



Stockholms  
universitet

# In Case of Emergency

**08 - 16 2216**  
**(office hours)**

**08 - 16 4200**  
**(non-office hours)**

**112**  
**(police, ambulance, firebrigade)**

## Safety and Security Vision

The Section for Safety and Security must uphold Stockholm University's reputation as a safe and secure place for employees, students and visitors. The systematic safety work shall interact with the university's various quality systems/policies and contribute to the fulfillment of the university's stated objectives and mission. The Section for Safety and Security will work for safety promotion routines that create/enable favorable conditions for education and research. We work for a safety culture that ensures security and minimizes costs of damages and losses for Stockholm University.

## Section for Safety and Security at Stockholm University

The Section for Safety and Security is a part of the university's Technical Support Office. In certain matters, the section is directly subordinate to the vice-chancellor. We are engaged in active safety. To make your work/study environment as safe as possible, there are some things you can think of to increase both your own safety and the safety around you.

- orient yourself on the premises
- check where the emergency exits and fire fighting equipment is
- close and lock doors and windows when you leave
- check who you let into the premises
- do not leave personal belongings unattended
- access cards / keys are personal and may not be loaned
- report lost access cards / keys as soon as possible
- report accidents / incidents, crime or suspected crime to your prefekt / supervisor or directly to us as soon as possible

## Contact details and general information

The Section for Safety and Security is responsible for matters of public safety, alarms, surveillance, University insurance, systematic reviews of the work environment, safety inspection tours, environmental audit, crisis and disaster management, technical/physical work environments, preventive fire protection, lock and access systems. It is the task of the section to coordinate, plan, improve and educate within these areas.

Visiting address: Universitetsvägen 10 B, 3<sup>rd</sup> floor,  
"Södra huset – B3"

Postal address: Sektionen för säkerhet, Stockholms universitet,  
106 91 Stockholm.

Phone: **08-16 2216 (office hours)**  
**08-16 4200 (non-office)**, -15 4200 (reserve)

Fax: 08-16 3980

**Call the numbers above (08-16 2216, -16 4200):**

- to get help in urgent situations (call first 112 in case of emergency)
- to report urgent events of a public-safety nature, such as thefts, break-ins, disruptive individuals or unauthorized individuals
- in case of fire (call first 112 in case of emergency)
- to get in contact with Security staff (Securitas)
- to get in contact with the Section for Safety and Security

During non-office hours, security personnel can be reached via the alarm switchboard at the security company "Securitas", 08-16 4200.

Ask to speak to University security staff (*universitetsväktaren*).

If this number fails, use the reserve number: 08-15 4200.

Crimes, incidents, accidents and working or external environmental problems shall always (also) be reported in the [SAMIR-system](#).

Remember that you are helping both yourself, your department and others within the University by reporting incidents and accidents.

**Anonymous notification via the hotline**

Stockholm University have a hotline for students and staff. This allows you to report crimes, threats, harassment and other matters affecting security at the university while remaining anonymous. The phone (without caller ID) has an answering machine that is monitored regularly.

*Hotline: 08-16 1155. In Case of Emergency call 112.*

**Personnel**

***Head of safety and security***

**Mr Mattias Wadsten**

mattias.wadsten@su.se

Phone: 08-16 1232, 073-707 87 28

The head of safety and security is in charge of section activities and responsible for long-term safety planning, analyses and threat scenarios. Coordinates crisis and disaster management.

***Public Security coordinator***

**Mr Jan Ekström**

jan.ekstrom@su.se

Phone: 08-16 3545, 070-341 35 72

Deals with issues concerning alarms, technical control systems, surveillance permits.

Responsible for staff in-service training and information about alarms and technical control systems.

Involved in public-safety planning for University construction projects involving repairs, extensions and new buildings.  
Organizes and participates in first-aid training also CPR and AED (automated external defibrillator).  
Organizes and participates in public-safety training.  
Responsible for technical aspects of the lock and access systems.  
Member of European Scientific diving panel.

