



# **VIA's Emergency Response Plan**

for campus Horsens



## CONTENTS

<b>1</b>	<b>Aim</b>	<b>3</b>
<b>2</b>	<b>Target group</b>	<b>3</b>
<b>3</b>	<b>Organising the emergency response</b>	<b>4</b>
<b>3.1</b>	<b>Procedure for updating the Emergency Response Plan</b>	<b>4</b>
<b>3.2</b>	<b>Procedure for disseminating the Emergency Response Plan</b>	<b>4</b>
<b>3.3</b>	<b>Planning and implementation of drills</b>	<b>4</b>
<b>3.4</b>	<b>Emergency Response Plan for teaching venues (Laboratories, workshops etc.)</b>	<b>5</b>
<b>3.5</b>	<b>Key personnel – staff with skills within physical or psychological first aid</b>	<b>6</b>
<b>4</b>	<b>Local Working Environment Committee on Campus Horsens</b>	<b>6</b>
<b>4.1</b>	<b>Summary of responsibility and role distribution</b>	<b>7</b>
<b>5</b>	<b>Location of defibrillator(s)</b>	<b>8</b>
<b>6</b>	<b>Coordinating of handling and resources</b>	<b>8</b>
<b>6.1</b>	<b>Incidences outside of opening hours</b>	<b>8</b>
<b>6.2</b>	<b>The central crisis response group in VIA</b>	<b>8</b>
<b>7</b>	<b>Evacuation and meeting points</b>	<b>9</b>
<b>7.1</b>	<b>Evacuation help – green and red first aid boxes</b>	<b>9</b>
<b>8</b>	<b>Fire alarm signal – general instructions</b>	<b>10</b>
<b>9</b>	<b>Emergency Response Areas – Action Cards and QR codes</b>	<b>11</b>
<b>10</b>	<b>After a serious incident – psychological first aid</b>	<b>11</b>
<b>11</b>	<b>Communication in the event of an incident</b>	<b>11</b>
<b>12</b>	<b>Death among students and staff</b>	<b>14</b>
<b>13</b>	<b>Appendix 1: Key personnel/telephone numbers in the emergency response team</b>	<b>15</b>
<b>14</b>	<b>Appendix 2: Location of defibrillators</b>	<b>17</b>
<b>15</b>	<b>Appendix 3: Overview of meeting points – as well as locations of green and red first aid boxes</b>	<b>18</b>
<b>16</b>	<b>Appendix 4: Action Cards</b>	<b>20</b>
<b>17</b>	<b>Appendix 5: Guide for handling death among <i>students</i> in VIA</b>	<b>26</b>
<b>18</b>	<b>Appendix 6: Guide to handling a death among <i>staff</i> in VIA</b>	<b>27</b>

# Emergency response plan for Campus Horsens

---

## 1 Aim

The emergency plan for Campus Horsens must be applied in the event of unexpected incidents, such as fire, personal injury, threatening behaviour, physical and psychological first aid, where there is a need for emergency measures to come into force and that can handle the situation.

As a supplement to the emergency response plan, it is the responsibility of the Local Working Environment Committee (LWC) to prepare a "quick guide" version of the instructions included in the Emergency Response Plan. It is also LWC's responsibility to keep the quick guide version constantly updated. The quick guide versions are hung in coffee spots, Auditoria's staff rooms, offices, meetingsrooms, lift etc., on Campus Horsens, where staff and students often spend time.

The quick guide versions are to support staff's and students' knowledge of the overall emergency response plan.

---

## 2 Target group

The emergency response team at Campus Horsens consists of key personnel in relation to serious unexpected incidents. As a starting point, the emergency response team comprises managers and staff in Facility Management. Moreover, all members of the Local Working Environment Committee (LWC) as heads of education programmes and function managers have a particular obligation to familiarise themselves thoroughly with the Emergency Response Plan.

All staff and students at Campus Horsens have a responsibility to be alert in relation to unexpected events, including being able to take action in the event of unexpected events.

Therefore, everyone at Campus Horsens is also to receive information about and be aware of instructions for specific unexpected events.

---

### **3 Organising the emergency response**

On Campus Horsens LWC is the main body responsible for the elements of the Emergency Response Plan, including the responsibility for preparing an Emergency Response Plan (in English too).

However, it is always the facility manager on all campuses/entities who is responsible for all extinguishing and safety equipment being approved, accessible and functional. It is also the facility manager's responsibility that necessary checks of the safety systems are observed and conducted. Furthermore, the facility manager is responsible for maintaining the contents of the green and red boxes in connection with evacuation (see Section 7).

#### **3.1 Procedure for updating the Emergency Response Plan**

LWC is responsible for the Emergency Response Plan being adjusted and updated continuously as needed – at least every two years

#### **3.2 Procedure for disseminating the Emergency Response Plan**

##### Staff / students

It is the responsibility of the chairperson of LWC to ensure that all staff, including all new employees, are informed about and, if necessary, trained in the Emergency Response Plan as well as any changes thereto.

