

DECISION

Reg. no STYR 2022/1394*Date* 23 June 2022

Vice-Chancellor

Lund University regulations on evacuation exercises

Approved by the Vice-Chancellor 23 June 2022

1. Background and aim

Ensuring safe evacuation in the event of a fire is a fundamental aspect of effective fire safety. As part of their systematic fire safety management, the different organisations across Lund University shall therefore carry out evacuation exercises. Evacuation exercises shall be conducted to ensure that employees, students, and other persons within Lund University's premises are able to evacuate buildings in the event of an emergency or fire.

This regulation lays out Lund University's requirements regarding evacuation exercises within the University.

2. Periodicity

Evacuation exercises of a theoretical or practical nature shall be carried out at least once per year per building. Within a five-year period, at least one of the evacuation exercises shall take the form of a practical evacuation exercise.

In addition to the above points, the following also applies within Lund University:

- In buildings where quantities of flammable and explosive substances subject to authorisation are handled, at least one practical evacuation exercise shall be carried out per year.
- In buildings where first-cycle teaching takes place, at least one practical evacuation exercise shall be carried out per year.

Practical evacuation exercise requirements as described above may be waived for all or part of a building in which activities are conducted that do not enable practical exercises to be carried out. In such cases, any decision shall be documented and approved by the responsible manager before an exception is put into effect.

3. Coordination

On sites where several organisations operate, evacuation exercises within the building shall be coordinated.

4. Evaluation of evacuation exercises

After a completed evacuation exercise, an evaluation shall be conducted to ensure that lessons learned are incorporated into the organisation's procedures.

The evaluation shall be documented.

5. Follow-up

Follow-up of completed evacuation exercises shall be carried out as part of the annual follow-up of fire safety management within the faculties, departments or equivalent.

The dean, head of department or equivalent is responsible for ensuring that follow-up is carried out.

6. Entry into force

These regulations enter into force as of 23 June 2022. The entry into force of these regulations makes *Regulation for fire evacuation procedures at Lund University (Reg. no I F 79 6297/02)* invalid in its entirety.