

**Instructions**  
for evacuation and  
accidents  
**Information**  
on security and opening  
hours



**LUNDS**  
**UNIVERSITET**  
Campus Helsingborg

## General information

This brochure covers most of what you need to know about safety and evacuation at Campus Helsingborg.

*Remember to dial 0 (zero) to access an external telephone line.*

## Contact list

WHAT	WHO	TEL
Overall responsibility	Charlotta Johnsson	070-640 87 89
Fire	Emergency services	112
Fire safety officer	Jerker Jacobsson	0709 56 57 93
Accidents/Hospital	Ambulance Reception	112 042 35 65 15
Police	Police	112
General security	Heba Elali	0733 46 15 70
University PSAP		046 22 20 700

*Examples: observations, burglary theft, lost keys and access cards, etc. No incident is too minor!*

# FIRE

In case of fire:

- Dial 112 and ask for the fire brigade.
- Activate a fire alarm by pressing the button.
- Report calmly and clearly:  
What is on fire and to what extent.

**Your location:** Campus Helsingborg, Universitetsplatsen 2  
(known as the Tretorn building)

- Close doors and windows.
- Evacuate to the ASSEMBLY POINT!

The building is equipped with automatic fire alarms. This means that the fire brigade is automatically alerted if the temperature exceeds 70 degrees. The building is also equipped with a sprinkler system.

REMEMBER THAT YOU ARE ALWAYS TO RING THE FIRE  
BRIGADE REGARDLESS OF THE SIZE OF THE FIRE.

## EVACUATION ALARM

When the alarm sounds, everyone at Campus Helsingborg is to leave the buildings IMMEDIATELY and head for the designated assembly point.

Where emergency opening is, lift the cover, smash the glass and press the red button.



## EVACUATION PLANS

The evacuation plans showing exit routes are located in the corridors on all floors of the building. Have a look at them as a theoretical evacuation exercise.

In order to ensure that the fire alarm system is functioning, it is regularly tested.

### EVACUATING TO THE ASSEMBLY POINT

- Leave the building immediately and calmly, take the nearest exit. Leave through the stairwells, do not use the elevator.
- The assembly point is outside **the main entrance by the stairs**.
- Don't block the main entrance, go a bit further away.
- Use alternative evacuation routes if possible, there are two stairwells accessible from each floor, one to the north and one to the south.
- Emergency exits are marked with green signage.

STAY AT THE ASSEMBLY POINT UNTIL THE FIRE SAFETY OFFICER GIVES THE ALL CLEAR FOR RETURN TO THE BUILDING!