It is the responsibility of all heads of education programmes to ensure that all students on their own education programme are informed about the Emergency Response Plan and changes thereto.

The dissemination procedure is:

- Dissemination to students and staff must take place no later than 1 month after they have started
- Dissemination must be repeated to the students and staff every 2 years.

The Emergency Response Plan must also be available on MitVIA and on the Staff Portal.

#### **3.3 Planning and implementation of drills**

LWC is also responsible for ensuring that all key personnel in the emergency response team (see Appendix 1) understand their individual responsibilities where any may exist (e.g. through drills). Therefore, at least every two years, LWC must ensure that a drill is planned and conducted in which the Emergency Response Plan or significant parts thereof are tested on Campus Horsens. Drills and exercises are carried out in collaboration with Facility Management. LWC is responsible for the plan being evaluated after drills and/or exercises and after incidents where the Emergency Response Plan is or should have been implemented.

### 3.4 Emergency Response Plan for teaching venues (Laboratories, workshops etc.)

It is the responsibility of the relevant head of education programme to ensure that separate emergency response plans are made for their own teaching venues and their use. Teaching venues are teaching rooms that require particular aids, e.g. physics and chemistry rooms, school kitchen, woodwork room, biology room etc. where additional emergency responses are required in connection with incidents. Adjustment and maintenance of such emergency response plans is also the responsibility of the relevant heads of education programmes.

#### Overview of teaching venues

Lokale	Navn	Ansvarlig	Primære uddannelser
C01.01	Jord og Grundvand Lab	Kristiane Kristensen	Brøndborer Bygningsingeniør Klima- og forsyningsingeniør
C01.02	Geoteknik Lab	Lotte Larsen	Bygningsingeniør
C02.01	Vandteknologi Lab	Ditte Andreasen Søborg	Klima- og forsyningsingeniør FoU-aktiviteter
C02.04	Spildevand og Vandhydraulik Lab	Agnieszka Glab	Klima- og forsyningsingeniør
C02.12	Multi og Design Lab	Karl Woldum	Maskiningeniør
C02.16	Fysik og Kemi Lab	Agnieszka Glab	Adgangskursus Klima- og forsyningsingeniør
C03.13	Mekanisk Styring Lab	Bo Leander Gylling	Maskiningeniør
C03.14	XR Lab	Kasper Knop	Softwareingeniør FoU-aktiviteter
C03.16	IoT Lab	Erland Ketil Laursen	Softwareingeniør Produktionsingeniør
C03.22	Industri 4.0 Lab	Jens Hove	Produktionsingeniør Business
D01.01	Beton Lab	Babak Karimpour og Ivan Nielsen	Bygningsingeniør
D01.02a	Materialeprøvning Lab	Hans Erik	Maskiningeniør
D01.03	Ingeniørværkstedet	Hans Erik	Alle ingeniøruddannelser
D02.01	Vejbygning Lab	Helle Rosengren	Bygningsingeniør
C01.11	Neuro Lab	Tine J. Wade	Markedsføringsøkonom
A02.03	Billedværksted	Esper Lybæk Hansen	Pædagoguddannelsen
C01.14	Træværksted	Esper Lybæk Hansen	Pædagoguddannelsen
B01.03	Skolekøkken	?	Pædagogisk Assistent

### 3.5 Key personnel – staff with skills within physical or psychological first aid

On Campus Horsens emergency responses are organised with staff who have skills within physical and psychological first aid, and whose telephone numbers appear in Appendix 1 attached.

The list of first aiders/key personnel is kept at the reception. It is recommended to print the attachment for hanging in offices.

---

## 4 Local Working Environment Committee on Campus Horsens

On Campus Horsens, a joint working environment committee (LWC) has been set up to see to the overall coordination of the working environment efforts as well as handle the general and principled topics.

