

Fire: 110
Police: 112
Medical: 113

EMERGENCY RESPONSE PLAN

FOR

BERGEN SCHOOL OF ARCHITECTURE

The English version of the Emergency Response does not contain all information that is found in the Norwegian version. An extract of the most important information has been collected.

Established January 2008, revised 2013, 2014

Sources. The emergency plan for BAS has collected useful information from the the formal emergency arrangements of other higher education institutions, among others KhiB, NHH, UiB, UiO, NTNU.

ADMINISTRATIV PART

1. About the emergency response plan.

Intention: BAS is a school with a lot of activity both nationally and internationally. This plan has been established to ensure that the school can deal with all sorts of incidents where an emergency response is required. The main goal is to avoid or reduce the damage and losses upon people, the environment, the building and our reputation. All persons involved should know how to respond and act upon a situation.

Rector has the upper responsibility for the emergency response at BAS. But all employed at BAS must be conscious about possible situations that could evolve into a crisis. The Emergency response plan is available for all employed at BAS, and the document will be revised annually. New staff at BAS must be informed and taught about the plan.

2. The emergency response plan will come into action in case of a Crisis situation – a situation that can threaten or is threatening the operation of BAS, or our reputation. This has been defined as 11 possible situations

- A) Less serious incidents/accidents at BAS, that does not lead to death.
- B) Accidents on fieldtrips in Norway.
- C) Death
- D) Missing student / staff
- E) Crisis situation on fieldtrips abroad.
- F) Fire, explosion and evacuation.
- G) Threats, violence, terror or hostage situations.
- H) Loss of important infra-structure and resources.
- I) Spreading of infection and outbreaks of dangerous infectious disease / pandemic
- J) Criminal act done by student/staff in service.
- K) Information theft and sabotage.

In addition: In the case of unclear and unforeseen incidents that will have consequences for the school, and could lead to interest from media, the Rector will decide if the plan should be activated.

BAS has a lot of activity in the public space, and it is an important principle for BAS to ensure that this activity is not causing any danger for others.

BAS will be a support for external partners in case of emergency, (government, ministry of foreign affair etc.)

BAS shall cope with the situation. We shall care for the persons involved and support their primary needs. We shall maintain trust and confidence. We shall provide all information that is needed. We shall try to bring the situation back to normal as soon as possible.

IMPORTANT!

BAS is not the part that shall confirm that an accident, casualty, loss of life, catastrophe or similar has taken place. We only comment after the information is public.

Personal crisis, (i.e. divorces, breakups, loss of family members, rape, violence, illness, suspect in criminal cases, suicide attempt etc.) Incidents of this nature will normally not be part of the Emergency Response Plan. The school has an action plan how to deal with such cases.

All involved at school has the responsibility to alert and act in case of an emergency. Notify the school in any case that could be a part of this plan.

3. Alert plan

Main principle:

It is better to alert one time too much than one time too little.

Fire: 110

Police: 112

Medical : 113

When you alert, please give the following information:

Who you are

What has happened

Where has this taken place

How many are involved

Secondly, inform the school, at phone 5536 3880

CONTACT LIST:

Rector has the upper responsibility, and shall always be notified:

- Rector – Cecilie Andersson phone. 9883 6892
- Vice-rector Sixten Rahlff phone. 9959 9691
- Head of office –Ingunn Tepstad phone. 984 56 211 – 55 36 38 84
- Siv Gjerde Aardal – phone. 930 41 959 – 55 36 38 80
- Anne Merethe E. Hansen – phone. 415 52 979– 55 36 38 87
- Ingrid Kvamsdal – phone. 915 64 291 – 55 36 38 82
- Line Frøyland – phone. – 9249 1572 – 5536 3890
- Kjeld Vidar Samdal – phone. 55 38 38 88 – 9951 8079 – 9184 6866

TECHNICAL SUPPORT:

If there are problems with the tele-and datacommunication

Data: Dataingeniørerne tlf: 55333770

NDS – (wireless internet – tlf.6927 8000

Telecom tlf: 55925806

Sprinkling:

INFORMATION

- **Very important part of the emergency response at BAS.**

Main rule: Rector shall be the person that gives information to the public and to the media.

Rector can delegate responsibility if necessary.

Information must be confirmed by Police or cleared by the emergency group at BAS.

EMERGENCY ROOM: In case of public warning to seek shelter, students and staff should go to the emergency shelter that is situated in the tunnel for pedestrians in Skutviken, on the road towards town.

OPERATIVE PART - 10 possible SITUATIONS

A) Less serious incidents/accidents at BAS, that does not lead to deaths.

I.e. a person is damaged in the workshop, has fallen down, is feeling very unwell. .

