
Fire protection instructions applicable to Department of Circulation and Imaging (ISB) in Acute and Heart-Lung, Women-Children Center and Fred Kavli-building

The document concerns: All employees at ISB

Document type: Procedures

Approved by: Øivind Rognmo (Head of Department)

Date: 31.10.2022

Purpose: The procedure will ensure that all ISB staff and students know their task at triggered fire alarms, fire and evacuation.

The instructions apply to the following areas:

- NTNU areas in 1st floor and 3rd floor, Acute and Heart-Lung Center
- NTNU area in 1st floor, Women-Children Center, East, MRCore
- The department's 2nd and 3rd floor area in Fred Kavli building.

Area in the 1st floor in "Bevegelse" that is used by Radiography is subject to St.Olavs. fire protection instructions for the building. Employees at ISB who reside in these areas must comply with the applicable instructions.

Area manager is pointed out by line leader and has the task of contributing to evacuation of persons in an assigned area.

Postadresse	Org.nr. 974 767 880	Besøksadresse	Telefon
Medisinsk teknisk	E-post:	Medisinsk teknisk	+ 47 73 59 88 88
forskningscenter	dmf-post@medisin.ntnu.no	forskningscenter	Telefaks
7489 Trondheim	http://www.ntnu.no/isb	Olav Kyrres gt 9, 4.etg. nord	+ 47 73 59 86 13
			Tlf: + 47

All korrespondanse som inngår i saksbehandling skal adresseres til saksbehandleren ved NTNU og ikke direkte til enkeltpersoner. Ved henvendelse vennligst oppgi referanse.

Familiarize yourself with the difference between the emergency boxes on campus:



Emergency opener to be used for evacuation if the door is locked



Manual fire alarm: should only be pressed in the event of a fire

A) ALL EMPLOYEES HAVE TO BE FAMILIAR WITH THE FOLLOWING:

- Procedure: Fire instructions for your building (NTNU or St.Olavs)

Fire instruction for St.Olavs buildings:

BRANNINSTRUKS IN CASE OF FIRE

VARSELE

Trykk inn manuell melder
Ring 113



ALARM

Press alarm button
Dial 113 for emergency services

REDDE

Dersom mulig
Bistå med evakuering av andre



RESCUE

If possible
Help evacuate other people

SLUKKE

Forsøk å slukke brannen
Forsøk å lukke dører og vinduer



EXTINGUISH

Try to extinguish fire
Try to close doors and windows

RØMME

Evakuer bygningen
Bruk nærmeste nødutgang



ESCAPE

Evacuate the building
Use nearest emergency exit

Hovedbrannvernleder / Chief Fire Protection Officer

Fire instructions for Fred-Kavli building (NTNU):



☎ 110



☎ 112



☎ 113

Adresse / Location
Olav Kyrrest gt. 9
7030 Trondheim

Viktige telefonnummer / Important phone numbers
NTNU vakt / NTNU Security Guards ☎ 918 97 373
Beredskap / Emergency ☎ 800 80 388
Legevakt / Medical Emergency ☎ 116 117

Branninstruks / Fire regulations



Hvis brann oppstår

- Utløs manuell brannmelder
- Ring brannvesenet på telefon 110

Ved alarm

- Lukk dører og vinduer
- Forlat bygningen
- Gå til møteplass
- Meld fra dersom du vet årsak til utløst alarm

Gjør deg kjent med

- Rømningsveiene
- Nærmeste brannmelder
- Stokkeutstyrets plassering og virkemåte

Heis skal ikke benyttes ved brannalarm



If a fire starts

- Activate the manual fire alarms
- Call the Fire Department at tel. 110

If the alarm sounds

- Shut doors and windows
- Leave the building
- Go to the assembly point
- Please report if you know what caused the alarm

Make yourself familiar with

- Evacuation routes
- Nearest fire alarm
- Location of extinguishers and how they work

Lifts must not be used during fire alarms

Møteplass / Assembly point



Bygg 220: MTFS del 1, 225: MTFS del 2
Revisjonsdato: 11.jun 2018



Grafisk design og produksjon: NTNU Grafisk senter

- Escape paths (See notice: "Evacuation plan" found near all elevators)
- Location of extinguishing equipment
- Location of fire alarms
- Location of firewall
- Meeting place during evacuation

AREA RESPONSIBLE HAVE TO BE FAMILIAR WITH THE FOLLOWING:

- Be familiar with the area in charge of and know which rooms to check in case of fire alarm.
- Know the escape routes and meeting places.
- Make sure orange identification vest is available.

