

EMERGENCY RESPONSE PLAN

FOR

BERGEN SCHOOL OF ARCHITECTURE

Fire: 110	Police 112	Health: 113	Emergency Room: 116117
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IMPORTANT:

If you want external help with the following issues, please contact admin.BAS that has an overview of which services and offers that are available in Norway:

Mental Health, Violence and Abuse, Body Health and Sex, Drugabuse, General supportservices, legal advice and economy.

1. About the emergency response plan.

Intention:

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.

Principles:

Rector has the upper responsibility for the emergency response at BAS.

But all employees and students at BAS must be conscious about possible situations that could evolve into a crisis.

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, no matter which scenario has occurred. All contact with the media shall be through the rector at BAS. We encourage students and staff to be cautious in contact with the media in case of crisis situation. Refer to rector.

The information should be open and available, professional, objective and accurate.

The emergency response plan will be activated in case of the following: a

- 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 us that this activity is not causing any risk or danger for anyone.

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.

2. Alert plan

Main principle:

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

When you alert, please give the following information:

Who you are

What has happened

Where has this taken place

How many are involved

Immediate alertnumbers: (depending on scenario):		
Organization	Situations	Phone number
Fire	Fire, pollution, blockage	110
Police	Threats, violence, terrorism, other crimes	112
Ambulance / Emergency room	Accidents, illness, poisoning	• 113 / 116117
Bergen Emergency room	Phone central	• 5556 8700
Life Crisis Emergency	Offer for people in acute life crises	• 5556 8754
Immediate actions:		
Notify BAS at 5536 3880 / rector Emma Nilsson phone. 4611 6739 (possibly continue on the list below with personnel in the emergency group at BAS)		
Consider evacuating and taking care of employees and students in a safe area		
Consider barricading and taking care of employees and students in BAS's premises.		
Consider using an alarm or other aid to notify employees and students.		
Other useful contacts:		
The poison Information	open 24 hours a day Acute risk	2259 1300

	of poisoning	
The Norwegian Labor Inspectorate's hotline	Arbeidsulykker	7319 9700 select # 3
Sjømannskirken's 24-hour emergency telephone	24/7	+47 9511 9181
Blocking of credit cards, the banks' messaging service. Report the stolen Bank ID		800 30 250 From abroad: +47 2221 4055
Norwegian Insurance companies: (if you are foreign, make sure you have contact info for your insurance company in your home country)		
Europeiske reiseforsikring, reisehjelp		+47 2149 5000 Or report damage ++47 2149 2400
Gjensidige reiseforsikring, alarmsentral		+45 8824 7300 Or report damage +47 9150 3100
Tryg reiseforsikring, alarmsentral		+45 5517 1001 Or report damage +47 5691 6302
ANSA – association of Norwegian students abroad Reiseforsikring alarmtelefon (Gouda)		+45 3315 6060
ANSA generelt nummer		+47 2247 7600

Shelter room:

If a flight alert / notification to seek shelter comes, students and staff at BAS must go to shelters in the pedestrian tunnel in Skutviken.

It will be the Rector or Vice-rector that have the authority to activate the plan, and which decides the content of the actions. This person should always be notified first. If not available, move down on the list below.

Emergency group BAS:

Rector Emma Nilsson	Mobil 4611 6739
Vice-rector Cecilie Andersson	Mobil 9883 6892
Study admin. Siv Gjerde Aardal	Mobil 9304 1959
Office manager: Ingunn Tepstad	Mobil 9845 6211
Study admin. Anne Merethe Hansen	Mobil 4155 2979
Economy: Ingrid Kvamsdal	Mobil 9156 4291
Library: Line Frøyland	Mobil 9249 1572
Caretaker /responsible for security in the building: Isak Wiik	Mobil 9203 9906

This group will be the Emergency Group at BAS. They have tasks according to their role within BAS, and there are Actions cards that defines what they do in each scenario

3. POSSIBLE SCENARIOS

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. .

B) Accident on fieldtrip in Norway.

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.

D) Missing student / staff

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

If a person is reported missing by the family, it will be a matter for the Police.

E) Crisis situation on fieldtrips abroad.

BAS has a lot of activity outside Norway, both of longer and shorter duration.

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

BAS has an Instruction for study trips abroad. ([Attachment 1](#)). All students and staff are obliged to familiarize themselves with this instruction before departure.

F. Fire, explosion and evacuation-

BAS has an instruction for how to act in case of fire, explosion and evacuation. ([Attachment 2](#))

G. Threats, violence, terror or hostage situation

- Threats of violence, for instance bomb threat. Also to include threats in social media.
- 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.

CALL THE POLICE AT 112.

Notify BAS administration 5536 3880 / rector 4611 6739.

Important: If a bomb or suspicious item is found, it should not be touched.

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.

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. BAS has a pandemic plan.

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.

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.

Attachment 1

INSTRUCTIONS FOR ACADEMIC TRAVEL /FIELD TRIPS ABROAD

As part of the emergency plan at BAS (*last revised 31. May 2024*)

The General BAS Emergency plan can be found on the BAS website at <http://www.bas.org/en/For-students/Emergency-Plan>

This instruction is part of the main Emergency plan.

