

# **Crisis and emergency plan for the Department of Sociology**

*This is an English summary of the emergency plan approved by the Department board 2016-11-29.  
Revised 2018-02-16*

The purpose of the emergency plan is to have preparedness for a coherent and clear central emergency management and to develop procedures for handling major incidents. The emergency plan is activated when a serious incident affecting the university or the department. A serious incident is defined as "a difficult, often hastily arising situation involving personnel, material or ethical and confidence-related injury or imminent danger". The incident requires immediate and concerted action in order to minimize the impact on employees, students and materials.

## **At the Department of Sociology, the following applies in case of crisis:**

The Head of department carry the ultimate responsibility and decide on possible measures. The crisis group support and reports directly to the Head of Department and consists of the following:

- Deputy Head of Department (convener)
- Head of Administration (take minutes)
- Assistant director of studies (update phone lists, reports key persons to the security dep.)
- Communications officer (key person)
- Safety officer/ Skyddsombud (key person)

## **Procedure**

The Head of department decides on the need to convene the crisis group, and then notifies the deputy Head of department who convenes the group which then handle the matter. The head of department decides on possible measures. If necessary, the crisis group can be reinforced with expertise from other units in the central administration, and representative of the property owner (Akademiska hus).

The head of department decides how staff should be informed. The general principle is that information should be given orally so that supplementary questions can be easily answered. However, the nature of the crisis determines whether an open staff meeting or individual contacts are preferred. The deputy director of studies is responsible for collecting data so that all employees can be reached by phone.

The head of department decides whether and how external information should be disseminated to students and the media. The crisis group looks over the work situation and assess what measures needed for the department to function properly. In the event of a crisis, all measures and decisions suggested by the crisis group should be carefully documented. This is normally made by the Head of administration.

In case of fire, threats or similar serious events the department evacuation leaders are responsible for evacuate the Department.

## **Prevention**

Staff should be informed at staff meetings and on the website of:

- What happens in the event of fire and the responsibility of evacuation leaders and teachers. All evacuation leaders must have undergone appropriate training. The department shall act in accordance with SU Fire Prevention policy
- The placement of First aid kits and the people who are trained in giving First Aid.

Regular safety inspections should be carried out and recorded. Any objections must be urgently addressed.

The head of department is responsible for:

- Arranging annual meetings with the Crisis Group together with the officer in charge of fire prevention, and to update the Emergency Plan.
- Updating personnel information in the file labeled "Kris".

Important telephone numbers in case of emergency:

Academic house,	020-55 20 00.
Company health, Feelgood,	08-676 82 00
Student Health (studenthälsan),	08-674 77 00
Student Union (studentkåren),	08-15 41 00
Security Department, at SU	08-16 42 00
Guard	08-15 42 00
Police	077-114 20 00
Fire department	08-454 87 00

## **In case of emergency, dial 112**

If uncertainty: first contact the security department at SU.

### **Checklist for the Crisis and emergency plan**

- Compile a phone list of employees' contact information to relatives.
- Appoint key persons at the department who can inform about serious incidents
- Ensures that key persons' mobile number is sent to the Safety department for entering in their text message list.
- Compile a priority list of equipment/ supplies to be rescued in case of emergency. The department shall make an inventory of equipment/ supplies. (Head of Department)
- The department ensure that evacuation leaders receive proper fire training.