KEF Airport Terminal

2026

Evacuation plan KEF Terminal

Version: 10.0

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All staff at Keflavik Airport are to know about and observe security matters and emergency plans

1 INTRODUCTION

This is the handbook for evacuation of the Terminal at Keflavik Airport. This handbook is meant to convey the structure and procedures if the Terminal is to be fully or partially evacuated due to imminent threat. It is very important for you to get to know this material in detail and review it regularly. It´s also important for you to get to know emergency evacuation routes as well as the location of emergency equipment, such as fire extinguishers.

The terminal has been designed to mitigate the effects that a fire would have on it and is systematically compartmentalized to achieve just that. A fire can reach great force in one fire-compartment before it starts to affect the compartment next to it. This isolation of a potential fire can only be achieved if the pre-designed fire compartmentalization is still in place and not breached for example by keeping fire-containment doors open or through wall-openings that have not been properly sealed off. The terminal is also protected with an automatic fire-suppression system (Sprinkler system).

There is a fire alarm system in the Terminal that is connected to the Airport Operations Center (APOC) as well as an off-site contracted security firm for backup. The in-house Security Center is on call 24/7. If a fire alarm goes off, APOC notified immediately via the alarm system and security guards go to the scene and respond accordingly.

In case of an alarm or confirmed danger, the alarm system will automatically initiate an evacuation message, or APOC will issue other appropriate messages in accordance with the nature of the incident. If an evacuation of the terminal is necessary, it´s very important that all staff know their part and react in accordance with this evacuation plan.

We recommend that you review this material on a regular basis. This evacuation plan should be introduced to all new members of staff as well as contractors and evacuation drills should take place periodically.

The handbook in whole or appropriate sections of it shall be available to those who play a part in an evacuation.



All those who work at Keflavik Airport need to stay alert to matters regarding security and safety and to notify security personnel of any shortfall therein.

1.1 SECURITY RESPONIBILITIES AT KEFLAVIK AIRPORT

TASK	AGENCY
Law Enforcement and Border Control	Police Chief at Sudurnes (local police)
Security screening	Keflavik Airport Security Control
Security & Safety	Keflavik Airport Security Control
Fire Prevention and facility security & safety	Assets & Infrastructure

- Assets & Infrastructure is responsible for regular Evacuation Plan review.
- Isavia Assets & Infrastructure is responsible for conducting periodical evacuation drills. Drills are to be conducted bi-annually and desk-top drills are to be held in-between.
- An evacuation can be categorized as a drill if:
  - Emergency services were summoned.
  - The event is reviewed shortly after occurring and a report is made within which any perceived weaknesses and/or strongpoints are summarized.

2 EVACUATION PLAN LAYOUT

The Evacuation Plan for Keflavik Airport Terminal is composed of three levels;

1) Level of Awareness
2) Level of Response
3) Level of Emergency

2.1 LEVEL OF AWARENESS

LEVEL OF AWARENESS

Level of Awareness starts at the point of a suspicion of any danger that can harm the operation or people at the facility. The level is effect until confirmation is received that the danger is no longer in effect or that no action is required.

Example: If the fire-alarm system issues a warning of a possible fire or a bomb threat is received, Level of Awareness begins.

An alarm from the fire-alarm system is automatically routed to APOC and Securitas Monitoring Services.

A time-delay is built in the fire-alarm system so that the bells and/or pre-recorded message are not initiated until a fire or other danger is confirmed. The alarm will sound if no one responds during the delay. Signals from two separate (smoke) sensors will cause an immediate alarm, followed by alarm bells and pre-recorded messages.

If the suspicion of danger is unfounded, all parties are notified, and a cancellation is issued.

If there is reason for response (for example a confirmed fire), relevant parties are notified, and the Level of Response is initiated.

The response should correspond to the nature of danger presented. For example; sometimes APOC will evacuate the terminal, partially or in full if deemed appropriate.

Level of Awareness is a short amount of time, specifically the time it takes to explore and confirm suspicion of a perceived danger.

2.2 LEVEL OF RESPONSE

LEVEL OF RESPONSE

Level of Response begins as soon as a threat or danger is confirmed, and evacuation is deemed necessary; either in part or full. The emergency services summoned during the Level of Awareness arrive on-site, and the threat to safety is confirmed.

If the evacuation signal has not been set off, it will be initiated from the Airport Security Center. Evacuation signals can be either pre-recorded messages or live readings of a relevant message, depending on the size nature of the incident.

Evacuation control and management is located at the Security Center. In case the Security Center is at risk or out of commission, management is moved to terminal 12.

When the signal for evacuation is given, Evacuation Officers shall put on their Vests and evacuate their designated areas in accordance with the Evacuation Plan.

First priority is always to save people who are danger and evacuate to the next safe place, e.g. to the nearest fire compartment, and from there to the outside and subsequently the nearest Assembly point.

In case of an evacuation due to explosives or terrorist acts, the police shall determine the size of the evacuation area and which escape routes should be used. An evacuation message will be sent via the Automated Audio Alert system and police officers on site will issue instructions.

Evacuation officers manage evacuation in their respective areas and all employees at Keflavik Airport are to assist in the process guided by Evacuation Officers.

In case of an evacuation down stairways, individuals using wheelchairs are to wait for rescue in a pre-determined area in stairwells and rescuers are to be notified of their location. Please note that Evacuation chairs are located close to most stairways.

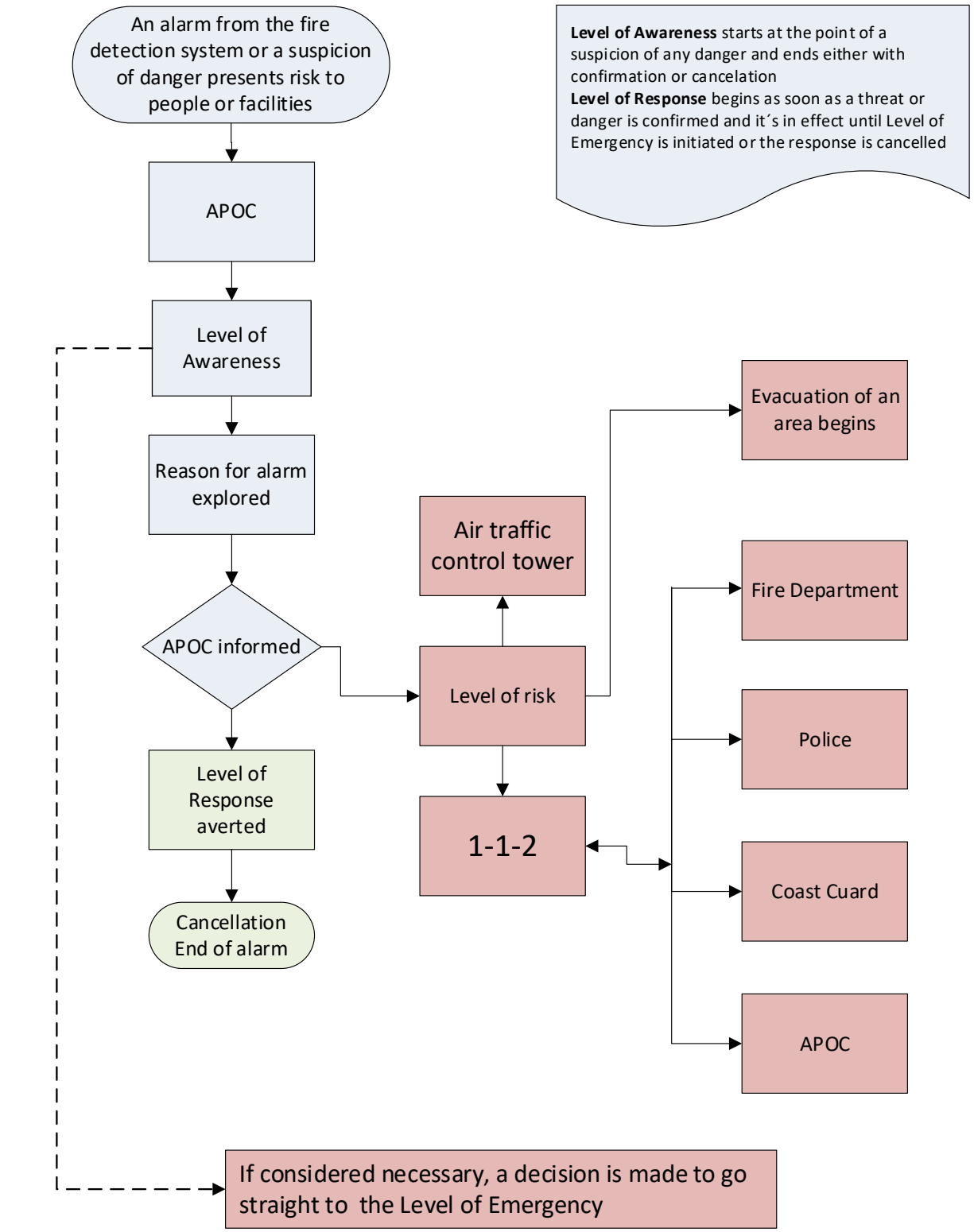
Level of Response is in effect until specifically suspended or a decision is made to initiate Level of Emergency. That decision is made by rescue services (police/fire dep.).

If the Level of Response is aborted, evacuation is cancelled. Those already outside the security zone are to re-enter through security screening and are **NOT** to go back inside via emergency exits.