Navn kontaktoplysninger:	Titel/område:
Susanne Jastrup mail: <a href="mailto:suja@via.dk">suja@via.dk</a>	Forperson for LAU og Uddannelsesleder for Sygeplejerskeuddannelsen
Jens Norup Simonsen mail: <a href="mailto:jns@via.dk">jns@via.dk</a>	Uddannelsesleder for Pædagoguddannelsen
Hans Hansen mail: <a href="mailto:haha@via.dk">haha@via.dk</a>	Leder af Facility Management
Johs. Simonsen, mail: <a href="mailto:jsi@via.dk">jsi@via.dk</a>	Lektor, Bygningskonstruktør og næstformand i LAU
Henrik Richardy Christensen, mail: <a href="mailto:hc@via.dk">hc@via.dk</a>	Lektor, Ingeniør- og businessuddannelserne
Mette Kold, mail: <a href="mailto:mekm@via.dk">mekm@via.dk</a>	Lektor, Sygeplejerskeuddannelsen
Per Ulrik Hansen, mail: <a href="mailto:puh@via.dk">puh@via.dk</a>	Senior lektor, Mechanical Engineering
Simon Torntoft, mail: <a href="mailto:sito@via.dk">sito@via.dk</a>	Projektleder, Facility Management
Anne Gamstrup Agger, mail: <a href="mailto:agra@via.dk">agra@via.dk</a>	AMR for EVU (barsel)
Heidi Høgsberg Møller, mail: <a href="mailto:hekn@via.dk">hekn@via.dk</a>	AMR for Studieservice
Hanne Johnsen mail: <a href="mailto:hajo@via.dk">hajo@via.dk</a>	AMR for Pædagogisk Assistent Uddannelsen
Marina R. Østergaard, mail: <a href="mailto:mros@via.dk">mros@via.dk</a>	AMR for Uddannelsesudvikling og Projektstøtte
Betina Vester Nielsen, mail: <a href="mailto:bnv@via.dk">bnv@via.dk</a>	AMR for kantinen
Bitten Bunszey, mail: <a href="mailto:bibu@via.dk">bibu@via.dk</a>	AMR for økonomi

The duties of the Working Environment Committee in crisis situations are in cooperation with FM:

- to provide first aid to the extent possible
- to have knowledge of the location of defibrillators, first aid material, etc.
- to help cordon off areas, clear fire access roads, guide emergency vehicles in, etc.

## 4.1 Summary of responsibility and role distribution

The following table provides a summary of the above responsibility and role distribution.

Chairperson of LWC/TRIO	<ul style="list-style-type: none"> <li>- Has overall responsibility for ensuring that all staff and all new employees are informed about and, if necessary, trained in the Emergency Response Plan and changes thereto, including ensuring that its dissemination is repeated to staff</li> <li>- Responsible for publication of the current Emergency Response Plan on MitVIA and Staff Portal</li> </ul>
LWC/TRIO	<ul style="list-style-type: none"> <li>- Main body responsible for the elements of the Emergency Response Plan</li> <li>- Responsible for ongoing adjustments and updating of the Emergency Response Plan – at least every 2 years</li> <li>- Responsible for ensuring that all key personnel on the emergency response team understand their responsibilities</li> <li>- Responsible for planning and carrying out the necessary drills and exercises</li> <li>- Responsible for ensuring that an alarm drill is carried out at least every 2 years for the emergency response team's key personnel</li> <li>- Responsible for the Emergency Response Plan being evaluated after drills, exercises and incidents</li> <li>- Responsible for preparing quick guide versions of the Emergency Response Plan (in English too where deemed necessary)</li> </ul>
Facility manager	<ul style="list-style-type: none"> <li>- Responsible for ensuring that the emergency telephone is always answered – including outside of open hours</li> <li>- Responsible for ensuring that all extinguishing and safety equipment is approved, accessible and functional</li> <li>- Responsible for ensuring that necessary checks on the safety systems are observed and carried out</li> <li>- Responsible for maintaining the contents of the green and red first aid boxes</li> </ul>
Heads of education programmes and function managers	<ul style="list-style-type: none"> <li>- Has overall responsibility for ensuring that students on their own education programme are informed about the Emergency Response Plan and changes thereto, including ensuring that dissemination is repeated to the students</li> <li>- Responsible for making an Emergency Response Plan for their own teaching venues</li> <li>- Responsible for ensuring that VIA's students and staff who are visited by e.g., a kindergarten or school class, are instructed in the instructions</li> </ul>
Campus partner	<ul style="list-style-type: none"> <li>- Responsible for informing all new employed staff about the Emergency Response Plan</li> </ul>

---

## 5 Location of defibrillator(s)

There are defibrillator(s) on Campus Horsens. The location can be found in Appendix 2.

---

## 6 Coordinating of handling and resources

Should serious incidents occur on Campus Horsens a number of key people are appointed to handle particular duties in connection with evacuation and serious personal injury before, during and after the incident.

The key people are managers and staff within Facility Management, LWC representatives and heads of education programmes and function managers on campus, who deal with duties or have responsibilities in relation to emergency response. Contact information for key personnel can be found in Appendix 1.

In the event of serious incidents on Campus Horsens, it is always important to ring to Alarm 1-1-2 and then the emergency telephone 8755 0104

In the event of minor building damage, theft, vandalism or burglary, it is important to call the emergency number 8755 0104

### 6.1 Incidences outside of opening hours

If serious incidents occur outside of Campus Horsens opening hours, ring the emergency telephone 8755 4330

### 6.2 The central crisis response group in VIA

In addition to the local crisis response groups, VIA is organised with a central crisis response group for handling major crises, which is led by five people.