Reaction: Notify :Medical 113, Fire: 110, Police 112,

Inform about the following:

Who you are

What has happened

Where has this taken place

How many are involved

Secure the site, give first aid. Notify BAS and if possible the rector.

If possible, inform about the contact details for next of kin to the hospital/police in case of serious damage. Do not contact the next of kin yourself. In less serious incidents when public emergency services are not involved, you may contact the next of kin directly yourself..

Important information:

In case of Occupational injury, the person involved must contact medical assistance as soon as possible. If not, the right to compensation/insurance can be lost.

All information about illness/ injury is confidential between the person involved and BAS.

B) Accident on fieldtrip in Norway.

Reaction: Map the situation. Have as much information directly from the person who is notifying about the situation. Write down crucial info. Notify the Rector who decides if the Emergency response plan shall be activated

If so, one must decide if someone should travel to the scene of the incident. The school makes its resources available for local emergency services. Sort out with the local police who will notify next of kin.

If necessary establish a call centre, a centre for relatives, information meeting etc.

C) Deaths

In the case when a student or staff dies

NB! IT is the task of the POLICE to notify the relatives about the death.

The student pastors in the Norwegian Church are valuable resource persons in such cases. They have their office in the Student Center, upper floor, room 315 and 316, Parkveien 1, 5007 Bergen.

Studentprest Marie Grindheim tlf 55 58 94 45 / 976 04 558
marie.grindheim@prest.uib.no

Studentprest Inge Høyland , tlf: 55 58 47 14 / 415 63 972
inge.hoyland@prest.uib.no

Reaction: BAS shall as far as possible meet the needs that will come in case of deaths. The Emergency Response group has a set of guidelines to follow in such cases.

D) Missing student / staff

Reaction: If a student/staff is absent for a longer period of time, and it is not possible to reach the person directly, contact family/next of kin to find out if everything is ok.

If a student/staff is missing in any action related to BAS, Rector shall decide who shall contact the family. BAS must inform the relatives about the actual situation. If a student is missing in any other setting, Rector shall decide if Bas shall contact the relatives. In such cases, the relatives will most likely receive information from other sources.

If a student is reported missing, the Police will appoint one person to maintain the contact with the relatives.

E) Crisis situation on fieldtrips abroad.

BAS has a lot of activity outside Norway, both of longer and shorter duration. BAS needs a plan that will make the stay/travel abroad safer for our student and staff. BAS must ensure that we have good registration of activity abroad, so that in case a situation should occur, we can respond quickly.

With crisis we define:

1. Death
1. Serious accident or illness.
2. Other traumatic incidents like violence, missing students, riots, terror, war, epidemics and natural disasters

In case of crisis situation abroad, it is the police and emergency services in the actual country that has the responsibility for Norwegian citizens.

Ministry of Foreign affairs and the Criminal police central in Oslo maintains the contact with the authorities abroad, and they make sure that contact is established with local police so that relatives are notified. They will also notify BAS.

Ministry of Foreign affairs: 2234 3600

Criminal police central: 2320 8000

BAS has an instruction for study trips abroad that all students must read and familiarize themselves with before departure. All students must hand in an information form before going abroad on study trips.

F. Fire, explosion and evacuation-

BAS has an instruction for how to act in case of fire, explosion and evacuation.

ALARM:

In case of fire, the whole building is warned by the fire alarm system. The alarm will first be directed to the security company NOKAS (Phone:02580). If not somebody from BAS is calling them within 2 minutes, NOKAS will respond and come to BAS. NOKAS will in that case be responsible for alerting the Fire department in case of a real fire at BAS

If students /staff are present at BAS, one should call NOKAS and tell them that we are investigating the alarm. The code word is listed on the fire alarm panel in the cantina. If it is a false alarm, call NOKAS back.

If it is an actual fire, immediately call the fire department at 110.

In case of fire:

All that do not have specific duties should evacuate the building.

Use the fire staircase on the outside of the building. Do not use the elevator.

Gather on the quayside in front of BAS if it is safe there.

Evacuation:

If it is necessary to evacuate away from BAS, you should meet at Tenthuset i Sandviken, Bedehusmauet 5 (an Chapel building close to school)

Contact person is Oddvar Almelid. oddvar@tent.no phone. 55 32 66 40 / 94 78 40 31

Those that arrive first by the fire should make attempts to put the fire out by using the extinguishing apparatus available on the site.

Close all doors and windows so that smoke and fire will spread as little as possible. In case of injury on persons, call medical assistance at 113.

The persons involved must meet with the fire department when they arrive and inform them about the situation. Notify the rector to possibly activate the emergency plan. When the situation is cleared, notify about normal operation to all involved parts.

Before the fire:

BAS must make sure that both students and staff have had the necessary training.

Avoid fire hazards, always think precautions.

