

Emergency notice

in the event of a hostage situation or similar

1. Stay calm

2. Dial the emergency number

Police 110

University emergency helpline 39-1171

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.