

Evacuation instructions for DPU's staff in Emdrup

Now that everyone has moved into their new offices, we would like to take this opportunity to inform and remind you of the fire safety instructions, as well as the location of escape routes and equipment in the event of a fire. As the only fire alarms in Building B are located in the new lecture theatres, it is particularly important that you familiarise yourself with the evacuation procedures.

There are clearly marked holders set up in each evacuation area (permanently staffed areas), which contain:

- A yellow vest with the text *Aarhus Universitet. Evakuering* (Aarhus University. Evacuation).
- A laminated yellow instruction sheet with a detailed step-by-step description in both English and Danish of the tasks assigned to the evacuation leader. The area to be evacuated is illustrated on the instruction sheet.
- An orange vest with the text *Aarhus Universitet. Evakuering* (Aarhus University. Evacuation).
- A laminated orange instruction sheet with a detailed step-by-step description in both English and Danish of the tasks assigned to the assembly point leader. The location of the assembly point is clearly illustrated on the instruction sheet.

The evacuation leader puts on the yellow vest and follows the instructions on the yellow instruction sheet. The evacuation leader is responsible for clearing the area of people. During the evacuation of the area, people in surrounding areas must be informed that an evacuation is underway. Your immediate supervisor should be informed of the incident at the earliest opportunity.

The assembly point leader puts on the orange vest and follows the instructions on the orange instruction sheet. The assembly point leader is responsible for receiving people evacuated from the area at the designated assembly point outside the building.

Always consider your own safety when assuming the role of evacuation or assembly point leader.

Please also watch the video outlining Aarhus University's emergency response plan: [Emergency preparedness at Aarhus University](#)

Please see department-specific instructions below.

Department of Educational Theory and Curriculum Studies, Educational Philosophy, and General Education

In your case, vests and instruction sheets can be found on each floor, located in the stairwell leading down to entrance A2 (with the glass lift).

Water-filled fire extinguishers are placed in all four corners of the balcony (including in the foyer in front of *Festsalen*).

Evacuation can take place via all three main stairwells. Please note that the assembly point is by the car park facing Tuborgvej.

Please also note that the alarm can only be heard faintly or not at all in the offices in Building A, so it is important to ensure that everyone is informed if an evacuation is necessary.

Department of Educational Anthropology and Educational Psychology

For the Department of Educational Anthropology and Educational Psychology, the following applies:

- Vests and instruction sheets are located above the fire hose on the wall to the right of the elevator as well as on the landing by the stairs leading down to entrance B2.
- In the southern part of the building, fire hoses are located to the right of the elevator, by the stairwell in the middle of the corridor, and at the southern end of the corridor. In the northern part of the

building, fire extinguishers with water and with CO² can be found by the stairwell leading down to entrance B2.

- There are four exit routes from the department: via the large staircase at the southern end of the building, via the staircase in the middle of the southern part of the building that leads down to the new lecture theatres, via the large staircase behind the elevator, and via the staircase leading down to entrance B2.

Department of Educational Sociology

For the Department of Educational Sociology, as well as the offices available to members of the Department of Education Studies and the Department of Educational Anthropology and Educational Psychology, the following applies:

- Vests and instruction sheets are located on the wall to the right of the elevator.
- Fire hoses are located in the copy room, next to the elevator and in the recess in the middle of the corridor. There is also a dry powder fire extinguisher in the latter location.
- There are three exit routes from the department: via the large staircase behind the elevator, via the staircase in the middle of the corridor, and via the staircase leading down from the copy room.

Department of Education studies

In your case, vests and instruction sheets can be found on the landing by the staircase outside B319 (2nd floor) and between B217 and B223 (the staircase leading down to entrance B2). Here, you will also find fire extinguishers with water and with CO². Fire extinguishers with water and CO² are likewise placed on the landings outside B207 and B307 respectively (by the staircase leading down to entrance B1).

Evacuation can take place via both the staircases mentioned above, as well as via the large staircase outside B236 and B336 that leads down to entrance B3. However, the latter is currently blocked by scaffolding due to ongoing painting work. Should it be necessary to evacuate via this route, exits from the Department of Educational Sociology can be used (in the middle and at the end of their area).

Kind regards,

The Occupational Health and Safety Organisation in Emdrup