Make sure that all are familiar with the Fire instruction. Fire protection manager Kjeld Vidar Samdal is responsible for the necessary training.

All are obliged to learn how to use the fire alarm panel in the cantina, where you can find fire extinguishers and how to use it, and where all the escape routes can be found.

Fire Protection manager is responsible for the escape routes not being blocked and used a storage room. Escape routes and corridors must be open. Smoking is only allowed outdoor.

G. Threats, violence, terror or hostage situation

i.e.

- Threats of violence, for instance bomb threat.
- Discovery of a suspicious item that could possibly be a bomb
- Shooting in the school area.
- Hostage situations
- kidnapping

Important:

The police will evaluate the threat and lead the action.

If you receive a threat per telephone:

BE CALM – BE FRIENDLY – DON'T INTERRUPT THE CALLER.

IMPORTANT! If a bomb or a suspicious item is found, do not touch.

Listen carefully to the caller, write it down. If possible, have someone call the police on another phone line. Phone 112.

If the connection is not broken, ask questions. Make the caller repeat as much as possible.

In case you receive a threat electronically (e-mail, social media etc.), encounter aggressive persons, find any suspicious items, hostage situations, kidnapping etc. – **CALL THE POLICE AT 112.** Notify your immediate supervisor.

A possible evacuation will happen in cooperation with the Police.
In case of for instance shooting situations, the police might order that as many as possible will remain in their position, or to find a room that can be locked instead of evacuating.

Afterwards: Actions for psychosocial care must be considered. It is important that involved persons will be taken care of by professionals afterwards. BAS can cooperate with external resources in this matter.

H. Loss of important infra-structure and resources:

Loss of electricity for a longer period of time, no internet connection, no data/tele communication, wireless network. Loss of building stocks, loss of key personnel.

This could have as consequence that the operation of BAS must be closed down or reduced for a period of time. Exams could be prevented, delay in progression for students. The need for information will be large.

The caretaker Vidar Samdal has the delegated responsibility for the building stocks of BAS. In case of evacuation, this will happen according to the Emergency Plan. BAS must have a dialogue with our sub-contractors of telephone-data communications. If the situation will affect the students, contact SOBAS. The focus will be to maintain important services and systems. Give information to students and staff. Find alternative solutions, i.e. to work from home. Consider online tutoring and teaching for students. Alternative examination.

I. Spreading of infection and outbreaks of dangerous infectious disease / pandemic

This could be outbreak of pandemic flu. Outbreak of water-or airborne disease such as stomach-and intestinal infection and legionella where the source of the infection can be tracked to BAS. Emissions of contagious material. Risk of extensive outbreak of infectious disease/pandemic.

Consequences could be: Extremely high sick leave among staff and students. Great effort could be required to find the source of infection.

The operation of BAS must be carried out differently for a period of time. Large need for information and many will be concerned/worried.

A warning of a pandemic flu will come from the Health Authorities. National Health Authorities has its own webpage www.pandemi.no

J. Criminal act done by student/staff in service.

This could be that a student or staff is exerting force against another person, or doing something illegal/violent. Sabotage, theft.

This could lead to legal prosecution of the person, and setting up a personnel case for staff employed at Bas. Loss of reputation for BAS.

Large need for information.

In case of such incidents when abroad, one should notify according to the instruction for trips abroad.

The one who discovers the situation or are notified about such an incident, call if necessary

Fire 110

Police 112

Medical 113

BAS must consider if the incident should lead to a police report. .

BAS must assist the Police with all required information

BAS must consider if we should do an internal investigation. Rector must provide enough internal and external information. Consider if there is a need for psychosocial care

K. INFORMATION THEFT AND SABOTAGE

Information is an active asset that has a clear value to BAS and must be protected in a prudent way. Personal information must be secured confidentiality, accessibility and integrity. Values could be assets such as equipment, software or information and data.

ATTACHEMENTS TO THE EMERGENCY PLAN

Attachment 1

ALARMLIST FOR EMERGENCY GROUP

FIRE	110
POLICE	112
MEDICAL	113
Rector Cecilie Andersson	+47 9959 9691
Vice-rector Sixten Rahlff	+47 9883 6892
Ingunn Tepstad	+47 9845 6211
Siv Gjerde Aardal	+47 9304 1959
Anne Merethe Hansen	+47 4155 2979
Ingrid Kvamsdal	+47 9156 4291
Line Frøyland	+47 9249 1572
Kjeld Vidar Samdal	+47 9184 6866