Assembly point

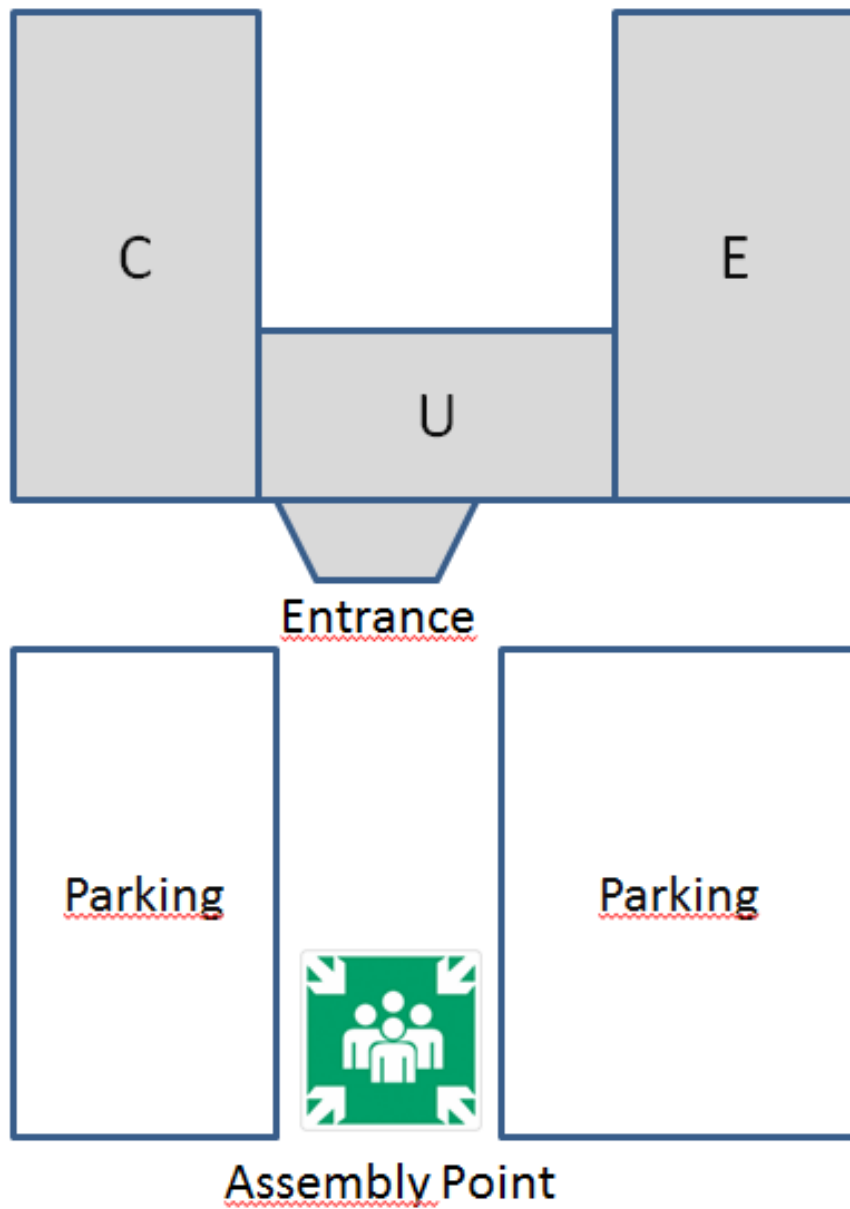


Exit route signage

**SEE ALSO MAP TO THE RIGHT**



## OVERVIEW OF CAMPUS HELSINGBORG



## ACCIDENTS AND ILLNESS

If someone falls ill, gets injured or requires an ambulance for any other reason, inform the reception (042 35 65 15) or call 112 directly and request an ambulance.

**Your location:** Campus Helsingborg,  
Universitetsplatsen 2 (known as the Tretorn building)

Meet the ambulance staff and show them the way. While you wait, try to help the injured person. In case of minor accidents, apply first aid and accompany the injured person to the hospital.

*There are defibrillators and first aid kits on each floor.*

**U103 Reception** (*Here is also an emergency kit* )

**C 147 Förråd**

**C 211 Bibliotek**

**C 327 Konferensrum**

**C421**

**C 423**

**C424 Kontor**

**C428**

**C 529 Kopieringsrum**

**C 636 Kopieringsrum**

**E 205D Kontor**

**E 324A Kopieringsrum**

**E 430 Kopieringsrum**

The elevators are equipped with alarms which connect to rescue services, even outside normal working hours.

## SECURITY

As a student at Campus Helsingborg, you are requested not to allow unidentified individuals into the building and to follow all current rules and policies.

## OPENING HOURS

### *Main entrance*

Monday–Friday                      07:30–16:30

With LU-card you can enter the Campus premises until 22:00. Some rooms are available until 22:00, after which you must leave Campus.

### *Reception*

Monday–Thursday 07:45–16:15, Friday 07:45–15:15

042-35 65 15

[reception@ch.lu.se](mailto:reception@ch.lu.se)

### *Caretaker's office*

Weekdays 08:00–16:00

0733-46 15 70

[vaktmasteri@ch.lu.se](mailto:vaktmasteri@ch.lu.se)

Outside regular semester time, exceptional opening hours may apply. Check current opening hours on

<https://www.ch.lu.se/kontakt/>

Address any questions to Heba Elali, 0733-46 15 70

Chief security officer, Håkan Jönsson, 046 222 32 46

Fire safety officer, Jerker Jacobsson, 0709 56 57 93



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