Vice Rector/President Corporate Administration (Chairperson)	Kirsten Suhr Bundgaard	tel. 8755 1018
Head of PR and Internal Communication	Anna Hagemann Ribold	tel. 8755 1463
Head of IT and Digitalisation	Mads Konge	tel. 8755 1215
Head of HR	Gertrud Lindberg Tefre	tel. 8755 1098
Head of Facility Management	Per Rye Jensen	tel. 8755 0808

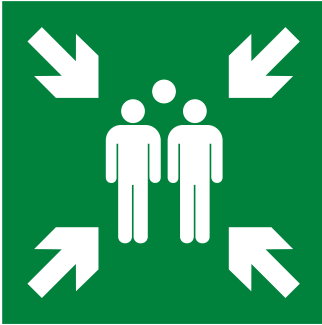
The transition from local emergency response to full crisis response occurs when, for example, other locations are involved in an incident, or the press and social media are involved in the matter or when the police and other authorities are involved.

An annual meeting is held in which local crisis response teams and the central crisis response group at VIA participate. It is the central crisis response group at VIA that is responsible for calling an annual meeting with the local emergency response groups.



---

## 7 Evacuation and meeting points



In the event of incidents, such as fire, bomb threats or major building damage where it is necessary to evacuate the building, proceed to a meeting point via the nearest escape route. The individual employee/student is responsible for knowing where the nearest escape route and meeting point are.

An overview of Campus Horsens meeting point areas can be found in Appendix 3.

Escape routes on the Campus/entity are marked with green signs:



### 7.1 Evacuation help – green and red first aid boxes

When the hotline is notified of an incident, the person on duty (the FM manager or an FM employee) is to ensure that a warning to leave the building is given over the public address system.

Red and green first aid boxes have been set up at the following locations on Campus Horsens (see Appendix 3).

#### Green box

Contains first aid products etc.

#### Red box

Contains 1-1-2 fire extinguishers, a torch, blue and yellow vests and action cards for the various situations as well as a floor plan of the building in question.

#### *Blue vest:*

Meeting points are organised and led by the FM manager or an FM employee (1 person for each of the buildings A, B and C-D) who wears the blue vest, which means the person wearing the blue vest is responsible for the meeting point and passes on information to the incident leader from the Emergency Services.

#### *Yellow vest:*

Yellow vests identify helpers who evacuate the buildings and help the BLUE vest to coordinate the evacuations.

Staff/students must follow instructions from the person wearing the blue vest.

The first aid boxes can be found at alle coffee spots

Location of blue vest is at level 1.

In all other boxes, only yellow vest is available.

Area of responsibility for "yellow vests"

Safe escape of levels 1-8 in building A, B, C and D. There is a yellow vest per level per building.

In the event of a fire alarm, the nearest person (employee or student) puts on the yellow vest and ensures as best as possible that the level in the building is emptied. People with reduced mobility must exit in a stairwell as a minimum. If possible, ensure that doors are closed to limit the spread of fire.

Then report to the building's blue vest, which is located on level 1 or in the building's meeting point.

---

## **8 Fire alarm signal – general instructions**

A fire alarm system has been installed on Campus Horsens

It activates automatically in case of fire and starts with a ding-dong sound.

Hereafter it is said in Danish and English:

**“May I ask for your attention. A critical situation has arisen. Leave the building via the nearest emergency exit”**

When you hear the alarm signal or shouts of fire:

- Search for the nearest exit.
- Do not use the lifts.
- Proceed to the meeting point, which lies in the immediate extension of the 3 main entrances See appendix 3.

---

## **9 Emergency Response Areas – Action Cards and QR codes**

Action Cards and QR codes have been prepared for the following areas and can be found in Appendix 4.

- a. Fire
- b. Personal injury
- c. Threatening behaviour/school shooting
- d. Bomb and terrorist threats
- e. Self-injuring incidents physical/online
- f. Psychological first aid

The red first aid box contains a laminated set of the different action cards, which is to be used in the various incidents.

---

## **10 After a serious incident – psychological first aid**

After a serious incident, there may be a need to provide a form of humanitarian support aimed at a person who has been through – or witnessed – a violent incident.

See useful instructions regarding psychological first aid on the action card in Appendix 4. In serious situations, psychological first aid should be carried out by trained persons – these are listed in Appendix 1.

---

## **11 Communication in the event of an incident**

In the event of an incident, communication measures must be launched. The purpose of the measure is to:

- Support the crisis management as best as possible
- Strive for people on campus to receive information on the incident as quickly as possible through internal communication channels (internal communication is prioritised over external communication)
- Respect the press/outside world's need for information
- Ensure briefing by management, so managers are informed and prepared to speak
- Ensure choice of spokesperson

The internal communication can be general, but can, after a concrete assessment of the need, be differentiated to target select groups. General information can also be supplemented with special information for affected staff, students or guests.

### **In the event of serious incidents of a violent nature**

The media will have a particular interest in unexpected events of a larger scale and serious nature such as:

- deaths
- bomb and terrorist threats
- major fires
- violent threatening behaviour

Therefore, you can predict that the media will very quickly broadcast news of such incidents. In those cases, it is particularly important that internal communication is prioritised over external communication, so confusion and unrest in VIA/on Campus Horsens is avoided to the greatest possible extent.