Student pastors	+47 5558 9495 / 5558 4714
Norwegian Church Abroad Emergency phone 24 h	+47 9511 9181
Ministry of Foreign Affairs 24 h emergency phone	+47 2224 36 00 (24t) +47 2395 000 (ordinær tlf.)
Europeiske Travel insurance, alarm central	+47 214 95 000 eller +45 701 52 500
Gjensidige travel insurance, alarm central	03100 Frå utlandet +47 915
Tryg travel insurance, alarm central	+45 5517 1000 / 0 40 40
ANSA – association of Norwegian students abroad	0 45 44 Frå utlandet + 47 22 47 76 00
Haukeland University Hospital	05 300
Blocking of creditcards, messaging service for banks	800 30 250 From abroad +47 2221 4055

Attachment 2 (description in Norwegian. Title in English)

Contact list for students/staff

Personal Crisis Support Team Bergen Emergency Room: Livskrisehjelpen bergen legevakt. Tlf. 5556 8754 Livskrisehjelpen ved Bergen Legevakt er Bergen kommunes tilbud til mennesker i akutte livskriser. Livskriser kan eksempelvis være alvorlige livshendelser som ulykker, tap av nære personer i brå død eller selvmord, vanskelige samliv eller samlivsbrudd.

Vi kan tilby Samtale, Rådgivning, Hjelp til selvhjelp, Informasjon om og kontakt med hjelpeinstanser. Hjelpen er gratis og tar utgangspunkt i dine egne ønsker. Du kan komme direkte til oss, du trenger ingen avtale eller henvisning. Ring oss gjerne på forhånd. Åpent hverdager 08.30 - 22.30 og helg/helligdager kl. 12.00 - 20.30.

Support telephone for Substance Abuse: Rustelefonen tlf. 08588, www.rustelefonen.no

Contact telephone for young people struggling with mental problems: TOPS kontakttelefon tlf. 5595 8585 – Tidlig oppdagelse av psykose. Lavterskeltilbud til alle busatt i Bergen kommune for ungdom og unge voksne med symptom på psykisk lidning. Får hjelp til å komme videre i systemet. Telefonen er bemanna på dagtid, utanom så legg ein igjen kontaktinfo og blir oppringt så snart det er mogleg.

AURORA Support telephone for mental issues Støtteforening,
Støttetelefon for psykiske helseproblemer 2220 9983
www.aurora-stotteforening.no

Angstringen. Anxiety and mental problems – information phone

Angstringens [informasjonstelefon](#) om angst og selvhjelp

22 22 35 30

Telefonen er betjent på hverdager mellom 10 - 13.

Mennesker som selv lider eller har lidd av angst og som ønsker å hjelpe andre. Angstringer finnes i mange byer. Ring Oslo-gruppen på tlf. 2222 3530 for å få vite hvor de andre holder til. <http://www.angstringen.no/>

Mental Health, Hjelpetelefonen er Mental Helses telefon- og nettjeneste for alle som trenger noen å snakke eller skrive med. Tlf. 116 123

Hvem kan bruke oss? Alle som vil snakke eller skrive om livets utfordringer kan ta kontakt med Hjelpetelefonens tjenester. Vi kan også gi informasjon om hjelpe- og aktivitetstilbud. <http://www.mentalhelse.no>

Psychiatric emergency Psykiatrisk legevakt, Bergen tlf. 55 56 87 60

Red Cross phone for children and young people. Røde Kors-telefonen for barn og ungdom: 800 333 21

Rape emergency room: Bergen Legevakt , tlf. 55 56 87 60

Bergen Crisis center. Tlf. 5531 5050,

The Church's crisis contact telephone SOS: 815 333 00

er en døgnåpen krisetelefon for mennesker som er i følelsesmessig eller eksistensiell krise, og for den som tenker på å ta sitt eget liv. Alle som ringer krisetelefonen vil bli møtt med forståelse og aksept.

Contact telephone for young Gay people: 810 00 277

Student pastors Trenger du en å dele tankene dine med, har studentprestene tid. Tid til å lytte, tid til å prate. Prate om kjærlighet og vennskap, tro eller tvil, det som er vondt og det som er godt, studier og viktige valg, hva som helst som har med livet å gjøre. Det er du som bestemmer hva vi skal snakke om. Vi har taushetsplikt og tid. Vil du gjøre en avtale? Du kan ringe eller sende oss en e-post.

Studentprest [Marie Grindheim](#) tlf 55 58 94 45 / 976 04 558 marie.grindheim@prest.uib.no

Studentprest [Inge Høyland](#) , tlf: 55 58 47 14 / 415 63 972 inge.hoyland@prest.uib.no

Studentprestene har kontor i Studentsenteret, øverste etg. rom 315 og 316.
Parkveien 1, 5007 Bergen.

