



General Regulations for the Division of Synchrotron Radiation Research

Fire

Every person working within the Division of Synchrotron Radiation Research must carefully study the evacuation plan which is displayed in all corridors. The evacuation plan provides information including the location of fire alarms, escape routes, assembly points, firefighting equipment, etc.

Fire alarms should always be taken seriously. Be ready to follow the steps below in case of fire or another emergency.

Warn those around you that a fire has started.

Help people in immediate danger and **evacuate the premises** according to the Emergency Evacuation Plan.

Call the emergency services, tel. 112 (Dial '0112' if calling from an internal phone)

Extinguish the fire if you believe you can do so without taking unnecessary risks.

Proceed to the assembly point which is located on Sölvegatan (for the office building) or at Professorsgatan (for the labs in the C100 corridor)

If you are teaching when a fire alarm occurs, it is your responsibility to instruct the students to evacuate the building immediately.

All employees must attend a fire safety course arranged by the University. The course must be repeated every 5 years.

In case of emergency

If an incident occurs that requires you to contact the emergency services or any other authority, you can find the relevant telephone numbers in:

<http://www.staff.lu.se/support-and-tools/in-case-of-emergency>

Checklists and action plans for crisis management can be found at

<http://www.science.lu.se/for-employees/crisis-management>

SOS alarm: tel 112 (0-112 from an internal phone)

Lund university emergency number: 20 700

Security in offices, labs and communal areas

Thefts at the Department have been occurring frequently; therefore, always lock your office and laboratories when you leave them, even if it is for a short period of time, and ensure that all windows are closed when you leave for the day.

Doors

The Physics building exterior doors are locked (out of office hours) and are equipped with an alarm system. If the doors are opened for more than 90 sec., an alarm is sent to a security company which then sends a security guard to the Physics building and bills the Department for this service. Therefore, it is important that locked doors are not held open. Contact the Department of Physics reception if you need to have a locked door open for a prolonged time.

Check regularly that the batteries on your office door are working properly. The light should only flash green, if a yellow or red light comes off, batteries should be exchanged. If you do get lock out called LDC (Service Desk) and report the issue. If after an hour, the problem has not been solved, call Securitas directly. Please inform Patrik or your supervisor before reporting the issue.



Specific safety instructions

Safety instructions for the Division of Synchrotron Radiation can be found in the document "Specific Safety Regulations for the Division of Synchrotron Radiation". All laboratory users must have read and understood the information presented in that document and must certify this by signing the Declaration form. This Declaration is to be repeated every year.

Risk assessment

Risk assessments must always be written when starting a new project that may involve risks. Work must not be started until a risk assessment is conducted and all the necessary measures to avoid occupational health risks and accidents have been taken.

Working Culture

It is everyone's duty to contribute to a positive working culture. Lund University does not accept any violence, victimisation, harassment, or sexual harassment. If you have been subjected to or have witnessed violence, victimisation, or (sexual) harassment, you should report this to the heads of division or the health and safety representative.

Division Meetings

Division meetings are held at regular intervals in order to keep all students and employees informed and updated on matters regarding the Division. Attendance of the Division meetings is obligatory and absence is permitted only under exceptional circumstances such as teaching obligations, travel abroad, vacation, parental leave, or illness.

The coffee rooms

Coffee machines and kettles are installed in the coffee rooms and may be used by all Division members. Remember that these must be fitted with a timer to avoid the risk of fire. It is important that everyone keeps the lunch and coffee rooms clean and tidy. If the dishwashers are full or running, wash your items by hand and put them away.

Computers

All computers that are part of the Division and therefore part of the University network must be updated as soon as new security updates are available. All computers must have an anti-virus program installed as well as an antitrojan/malware program. Also, all computers should have an active firewall and proper passwords should be used. Only use legal software and licenses and make sure to back up your data regularly. Please observe the Computer Policy of the Department of Physics, which can be found via the link below.

http://www.fysik.lu.se/fileadmin/fysikportalen/intranet/Policy/Computer_Policy.pdf

Rainer Timm
Head of Division

Johan Gustafson
Deputy Head of Division

Estephania Lira
Health and Safety Representative

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