The timing of internal and external communication must be coordinated through dialogue with authorities, such as the police and fire brigade, who may have their own assessment of which action is best in a given case. In that case, communication will follow the instructions of the authorities.

In serious situations, VIA's Communication Department takes over the communication measures at Campus Horsens. Incidents of such nature affect the whole of VIA, and it is, therefore, crucial that communication is handled jointly for the entire organisation, so the communication needs of all VIA's stakeholders are coordinated. This means that VIA's Communications Department will be responsible for the management and coordination of the internal and external communication needs.

In such cases, a task force will be set up in relation to internal and external communication consisting of employees from the Communications Department and representatives from LWC and/or campus management – typically the chairperson of the campus management. It is necessary that a person with managerial decision-making power on campus participate in the coordination of communication measures.

Based on the nature of the incident, the following is assessed:

- When is there a need to communicate?
- What is needed to communicate?
- Who speaks to the media and staff on behalf of VIA?
- How to communicate?

In the event of serious incidents, the following persons from the Communications Department can be contacted:

1	xxxx	Head of Communication	Awaited	
2	Kiri Kesby	Journalist and communication adviser	KIKE@via.dk	87551461/ 20499030
3	Anna Ribold Hagemann	Head of PR and internal communication	ARIB@via.dk	87551463

#### After the incident

When the danger has passed and there is no longer any risk of injury to people or damage to buildings, this must also be communicated in a coordinated manner. At a minimum, general information is given to all staff, students and, if applicable, guests about the

incident. Which form of communication will be most appropriate is selected based on the nature of the incident.

The information must convey at least:

- the sequence of events (what happened?)
- that the danger has passed
- offer crisis assistance/psychological first aid

VIA's Communications Department attends to this service, which, depending on the nature of the incident, is carried out in collaboration with LWC and/or campus management. If there is a need to debrief the staff, students, guests and relatives involved, the Communications Department will participate in the coordination of the debriefing in close collaboration with the relevant management on campus.

### **In the event of incidents of a less violent nature**

In connection with unexpected incidents on a smaller scale, in most cases only internal communication will be needed. These can be events such as:

- personal injury
- vandalism
- burglary
- theft
- threatening or violent behaviour

In such contexts, based on the nature of the incident, the FM manager and the chairperson of LWC will be responsible for assessing:

- When is there a need to communicate?
- What is needed to communicate?
- How to communicate?

The FM manager and the chairperson of LWC must inform LWC/campus management about the incident.

### Afterwards

When the incident is over, the FM manager and the chairperson of LWC must assess the need to inform relevant staff, guests, students and relatives. In relation to this, the FM manager and the chairperson of LWC must assess whether there is a need to offer crisis assistance, and if so, this must be communicated together with the other information.

The chairperson of campus management, in collaboration with campus management, is responsible for assessing whether there is a subsequent need for general information on campus as well as assessing the need to contact the press. In such a case, press management must be planned and a spokesperson selected in collaboration with the chairperson of campus management and campus management, possibly with the help of VIA's Communications Department.

---

## **12 Death among students and staff**

In order to ensure a uniform and ethically defensible procedure in connection with death among students and staff at Campus Horsens. Appendices 5 & 6 provide guidance on how to handle such a situation.

## 13 Appendix 1: Key personnel/telephone numbers in the emergency response team

Name / Title	Telephone number	Local number	Entity
Emergency telephone (open 24-7)	8755 0104		
FM manager	8755 4330	C01.04	Facility Management
Reception	8755 4329		
	8755 0841		
	8755 4345		
Campus Partner	8755 1317	B03.05	
First Aid	2118 1811		
Psychological first aid	2118 1811		
LWC – staff representatives			
Johs Simonsen	8755 4115		Bygningskonstruktøruddannelsen
Henrik Richardy Christensen	8755 4408		Ingeniør- og Businessuddannelserne
Mette Thorsager Nielsen	8755 0919		Pædagoguddannelsen
Mette Kold	8755 1332		Sygeplejerskeuddannelsen
Per Ulrik hansen	8755 4118		Ingeniør- og Businessuddannelserne
Betina Vester Nielsen			Kantine
Heidi Høgsberg Møller	8755 4337		Studieservice
Hanne Johnsen	8755 3835		Pædagogisk assistentuddannelsen
Marina R. Østergaard	8755 1942		Uddannelsesudvikling og projektstøtte
Bitten Bunszey	8755 1077		Økonomi
Simon Torntoft	8755 0870		Facility Management
LWC – management representatives			
Susanne Jastrup	8755 2019		Sygeplejerskeuddannelsen
Jens Norup Simonsen	8755 3660		Pædagoguddannelsen
Hans Hansen	8755 4330	C01.04	Facility Management
Telephone numbers of external bodies			
Emergency doctor	7011 3131		
Alarm	1-1-2		
Police (if the incident does not demand acute turnout)	1-1-4		
Taxi	7550 3000		

List of people with a completed course in first aid.