B) SMALL ALARM:

A detector has been triggered and the following voicemail sounds:

«Et automatisk varsel om brann blir undersøkt. Avvent nærmere beskjed

An automatic fire warning is being investigated. Please await further message. "

All employees:

- Close the window and doors.
- Start planning evacuation. All activity is immediately abandoned.
- If real fire, get visitors and any patients out via escape route. Act as full alarm

Area responsible:

- Put on a reflective (orange) vest marked "Brann Områdeansvarlig".
- If it turns out to be an unnecessary alarm, call Teknisk vakt phone. 99 58 41 51, to request reset.

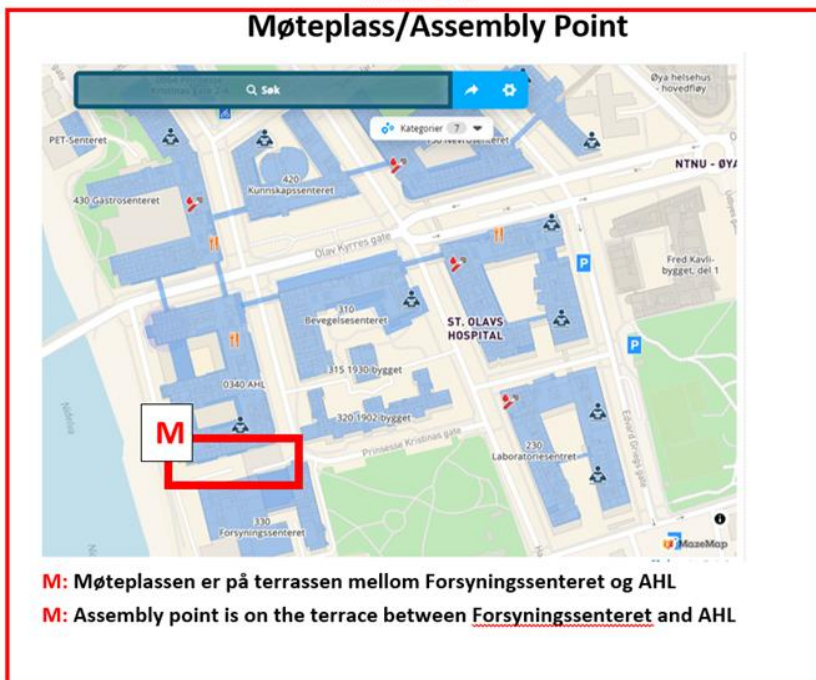
C) FULL ALARM, REAL FIRE AND EVACUATION

If small alarm is not reset, little alarm will pass to full alarm. Strong audible alarm and voice message will then inform you that the fire alarm has been triggered and that the area is being evacuated.

