



EVACUATION ON
AARHUS UNIVERSITET





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go to <http://arbejdsmiljo.au.dk/evakuering/intro/>

INTRODUCTION

Aarhus University is a large educational institution with more than 8,000 employees and 35,000 students. A wide range of activities within research, teaching and communication are carried out on a daily basis in a safe environment – without the need to worry about physical security.

Complete safety for everybody at the university is a fundamental prerequisite for the university's activities. The university's management and occupational health and safety organisation have a huge responsibility for the safety of students and staff.

To make sure that as many people as possible are prepared for the day a fire, a serious event or a major accident occurs, evacuation plans must be prepared in order to:

- provide favourable conditions for a safe evacuation
- prevent and limit damage to life and limbs

Aarhus University is therefore implementing a uniform evacuation plan.



WHAT DOES THE LAW SAY?

According to the Danish Working Environment Act, both the employer and the employee have safety obligations. It is the responsibility of the employer to ensure that the workplace is safely laid out and relevant legislation complied with. It is the responsibility of the employee to comply with workplace instructions for evacuation procedures, fire fighting equipment and escape routes.

The Danish Emergency Management Agency's operational directive stipulates that institutions like Aarhus University must have special evacuation instructions and escape routes in place for all premises that – as a general rule – accommodate 150 people or more, and requires that staff must be instructed in evacuation procedures.

WHAT IS AN EVACUATION PLAN?

The individual evacuation plan describes in detail how to carry out an emergency evacuation. All locations are subject to a uniform procedure. The police and fire service are familiar with this procedure.



EVACUATION PLANS IN PRACTICE

About the evacuation concept

The buildings at Aarhus University cover a combined surface area of 700,000 m². To enable a systematic evacuation of employees and students, this area has been divided into a large number of smaller areas called evacuation areas. An evacuation area is typically a floor or a section of a floor in a building. Each evacuation area is allocated a meeting place where evacuated employees gather. An evacuation plan is prepared for each evacuation area. The key point of the evacuation concept is that each area must be responsible for its own evacuation efforts.

As a general rule, each person present at Aarhus University should be able to assume a key role in the evacuation of the area normally occupied by that person, if the need for emergency evacuation arises.



How to carry out an evacuation

A marked stand will be placed in each evacuation area containing the following evacuation material:

- **A yellow vest with the text:**
"Aarhus University. Evacuation"
- A laminated yellow instruction sheet with a detailed step-by-step description of the responsibilities of the evacuation manager. The evacuation area is indicated on the back of the instruction sheet.
- **An orange vest with the text:**
"Aarhus University. Evacuation"
- A laminated orange instruction sheet with a detailed step-by-step description of the responsibilities of the meeting place manager. The meeting place is indicated on the back of the instruction sheet.

The instructions will be in both Danish and English.

Anybody can assume the role of evacuation manager or meeting place manager in the event of an emergency evacuation. The basic requirements for a successful evacuation are initiative and common sense.

The evacuation manager is responsible for clearing the area of people. The evacuation manager puts on the yellow vest and follows the yellow instructions. In connection with the evacuation of the area, adjacent evacuation areas are warned. The local management (such as the head of department) is informed about the evacuation event as soon as possible.

The meeting place manager is responsible for receiving evacuated people from the area at the designated meeting place outside the building. The meeting place manager puts on the orange vest and follows the orange instructions.





Information material

- Information folder
- A small folder available in central areas of the university
- Posters for the university's information stands
- A brief audiovisual presentation designed for auditoriums and other large meeting rooms that can be shown to new students, at conferences, etc.
- An audiovisual presentation for information screens

Information meetings

Information meetings will be held for employees and students to enable as many people as possible to assume a major role in an evacuation. The information meetings last an hour and are held locally.

Drills

After the implementation of the plan, an unannounced drill will take place in the entire

area or parts thereof. The result of the drill will form the basis for a decision about whether the evacuation concept has been satisfactorily implemented. Examinations, laboratory experiments and other daily activities at the department will be taken into account in all drills.

Maintenance

To ensure that evacuation on Aarhus University happens effectively and organized at all times a continuous maintenance of the evacuation plan is necessary. Maintenance includes the updating of drawings in connection with reconstruction work, inspection of displayed material, ongoing instruction of new employees and students, as well as drills.



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