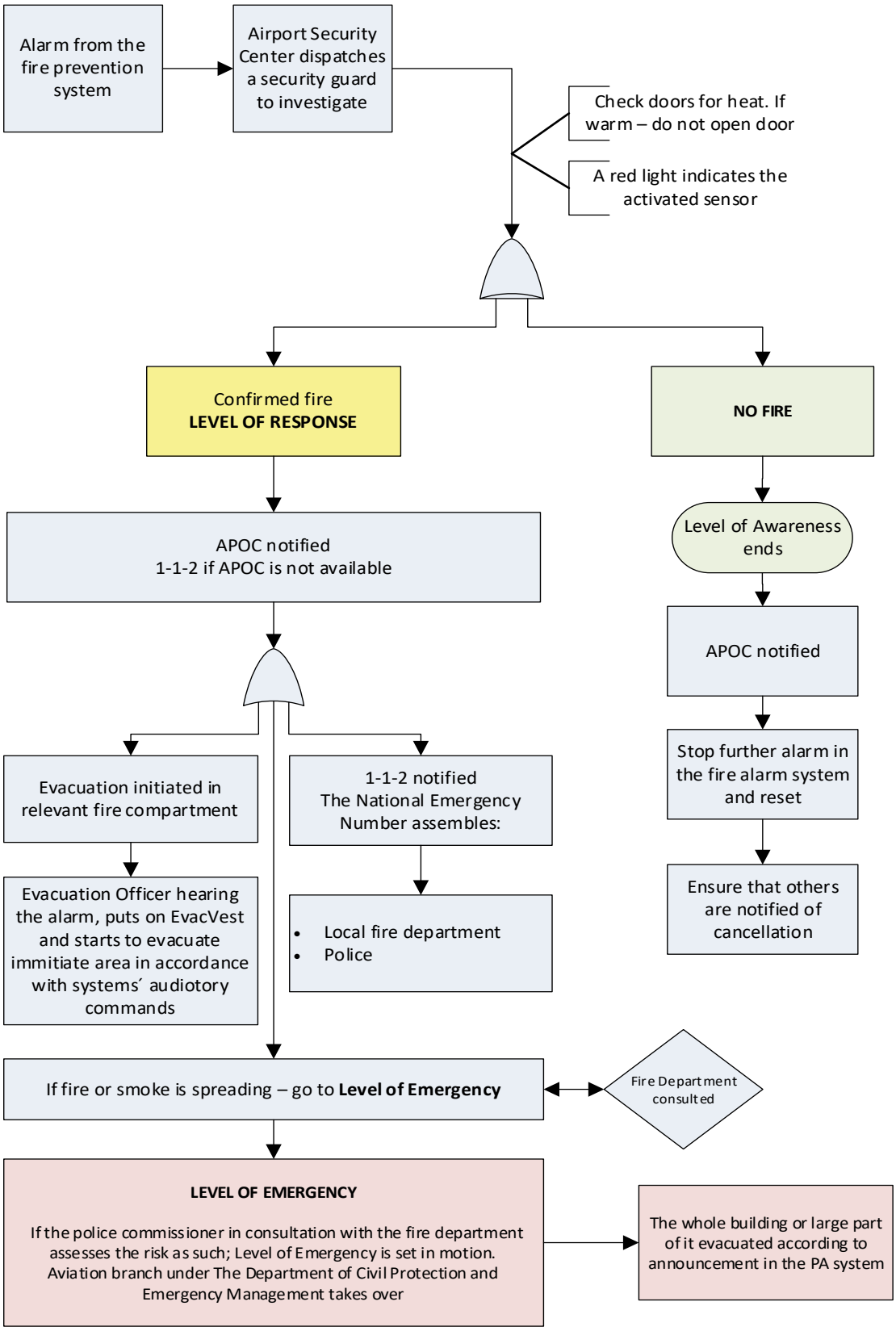
2.3 LEVEL OF EMERGENCY

LEVEL OF EMERGENCY
At the Emergency Level, it´s clear that all, or a large part of the Terminal needs to be evacuated. Coordination with out-of-area facilities and organization of large-scale operations may be needed. This may involve transferring people from the Airport and finding their place of residence and/or the assisting with the injured persons. If police (in consultation with the fire department when applicable) assesses events or threats in such a way, the Emergency Level and Emergency Plan are activated. Operational Management takes control when assembled.

2.4 EVACUATION PLAN DIAGRAM



2.5 FIRE ALARM



2.6 EARTHQUAKES

If the Terminal is damaged or people are in danger following an earthquake, an evacuation shall take place. A message regarding the evacuation will be sent throughout the Terminal.

In case of an earthquake:

- It can be hazardous to run outside during the earthquake. Try to seek cover and stay in a safe place indoors e.g. in a corner by a structural wall and away from windows.
- Be aware that furniture can move around.
- Be aware of falling objects from shelves and cabinets.
- Be aware of large windows that can shatter.
- During an earthquake parts of terminals can collapse. Keep away from areas where falling objects and debris can be a hazard.

2.7 HAZARDOUS MATERIAL LEAKAGE

If hazardous material leakage or other contaminants are identified and people are exposed, immediately inform the Airport Security Services or 1-1-2. The Airport Security Center shall then initiate evacuation in that area and communicate with 1-1-2 and other services.

2.8 SEVERE STORM

During a severe storm, the terminal may need to be partially evacuated. Please note that large portions of the outer walls and ceiling are made of glass and emphasis should be placed on evacuating those areas first if needed.

The Airport Security Center shall decide on evacuation after consultation with the police and the Department of Civil Protection and Emergency Management.

3 FIRE COMPARTMENTALIZATION

In the case of a fire, a partial or full evacuation is likely. When doing so, one must consider the following in terms of fire compartmentalization:

- *In British English, the floor of a terminal which is level with the ground is called the ground floor. The floor above it is called the first floor, the floor above that is the second floor, and so on.*
- *In American English, the floor which is level with the ground is called the first floor, the floor above it is the second floor, and so on.*

North building

- Basement
- 1st floor *(UK: ground floor)* and 2nd floor *(UK: 1st floor)*
- 3rd floor *(UK: 2nd floor)*
- *4th floor (UK:3rd floor)*
- Passageway 2nd floor *(UK: 1st floor)*

South building

- Basement
- 1st floor, 2nd floor and 3rd floor *(UK: ground floor, 1st floor and 2nd floor)*

Passageway

- 1st floor *(UK: ground floor)*
- 2nd floor *(UK 1st floor)*

Always evacuate all the way out of the building unless otherwise announced.

The fire department and/or police can direct people back into a terminal or a part of one after an evacuation if the risk assessment allows.

The partition of evacuation areas can be seen in the drawings in section 6

4 EVACUATION ROLES

4.1 EVACUATION COMMAND - AIRPORT SECURITY CENTER

Upon confirmation of danger or threat to the facility and people, the on-duty commander at the Airport Security Center shall determine if an evacuation is necessary. A decision can be made in consultation with the police or fire department depending on the issue at hand. However, evacuation should be initiated without delay if people are at risk, e.g., due to fire or hazardous chemical failure.

It is the role of the Airport Security Center to respond to emergency calls, to control evacuation, coordinate actions, and to ensure that all respondents receive proper information about the potential danger.

An evacuation can be ordered for different reasons e.g., a fire, a bomb threat, an earthquake, a terrorist attack, an airplane-connected incident close to the terminal, chemical leakage, bad weather, etc.

The fire alarm system of the terminal is programmed in such a way that, if only one smoke detector or a manual call point station is set off or activated, that signal is only sent to the Airport Security Center with no further action taken by the system. The fire alarm system will then wait for 10 minutes, or until:

- one more smoke detector goes off:
- another manual call point is activated;
- a smoke detector and a manual call point are activated;
- a fire suppression system (Sprinkler system) activates.

At this point, the system will go into full alarm in the fire compartment where the signal originated from. It is therefore important to respond quickly to the first warning and prevent the system from entering full alarm mode if there is no actual risk.

When the alarm goes off, an audible alarm will be heard in the Security Center, and a signal will go to the contracted security service company located off-site.

The Security Center will “sign for reception” of the signal received, inspect its origin, and send security personnel to the scene to investigate and report.

The commanding officer in the Security Center is the primary contact with **1-1-2** and emergency services.

When an evacuation is at an end or over, the commanding officer in the Security Center shall notify 1-1-2 and report to the on-site commander of the Fire Department upon their arrival. The commander is recognized by a red helmet.

Once the location of a threat is confirmed, the Security Center, in cooperation with security guards or responders on the scene, need to evaluate which emergency routes are available, and notify Evacuation Officers via the PA system.

During a bomb-threat, situation command is in the hands of police. Try to prevent premature evacuation until the location of the suspected bomb is confirmed as people could be mistakenly moved from a safe location to a less safe location. Please note that the bomb could be outside.

When a bomb-related evacuation order has been issued, the police shall be in charge, and messages will be sent via the Airport´s PA system.

4.2 EVACUATION OFFICER ROLE

An evacuation alarm is issued through the Airport´s PA system. It can either be an automated message, or it can be read out in real time.

Evacuation Officers´ role:

- Manage evacuation in their area, guide people to the safest route and towards to Assembly points.
- Help with the execution of a safe evacuation in accordance with plans.
- Inform colleagues and others in their work area of different roles during an evacuation.
- Regularly check that escape routes are visible and unimpeded.
- Notify security officers of any concerns regarding fire extinguishers, emergency equipment and other security issues.

Upon evacuation alarm, officers shall put on their Evacuation Vests and commence with evacuating their areas (or wherever they are located at the time). If a Vest is not available at the time, the evacuation officer shall try to do his/her best to assist others in the area with the evacuation. If there are no messages about obstructed routes or exits, commence evacuation via the nearest emergency exit and to the nearest assembly point and wait for instructions.

Please note that some emergency exits operate on a 10 sec. delay

The main objective of Evacuation Officers is to encourage guests and staff to take note of evacuation messages and to guide them via the best route possible. An Evacuation Officer needs to communicate directly and in a confident manner and needs to be able to both hurry people along as well as calm things down if people are rushing and evacuating in a manner that is not safe. During an evacuation, people are to remain calm and walk quickly. Do not run.