Student Welfare Organization in Bergen: lots of different offers, www.sib.no/en

Studentenes Psykiske helseteneste,

Psykologtilbudet er gratis for alle studenter som har betalt semesteravgift til SiB

Det gis tilbud om behandling av psykiske plager av ulik grad/omfang. Ved individuell oppfølging vil tilbudet være av kort varighet. Ved behandling i gruppe er det mulighet for oppfølging over noe lengre tid.

Du trenger **ingen henvisning** fra lege. Ubenyttede timer blir belastet med kr. **200,-**

Timebestilling: Mandag-fredag 09:00-14:30 i vår ekspedisjonen i 3. etasje på Studentsenteret eller på telefon **55 54 51 45**. Telefonen er betjent mandag-fredag mellom kl 10:00-14:00

Av hensyn til konfidensialitet benyttes ikke mail.

SiB Rådgivning tilbyr deg som er student individuelle samtaler og kurs for å bedre imøtekomme utfordringer du kan møte som student. Alle våre tilbud er gratis og vi har taushetsplikt. SiB Rådgivning har vært et tilbud for studenter i 29 år. Sted: Studentsenteret, Parkveien 1, 5007 Bergen E-ost: radgivning@sib.no Telefon: 55 54 52 50

Police in Bergen tlf. 5555 6300

Outreach workers in Bergen Municipality tlf. 5556 8600

Rådgivningstjenesten på Utekontakten i Bergen bemannes av feltarbeidere med helse- eller sosialfaglig bakgrunn og bred erfaring med ungdom. Rådgivningstjenesten er åpen mandag til fredag fra kl. 12.00 til 14.00 og torsdager 1600-1800 i Strømgaten 10. (ved Bystasjonen) Timeavtale er ikke nødvendig. Rådgivningstjenesten gir råd og veiledning knyttet til mellom annet skole/fritid, hjemmesituasjon, bolig, jobb, rus, helse og seksualitet. Ved behov kan feltarbeiderne formidle kontakt med øvrig hjelpeapparat.

Målgruppe: Utsatt ungdom i alderen 16 til 25 år som oppholder seg i Bergen sentrum.

Pris for tjenesten: Tjenesten er gratis.

Webpage with useful information:

Juridical assistance:

<http://www.rettshjelp.no>

<http://www.jurk.no>

<http://www.jus.uio.no/jussbuss/>

<http://www.frirettshjelp.no>

www.jurk.no Gratis juridisk rettshjelp for kvinner

www.amathea.no **For pregnancy**

Stiftelsen Amatheia er en helsetjeneste som tilbyr gratis veiledning til kvinner og par som er blitt uplanlagt gravide. Vi er de eneste i Norge som har slik veiledning som hovedoppgave, og har lang erfaring på dette området. Vi har et landsdekkende tilbud med 19 lokalkontorer. Å bestemme seg for å fullføre eller avbryte et svangerskap kan oppleves som en vanskelig beslutning

Selvhjelp for innvandrere: <http://www.seif.no> er en frivillig og uavhengig organisasjon som ble opprettet i 1986. Vi informerer, henviser til rette instans og hjelper med problemløsning. Vår målsetting er å hjelpe våre nye borgere til å finne fram i det norske samfunnet og tilegne seg nok informasjon til å løse egne problemer. Selvhjelp har medarbeidere med forskjellig kultur- og språkbakgrunn. 55 56 09 00 eller 55 56 09 01.

Abuse:

www.noabuse.no

Felles nettsted for de norske organisasjonene mot overgrep. Inneholder oversikt over Hjelpeapparatet mot seksuelle overgrep, vold og rus

landsforeningen For Voldsofre www.voldsoffer.no

Spørresiden "Klara Klok" har barn og ung i aldersgruppen 10 - 23 år som hovedmålgruppe. Hensikten med tjenesten er å gi god informasjon og veiledning om temaene helse, forhold og familie, rusmidler og seksualitet uavhengig av kjønn, alder, bosted, etnisk tilhørighet og funksjonsnivå.

Spørsmålstilleren er anonym og får svar innen en uke. Man skal ikke undertegne spørsmålet eller gi opplysninger som kan føre til at personer blir gjenkjent. Hvis slike opplysninger kommer frem, vil spørsmålet bli redigert. Spørsmål og svar legges ut under det enkelte tema på spørresiden, tilgjengelig både for den som stilte spørsmålet og andre som besøker nettstedet

<http://klara-klok.no/>

STUDY ABROAD: www.ansa.no Er velferds- og interesseorganisasjonen for rundt 19 000 nordmenn som studerer i utlandet. Gjev informasjon om studier i utlandet, jobbar politisk, tilbyr gunstige medlemsgodar, forsikringsordningar, hjelp og rådgjeving dersom problem under studieopphald i utlandet. Nettverk av tillitsvalde i ulike land.

