



Safety and security

The University of Gothenburg is conducting active security work and risk management with the aim of:

- being a safe environment for both staff and students, as well as being a secure collaborative partner,
- safeguarding tangible and intangible values.

As a member of staff or a student you have a responsibility to ensure that the University's safety and security procedures are followed.



GÖTEBORGS UNIVERSITET



Important considerations at your place of work or study

What can you do as a student or employee to increase your own safety and that of others? In what ways are you responsible for your own and others' safety?

- Familiarise yourself with the premises and check where emergency exits and fire protection equipment are located!
- Close and lock doors and windows when you leave!
- Check who you allow into your premises!
- Do not leave personal belongings unattended!
- Passes and keys are assigned to you and may not be lent!
- Report crime and suspected crime to the closest reception, your teacher/manager or the local security coordinator!
- Notify your manager, teacher or local security coordinator at once if you lose your keys or your pass!

More information

More information is available on the University's website under the heading **University of Gothenburg's security policy**, <http://www.fa.adm.gu.se/english/Security/policy/>



What to do in order to protect your own information and that of the University?

The University's IT-facilities are intended for education, research and cooperation with the world around us, for library facilities and administration. To protect your own and the University's information you must bear in mind that:

- your user identity, password and access rights are personal and may not be lent or become known by unauthorised people,



- a password must consist of at least 8 characters in a mixture of upper- and lower-case letters, numbers and special characters,
- the password should be changed at least every other month or as soon as it becomes known by anyone besides yourself,
- back-up copies of your information must be taken for security reasons,
- you have up-to-date virus protection on your computer,
- you should take into account the risk of unauthorised access when processing your information.

Internet och e-mail

- virus and other kinds of malicious codes are often spread via Internet and web communities so be aware of where you surf when using the University's IT-facilities,
- do not open an e-mail attachment unless the message makes the content of the attachment clear,
- never reply to an e-mail where you are urged to reveal your password,
- you are representing the University with your e-mail address. Use an alternative address for your private matters.

What are you not permitted to do?

You are not permitted to distribute, store or convey information that:

- contravenes applicable legislation, e.g. incitement to racial hatred, child pornography, illegal depiction of violent acts, slander, molestation, unauthorised access to computer systems or infringement of copyright.
- can be regarded as political, ideological or religious propaganda,
- contravenes the Personal Data Acts' provisions on individuals' personal integrity,
- can be regarded as insulting or offensive
- is intended to market products or services unconnected to the University.

More information

More information is available on the University's website under the heading "**Regulations for the use of the IT facilities at the University of Gothenburg**",

<http://www.fa.adm.gu.se/english/Security/itsecurity/>



If something unforeseen happens

Ambulance, fire service, police - urgent situations dial 112

Police in Västra Götaland	114 14 (nationwide)
Emergency Services, Greater Gothenburg, (incl. Härryda, Kungälv, Mölndal, Partille and Lerum)	031-335 2600
Emergency Services, Lysekil	0523-613630 (daytime), 0705-093740
Emergency Services, Strömstad	0526-19101 (daytime), 0706-061 478

Illness and accidents direct notification, see <http://www.fa.adm.gu.se/arbetsmiljo/arbetsmiljohandboken/arbetskador/> (Swedish text)

Work Environment Inspectorate	031-743 7200
Swedish Poisons Information Centre	08-331 231
Medical Information Service	1177

First Aid, read more at <http://www.fa.adm.gu.se/arbetsmiljo/arbetsmiljohandboken/atillo/forstahjalpenkrisstod/> (Swedish text)

Threats

Bomb threats	Police, see above
Other threats (telephone, letters etc.)	Head of Department/equivalent and the University's Security Officer

Crisis support, see also <http://www.fa.adm.gu.se/arbetsmiljo/arbetsmiljohandboken/atillo/forstahjalpenkrisstod/> (Swedish text)

Occupational Health Service	031- 615700
Student Health Service	031-106 970
Student priests (see link above)	

Burglary, theft and damage

Daytime	Local security officer
Outside working hours	Security company, contact person for premises and on-call property services, respectively via SOS Alarm 031-703 1755

Faults and damage to property. See also fault notification.

Urgent faults during daytime	Landlord and/or manager, see information for the respective building
Urgent faults outside working hours	via SOS Alarm 031-703 1755
Elevator alarm	See notice on the elevators

Security coordinator at my place of work/ study is: