

Security information for visitors at Plesner

In brief

- Always wear your visitor badge visibly while you are in Plesner's building. You will receive a badge when you arrive and return it when you leave.
- You may access Plesner's ground floor and the meeting area on the 16th floor. Some events will also take place on the first floor.
- The lifts can become a bottleneck. Please help keep things moving by following the instructions of our service staff.
- If you have any questions or are unsure about anything, please ask a member of our staff.

The details

Arrival and departure

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If you have any questions or are unsure about anything, please ask a member of our staff.

Visitor badges

Please wear your visitor badge visibly throughout your time in Plesner's building. Wearing it around your neck is the easiest way to do this.

Return the badge to the ground-floor lobby when you leave.

Our permanent staff and service personnel also wear visible badges, which are clearly different from yours. Your visitor badge is white, has digitally printed text and hangs from a white lanyard. Staff badges show a photograph and name and hang from a blue lanyard.

Moving around Plesner

Your visitor badge gives you access to the ground floor and the meeting area on the 16th floor. Our service staff in the lobby will direct you to the lift you should use to reach the meeting area.

For some events, we also use our atrium on the first floor, which you can reach by the stairs in the lobby. In those cases, Plesner staff will be present on the floor to answer questions and show you where you may go during the event.

Please do not be surprised if a member of staff approaches you while you are in the building. Besides being pleased to speak with our guests, everyone at Plesner has been asked to make sure that visitors do not get lost.

Using the lifts

If you are attending a meeting in the meeting area on the 16th floor, please use one of the lifts attended by a member of staff. Wherever possible, we will reserve the lifts for guests so that they stop only on the ground and 16th floors. If a lift happens to stop elsewhere, please get out only on one of those two floors. In the unlikely event that you get out on another floor, please speak to a member of staff there immediately. They will help you take the lift to the correct floor.

First aid

If you or another guest needs first aid, our staff have access to first-aid kits on every floor and can help with minor injuries.

If a guest has a cardiac emergency, automated external defibrillators are available on the ground floor and in the meeting area. Staff trained in basic first aid, chest compressions and rescue breathing will be present in both the lobby and reception.

We will, of course, also call an ambulance on 112.

Fire alarm

If the building's fire alarm sounds, please remain calm and follow the instructions of our service staff. In the event of a fire, we will all walk down the emergency staircases to the assembly points near Kobbertårnet.

We appreciate that you may need to get to your next meeting in Copenhagen. Please be patient and allow us to confirm that all guests have left the building before you depart.

Demonstrations and other events

As many decision-makers will be gathered in Copenhagen during IBA week, we cannot entirely rule out demonstrations or other activities by political groups wishing to express their views on particular issues. We consider the likelihood very low. If it does happen, we would normally contact the police. We have also increased the number of security staff in the building during IBA week as a precaution. The non-emergency police number is 114.

In such a situation, we may need to direct you into the building through another entrance. Please follow the instructions we give you, which we will try to send by phone, text message or email.

Photography

Photographs and videos will naturally be taken during the many meetings and events. If you do not wish to be photographed, please speak directly to the photographers present. They are accustomed to handling such requests.

Processing of personal data

We have registered you as a guest in our meeting booking system in connection with your visit to Plesner. We also transfer your data to our CRM system. In both systems, the data is stored in accordance with our privacy policy, which is available on our website.