Blocking of credit cards: Sperring av kredittkort, bankenes meldingstjeneste tlf. 800 30 250
Fra utlandet +47 2221 4055

Attachment 3

INSTRUCTIONS FOR ACADEMIC TRAVEL /FIELD TRIPS ABROAD As part of the emergency plan at BAS (last revised 1.October 2013)

The General BAS Emergency plan can be found on the BAS website at <http://www.bas.org/en/For-students/Emergency-Plan> At the same place, and as a part of the Emergency plan, you will find this instruction for academic travel abroad. All students are required to read and familiarize themselves with the content.

This instruction applies to all types of trips abroad in connection with the study. By signing their Academic plan in the beginning of your training at BAS, the student declares that this information is read and understood.

(exchange students do not sign an Academic plan, but will be informed about the Emergency plan separately)

We distinguish between different types of students that go abroad:

Individual Students:

- A. Students who do fieldwork on their own in connection with the study.
- B. Outbound exchange students that go to a partner university
- C. Free-mover with advance approval of the stay from BAS

Groups of students:

Study trips as part of the training at BAS.

A. BAS has study tours that are practical and academic organized by the school, where teachers take part in the trip.

B. At the same time, students do some traveling abroad that they organize themselves, but that is part of the academic program at the school.

Both categories are included in the emergency plan.

If a student is travelling abroad on private initiative, and something happens, the emergency leadership at BAS will consider in each individual case whether BAS should take action or not.

The duties of BAS:

- To closely consider the safety and security of the destinations and places where we have an exchange agreement. Prepared academic programs will

not be implemented in areas where Norwegian citizens are warned against traveling by Ministry of foreign Affairs

- Contact students who are staying in areas where dangerous situations have occurred.
- Assist students and their relatives when a crisis situation is defined.
- Ensure that we have updated and easily accessible information about student(s) who are staying abroad.
- Have an Emergency plan if anything serious should happen to BAS students and staff abroad.

The duties of the student:

- Ensure that BAS has updated contact information about your next of kin/ relatives. At the same time informing your relatives about the stay abroad, and inform that BAS has your contact information in case something should occur.
- In most places outside Europe, it is a wish that Norwegian citizens register with the embassy, and the student is therefore obliged to contact the Norwegian Embassy in the country where he/she will be staying /studying.
- Keep BAS informed about your contact information while you are abroad. At the same time, know that you can contact BAS if there are any problems.
- Ensure to have valid travel insurance to participate in study trips. See information below about The Ministry of Foreign Affairs' advice for travel insurance. Students must be aware that if one chooses not to have a private insurance, then one will have to cover all extra costs related to illness, accidents, evacuation and transport back home, and other extraordinary events.
- BAS has signed collective accident insurance for students (in a company called Gjensidige). Students are insured against accident damage which affects them while they ... participate in instructions, excursions, travels and so on. And on the direct road to and from school. Coverage by death ½ G and by disability until NOK 500.000, -.
- You must take necessary vaccinations if required.
- You must apply for a visa if required, and all must ensure to have a valid passport. It is recommended that you make a copy of the passport and save it online so that one can have access to it from abroad.
- You should continuously monitor the situation in the areas where you are staying, and follow advice from local authorities and the host institution.
- Act responsibly to reduce the risk of running into potentially dangerous situations.
- You have a duty to obey the laws and regulations in the country you are staying, plus at the host institution where you possibly will be studying.

- In case of groups travels without a teacher under the auspices of the school, a contact person among the students must be designated that will be a link to the school.
- Students must be aware that there will always be a certain risk associated with travels abroad, and acknowledge that BAS cannot be held responsible for any events that would occur while one is abroad.
- <https://www.reiseregistrering.no/> if you are staying outside Europe and North America for a longer period of time, you should do this voluntary registration at the Ministry of Foreign Affairs.

INFORMATION FORM FOR GROUP TRAVEL

Teacher or designate contact person from the student group has a special duty for group travels abroad. The administration has a separate disclosure form that must be completed before departure. Responsibility: Teacher or Contact person

Instructions:

- Before departure, a list of all participants must be sent to the administration. It should be made very clear who is in charge of the travel, plus include phone numbers /addresses that makes it possible to reach the participants. A detailed itinerary must be attached.
- All students must read the instruction for academic travel abroad, and sign the Academic Plan. (Utdanningsplan). The exchange students do not fill out an Academic Plan, but will receive separate information.
- When groups are travelling without a teacher, it must be very clear who is the contact person and how this person can be reached.
- The teacher /contact person must ensure that the mobile phone is accessible and functions in the given area.
- The participating teacher /contact person shall have an overview of emergency phone numbers for local police, fire and ambulance, plus the emergency number to the nearest Norwegian embassy/ Norwegian foreign Service station.