***Public Security coordinator***

**Mr Thomas Hårberg**

thomas.harberg@su.se

Phone: 08-16 1025, 070-316 25 51

Deals with issues concerning alarms and surveillance.  
Conducts internal investigations.  
Organizes and participates in public-safety training.  
Receives and handles police reports by the [SAMIR-system](#).

***Environmental Health Engineer (especially laboratories)***

**Mr Mats Hansson**

mats.hansson@su.se

Phone: 08-16 2251, 070-333 86 19

Deals with work environment and safety issues, especially in laboratories.  
Participate in and help laboratory departments with safety and work environment inspection tours.  
Coordinate notifications and permits for laboratory departments.  
Coordinates and assists in matters of animals, biosafety, chemicals, flammables, gases, hazardous waste, radiation protection.  
Organize educations in laboratory safety and work environment questions.  
Receives and handles reports of incidents and accidents from all staff and students by the [SAMIR-system](#).

***Environment officer***

**Mrs Margaretha Åkerholm**

margaretha.akerholm@su.se

Phone 08-16 3312, 073-461 11 60

Project leader of the chemical inventory system KLARA. Responsible for education and support in the system.  
Responsible for listing the applicable environmental legal requirements and periodically evaluating the compliance with these.  
Internal audits of the environmental management system at the university.  
Involved in chemical substitution.

### ***Public Security coordinator***

**Mr Mikael Härlin**

mikael.harlin@su.se

Phone: 08-16 2101, 070-642 63 33

Responsible for University insurance policies.

Responsible for preventive fire protection.

Responsible for evacuation planning and evacuation plans.

Organizes and participates in fire-prevention training.

Deals with issues concerning alarms, technical control systems, surveillance permits and police reports at Campus Konradsberg, Kungsholmen.

Responsible for staff in-service training and information about alarms and technical control systems at Campus Konradsberg.

### ***Administrative Officer***

**Ms Susanne Lundgren**

susanne.lundgren@su.se

Phone: 08-16 2520 Fax: 08-16 4981

Responsible for the key-office.

The key-office provides key and lock services, and runs the University access-card system.

### **Key-office address, opening hours etc:**

Universitetsvägen 10B, 3<sup>rd</sup> Floor, Room B 339.

Opening hours: Mon-Fri 9-11 am, 12-3 pm.

If some thing is wrong report by mail, [nyckleexpeditionen@su.se](mailto:nyckleexpeditionen@su.se).

## **Alarms, fire, illness, vandalism, sabotage, threats etc**

### **Alarms**

The following types of alarms can be linked to the University alarm centre:

- fire alarms
- evacuation alarms
- disturbance alarms (assault alarms)
- break-in alarms
- alarms from handicap toilets and rest areas
- lift alarms (elevator alarms)
- special alarms for monitoring technical installations
- freezer warning alarms

The alarm system is monitored on a 24-hour basis.

### **In case of fire**

Call **112** and request "Fire-brigade". Tell them:

- where the fire is (the address)
- what has happened
- where you are calling from (telephone number)
- who is calling (your name)
- and answer any questions the alarm personnel may ask you

Evacuate the building and go to your designated Assembly Point.

If possible, meet the emergency vehicles and show them the way.

Inform the University security staff, prefekt/head and the Section for Safety and Security as soon as possible.

### **Illness or accident**

Call **112** and request "Ambulance". Tell them:

- your name
- where you are calling from (the address)
- and answer any questions the alarm personnel may ask you

If possible, meet the emergency vehicles and show them the way.

Inform the University security staff, prefekt/head and the Section for Safety and Security as soon as possible.

### **Vandalism and sabotage**

If you discover people vandalizing, sabotaging or spraying graffiti on University property, call **112** and ask for the police. Inform the University security staff, prefekt/head and the Section for Safety and Security as soon as possible.

### **Lift alarms (elevator alarms)**

All lifts at the university have an emergency alarm button linked to Akademiska Hus. Some lifts also have an alarm telephone linked to a security service. If you are in a lift that malfunctions, follow the instructions posted in the lift. NOTE: to activate the emergency alarm, you must press it continuously for at least 45 seconds.