An Evacuation Officer must notice whether everyone makes it outside or not, as well as if someone needs assistance due to physical disability or other reasons. If somebody needs assistance, please ask someone nearby to help you assisting that individual.

Please take note of children that seem to be lost or are without supervision and get them to the Emergency Services or supervising adults.

People in wheelchairs may have to wait for retrieval in a secure location, such as a staircase. Please make sure that they do not hinder access to the stairs. Evacuation chairs for the physically disabled are located next to most stairs and can be used during an evacuation if enough know-how is at hand (their operation and use is explained below). If an evacuation chair cannot be used, notify the Security Center and Emergency Services of the location of the disabled individual in question and tell him/her that help is on the way.

All Evacuation Officers should ensure that their workplaces are secure and in accordance with procedure before evacuating completely. Computers should be turned off and valuable information locked away before exiting the terminal. In case of immediate danger, such as smoke or fire, please evacuate without delay.

If assistance is needed or if someone can't leave the building without help, it must be reported immediately to the security control center and 112

Assist other Evacuation Officers in their tasks if possible and if needed. The defined area in which the Evacuation Officer oversees is primarily for general guidance and the officer should take notice of other areas when possible.

Evacuation Officers should share tasks once outside; monitor exits and make sure that people do not re-enter the terminal without permission from Emergency Services. This is especially significant in front of and around the 1_{st} floor at the northside of the main terminal.

It´s very important that Evacuation Officers inform their work colleagues about evacuation procedures, emergency exits and the role of staff during an evacuation. Evacuation Diagrams are especially useful to show the location of equipment and exits in a specific area.

4.3 THE ROLE OF ALL STAFF AT KEFLAVIK AIRPORT

The role of ALL STAFF at Keflavik Airport is to remain vigilant for alarms of evacuation, follow instructions from Evacuation Officers and assist them with the evacuation when needed.

4.4 BOARDING

At the time of an evacuation, boarding of aircraft shall cease, and all aircraft personnel shall be informed.

Those already in the jet bridge (boarding or deboarding an aircraft) are to evacuate the bridge by the nearest emergency exit. Jet bridges are all equipped with emergency exits.

Those on board an aircraft shall either exit via the jet bridge or the aircraft emergency exits. This is to be decided by the crew.

4.5 AIR TRAFFIC CONTROL TOWER

The Airport Security Center shall inform the Air Traffic Control Tower about the ongoing evacuation and the type of potential threat. The Tower in return shall then inform aircraft on the ground and around the airfield about the situation, halt connections to jet bridges and order aircraft to wait in a safe area at a reasonable distance from the Terminal.

4.6 POLICE

The police oversee law enforcement and border patrol at Keflavik Airport. During a situation that might prompt an evacuation or if one has already begun, an agent from the police shall go to the Airport Security Center and take control in collaboration with staff at the Center.

4.6.1 BORDER PATROL

If an evacuation is in effect, border police officers evacuate cross-border areas and keep track of people who have not been through passport control.

4.7 CUSTOM OFFICERS

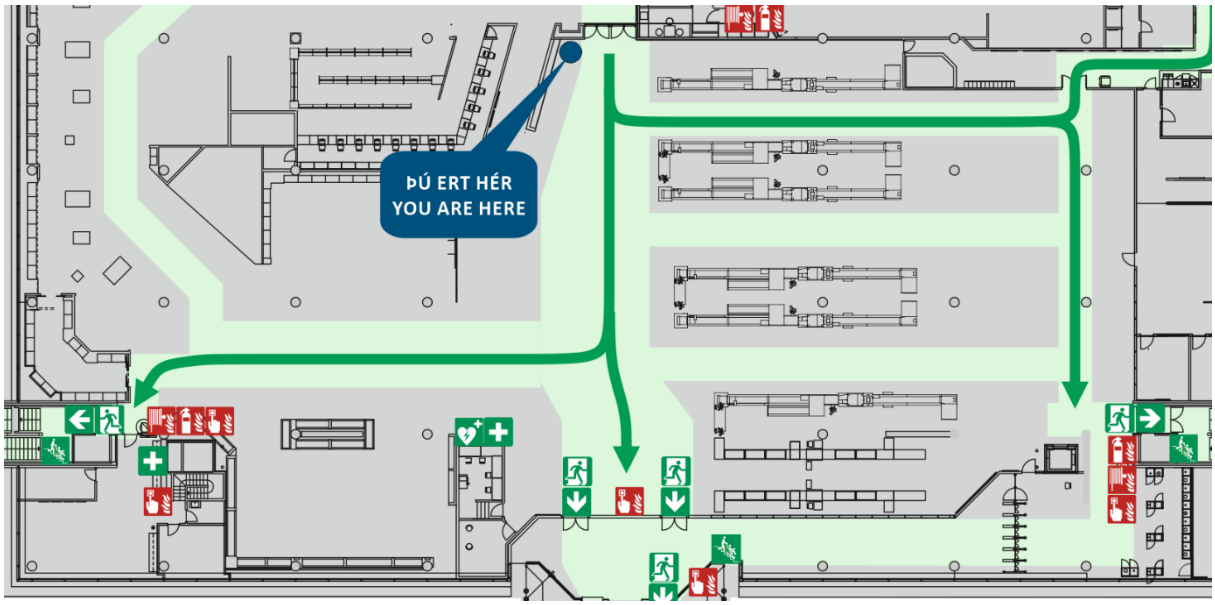
During an evacuation Custom officers are to assist in the terminal waiting area. Generally, passengers to not bring luggage with them during an evacuation.

4.8 SECURITY SCREENING

When an evacuation is announced and during it, security screening personnel shall stop screening and take control of their area. If people waiting for screening can be evacuated from the building outside the security area, it should be done.

Otherwise, passengers should be allowed to enter the security area and from there exit the building.

If passengers enter the security area without being screened, they must be screened again when the situation is resolved.



Example of an Evacuation Diagram

4.9 LUGGAGE HANDLERS

Upon receiving notification on an evacuation, luggage handlers shall stop handling luggage and make sure emergency exits are safe and clear for use. They should then meet with those who come out the emergency exits and escape routes and guide them to the Assembly Points. Supervisor on-site is in charge.

Security guards located outside shall meet evacuees, guide them to Assembly Points and perform their typical security and safety role.

4.10 CHECK-IN

At Check-in, all routine operations shall stop, and the Check-in area shall be evacuated. In charge of the evacuation are general staff under the supervision of shift commanders of Airport Associates and IGS.

4.11 CONTRACTORS

All contractors working in the terminal shall observe an evacuation order immediately. They shall leave their workspace, equipment and tools, as safe as possible, given the nature of events.

5 DISABLED PERSONS

Disabled persons may need assistance going downstairs in a case of an evacuation. In selected locations, evacuation chairs can be used to get disabled people downstairs. One person can handle the equipment, but it is recommended that this person is in decent shape and knows how to use it.

In order not to delay evacuation and create an unnecessary danger in the stairs, the chairs should not be used until the mainstream of people has passed through the stairs.

A service provider must always be notified if a person with reduced mobility is waiting for assistance with a stairwell.

5.1 EVACUATION CHAIRS FOR THE DISABLED

The location of evacuation chairs is shown on the Evacuation Diagram. The chairs can handle people weighing up to 150 kg. (330 lb.)

The chairs can be used to move persons with reduced mobility up and down stairs. One person can use the chair to move a person downwards, but two or more are needed to move a person upwards.



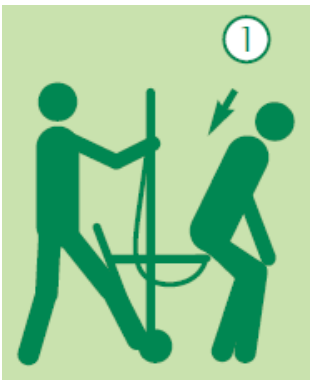
Evacuation Chair

5.1.1 HOW TO USE THE EVACATION CHAIR

Opening the chair

1. Remove the Evacuation Chair from the wall bracket and unbuckle the strap whilst holding the chair in folded position. 2. Place the Evacuation Chair on the floor and adjust the handle to the required height by holding the chair in place with your foot and pulling upwards on the handle. The Handle can be lowered using the release button located on the inside of handle tube. (picture 1)	
3. Pull rear wheels up and away from the frame until they lock in to place. (picture 2) 4. Tilt chair back so it is sitting on all four wheels and pull the seat forward into a sitting position. 5. The Evacuation Chair is now ready for use.	

