



Student safety at the Department of Human Geography

All students are to read the information and instructions below. The aim of these instructions is to minimise the risk of illness and accidents. Much of the information is retrieved from lu.se where you can read more extensively and find any forms you may need.

ILLNESS AND ACCIDENTS

A first aid kit is available on floor 1. Several department employees are trained in cardiopulmonary resuscitation. Details of who they are and where to find them are posted in the corridors on all floors. In order to prevent repetitive strain injury and other occupational injuries, consider the ergonomic design of your workplace and your working practices.

If you get ill or have problems with your studies:

Contact the Student Health Service by telephone on 046 222 4377 or in person at Paradisgatan 5B. More information can be found on their website: www.lu.se/student/studenthaelsan.

If you have problems with your studies, you can turn to the study advisers at the department, studievagledare@keg.lu.se and the Academic Support Centre, lu.se/studieverkstaden

Accidents and incidents

By law, all accidents and incidents (i.e. events that could have led to an accident) at the department or connected to the department's activities must be reported. Contact the study adviser in case of accidents and incidents.

INSURANCE

As a student, you are covered by personal injury insurance largely equivalent to the occupational

insurance in place for employees. The insurance has the following conditions:

- Applies to students and doctoral students pursuant to Chapter 1 Section 4 of the Higher Education Ordinance.
- Valid in Sweden. You are covered during scheduled study time and during direct transport between your home and your study location. In case of stays abroad, a separate insurance policy must be signed.
- Insurance covers personal injury due to accident, even on the way to or from the study location, or illness due to contagion.

Read more about the insurance on www.kammarkollegiet.se. Applicable laws and regulations (AFS) can be found on the Swedish Work Environment Authority website Arbetsmiljöverket www.av.se.

FIELDWORK AND EXCURSIONS

In case of excursions, the lecturer responsible always brings a mobile phone. You must always have clothing which is appropriate and sufficiently warm. You must always follow the lecturer's safety instructions. Children and pets are not permitted. When you go on excursions abroad, within the EU/EEA and Switzerland, you need to bring your EU card (European health insurance card). The card can be ordered from the Social Insurance Office (Försäkringskassan).

During activities included in fieldwork courses or funded through MFS, you are insured during your fieldwork through Kammarkollegiet's *Student Out* insurance. In case of independent fieldwork, you may need to sign a private insurance, and find out about and observe applicable safety provisions.

FIRE SAFETY

Fire is always serious and can have catastrophic consequences for individuals and organisations. You must therefore have basic knowledge of fire safety and evacuation and alarms must always be taken extremely seriously. Signs showing evacuation routes (evacuation plans) are displayed on every floor and at the entrance. Check which routes are closest to where you usually sit, and locate the nearest fire extinguisher.

Measures in case of fire and evacuation

ALERT those around you that a fire has started.

SAVE and help people who are in immediate danger and evacuate the premises. If possible, close doors and windows to reduce the spread of fire and smoke. In a fire, smoke rises which is why it is easier to see and breathe close to the floor. Crawl out of a burning or smoke-filled room.

CALL the emergency services by activating an alarm or via SOS Alarm by phone 112, or 0 112 if you are using an internal telephone, if necessary. If the alarm sounds, you do not need to call 112.

EXTINGUISH the fire if you think you can do so without taking any unnecessary risks. Fire extinguishers are located in the corridors. Their exact location is shown on the evacuation plans.

EACUATE the building via the evacuation routes indicated on the plans and guiding signs. Choose a smoke-free route and evacuate via the stairs – lifts must never be used in an emergency. Help each other and especially people with disabilities. Calm behaviour can save lives in a catastrophe. The evacuation routes must always be kept clear. To prevent the spread of smoke and fire, the evacuation routes are equipped with fire doors which close if the alarm sounds. The fire doors must never be blocked in an open position.

Each floor and the stairwell constitute separate fire cells. If you cannot get out of the building, go to a fire cell where there is no fire and contact the emergency services.

HEAD FOR THE ASSEMBLY POINT and wait there



for information from the management or emergency services. The assembly point for Geocentrum 1 is at the southern end of the parking lot behind the building (between Geocentrum 1 and Gerdahallen, in the direction of the city centre). Gather around your lecturer. If anyone is missing or injured, report it immediately. The assembly point for the building is clearly marked on the evacuation plans and the location is signposted. Do not return inside the

building until permission is given by the emergency services.

Keep an eye on those around you. The University security staff usually act as communication officers in an evacuation. Look for people in high visibility jackets marked "UNIVERSITY SECURITY".

Foam extinguisher (skumsläckare)

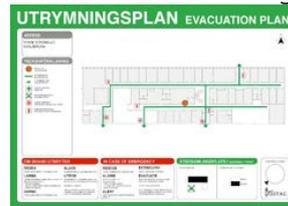
Foam extinguishers effectively extinguish fire in fibrous materials (e.g. wood, paper and textiles) and flammable liquids. The foam extinguisher can also be used on burning electrical appliances. The foam settles closely over the fire and extinguishes and cools the fire. The foam is then left to protect against re-ignition.

Important signage



Alarm button Fire extinguisher

Evacuation route



Evacuation plan

TELEPHONE NUMBERS AND CONTACT INFO

24/7 Emergency number

Alerting SOS, ambulance, emergency services, police, poisons information:

Ring 0 112 from university telephones

Ring 112 from other telephones

Other useful telephone numbers

Head of department - Karl-Johan Lundquist
046 222 84 13, karl-johan.lundquist@keg.lu.se,
Room 321

Administrative director of studies - Linda Stihl
046 222 84 24, linda.stihl@keg.lu.se, Room 417

Health and safety representative KEG - Ola Hall
046-222 84 09, ola.hall@keg.lu.se, Room 419

Student health and safety representative –
<http://www.lunduniversity.lu.se/current-students/academic-matters-support/student-rights-guidelines/student-health-and-safety-representatives>



LUNDS
UNIVERSITET

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