Psychological First Aid (4 hours) has been completed on 14 August 2023

First aid course (8½ hours) completed on 15 August 2023

<b>Psykisk førstehjælp</b>	<b>Førstehjælpskursus</b>
Dorthe Kidmose Jensen (DOKI)	
Helle Nielsen (HLLN)	Helle Nielsen (HLLN)
Charlotte Sædholm Vaagan (CSA)	Charlotte Sædholm Vaagan (CSA)
Amanda von Rehling Qvistgaard (AVRQ)	Amanda von Rehling Qvistgaard (AVRQ)
Simon Skjerning Torntoft (SITO)	Simon Skjerning Torntoft (SITO)
Peter Nielsen (PNI)	Peter Nielsen (PNI)
Jørgen Larsen Bæk (JLAB)	Jørgen Larsen Bæk (JLAB)
Henrik Beck (HEBE)	Henrik Beck (HEBE)
Ole Svane Jørgensen (OLSJ)	Ole Svane Jørgensen (OLSJ)
Henrik Sømø Nielsen (HNIN)	Henrik Sømø Nielsen (HNIN)
Britt Warthoe Mortensen (BMOR)	Britt Warthoe Mortensen (BMOR)
Emma Sørensen (EMMS)	Emma Sørensen (EMMS)
Stine Palmelund Klejstrup (SPAL)	Stine Palmelund Klejstrup (SPAL)
Henrik Brøndum Andersen (HBAN)	Henrik Brøndum Andersen (HBAN)
Karl-Erik Maarbjerg Thomsen (KET)	
Hans Hansen (HAHA)	Hans Hansen (HAHA)
	Frede Grønfeldt (AXGR)



---

## **14 Appendix 2: Location of defibrillators**

### **Outside:**

Next to Yellow entrance (towards Parking area)

### **Inside:**

At elevator Building B level 1 (Bottom)

At coffee spot Building A level 4 (Top)

At coffee spot Building B level 5 (Top)

At coffee spot Building C Level 8 (Top)

## 15 Appendix 3: Overview of meeting points – as well as locations of green and red first aid boxes

Meetings points. (marked with red Circles)



Location of green and red first aid

	PLACERING	ANSVAR SOMRÅDE				VESTE	
Niveau		Bygn. A	Bygn. B	Bygn. C	Bygn. D	BLÅ	GUL
1	Bygn A v/ Coffee spot	x				1	1
1	Bygn B v/ kantineindgang		x			1	1
1	Bygning C v/ reception			x		1	1
1	Bygn D i trapperum				X		1
2	Bygn A v/ Coffee spot	x					1
2	Bygn B v/ Coffee spot		x				1
2	Bygn C v/ Coffee spot			x			1
3	Bygn A v/ Coffee spot	x					1
3	Bygn B v/ Coffee spot		x				1
3	Bygn C v/ Coffee spot			x			1
4	Bygn A v/ Coffee spot	x					1
4	Bygn B v/ Coffee spot		x				1
4	Bygn C v/ Coffee spot			x			1
5	Bygn B v/ Coffee spot		x				1
5	Bygn C v/ Coffee spot			x			1
6	Bygn C v/ Coffee spot			x			1
7	Bygn C v/ Coffee spot			x			1
8	Bygn C v/ Coffee spot			x			1

Blue vest coordinates the evacuation of the building and is the contact person for yellow vests. Blue vest is the contact person for the response unit when they arrive.

Yellow vest ensure that their area of responsibility (the building and floor the vest is on) has been escaped and communicates the status to blue vest.

Blue vest is responsible for the assembly area belonging to the building and ensuring that all yellow vests come out and report to blue vest. Blue vest reports status to authorities upon their arrival

## 16 Appendix 4: Action Cards

Find vejen frem  
VIA University College



**Action Card**  
**Fire**

 **Upon alarm**

- Proceed to the nearest exit

**Without alarm**

Immediately once the incident is detected

- Warn others by pressing one of the red fire buttons (if present)
- Ring 1-1-2 Alarm/shout loudly: FIRE!
- Everyone has a duty to raise the alarm if smoke or flames are detected
- Call the hotline on +45 8755 0104 (there are helpful resources in the red and green boxes)

 **Evacuation**

- Evacuate the building – close doors/windows on the way out
- Get everyone (be clear) but remember your own safety
- Avoid smoky rooms. Crawl under the smoke if that is the only way out
- If you can't get out – close doors to the fire and look for windows where the fire brigade can see you

 **Extinguish**

- Try to extinguish the fire – if possible
- Use water (not on electrical fires or burning liquids)
- Use a powder extinguisher or smother the fire with a fire blanket or similar
- Close doors and windows – in your vicinity

 **Meeting point**

- Proceed to one of the agreed meeting point and await instructions from the fire brigade. The meeting points lie in the immediate extension of the 3 main entrances.