Procedure for (groups of) BAS-students abroad

When BAS students abroad are in the need of assistance or are in danger, the teacher/contact person shall do the following:

- Contact the local police, fire department and/or ambulance if needed. If you are not able to communicate in the local language, find someone that can act as an interpreter for you.
- Advice and instructions from local authorities should be followed.
- Establish contact with the nearest Norwegian foreign service station for advice on further handling of the situation. Alternatively contact the administration at BAS on phone. +47 5536 3880

- In case of emergency, and you are not able to reach the administration at BAS, contact Rector Cecilie Andersson at +47 9883 6892
- The situation will be handled at BAS. If necessary, an emergency group will be summoned.
- The teacher /contact person for the group will act as liaison between the participants in the group, BAS and any other institutions.
- Contact with relatives and media shall be handled by BAS:

SUPPORT SERVICES ABROAD

The Ministry of Foreign Affairs og the Norwegian Church Abroad both have professional Emergency Response and Crisis Management if a crisis situation should occur abroad.

Ministry of Foreign Affairs (UD)

24 hours emergency phone **+47 22 24 36 00**

Regular phone: +47 2395 0000

Fax: +47 2395 0099

The Norwegian Church Abroad

24 hours emergency phone **+47 95 11 91 81**

Overview of the Norwegian embassies and foreign service stations:

<http://www.regjeringen.no/nb/dep/ud/dep/org/utenriksstasjoner.html?id=524467>

Altogether there are approx. 100 embassies and consular posts, in addition to approx. 400 honorary consulates that provide assistance to Norwegian travellers abroad. Embassies and consular posts are occupied by staff sent from Norway. An Honorary Consulate is normally occupied by private persons from that country, who, without any salary remuneration takes care of the Norwegian interests on the site.

Norwegian citizens cannot expect the same assistance from an honorary consulate as from an embassy with Norwegian personnel posted. The opening hours may vary from place to place. It may be helpful to call in advance. Norwegian embassies often have their own web page with contact information and other practical information. See the link above, or at www.norway.info for an overview. Note that there may be a time difference between Norway and other countries.

What kind of assistance can the foreign stations provide?

- Issue an emergency passport or other travel document for your return travel.

- Establish contact with family and friends to ask them to assist you with money and tickets
- Advise on the transfer of funds from Norway
- Provide advice and guidance on medical services, hospitals, etc.
- Assist in providing legal aid
- In special cases, give emergency loan for return travel
- Assist the next of kin in case of death abroad
- Visit the detained or imprisoned
- In special cases be present at litigations.

What kind of assistance can the foreign stations NOT provide?

- Direct involvement in litigations
- Pay for privately engaged defender
- Provide housing, employment or work permits.
- Pay bills for hotel, medical care, legal aid or other expenses.
- Money transfer/payment, including social benefits.
- Translate certificates etc.
- Assist in civil cases.
- Take care of children.
- Accompany sick, children or others back to Norway. ,

Sjømannskirken «The Norwegian Church Abroad»
24-hour Emergency Phone (+47 951 19 181)

Overview of where you can find the Norwegian Churches abroad:
<http://www.sjomannskirken.no/aktuelt/her-er-vi>

The Norwegian Church has 5 student pastors in the whole world: Here you will find contact information, overview of the countries and a link to the webpages of the student pastors.

Australia and New Zealand

Jon Arne Lund

Phone: +61 4 2135 6501

E-post: <mailto:jal@sjomannskirken.no>

Europe East (Latvia, Poland, Czech Republic, Slovakia, Austria and Hungary)

Tim Georg Engelsvold

Phone: +45 28 28 66 34

E-post: tge@sjomannskirken.no

Europe West (Denmark, Sweden, Germany, Belgium, Netherlands, Luxemburg, Spain, France, Switzerland and Italy)

Bjørn Olav Bøe

Mobil: +47 950 50 684

E-post: bob@sjomannskirken.no

Great Britain and Ireland

Ingrid Ims

Phone: +44 7951945280

E-post: studentstorbritannia@sjomannskirken.no

USA, Canada and Mexico

Elisa Stokka

Phone: +1 646 291 9739

E-post: elisa.stokka@sjomannskirken.no

ALARMLIST

Bergen Arkitekthøgskole (BAS)	+47 5536 3880
Rector Cecilie Andersson	+47 9883 6892
The Norwegian Church Abroad» 24-hour Emergency phone	+47 9511 9181
Ministry of Foreign Affairs 24-hour Emergency Phone.	+47 222436 00
Europeiske travel insurance, 24 hour Emergency phone:	+47 214 95 000 eller +45 701 52 500
Gjensidige travel insurance, 24 hour	03100

emergency phone	From abroad begin with +47 915
Tryg travel insurance, 24 hour emergency phone:	04040. from abroad +47 5517 1000
ANSA – association of Norwegian students abroad	0 45 44 From abroad + 47 22 47 76 00
Barring of credit cards, report lost card/bank ID: A service for all banks in Norway.	800 30 250 <i>From abroad</i> (+47) 22 21 40 55

Make sure you have the emergency numbers ready for your travel insurance companies (from your home country) and your bank connections in case you lose your credit card.

