

Emergency notice

in the event of a hostage situation or similar

1. Stay calm
2. Dial the emergency number

Police 110

University emergency helpline 39 - 20000

Provide the following details

- Exact location (address, building, floor, room number)
- Number of people injured
- Type of injuries

3. If you are in immediate danger

- Respond to demands or requests
- Do not provoke the situation
- Avoid acting in a threatening way
- Adapt to the situation
- Keep quiet
- Only attempt to escape if the attacker will not notice

4. If you are aware of an attack

- Don't rush in to help
- Move people nearby into your room
- Lock yourself in the room
- Barricade the door
- If possible, stay in a corner next to the door
- Keep quiet. Wait until the police give the all clear

5. Responsibility of local manager

- Get an overview of the situation
- Contact the police
- Identify yourself as the responsible person
- Coordinate any action, announcements and warnings with the police

Example announcement: Your attention please: there is an emergency situation in the building. Please remain calm. The police have been informed. “

General

This notice sets out the procedure to be followed in the event of danger from, for instance, an armed intruder, a hostage situation or comparable emergency.