Using the chair

1. Help the person to sit in the chair. Do not remove your foot of the lower frame until the person is seated. (picture 1) *If the person is in a wheelchair, set it on either side of the Evacuation chair and allow him/her to set move over. Assist if needed.*	

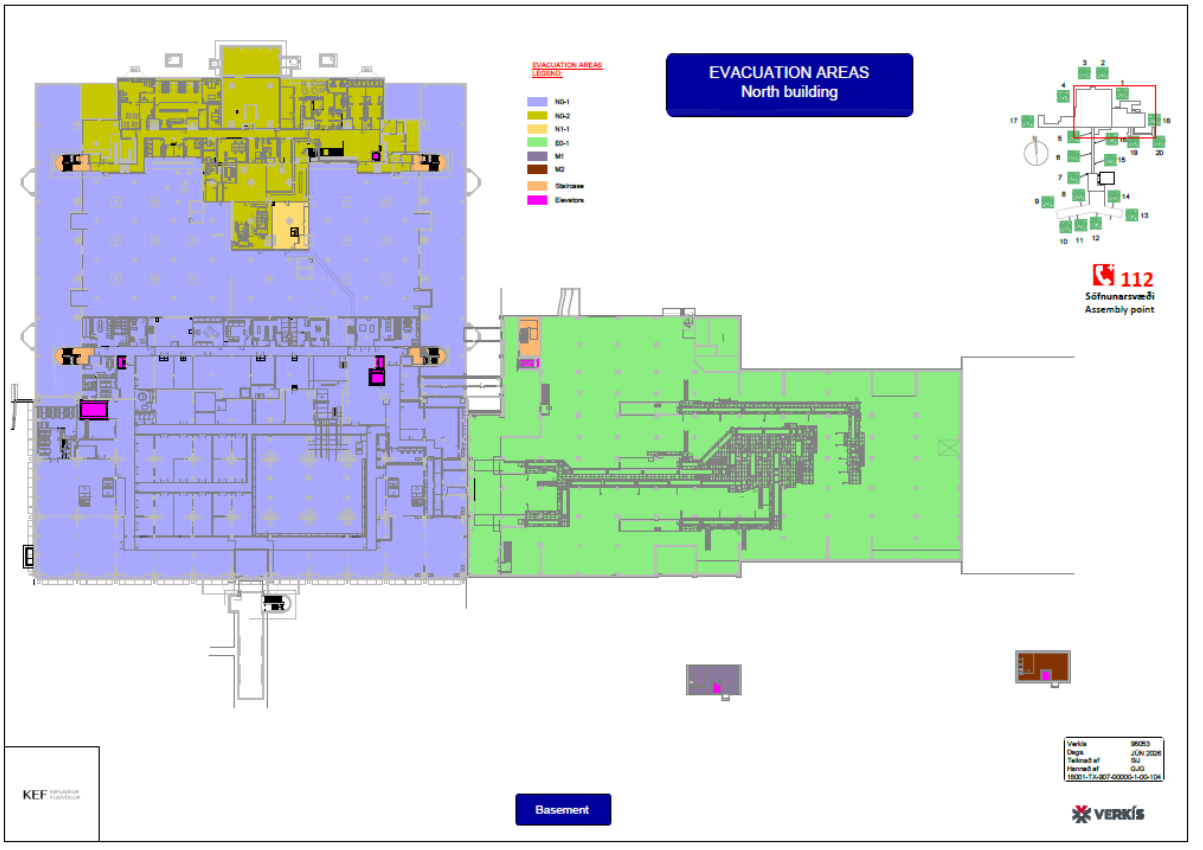
2. Put your foot on the wheel bracket, right above the back wheels, and pull the chair towards you. The chair is now ready for use. (picture 2) 3. Fasten the seatbelts. 4. If applicable; push armrests and footrests down. 5. Grab the handles and walk towards the stairs.	
6. Once at the stairs to be descended, with your foot, push the on the lever between the two smaller wheels until you hear a snap (picture 6) do not use your hands. *PLEASE REMEMBER TO PUSH THE LEVER DOWN UNTIL THE SNAP.*	
7. Gain balance to the chair and the sitting person in it and start moving towards the edge of the stairs. Hold the handles and push the chair over the first two steps. Now the chair will “lock in place” and “sit” in the steps. This is normal. Start bringing the person downstairs. (picture 7)	
8. Try to keep an even speed on the way down. Use your bodyweight as leverage. Lean back to slow down. Keep your hands-on top of the handles at all times. (picture 8)	

9. When arriving at a stairwell landing, stop the chair and change your hand-position. Remain your balance and use the bigger wheels to reach the next steps (picture 9) 10. If the stairs are steep, we recommend two people operate the chair.	
11. Once down the stairs, regain balance and use the bigger wheels to push the chair a short distance. Then “open” the lever in the middle using the gas-handle. Bring the person to the nearest Assembly point. (picture 11) 12. It´s important not to drop the chair forward and out of reach once downstairs. 13. Keep the weight on the wheel-axis.	
14. Fold the lever by pushing your foot on it until it “snaps” (picture 14). do not use your hands.	
15. Put your foot on the lower frame and push the chair upwards. (picture 15)	

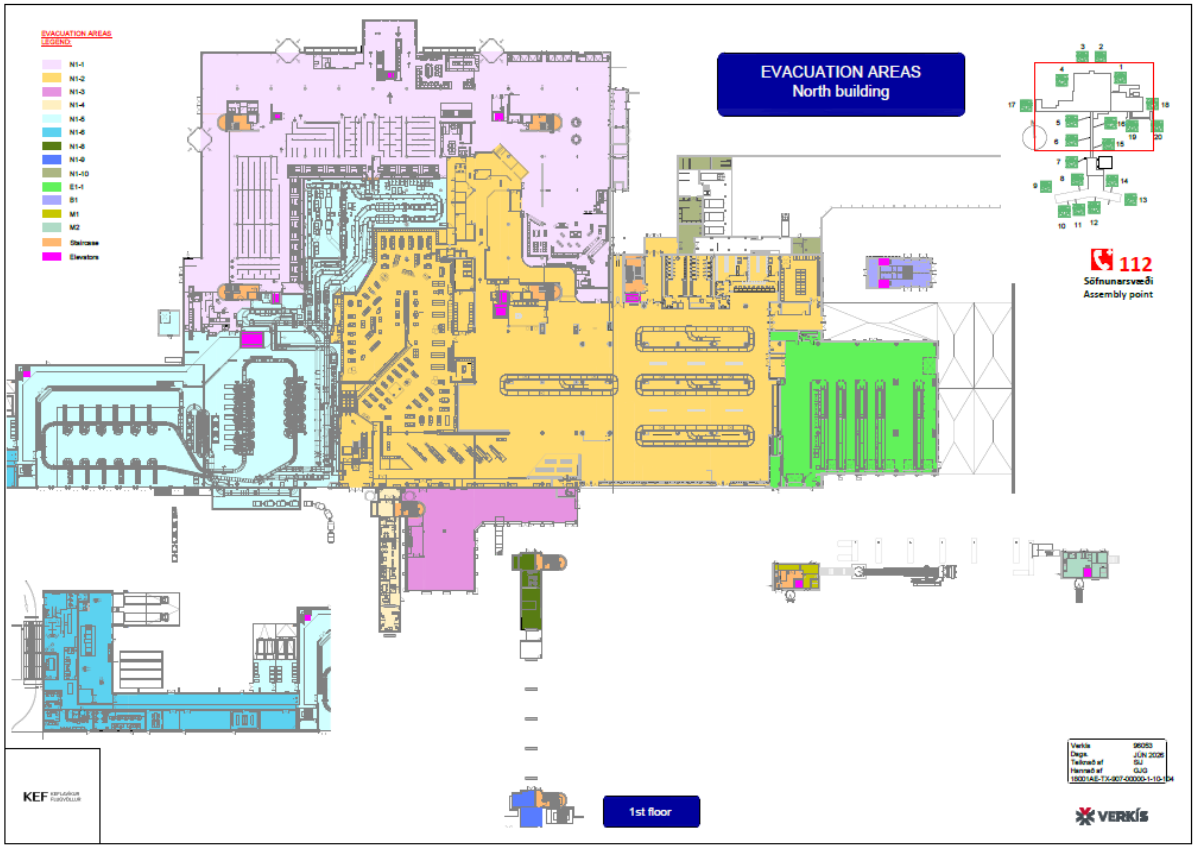
6 EVACUATION ZONES

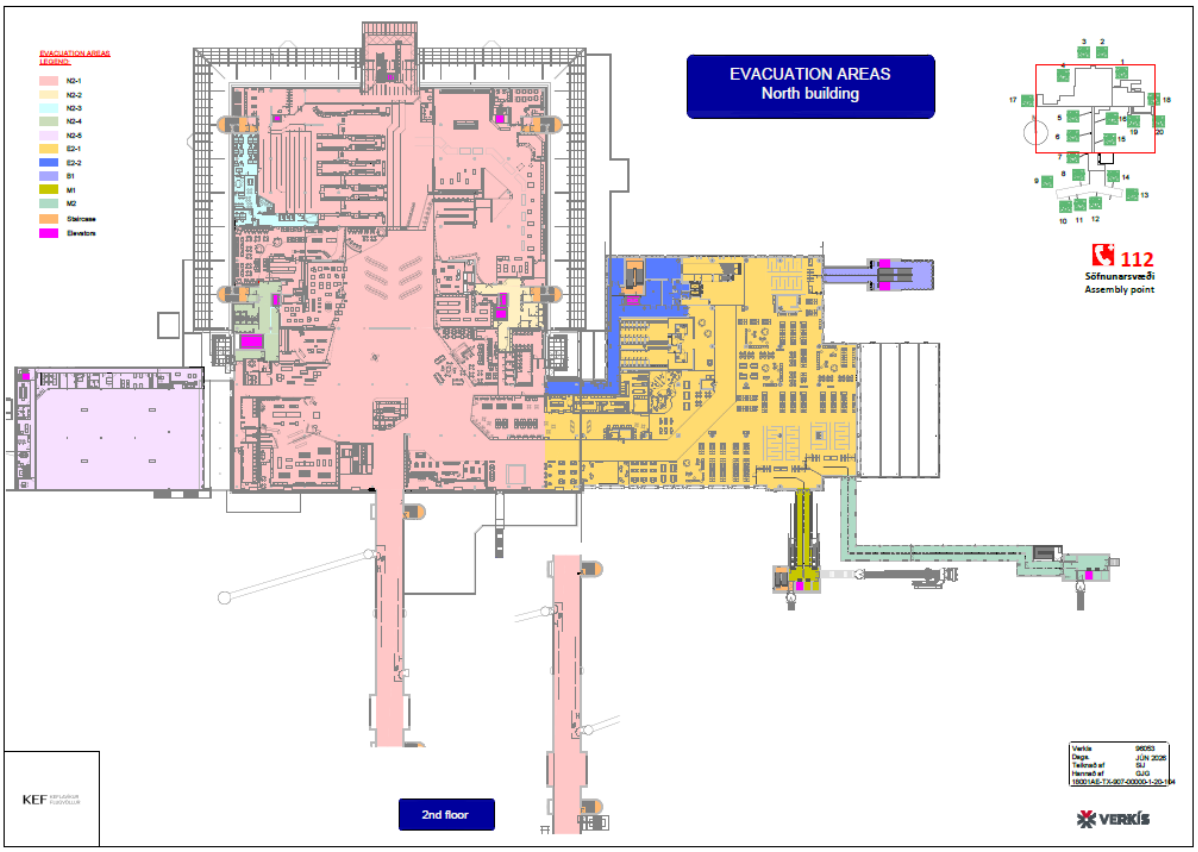
The diagrams on the following pages show evacuation zones and are used for guidance for the Evacuation Officers in the terminal.

