

Check list for entrance hosts at concerts

Remember to always wear representative clothing and your LU card visible when working as an entrance host.

BEFORE THE CONCERT

- Fire safety: Make sure you know where the emergency exits and fire extinguishers are and that all escape routes are clear and accessible. Evacuation signs must never be covered.
- Accessibility: Make sure you know where the accessible toilets are and how the lift works.

ENTRY

- Keep the main entrance door open and *under surveillance*.
- Direct visitors to the concert hall.
- Note visitors who may need extra help in case of evacuation.

AFTER THE CONCERT

- Ensure that all audience members leave the building.
- Close and lock all doors.
- The alarm is activated at 23.00. Everything must be ready by then.

PHONE NUMBERS AND CONTACTS

- In case of emergency call: 112
- University security guard: +46 46 – 222 07 00
- Landlord emergency phone: +46 10 – 478 79 79
- School service coordinator Brian O'Driscoll: +46 40 – 32 54 15

FIRE

In case of fire, the fire alarm will be triggered. The alarm will also notify the fire department automatically.

- Help visitors to evacuate through the nearest smoke-free escape route.
- Call 112.
- If possible, try to extinguish the fire.
- Receive the fire department when they arrive and follow their instructions. They will know how to handle the situation.

ENTRANCE DOOR NOT WORKING

If the main entrance door stops functioning during office hours, contact the school's service coordinator Brian O'Driscoll (+46 40 – 32 54 15). If it is after office hours, contact the landlord's emergency telephone (+46 10 – 478 79 79) or the university's security guard (+46 46 – 222 07 00).

WATER LEAKAGE

In the event of a water leak during office hours, contact Brian O'Driscoll (+46 40 – 32 54 15). If it is after office hours, contact the landlord's emergency telephone (+46 10 – 478 79 79).

VIOLENCE, UNSAFE OR THREATENING SITUATION

- Never put yourself in danger. Call 112 immediately if you feel threatened.
- If the situation is manageable and not urgent, contact the university guard (+46 46 – 222 07 00) instead.
- Call 112 if a crime is in progress.

