This is a translation
of the Swedish
original

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Feb 12, 2019   0008-19

Department of Economics

Crisis management plan for the Department of Economics

Adopted by the Department Board on December 13, 2018. Updated on February 12, 2019 by the Head of Department by direction of the Department Board.

SOS Alarm 112.

Campus security officer: **08-16 22 16**

24 hours: Campus security officer **08-16 42 00**

(Additional number **08-15 42 00**).

In a critical situation, always contact the Section for Safety and Security for guidance and advice. They will also evaluate the need of further action. Phone: 08-16 22 16.

Organization in case of emergency

The crisis management group at the Department of Economics:

Room	Title	Name / e-mail	Work phone	Cell phone
A 729	Head of Department	Sten Nyberg sten.nyberg@ne.su.se	08-16 3305	070-5194774
A 769	Deputy Head of Dept.	Anna Seim anna.seim@ne.su.se	08-16 3865	070-7578399
A 796	Head of Administration	Ulrika Almquist ulrika.almquist@ne.su.se	08-16 3055	070-4966377
A 787	Deputy Head of Admin.	Anders Fogelberg anders.fogelberg@ne.su.se	08-16 2135	072-1462918
A 734	Dir. of undergraduate studies	Adam Jacobsson adam.jacobsson@ne.su.se	08-16 1756	070-5449794
A 760	Dir. of graduate studies	Ann-Sofie Kolm Ann-sofie.kolm@ne.su.se	08-16 3547	070-3155978

Department of Economics

Stockholm University	Visiting address Universitetsvägen 10A	Telephone: 08-16 20 00 E-mail: info@ne.su.se

Evacuation guides:

Floor	Room	Name / e-mail	Work phone	Cell phone
4	A 489	Karin Blomqvist Karin.blomqvist@ne.su.se	08-16 2137	

Safety representatives:

Floor	Room	Name / e-mail	Work phone	Cell phone
4	A 485	Erika Höghede Erika.hoghede@ne.su.se	08-16 3131	
7	A 706	Lars Gulliksson lars.gulliksson@ne.su.se	08-16 3113	073-4612788

Action Plan in case of emergency

In general:
A crisis can be defined as an unexpected situation or occurrence where normal procedures are insufficient. For example, a fire, power failure, computer break down, accident with serious personal injury, explosion, death, hostage drama, threat, sabotage, and violence.

The purpose of the action plan is to give guidance in cases of emergency where it often is a matter of time.

To act rationally in a situation of crisis means to:

- Handle the situation until qualified help arrives and to gain a good overview of the incident,
- Quickly inform everyone affected,
- Take care of and in some cases investigate what have happened,
- Afterwards, evaluate the routines in order to be able to improve actions.

In case of a crisis, the crisis management group will gather. The group consists of the Head of Department, the Deputy Head of Department, the Directors of studies, the Head of Administration, and the Deputy Head of Administration. The first person in the group who becomes aware of the situation will immediately contact the others.

The Head of Department/the crisis management group will make decisions that are relevant for the arising situation, sometimes together with others, e.g., Safety representatives and Evacuation guides. The crisis management group is also responsible for getting external help (police, hospital, rescue service, security companies, etc.), the Section for Safety and Security for informing employees, students, relatives and other affected persons. The crisis management group will document and analyse the work afterwards.

Through office rentals, every department and division is entitled to a basic level of security that is provided by a watch team. When an alarm goes off, security staff will arrive immediately. If someone by mistake has started an alarm, he or she is advised to stay in place until the security staff arrives.

The university has a watch agreement with Tempest Security. To get help in urgent situations call 112. Afterwards, contact the Section for Safety and Security on 08-16 22 16 (extra number 08-15 42 00) after office hours you will be transferred to a guard – inform him or her about the situation. Also inform someone in the department's crisis management group.

Serious accident

- Call the rescue services 112 for an ambulance and for the police.
- Contact someone in the department's crisis management group who will contact the Section for Safety and Security.
- Take actions to prevent further personal injuries.
- Later on, the crisis management group reports to the Work Environment Authority (Arbetsmiljöinspektionen).

Fire

- First, save those who are in immediate danger, e.g. persons who cannot take care of themselves, who need help, injured persons, persons in chock or in panic.
- Activate the fire alarm if it hasn't already gone off. There are buttons in the corridors and in the stairwells. Call the rescue services 112 and ask for the fire brigade. Be prepared to answer questions of location of fire, street name (Universitetsvägen 10A), what has happened, and what telephone number you are calling from.
- Warn everybody in your surroundings. Yell: "Fire!" Check premises and assist the evacuation of the building together with your evacuation guide if it does

not put your own safety in danger. (Toilets and noisy locations are some example of premises where the fire alarm might not have been noticed.)
- If possible, extinguish small fires with the fire extinguishers located in the room. When smoke rises to the roof, you must leave the room immediately and evacuate!
- Evacuate the building. Follow the emergency exit signs – there are always two alternative ways out. Follow instructions from the evacuation guide. Go immediately to the assembly point (the large parking lot south of the C-building) and stay there with your colleagues until your evacuation guide gives you further instructions.

Death

- If a serious accident has caused death, take actions that prevent further personal damages.
- Call the rescue services 112 for an ambulance and for the police.
- Contact someone in the department's crisis management group. The Head of Department will organize further actions such as contacting the Section for Safety and Security, informing staff and students, and informing relatives.

Elevator alarm

- All elevators at Frescati have an alarm button that is connected to Akademiska Hus. Some elevators have an alarm phone that is connected to different security companies. If the elevator stops and you cannot get out, follow the instructions posted in the elevator. NB! The alarm button must be pressed for at least 45 seconds. If you are outside the elevator and the alarm goes off, check if someone is inside. If so, contact Akademiska Hus on 020-55 20 00. Inform asap the watch guard, the Head of Department and the Section for Safety and Security.

Threat

- In case of a direct threat scenario: Call 112 to the police and call the Section for Safety and Security.
- In case of bomb threat, everyone must bring oneself to safety by going to assigned assembly points. Follow instructions from the evacuation guide.
- Contact someone in the department's crisis management group.

Case of illness

- Call 112 in case of a sudden and serious case of illness.

- Contact someone in the department's crisis management group.
- Other authorities that might be relevant to contact:
  - Region Stockholm's psychiatric emergency ward if someone seems suicidal. You will find addresses and telephone numbers to medical services in "Vårdguiden": 1177.se
  - "Vårdguiden": 1177. You can always call Medical Care for advice. In cases concerning students you can get help from Stockholm Student Health Services: 08-674 77 00.
  - Stockholm University's own alarm number: 24-hours: 08-16 42 00 (extra number 08-15 42 00.) You will get advice and support and help contacting relevant officials at Stockholm University.
- Defibrillator/heart starter is located below the stairs on the 3rd floor.
- Instructions for heart-lung rescuing can be found in the copying room on the 7th floor and in the postal room on the 4th floor.

Damage and sabotage

- Call 112 to the police if the crime is ongoing.
- Contact someone in the department's crisis management group.

More information about emergencies and crisis situations at SU can be found here:

http://www.su.se/english/staff/services/emergency-crisis