Please note that the number of Evacuation Officers in the terminal can vary from time to time and in some cases, officers will have to tend to areas other than those they´re assigned to.

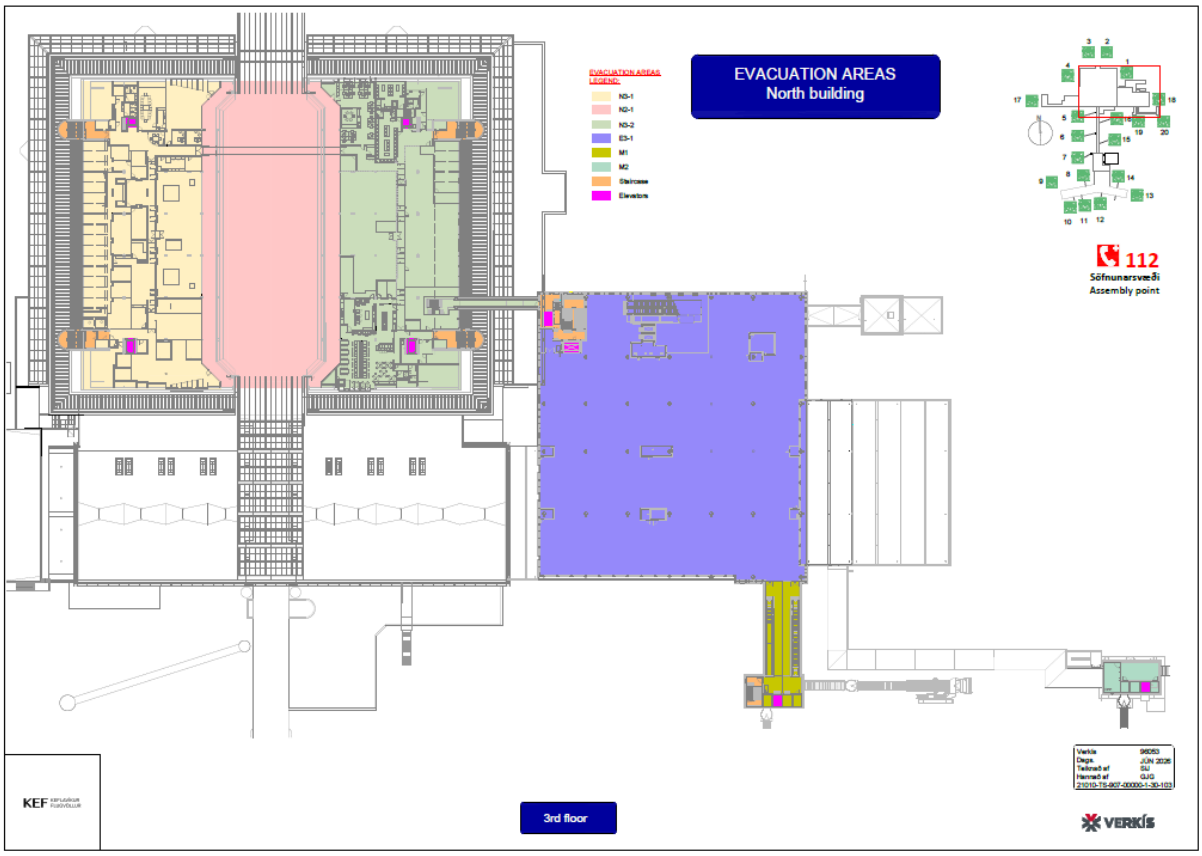


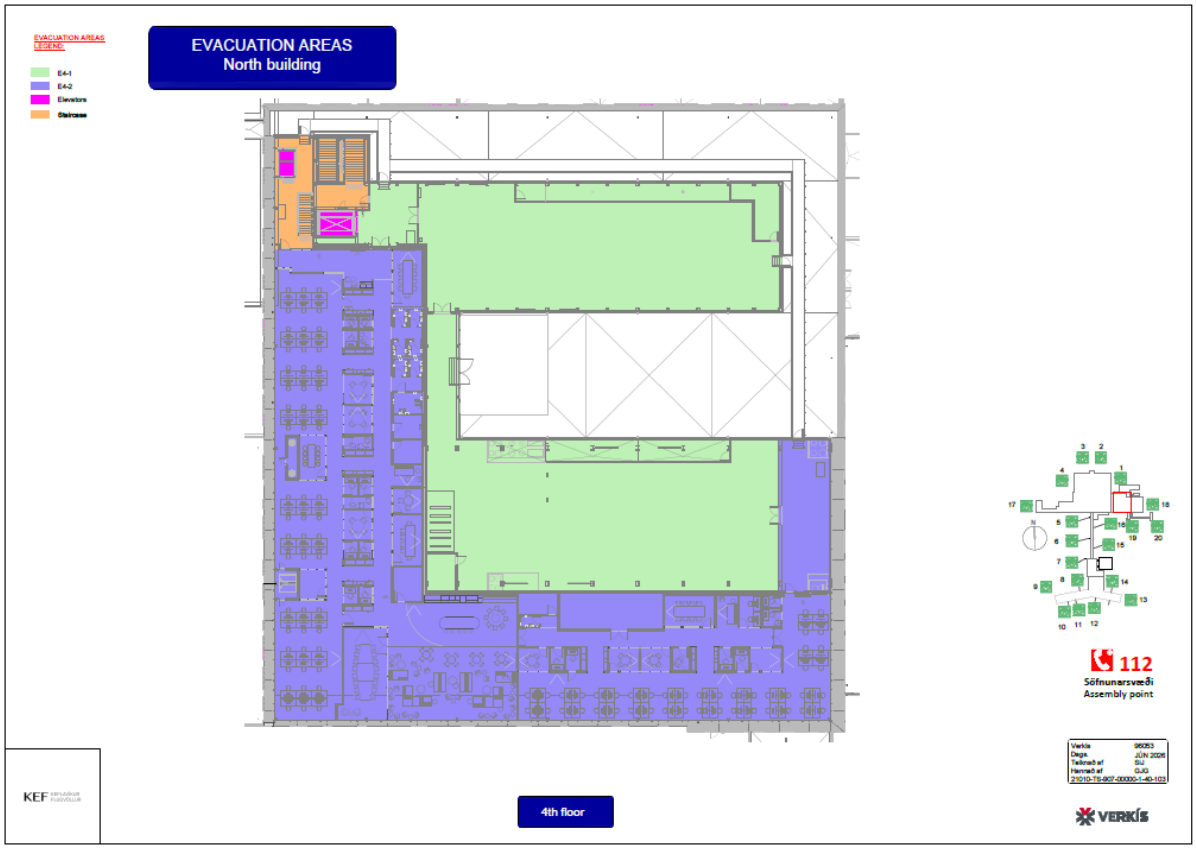
Evacuation plan KEF Terminal



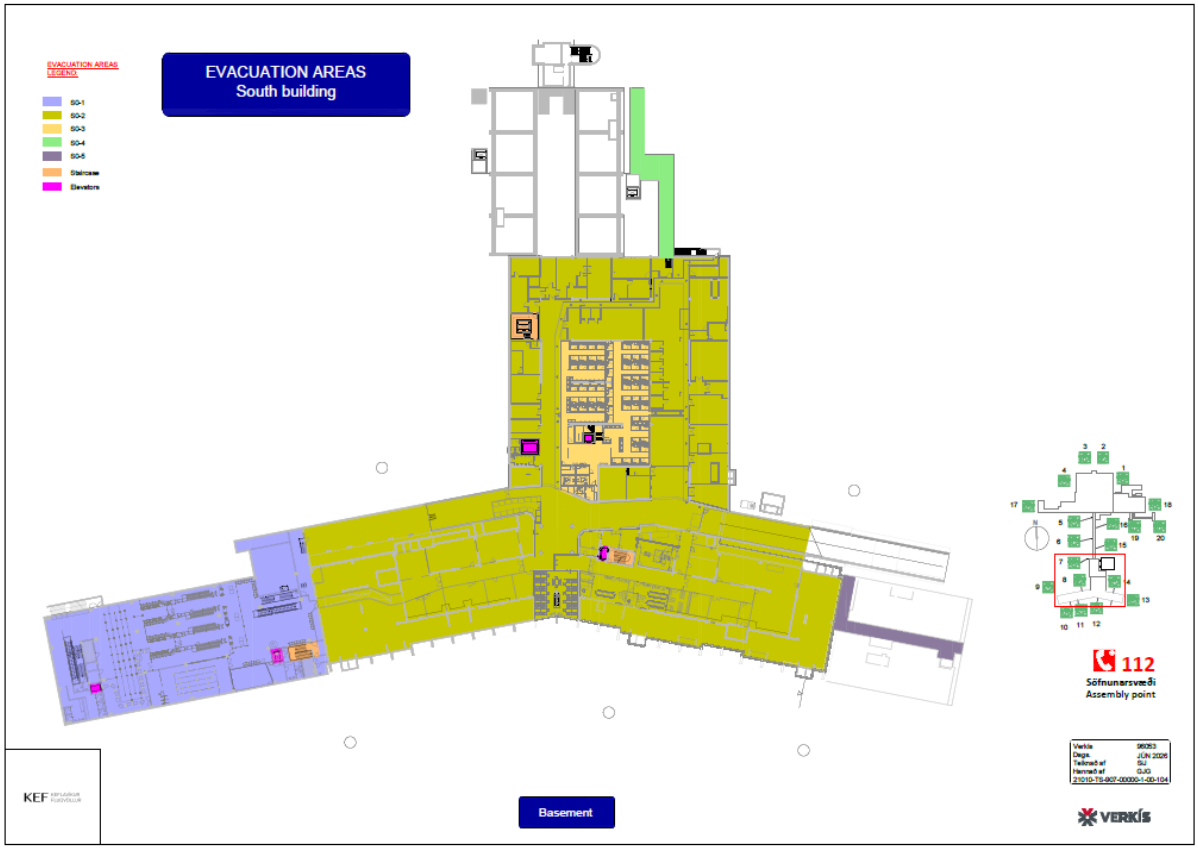


Evacuation plan KEF Terminal

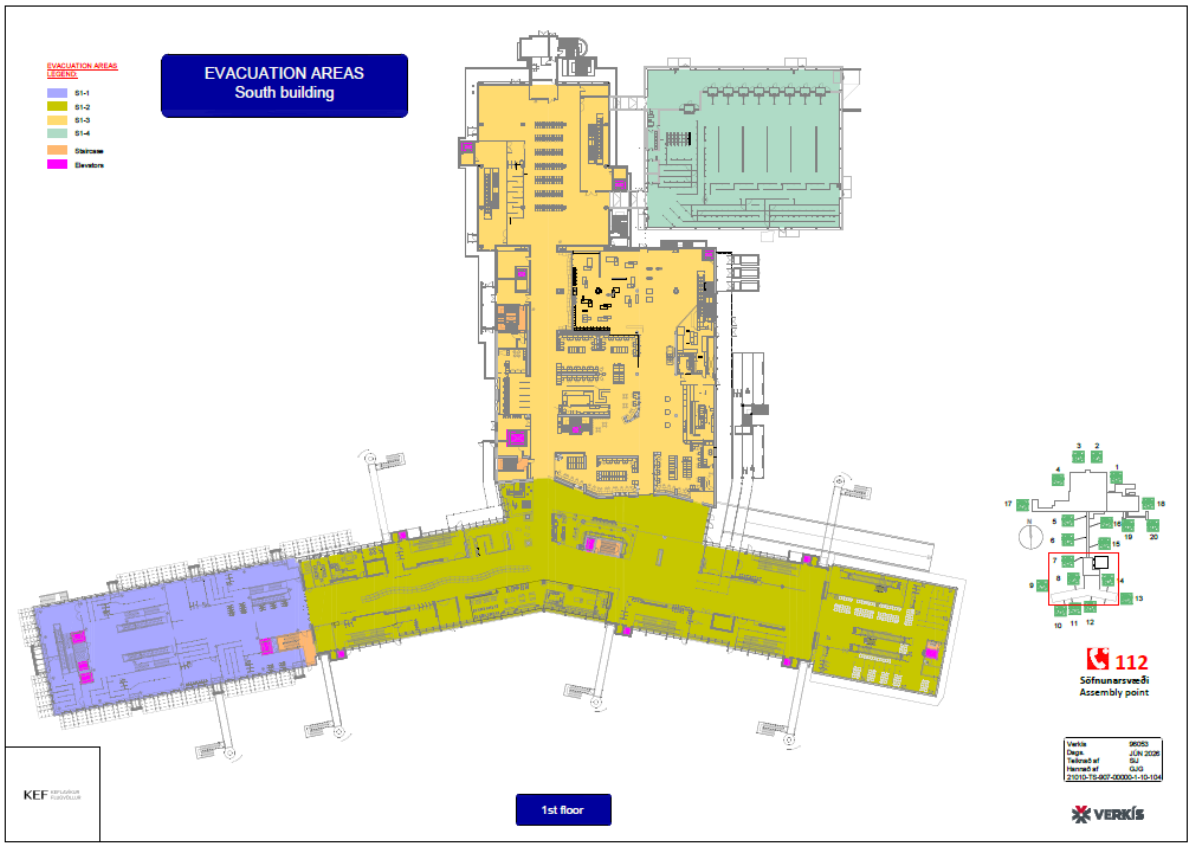


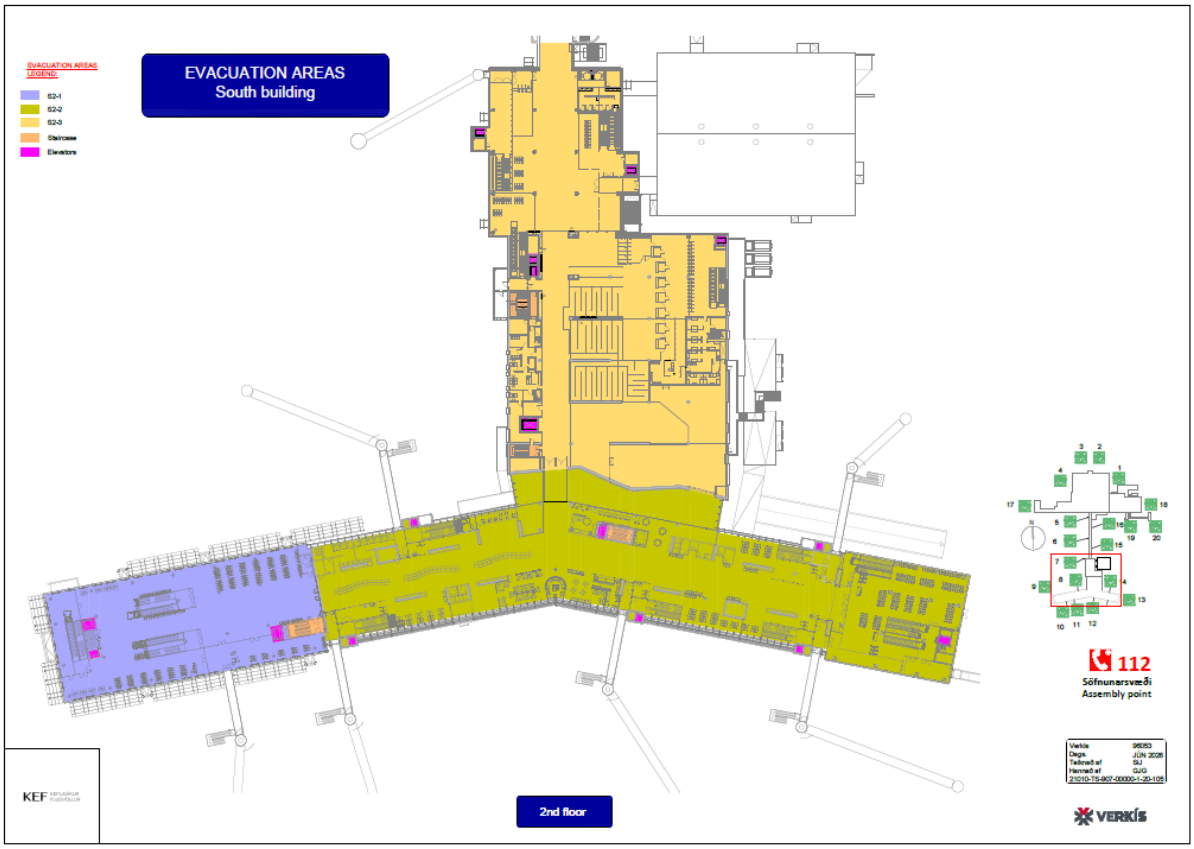


Evacuation plan KEF Terminal

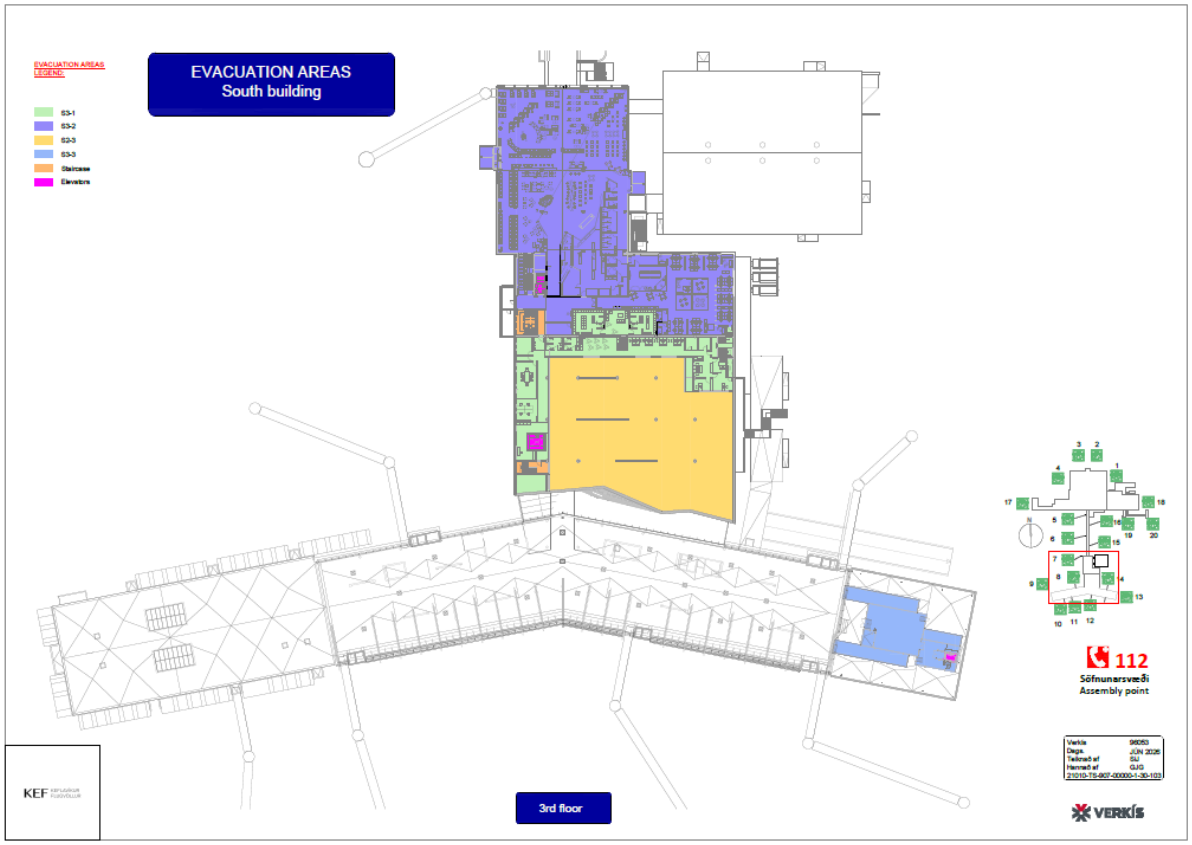


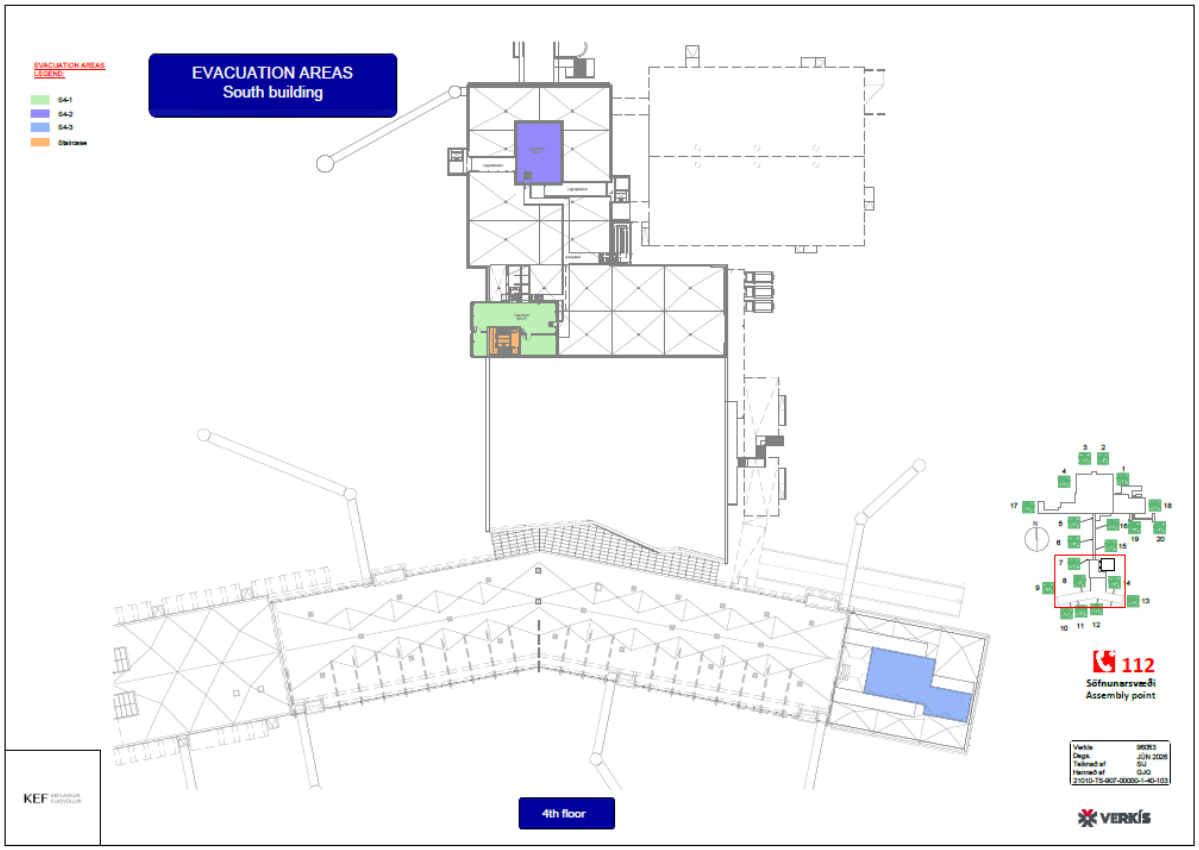
Evacuation plan KEF Terminal





Evacuation plan KEF Terminal



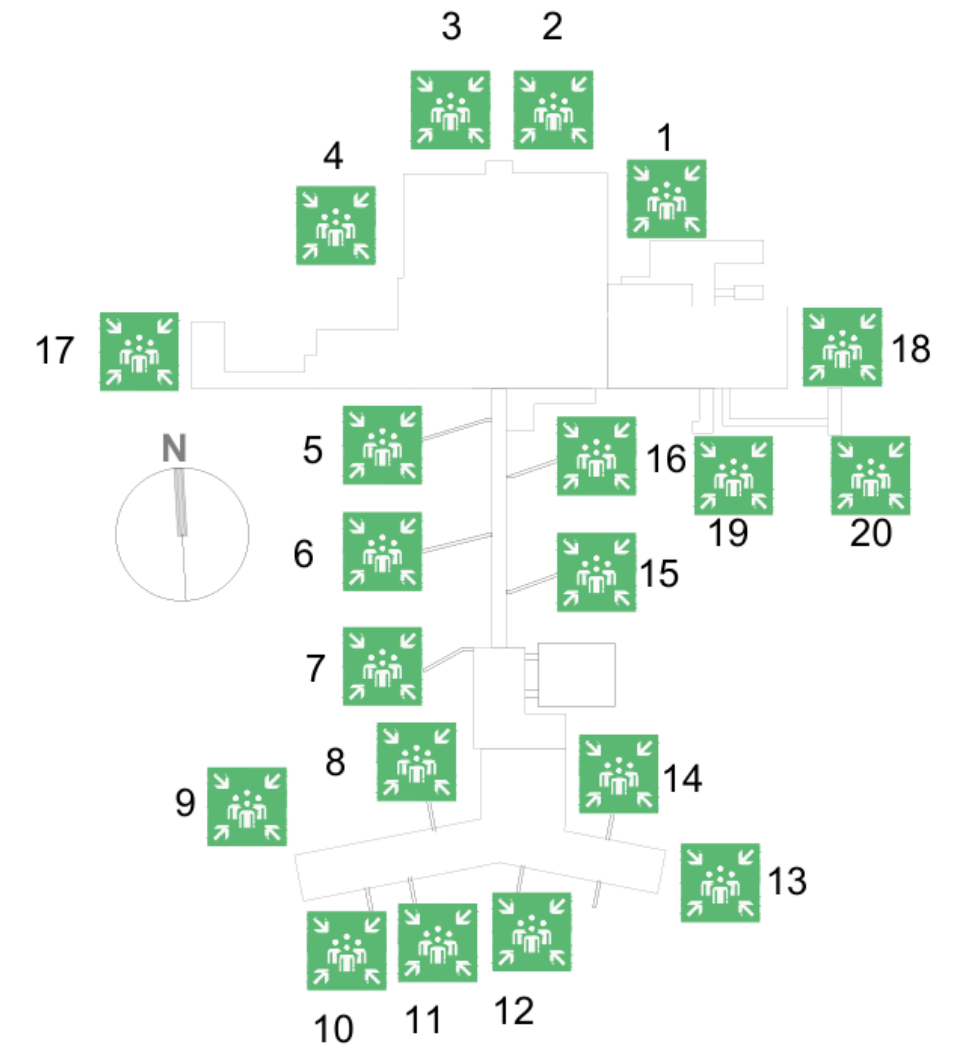


7 ASSEMBLY POINTS



Once outside, go to the nearest Assembly point. If, for some reason, the nearest one is unavailable to you (for example due to smoke etc.), go to the closest and safest one. If help is needed at that Assembly point, please notify emergency services and state the number of the point in question. There are twenty (20) Assembly points around the terminal, and each is assigned a number as shown in the pictures below.