**Campus Horsens**  
**Address:** Banegårdsgade 2, 8700 Horsens  
**Hotline:** +45 8755 0104





## Action Card

# Personal injury



### Stop the accident

- Turn off machines/electricity/gas/anything else dangerous
- Move the injured person to safety



### Life-saving first aid

- Ensure the person is breathing/clear the airways
- Stop major bleeding – use first aid equipment
- **If conscious – yes** – put in the recovery position
- **Breathing – no** – Start CPR
- **Start heart massage** – 30 chest compressions and 2 breaths
- **Get a defibrillator** (or get someone else to do it if necessary)



### Raise the alarm

- Ring 112 – state what has happened and where you are ringing from
- Call for more help – if you are alone/too few
- Ask others to get the first aid kit in the green box
- Meet the ambulance outside and lead the way in the building



### Basic first aid

- Keep the injured person warm – get blankets/something else to protect against cold/rain/wind
- Cover wounds and lesions – use the first aid kit (green box)

If psychological first aid is needed – use the contact list in the emergency response plan.

Campus Horsens  
Address: Banegårdsgade 2, 8700 Horsens  
Hotline +45 8755 0104



## Action Card

# Threatening behaviour/ School shooting



### Get away – if possible

- Get away from the school – away from the perpetrator (the sound of gunshots/screams)
- Use the nearest door/window to get away
- Don't make noise – so you can figure out where the "sound" is coming from
- If necessary, leave your belongings behind
- Help/warn others you meet

### Barricades

- Seek a safe room
- Lock/block door/handle with tables/something else
- Draw the curtains
- Find cover behind stable building elements such as walls, radiators, pillars
- Use tables/furniture for additional coverage against weak building elements such as windows, partitions and doors
- Stay quiet, turn off sound and vibrate on your mobile phone



### Raise the alarm

- Ring 112
- Ring the hotline +45 8755 0104



### Hide

- Behind a pillar, wall, table/furniture that hides you and protects you from gunfire
- Stay quiet, turn off sound and vibrate on your mobile phone



### Fight for your life – if necessary

- Use all your strength/inventory to defend yourself
- React explosively – as fast as you can
- Be strong – use maximum strength

Campus Horsens

Address: Banegårdsgade 2, 8700 Horsens

Hotline +45 8755 0104



## Action Card

# Bomb and terror threat

### Bomb and terror threat inside the building



#### Evacuate

- Evacuate the building calmly – via the nearest exit
- If you have to stay in the building – proceed towards stairwells/walls (avoid open areas and glass)



#### Meeting point

- Proceed towards one of the meeting point: The meeting points lies in the immediate extension of the 3 main entrances.



#### Raise the alarm

- Raise the alarm – ring the hotline 8755 0104
- Ring the police 1-1-2
- Warn everyone in the area (ensure that everyone is out)

### Bomb and terror threat outside the building

- Stay in the building until further notice
- If possible, seek upwards in the building away from external walls
- Search for safe areas without windows – such as stairwells and suchlike



## Action Card

# Self-harming incidents physical/online



### Raise the alarm

- Ring 1-1-2 immediately if you suspect a self-harming incident  
(If possible, state where the person is)

### What to do when in direct contact with the person self-harming

- Ask everyone else to log out (in the case of an online meeting)
- Ask the person if it's okay to film what they are doing
- Ask the person whether they have talked to a doctor, student counsellor, psychiatric crisis centre
- Ask the person whether there is someone else there with them
- Ask the person where that person is now
- Ask the person who can help them

Do not visit students in their own homes – only professionals should visit students in their own homes.

### Evaluate

- Seek out defusing or debriefing

Campus Horsens  
Address: Banegårdsgade 2, 8700 Horsens  
Hotline +45 8755 0104





## Action Card

# Psychological first aid

Psychological first aid must be administered as soon as possible and must not be administered by someone who is themselves affected by the event in question – a victim is unable to help.

### Stop the threat/incident

- Ensure the threat or danger is removed or those affected are removed from it. Call for help, if necessary.

### Assess the need for professional help

- If professional help is needed, you can get help by contacting the key people in Appendix 1 of the Emergency Response Plan or VIA's psychological assistance; Crecea at 2118 1811
- Keep an eye out for any noticeable changes in mood or behaviour.

### Speak calmly to the person affected in a place where you won't be disturbed

- Bring the person affected to a quiet place where you can sit and talk briefly. Tell the person what you are doing (e.g., "I'm going to get a glass of water") and don't ask too many questions.

