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EMERGENCY PROCEDURE AT KEA

- FOR STUDENTS



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ALARM CALLS, WARNINGS AND EVACUATION

Alarm calls

- Call 1-1-2
State your name, give information about the situation and any injured persons, and then follow the instructions of the emergency call center.
- If possible, help the injured person(s).

WARNINGS

- Warnings are given electronically or by KEA's caretakers
The electronic warning sounds like this: "A critical emergency has arisen. Please leave the building."

EVACUATION

- Find the nearest safe emergency exit.
- Alert and inform people around you
- Go to the point of assembly (as indicated in the fire instructions in all rooms).

Only the Rector's office or the Head of KEA Communications speak to the press.

EMERGENCY PROCEDURE IN CASE OF FIRE

All students are required to familiarize themselves with the fire instructions, which can be found on all floors.

INSTRUCTIONS IN CASE OF FIRE

- Activate the fire alarm (unless it has already been automatically activated).
- Call the fire brigade on 1-1-2.
- Initiate firefighting if possible and if extinguishing equipment is available.
Firefighting equipment:
 - Powder extinguisher: to be used when solids and liquids such as petrol and oil have caught fire.
 - CO₂/carbon dioxide fire extinguisher: to be used when electrical installations and liquids such as oil, grease, deep fat, petrol and tar have caught fire.
 - Water extinguisher and hose reel: to be used when solids, e.g. tables, chairs and other non-conductive materials and equipment have caught fire.
 - Fire blanket: To be used for small fires e.g. clothing, pots and pans have caught fire.
- Find the nearest safe emergency exit. Do NOT use the lifts.
If escape routes are blocked, go to the window and cry for help.
- If heavy smoke develops, crawl along the floor to the nearest emergency exit.
- Contact a resource person in an orange vest and inform them about the location of the fire and any person(s) not yet save. If no resource person is present, inform the fire brigade when they arrive.
- Go to the point of assembly (as indicated in the fire instructions in all rooms).

SUBSEQUENTLY

- Contact your teacher
- Consider whether or not debriefing is required

Only the Rector's Office or the Head of Communications speak to the press.

EMERGENCY PROCEDURE IN CASE OF VIOLENT AND THREATENING BEHAVIOR

INSTRUCTIONS IN CASE OF VIOLENT AND THREATENING BEHAVIOR

- Walk away from the situation – get help from others.
- Go to a teacher immediately.

Only the Rector's Office or the Head of Communications speak to the press.

EMERGENCY PROCEDURE IN CASE OF INJURIES, SERIOUS ACCIDENTS AND DEATH

Defibrillators can be found at all KEA locations. Specific locations for defibrillators can be found in TrygFonden's defibrillator app and in the table below.

INSTRUCTIONS IN CASE OF INJURIES, SERIOUS ACCIDENTS AND DEATH

Take control. Assess the situation and any injured persons in accordance with the ABCDE approach:

- Airways: look for signs of airway obstruction
 - Breathing: Look, listen and feel for the general signs of respiratory distress
 - Circulation: Check blood circulation
 - Disability: make a rapid initial assessment of the patient's level of consciousness
 - Exposure and environment: check for injuries
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- Start lifesaving first aid (30 chest compressions and 2 breaths) if the situation is life threatening. If the person is breathing and there is a suspicion of a fracture to the neck or back, do not touch the person. Keep assessing the situation in accordance with the ABCDE approach.
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- Call 1-1-2 for help.
 - Continue with ordinary first aid.

SUBSEQUENTLY

- Contact your teacher
- Consider whether or not debriefing is required
- The Head of programme will contact relatives if an injured person is not able to do so.

Only the Rector's Office or the Head of Communications speak to the press.

OVERVIEW OF THE LOCATION OF DEFIBRILLATORS AT KEA PREMISES

Guldbergsgade 29N, 2200 Copenhagen N:

Located by the main stairs to the right at the entrance

Håndværkergården, Meinungsgade 8, 2200 Copenhagen N:

Located by the stairs on the ground floor to the right

Prinsesse Charlottes Gade 38, 2200 Copenhagen N

Located in the hall by the main entrance to the left

Lygten 16, 2400 Copenhagen NV

Located inside, to the left of the mail entrance

Frederikkevej 8-10, 2900 Hellerup

Located inside, to the right of the main entrance

Milnersvej 48, 3400 Hillerød

Located at the reception

Next, Baltorpvej 20A, 2750 Ballerup

Located at the main entrance at the ground floor

EMERGENCY PROCEDURE IN CASE OF THEFT AND VANDALISM

THEFT:

- Go to the reception to see if the missing item has been handed in.
- If not, and if you are sure the item has been stolen, report the incident to the police on phone 1-1-4

VANDALISM

- If you are witnessing vandalism, contact the reception. If vandalism occurs outside the opening hours of the reception, call the police on 1-1-4.

CAMPUS SERVICE AND EMERGENCY LINE

Emergency line: Security guard/G4S 7026 3650

Campus Services: Jakob Møldrup 2179 1300

NB: We recommend that you download the defibrillator app from TrygFonden