All students that start at BAS (except exchange students) sign an Educational Plan. This instruction and the Emergency plan is listed as documents that students are obliged to read and be aware of. By signing the Educational Plan the students confirm that this information is read and understood.

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 their 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/> We recommend all Norwegian citizens to register with 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

- 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 and staff must read the instruction for academic travel abroad,
- 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. We recommend the APP of Sjømannskirken, called NØDNUMMER. Very useful, will give you the contact info to all emergency numbers wherever in the world you are.

When abroad and in the need of assistance:

- 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. Notify 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 Emma Nilsson at +47 46116739
- 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. The Sjømannskirken (Norwegian Church Abroad) APP mentioned above should be installed.

We advise all Norwegian citizens to register with the Ministry of Foreign Affairs before your travel abroad: . <https://www.reiseregistrering.no/>

Ministry of Foreign Affairs (UD)

24 hours emergency phone **+47 2395 0000**
247@mfa.no

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:

<https://www.sjomannskirken.no/her/>

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. <https://www.sjomannskirken.no/student/>

ALARMLIST **ALARMLISTE**

BAS administrasjon	5536 3880
Rektor Emma Nilsson	Mobil 4611 6739
Pro-rektor Cecilie Andersson	Mobil 9883 6892

What	scenarios	Phone number
Fire	Brann, forureining, innesperring	110
Police	Trugslar, vald, terror, anna	112

	kriminalitet	
Ambulance /doctor	Accident, illness, poisoning	113 / 116117
Bergen Emergency room	Sentralbord	5556 8700
Life crisis help	Acute life crisis. You can also contact them if you are concerned about someone. bekymringsmelding.	5556 8754
Poison information	Acute poisoning	2259 1300

Other useful numbers:

24/7 emergency phone Ministry of Foreign affairs	+47 2395 000
Vest Police district	5555 6300 Direct 02800 Emergency 112
Haukeland University Hospital	5597 5000
To block creditcards, accounts, reporting system for all banks	800 30 250 From abroad +47 2221 4055
Studentpriests in Bergen (if you need someone to talk to, independent of religion and beliefs) marie.grindheim@uib.no tlf. 5558 9445 / 9760 4558 inge.hoyland@uib.no tlf. 5558 4714 / 4156 3972	
Sammen Mental Health 5596 8844 Kurs, grupper, samtale, hjelp til selvhjelp	
Europeiske travel insurance, assistance	+47 2149 5000 eller melde skade ++47 2149 2400
Gjensidige travel insurance, alarm	+45 8824 7300 Eller melde skade +47 9150 3100
Tryg travel insurance, alarm	+45 5517 1001 Eller melde skade +47 5691 6840
ANSA – association of Norwegian students abroad travel insurance alarm (Gouda)	+45 3315 6060
ANSA general number	+47 2247 7600

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.

Make sure you check out which rights you have for health services while staying in Norway, and what you need to be covered when travelling abroad.

It is mandatory to have valid **travel insurance** while studying in Norway, that also will give you necessary coverage when participating on study trips in other countries. See the paragraph below on travel insurance.

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.

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

ATTACHMENT 2: FIRE SAFETY INSTRUCTION

If you detect a fire/see smoke call: 110

Evacuate the building

DO NOT use the elevator

When the fire alarm sounds:

1. Go to the fire control panel in the canteen.
2. Call the security company, tel: 22577878 and say that you are at BAS.
Password: Cecilie
3. Open the the control panel, and find the address for the alarm (displayed at the top of the panel). You'll find a plan for all floors, including addresses inside the fire control panel.
4. If the alarm is triggered in a room you do not have access to (administration, library, caretaker's office, teachers' room, technical room), tell security to come and check
5. Check the floor where the fire alarm is triggered.
Do not enter into a room with smoke
Do not use the elevator
6. **If you detect fire/see smoke call: 110. Evacuate**
Shut doors and windows, if possible
7. If possible, use the extinguishing equipment at hand, but make sure not to put yourself in any danger.
8. Shut off the alarm **only** when you have confirmed there is no fire.
press the red button to stop the alarm. Then press the green button until you hear a beep.

The student and his/hers responsibility for security

Students shall at all times be aware of and responsible of:

1. Emergency exits
2. Ensure that emergency exits are not blocked
3. Check frequently that emergency exits works properly
4. Where and how fire extinguishers work
5. Ensure that fire extinguisher are not covered or moved
6. How to store flammable goods
7. The Security Company (Password is on the inside of the fire-central)
8. The buildings manual and automatic firealarm system
9. Alert the Chief Fire Officer of faults and defects regarding security
10. Not work with any type of e.g welding/open flame without permission from the Chief Fire Officer. (has to be documented)
11. Not perform any electrical installations.
12. Non-smoking policy
13. Assembly point (the quay)
14. LIFTS ARE NOT TO BE USED IN CASE OF FIRE!

Bergen School of Architecture
Isak Wiik (sign)
Chief Fire Officer