It is important that you are fully aware of your status as a foreign citizen in Norway before you go abroad as a BAS student.

HEALTH INSURANCE FOR FOREIGN STUDENT STUDYING IN NORWAY

Health services in Norway are of high standards. As a student in Norway you are ensured professional medical treatment no matter which part of the country you are living in. In most cases the treatment is free of charge if certain prerequisites are met. These prerequisites vary depending on your current nationality and length of stay in Norway. Please study the regulations below carefully.

NAV is the Norwegian Labour and Welfare Service. NAV is the public agency administrating the Norwegian National Insurance Scheme. www.nav.no

Students from the Nordic countries

You are a member of the Norwegian National Insurance Scheme if you are registered in the National Population Register in Norway. If you are not a member you are nevertheless entitled to health services under the National Insurance Act and you do not have to verify it with a European Health Insurance Card.

Persons coming from an EEA-country or Switzerland

The general rule is that you do not become a member of the Norwegian National Insurance Scheme. This is since you are entitled to [health services](#) on an equal basis with other Norwegian residents, principally what you have paid for doctor,

hospital, and medications. For example, in Norway it gives you free admission to hospital and having to pay patient's charge for medications.

You have to verify your entitlement with your European Health Insurance Card. This is a plastic card the size of an ordinary credit card.

If you are a member of social security in your home country while studying in Norway, you are entitled emergency and necessary treatment under Norwegian legislation.

You do not have to become member of the Norwegian National Insurance Scheme.

If you are not entitled to a European Health Insurance Card from your home country, you must have other insurance to cover any medical expenses you might incur in Norway.

Students from countries outside the European Economic Area (EEA)

If the duration of your stay in Norway is more than one year you automatically become insured under the National Insurance Scheme when you register as a student at a Norwegian institution of higher education and as a resident in Norway.

If the duration of your stay in Norway is between 3 and 12 months you should apply for membership of the Norwegian National Insurance Scheme providing coverage with regard to health services. The form must be sent to the insurance office in the municipality in which you are staying.

The requirements are that you attend school or university in Norway for less than one year, and have a residence permit.

Voluntary membership entitles you to have health services on an equal basis with other Norwegian residents.

You do not have to pay national insurance contributions when your income is lower than NOK 29 600,-. For more information about this, contact adm. BAS.

Students who do not become a member of the Norwegian National Insurance Scheme, must have a social security coverage from their home country.

SiB – Student Welfare Organization.

The SiB Medical Centre will offer GP service and emergency treatment to students who do not have their own family doctor in Bergen. The Medical Centre called "Legene på Høyden" is located at Vektortorget in the city centre of Bergen. Emergency treatment will be offered to students who are not entitled to a GP and students who do not have a GP in Bergen. Contact the medical centre and students

will get an appointment the same day. Regular office hour apply. Students can book doctor`s appointment both on phone and SMS. Phone: 5269 5151. SMS: Send LPH+ date of birth+ name to 2097.

If you receive support from Statens Lånekassen, The Norwegian State Loan fund, when studying abroad, you are a member of the Norwegian National Insurance Scheme.

If you are a citizen of an EEA country: Make sure you bring your your European Health Insurance Card whenever travelling within the EU.

When travelling outside the EEA countries, you will need other health/travel insurance.

For non-EU citizens: Make sure you have sufficient health and insurance coverage both for your stay in Norway and travelling abroad.

Make sure that you check the conditions on how and for how long you are covered.

Some advice about travel insurance:

Illness, accidents and deaths abroad.

To go abroad without travel insurance can have serious consequences for you or your family. Should you require hospital treatment and repatriation by air ambulance from abroad the costs will be very high. It can actually cost you a million!

You should therefore make sure to have a good travel insurance - or check that it is adequate for your next trip. A good travel insurance should cover expenses associated with injuries, accidents, illness, repatriation and death.

Always read the insurance terms carefully in advance (even the fine print), and please have the following in mind:

- Does the insurance cover the country you are traveling to?
- If the insurance is valid for the whole period that you are travelling?
- Most travel insurance policies have exemption which applies for already existing disease / chronic illnesses. If you have a disease / chronic illness, you should contact your insurance company before travel takes place to find out what your insurance covers - and does not cover.
- If you will do special activities during the stay abroad, such as extreme sports, you should examine whether it is necessary to sign up for additional insurance

HAVE A SAFE JOURNEY!