Assembly points



8 EMERGENCY EQUIPMENT

Location of emergency equipment, such as fire extinguishers, first aid kits, defibrillators, evacuation chairs, etc. is shown on evacuation plans.

It is important to never restrict access to this equipment with products, furniture, advertising stands and i.e.

9 EVACUATION AUDIO ALERTS (PA SYSTEM)

Alerts and information are read out loud on the Terminals PA system in accordance with nature and severity of any given situation.

9.1 FIRE - AUTOMATED AUDIO ALERT

- The Automated Audio Alert are messages no. 1, 2, 3 & 4 below and they are the same in both buildings. **(connecting building is part of the "north-terminal").**
- Messages no. 5, 6, 7 & 8 are live announcements delivered from the Security Center.
- It´s possible to connect all announcements via the Security Center.
- Announcements regarding cancellations of levels and system tests shall be read out in applicable zones and can also be heard all around the terminal.

The following announcements will sound in one building at a time following smoke detection and a manual call point being triggered:

1) *Icelandic read out first, then*:
   Attention please, attention please. There is a fire in the building. Please leave the building immediately through the nearest emergency exit.

The following announcements manually operated from the Security Center will sound in either of the buildings at any given time, as well as in both buildings.

2) Icelandic read out first, then:
   Attention please, attention please. There is a fire in the building. Please leave the building immediately through the nearest emergency exit.
3) Icelandic read out first, then:
   Attention please, attention please. The fire-alarm system in the terminal building is being tested. Do not take notice of announcements of fire and evacuation of the building.
4) Icelandic read out first, then:
   Attention please, attention please. The test of the fire-alarm system is complete.