### Be an active listener and let the person affected lead the conversation

- Accept repetitions and disjointed talk, don't correct the person
- DO NOT trivialise, DO NOT joke, DO NOT suggest alternative ways something could have been done
- Show positive authority: Assess the condition of the person affected

### Help with the practical things – make a plan

- Include the manager if possible
- Contact the next of kin – the person affected should not be on their own.
- The person affected should not sleep within the first 6 hours after a violent incident
- Help with police report, if necessary, (within 3 days) and possibly notification of occupational injury (within 9 days)

### Make a follow-up plan

- Reactions to violent incidents must not be forgotten, they must be followed up on.
- Invite to supportive follow-up interviews.
- If the reaction does not fade, professional help may be needed.

Campus Horsens  
Address: Banegårdsgade 2, 8700 Horsens  
Hotline +45 8755 0104

---

## 17 Appendix 5: Guide for handling death among *students* in VIA

### Guide for handling death among *students* in VIA

#### Informing management

Whoever receives notification of a student's death is to inform the management of the education programme.

The further process is then management's responsibility.

#### Planning meeting

Management calls the class's teachers, study counsellor and the associated study administrative employee in to a meeting as soon as possible. In the event of a holiday time, this may take place via the phone and/or email.

At the meeting it is agreed:

- Who is in charge and is the contact person for the class, teachers and management.
- Who is to write obituaries for the deceased, including the decision for a memorial service
- When management will inform the other students on the education programme via MitVIA or email.
- When management will inform staff of the educational institution via email
- Who will inform, if necessary, an internship agency via the person responsible for the education internship or clinical counsellor. (Contact information for the internship can be found on the internship portal under the student's name under details.)
- Who will participate in the funeral service and possible subsequent memorial service.
- Who will order a casket spray/funerary wreath (DKK 500–600) and what should be written on the card.
- Who will order flying the flag from among FM staff. (Flags are flown according to the general rules for flying flags in connection with deaths/funerals.)
- When flags are flown at half-mast, it should be communicated on the campus/entity why the flags are being flown such.

#### First teaching class after the death

The class's associated teachers and study counsellor meet with the class for a joint breakfast. The co-ordinator orders breakfast in VIA's canteen for delivery in class. Whether teaching should be cancelled on the day in question for the class and possibly the associated teachers is assessed.

Teachers must be aware that people react differently in grief and crisis. There must be room for the different reactions of the students and the teachers must, if possible, articulate this during the joint breakfast in class.

If teachers observe that the class needs a crisis psychologist, the head of the education programme is to be contacted for further planning and action.

#### Afterwards

Who will follow up on the class afterwards is agreed between the class's teachers and study counsellor. There must be a focus on the fact that the class may still need support during semester changes and new teachers.

The co-ordinator must investigate whether the student had a locked locker at VIA, the contents of which must be delivered/sent to the next of kin.

#### Staff

The staff group should be aware of the wellbeing of colleagues involved during and after the death.

---

## 18 Appendix 6: Guide to handling a death among *staff* in VIA

### Guide to handling a death among *staff* in VIA

#### Death announcement

The person who first becomes aware of the death contacts the deceased's manager. It is important that, as soon as the death is known, the manager informs both HR and the closest colleagues/department in agreement with the next of kin. In certain cases, there may also be a need to inform all VIA staff.

It is the manager's duty to decide how the death announcement should be made. If necessary, consider whether the first notification (to those closest) is to be made in person by calling the staff together. However, this should always be supplemented with an email, as it can be difficult to gather everyone.

Whether students and close external collaborators should be informed of the death should be also be assessed.

#### Memorial service

The manager should consider how the deceased can be remembered in the workplace. It could be with a minute's silence, flowers on the person's desk, etc. The individual manager can decide that a letter of condolence is to be sent to the next of kin.

#### Crisis help

Depending on the circumstances surrounding the death, there may be a need to establish emergency crisis help for other employees. This will probably apply particularly to sudden deaths or if the death occurs as the result of an accident at the workplace or if the death occurs at the workplace. In both cases, HR is to be contacted as soon as possible on [HR@via.dk](mailto:HR@via.dk).

#### Obituary

By agreement with the next of kin, an obituary can be issued internally in VIA and externally in print and digital media. It is recommended that the obituary waits for the date of the funeral service to be determined. After agreement with the next of kin, when the service is to take place and whether the next of kin want it to be family only or if colleagues are welcome can be announced.

The Communication Department can be contacted at [komm@via.dk](mailto:komm@via.dk) regarding the formulation of an obituary and contacting the press.

#### Funeral service

For the funeral service, a wreath is always sent on behalf of VIA, cf. the guidelines on the Staff Portal under the HR department (insert a link if necessary).

The cost of the wreath is covered by your own budget, while it is the relevant personnel manager who is responsible for the practical aspects of purchasing etc.

When the date and time of the funeral service is known, Facility Management is contacted at [viaservice@via.dk](mailto:viaservice@via.dk) to arrange for flags to be flown at half-mast on the day in question until the service is over. It must also be decided whether it should be done exclusively on the individual campus/entity or at all VIA's addresses.

When flying the flag at half-mast, it should be communicated on campus/entity why the flag is being flown such.