

# Action plan for emergency or urgent situations

## Division of Atomic Physics

### Serious medical conditions, heart attack, diabetic coma, etcetera

- Press the lab alarm button, call (0-)112
- Give first aid to the best of your own ability, if needed give life preserving treatment until the arrival of medical personnel
- Contact a superior, if your immediate superior cannot be reached contact next superior in line.
- If the injured person is unable to communicate, **do not contact next of kin**. Communication with next of kin should be handled by medical personnel.

### Handling of other personnel, not injured

- Gather the people who are affected by/have observed the accident, and appoint a person to take care of them. Ensure that persons in shock receive proper attention.

### Other injuries and incidents

- For injuries that require medical attention: secure transport to hospital/primary care. In less urgent cases medical advice can be obtained at (0-)1177 and information related to poisoning can be obtained at (0-)08331231. However, in urgent situations the appropriate action is still calling (0-)112.
- Injuries that do not require medical attention: handle to the best of your ability and then contact your immediate superior, who is responsible that information reaches the Head of Division. All incidents, even if there are no personal injuries, should be reported to the Head of Division.

### Fire/gas

- Warn – Save – **Alert\*** – Extinguish – Evacuate  
**\*Evacuation alarm buttons alerting the fire brigade are situated in each hall way. Then call (0-)112 and give additional information.**

### Violence, theft, burglary

- In urgent situations call (0-)112
- If not urgent report to the immediate superior and call 20700 (University security).

### Telephone numbers

Head of Department,	Knut Deppert,	046-222 7670	0702-52 49 47
Head of Division,	Claes-Göran Wahlström,	046-222 7655	0702-24 73 33
Deputy Head of Division,	Stefan Kröll,	046-222 9626	0706-15 85 38

# Complementary information to the **Action plan for emergency or urgent situations** Division of Atomic Physics

The page “*Action plan for emergency or urgent situations*” describes the immediate steps to be taken at accidents or other urgent situations. The present page lists additional information that can be useful in connection to such situations.

## **General information**

Any occurrence and handling of a situation listed in *Action plan for emergency or urgent situations* should as soon as possible be reported to the Head of Division, who will inform the Head of Department. If the Head of division or Deputy cannot be reached directly contact the Head of Department.

## **Accidents or near accidents concerning undergraduate students**

In case of information about an accident or rumour of an accident regarding undergraduate students, contact the Head of Division, who will contact the Head of Department, the Director of Undergraduate Education and the Faculty Coordinator. (<http://www.lth.se/medarbetare/stoed-verktyg/om-naagot-haender/krishantering-doedsfall-och-olyckor/studenter-vid-lth/> ).

## **Larger accidents**

In case of major accidents the University crisis and catastrophe plan will be engaged, try to reach the Head of Division or Head of Department as soon as possible. Telephone numbers are given at the *Action plan for emergency or urgent situations* page.

## **Conflicts, harassment, stress and other health and safety problems**

Report any issues to your group leader or to the Head of Division. If needed, you can seek support and advice in these matters from the division’s safety representative.



Lab alarm button

**Alarm  
buttons**



Hallway fire alarm

Link to Lund University information “if something happens”  
<http://www.medarbetarwebben.lu.se/stod-och-verktyg/om-nagot-hander>