If you are near a lift whose alarm signal is ringing, determine whether anyone is in it. If so, contact Akademiska Hus via 020-55 20 00. Inform the University security staff, prefekt/head and the Section for Safety and Security as soon as possible.

### **After emergency action, or if emergency action isn't required**

Call the University security staff for help/advise:

08-16 2216 (office hours), 08-16 4200 (non-office hours), 08-15 4200 (reserve number).

Crimes, incidents, accidents and working or external environmental problems shall always (also) be reported in the [SAMIR-system](#).

Remember that you are helping both yourself, your department and others within the University by reporting incidents and accidents.

### **Threats via telephone, letter, etc.**

All threats that concern University activity should be reported immediately to prefekt/head and the Section for Safety and Security, you shall also make a police report in the [SAMIR-system](#).

If the threat is delivered over the phone, act as follows:

Pretend that you have not understood that it is a threat, and note down the contents. Attempt to maintain contact and ask the person as much as possible. Try to ascertain whether the person appears to be familiar with the University or its buildings.

Ask the caller the following:

- When is the threatened action going to happen?
- Who/What is the threat aimed at?
- Where will the threatened action take place?
- Why?
- Is the threat from some organization?
- Name? Address? Telephone number?
- Type of threat?

Note down the following about the caller:

- identity: man/woman, boy/girl
- voice: clear/dark/loud/weak/dialect
- speech: quick/slow/clear/well-spoken/stammering/lisping
- status: calm/excited/drugged/disoriented
- background: music/street noises/airplanes/machines/voices/radio/TV

After you finished the phonecall call 112 and ask for the police. Inform the University security staff, prefekt/head and the Section for Safety and Security as soon as possible

### **Threatening Letters**

It is vital that the original letter and its envelope be handled such that the police can conduct a technical investigation for fingerprints etc. As soon as the recipient realizes that it contains a threat, the original material should be placed in a protective wrapping.

#### **Do not handle it with your bare hands!**

Note the names of all personnel who have touched the document. Do not stamp, date or otherwise write on the letter or envelope. Contact the police at once, and turn over the evidence to them. Inform your prefekt/head and the Section for Safety and Security as soon as possible.

### **Bombs in packages or letters, suspected bombs**

Call **112** and ask for the police, and let them take over.

Evacuate the area or building and lock or otherwise block the doors to the room. Inform the University security staff, prefekt/head and the Section for Safety and Security as soon as possible.

## Physical plant administration and maintenance

For immediate danger or damage such as flooding, electrical failure or broken windows, contact the building maintenance company.

Maintenance for the buildings occupied by Stockholm University is:

- **Akademiska Hus**

Frescati, Kräftriket, Frescati hagväg, Frescati backe,  
Lilla Frescati, Konradsberg, Spökslottet and Studentpalatset.

Fault reporting: [www.akademiskahus.se](http://www.akademiskahus.se)

Acute fault reporting (24 hours): 020-55 20 00

- **Fastighetsverket**

Pedagogiska institutionen,  
Bergianska trädgården, Stora Gustafsborg, Tornet and Finnstugan

Fault reporting: 08-696 73 37 (Christian Pedersen, house manager)

Acute fault reporting (24 hours): 074-621 24 44 (pager)

Ulrika Nylander (manager): 08-696 70 00

Lennart Frisk (manager): 08-696 73 55

- **Vasakronan**

Garnisonen (Mediestudier - IMS)

Fault reporting: 08-566 20 600 (office hours, acute 24 hours)

Lars-Åke Bengtsson (manager): 08-783 10 15, 070-575 35 10

Mikael Dahlberg (contact): 08-782 03 29

- **SISAB**

Sveaplan

Fault reporting: 08-508 422 00

Acute fault reporting non-office hours: 08-619 50 00

Mikael Koskela (contact): 08- 508 43 287, 073-921 32 87