 927 27 57

After the Incident

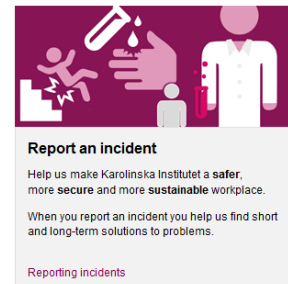
Report the incident, use the intranet, <https://staff.ki.se/report-an-incident>

Report/notification of near-accidents - Notification of near-accidents to the Swedish Work Environment Authority

If a **near-accident is serious**, that is to say the **incident could have caused grave personal injuries** (physical or mental) **or death**, the immediate manager/other responsible person at KI is **obliged** to notify the Swedish Work Environment Authority without delay (the same day) on

www.anmalarbetsskada.se. This demand on notification includes both employees and students at KI.

See KI web "Report/notification of near-accidents", <https://staff.ki.se/near-accidents-and-work-related-injuries> for more information



If you have been involved in or witnessed some kind of irregular or unlawful situation or noticed a potential danger that affecting your physical and psychosocial work environment, you can/should report them to Safety & Environment group.

Examples of such incidents are:

- When on sick leave, or receiving medical attention related to your work/studies (work related illness)
- Allergic reaction to toxic substances at the workplace
- Pain the neck/shoulders/back owing to monotonous or heavy work,
- Workload stress or discrimination/harassment,
- If somebody has been injured at or on the way to/from work
- If you have been involved in or witnessed something that could cause injury or sickness (near accident)

KI Intranet Sources of Information

If Something Happens

<https://staff.ki.se/if-something-happens>

Workplace accident: Checklist

<https://staff.ki.se/checklist> (QR-code) →

Crisis and Disaster Management

<https://staff.ki.se/crisis-and-disaster-management>

Krisledning på Karolinska Institutet

<https://medarbetare.ki.se/media/699/download>

Planning for crises and serious incidents

<https://staff.ki.se/crisis-and-disaster-management>

Neo and departmental crisis management group

See “Planning for crises and serious incidents”, <https://staff.ki.se/crisis-and-disaster-management> (log in is required)

Revisions

Version 1.3 (2022.05)

- Updated links
- Added parts from the appendix document (Routine for Reporting Work-related Injuries and Near Accidents) and using references directly to KI web instead of that document.
- Removed “The employer takes care of the following issues” – Could not find that information on the KI web

Version 1.2 (2020.11)

- Updated links and contact information
- Formatting
- Updated “Important Phone Numbers/Contacts”
- Updated “Larger Unintentional Releases of Environmental and Health Hazardous Chemicals to Sewers”

Version 1.1

- Updated links



If something happens

In case of emergency, call SOS Alarm:
112, In other matters KI Alarm: 08-524
80 100

