

Fire instructions for the Department of Clinical and Molecular Medicine (IKOM)

These fire emergency procedures are to ensure that all employees and students at IKOM are aware of their duties in case of fire alarm, fire and evacuation.

These instructions apply for the following areas #

- IKOM-area on the 2nd floor (3. etg.) in the Gastro Centre
- NTNU-areas on the 2nd and 3rd floors (3. og 4. etg.) in the The Knowledge Centre
- NTNU-areas on the 2nd, 3rd and 4th floors (3., 4. og 5. etg.) in the Laboratory Centre

Fire protection officers #

- Gastro Centre and Mobility Centre: Operations Manager Ragnar Reinkind (Phone: +47 41921775)
- Knowledge Centre: Operations Manager Anders Daaland (Phone: +47 90088002)
- Laboratory Centre: Operations Manager Vegard Kleiven (Phone: +47 46838922)
- Local fire protection officer at IKMM: Head of Department

People responsible for the different areas in case of fire (main responsible/substitutes) #

- Gastro Centre Nord 2nd floor (3. etasje): [Bjørn Munkvold](#) / [Anne Kristensen](#)
- Gastro Centre South/ East 2nd floor (3. etasje): [Glenn Buene](#) / [Hege Hval](#)
- Knowledge Centre 2nd floor (3 etasje) [Kjartan Egeberg](#) / [Asbjørn Nilsen](#)
- Knowledge Centre 3rd floor (4. etasje) [Kari Håland](#) / [Elena Ivanova](#)
- Laboratory Centre:
 - 2nd floor (3. etasje): [Sten Erlandsen](#) / [Chun-Mei Zhao](#)
 - 3rd floor (4. etasje): [Lars Hagen](#) / [Ruth H. Krokan](#)
 - 4th floor (5. etasje): [Nina-Beate Liabakk](#) / [Jostein Johansen](#)

Be prepared #

All employees have a duty to make themselves acquainted with :

- The procedure «[Overordnet brannverninformasjon for sameide bygg nytt sykehus](#)» (in Norwegian only)
- Fire exits and escape routes: Se the notice «Rømningsplan» («Escape routes») next to each elevator.
- Location of fire extinguishers
- Location of fire alarms

Small alarm #

When a small alarm is activated the following message is announced: **“An automatic fire warning is being investigated. Please await further messages”**

Instructions for the person responsible for the area #

- Put on a reflex vest with the writing “Brann Områdeansvarlig”

- Seek out the fire location if it is within the premises of IKM
- If it is a false alarm, call the technician on duty on +47 99584151 to reset the alarm.

Instructions for all employees

- Make sure that the person responsible for the area has gone to check the alarm.
- Close all windows and doors.
- If there is an actual fire, behave according to the procedures for full alarm.

Full alarm, actual fire emergency and evacuation

When a full alarm is activated the following message is announced: **“A fire alarm has been set of in this area. Follow the fire instructions. Visitors should leave the building”**

Instructions for the person responsible for the area

- If there is an actual fire, activate one of the manual fire alarms.
- Call the emergency number 113 to inform emergency units where the fire is located.
- Consider extinguishing the fire if possible.
- If there is a lot of smoke or difficult to extinguish the fire, make sure people are safe and close the doors to prevent the fire and smoke from spreading. If possible, close inflammable gas holders or cylinders in your work area. Leave the premises.
- Prepare for evacuation according to local escape plans (on the wall next to the elevators).
- Be in charge of the Department’s effort during the evacuation.
- Assist the fire brigade and police when they arrive.

Instructions for all employees

- In case of an actual fire, get any patients or visitors to a safe place according to the escape instructions of IKOM or the area.
- The elevator should not be used during a fire.
- Remember your own safety. Only members of the fire brigade should enter areas where there is smoke.
- Meeting point after evacuation:
 - Persons from the Gastro Centre, Mobility Centre and Knowledge Centre should meet up in front of the AHL Centre facing the Mobility Centre (next to the statue of the bear).
 - Persons from the Laboratory Centre should meet up outside the main entrance, on the left.

Please be aware of the following instructions

- «Overordnet brannverninformasjon for sameide bygg nytt sykehus» (in Norwegian only)
- The fire instructions in the "Laboratory Safety Rules"