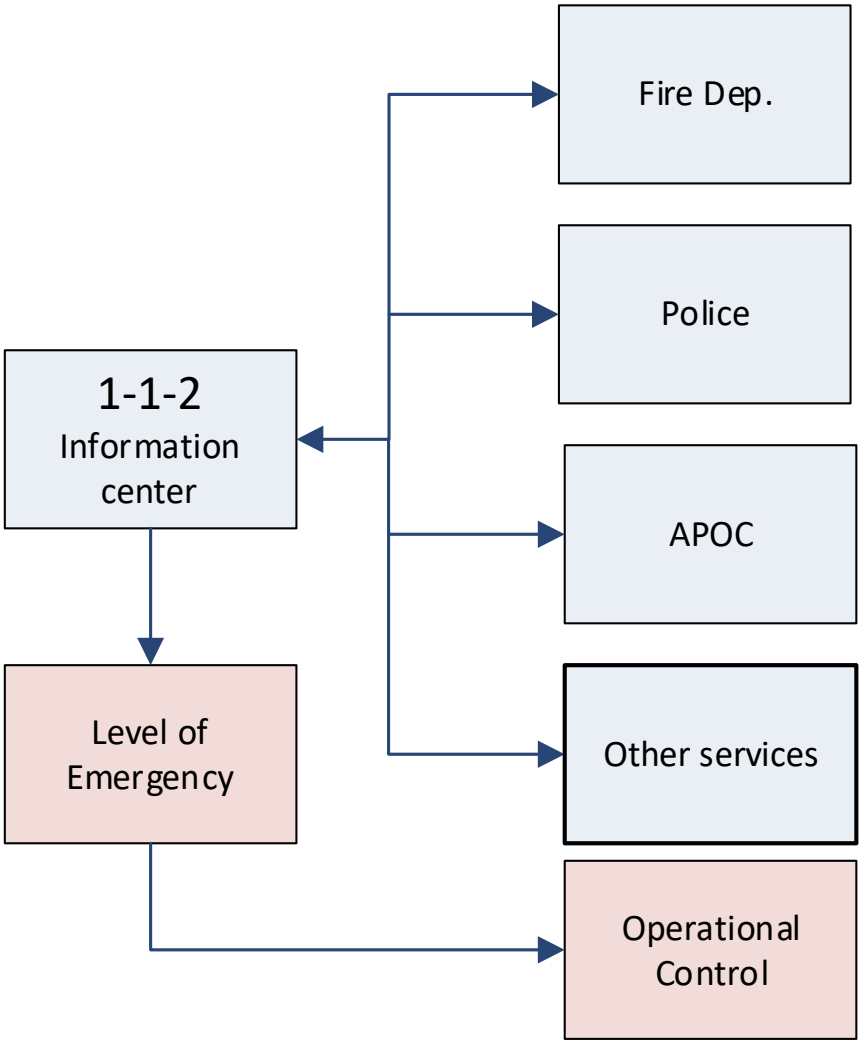
5) Icelandic read out first, then:
   Attention please, attention please. This is a security announcement. It has been established by an indoor search, that no fire is active in the terminal building. Take no notice of previous announcement. I repeat. There is no fire in the building.

9.2 BOMB THREAT OR OTHER THREAT

Icelandic text read out first, then:
Attention all passengers. This is a security announcement. For safety reasons, passengers in the... (pertinent area of the building) are requested to leave the area immediately and go over to... (another area) and wait there for further instructions from the security staff. Please take all your hand luggage with you.

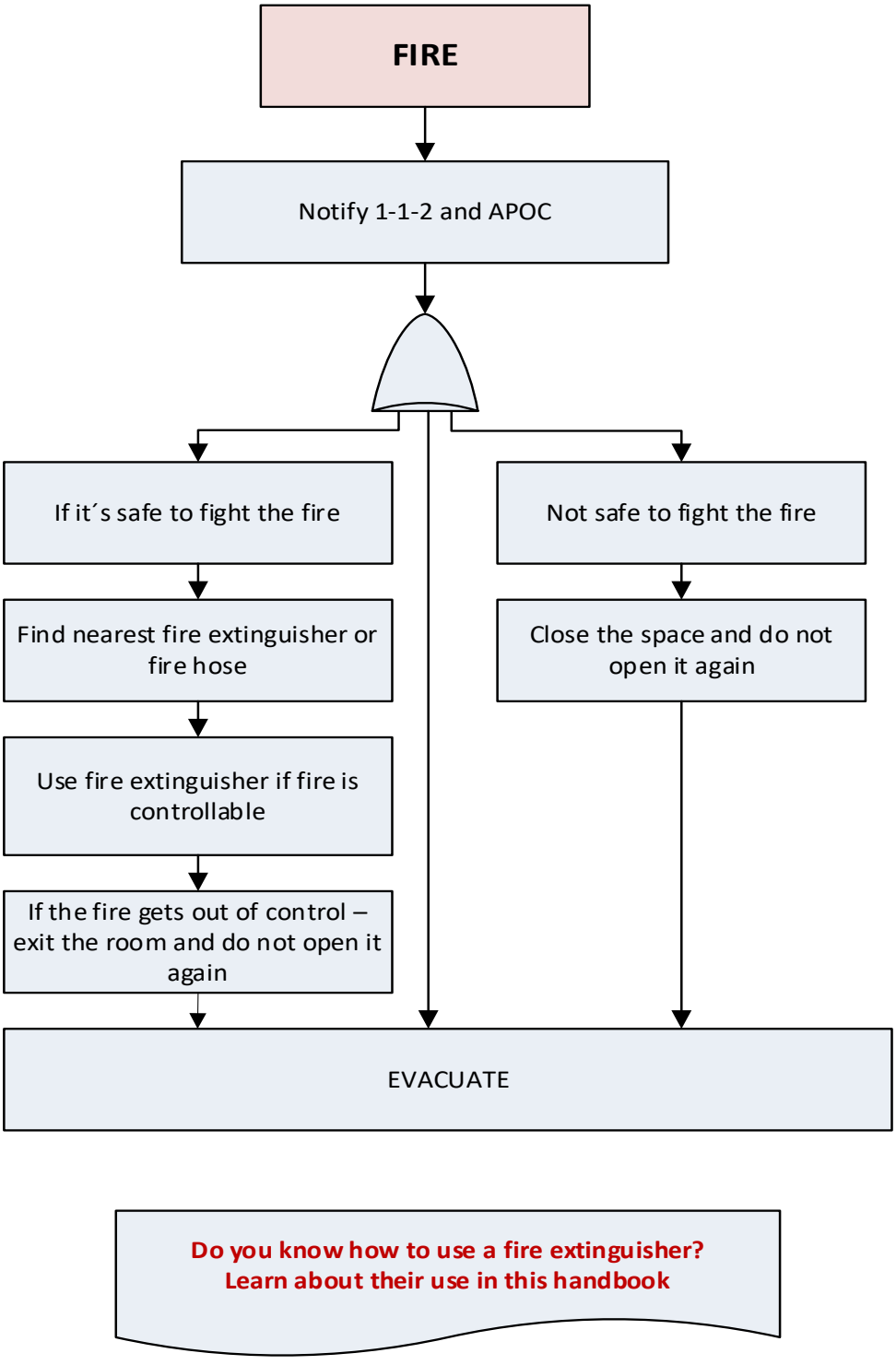
10 EXTERNAL EMERGENCY SERVICES AND GATHERING

During an emergency at the Airport Terminal, 1-1-2 Emergency Services will handle information collection and gathering of external services as needed.



11 RESPONSE TO FIRE

If there is a fire or other hazard in the terminal threatening the safety of employees or guests, press the next manual calling point and get information to the Security Center and 1-1-2.



12 COMMUNICATION WITH THE MEDIA

Only a designated police official or an Isavia Media Relation Officer shall communicate with the media if an evacuation or other event occur as described above.

Main objects:

- As soon as possible, a press release should be sent to the media and then regularly as needed.
- One contact person with the media shall be nominated.
- A fixed time shall be established at which information is shared.
- If possible, pre-determine a location where the media can receive information.

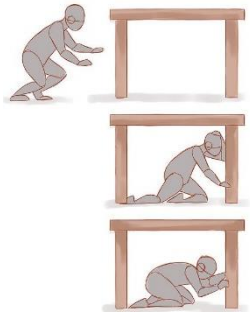
13 FURTHER READING

13.1 NATURAL DISASTERS - PREVENTION & RESPONSE

13.1.1 EARTHQUAKES

How to React During an Earthquake

Earthquakes happen when the earth's crust shifts, causing seismic waves to quake and crash up against one another. Unlike hurricanes or floods, earthquakes come without warning and are usually followed by similar aftershocks, although the aftershocks are usually less powerful than the earthquake. If you find yourself in the middle of an earthquake, there's often only a split-second to decide what to do. Studying the following advice could be the difference between life and death.

	**Drop to the ground**. While it's not the only method of protecting yourself indoors during an earthquake, it is the preferred method of the Icelandic Department of Civil Protection and Emergency Management. Big earthquakes occur without much, if any, warning, so it's recommended that you drop to the floor as soon as it hits. A small earthquake could turn into a big earthquake in a split-second; it's better to be safe than sorry.
	**Take cover**. Get under a sturdy table or other piece of furniture. If possible, stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Do not run outside. You're more likely to get injured trying to get out of the building than staying put.
	**Remain inside** until shaking stops and it is safe to go outside. Research suggests that many injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave. Be careful when you do go outside. Walk, do not run, in case of violent aftershocks.

After an earthquake

There are a couple of things to take note of in the aftermath of an earthquake:



14 DISTRIBUTION OF THIS HANDBOOK

Company/Authority/Entity	Name of person	E-mail

15 PROCESS OF CHANGES MADE TO THIS HANDBOOK

Change / Added / Withdrawn	Date	Responsible
Icelandic version VIII translated to English	15.03.2019	Lota ehf.
Icelandic version IX translated to English	09.09.2020	Lota ehf.
Icelandic version XI translated to English	29.02.2024	TK
Revise due to enlargement of east-and south buildings	16.06.2026	TK