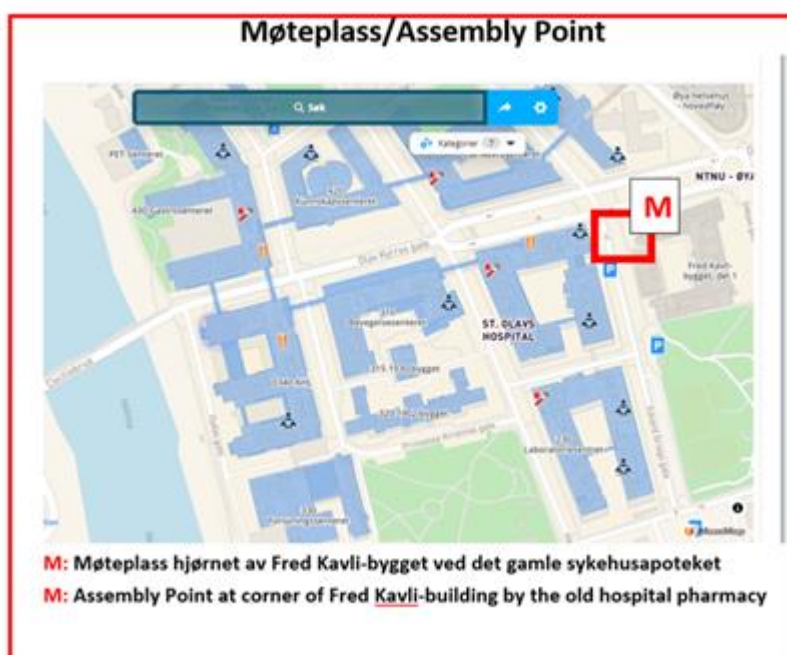
All employees:

- In case of a real fire, release the manual fire alarm
- Call **113** to inform AMK of where it is burning in St.Olavs buildings and **110** in NTNU-buildings
- In case of a real fire, get any patients and visitors to the secure area in accordance with the department's / area's evacuation plan.
- Elevators shall not be used in case of fire.

- **Remember your safety!** Only firefighter personnel are allowed to enter smoke-filled areas.
- Meeting place after an evacuation:
 - o For the AHL: the terrace between the supply center and the AHL.



- o For Fred Kavli-building: The corner of Fred Kavli-building at the old hospital pharmacy.
- o For women-children, MRCore: The corner of Fred Kavli-building at the old hospital pharmacy



Area responsible:

- Put on a reflective (orange) vest marked "Brann Områdeansvarlig".
- If it turns out to be an unnecessary alarm, call Teknisk vakt phone. 99 58 41 51, to request reset.
- Secure persons and the fire site by closing doors to prevent the smoke to spread. If possible: close any flammable gas supply and flammable gas cylinders at the workplace. Leave the area.
- Clear the area of responsibility and evacuate according to your own local escape plan located next to the elevators. If possible, retrieve information about people left in the area.
- Report to Fire Department / Building Manager / Representative from Driftsservice by the fire board in 1st floor and make sure that people meet at the meeting point. Make sure nobody enters the building before the signal; clear is given.

D) AFTER FIRE ALARM**Area responsible:**

- Fill out "Evacuation Review Form" and return completed form to e-vaktmester. Copies are sent to the HSE coordinator at ISB
- Attend any evaluation meeting

Area responsible for evacuation

The Acute and Heart Lung Center, all ISB's area in the 1st floor: Thomas Fremo

The Acute and Heart Lung Center, all ISB's area in the 3rd floor: Per-Erling Movik/Julie Hoff

Women-Children Center 1st floor, MRCore: Tina Bugge Pedersen/Trygve Andreassen

Fred Kavli building 2nd floor: Ragnhild Berg Kolstad / Kathrin Ansok

Fred Kavli building 3rd floor: Torill Sjøbakk/ Tina Bugge Pedersen

Building Responsible / Fire Chief:

Fire- responsible person for the Acute and Heart Lung Center is Ragnar Reinkind, Chief Operating Officer (tel. 419 21 775)

Fire- responsible person for the Women's Children's Center is Odd Inge Mjønes (tel. 994 89 738)

The building manager for Fred Kavli building is NTNU (tel. 918 97 232)

Local Fire-responsible person is Head of Department Øivind Rognmo (Tel. 73598444/90133775)

St. Olav Fire Chief Øyvind Thoresen tel. 951 06 545 | oyvind.thoresen@stolav.no

St. Olav Technical Guard: 995 84 151

Important Information: This procedure has the following general procedures:

Fire Safety at NTNU: <https://i.ntnu.no/wiki/-/wiki/English/Fire+safety>

Document 17376 in EQS: "Utløst brannalarm, brann og evakuering for Akutten, hjerte og lungesenteret"

Document 17382 in EQS: "Overordnet brannverninformasjon for sameide bygg nytt sykehus"