

Action Plan in case of Crisis

Part 1: Important phone numbers and check lists in case of crisis, for everyone at Nordita.

Important Phone Numbers:

SOS Alarm 112 - in case of risk for life / health / damage to property.

Albano Guards: 08 -16 42 00 (open 24/7)

In case of a serious incident, always contact the SU safety department. They can give support and determine the need for further action.

Crisis Group at Nordita – Contact Information

Room	Position	Name / e-mail	Phone
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CHECK LISTS

Check list in case of Fire:

1. ARE YOU NEAR THE FIRE? Then first of all extinguish the fire if possible. Close the door.
2. Save people in immediate danger without risking your own safety.
3. Wear a yellow safety vest
4. Warn your surroundings + start evacuation + call 112, from a safe spot
5. Extinguish the fire, if possible.
6. Continue evacuate
7. Go to the assembly point - The roundabout on Hannes Alfvéns väg.

Check list in case of Threat:

1. If the threat is urgent and serious call SOS Alarm 112 and ask for the police.
2. In case of a bomb threat, follow the evacuation leaders to the assembly point at the roundabout on Hannes Alfvéns väg.
3. Contact someone in the Crisis Group

Check list in case of Violence:

1. If necessary - call SOS Alarm 112 and ask for the police
2. Contact someone in the Crisis Group who contacts SU safety department
3. The affected person(s) report(s) in SAMIR - the reporting system of Stockholm University.

Check list in case of Serious Accident:

1. Call SOS Alarm 112 and ask for an ambulance and if necessary also police
2. Contact someone in the crisis group, who in turn contacts SU safety department
3. Take any action required to minimize further injury



4. The crisis group later reports in SAMIR - the reporting system of Stockholm University.

Check list in case of Death:

1. If death is caused by a serious accident, take actions required to minimize further injury
2. Call SOS Alarm 112 and ask for ambulance and if necessary also police
3. Contact the crisis group who in turn will contact SU safety department, staff, relatives, etc.

Check list in case of Vandalism or Sabotage:

1. Call SOS Alarm 112 if the crime is ongoing
2. Contact the crisis group

Check list in case of Shooting or Terrorist Attack:

1. If possible, escape immediately. Run away quickly, in zig zag.
2. If you can't escape, hide, be silent and switch off sounds/vibrations on your phone
3. Call 112: Inform about where you are, where the terrorists/shooters are, and which weapons they have. If possible, warn others.

Part 2: Internal Routines for the Crisis Group.

Action plan in case of Crisis

A crisis can be defined as a sudden unexpected situation or event where normal routines are not sufficient. This can be for example a big fire, power failure, failure of computer systems, serious accident, shooting, death, threat, sabotage/violence and war.

The general course of action in case of crisis is that after making other necessary emergency phone calls, the crisis group is contacted. The first person in the crisis group to be informed, calls the crisis group to a meeting. The group then makes decisions and contacts external help (police, ambulance, fire brigade, etc) as well as the SU safety department. The crisis group should also provide relevant information to employees, relatives and other people that are affected by the crisis. After the crisis, the group documents and evaluates their actions.

The goals of the crisis group should be:

- Getting a good overview of the situation/event
- To take care of the situation until qualified help arrives
- Manage information to all involved parties,
- Minimize damage and bad consequences
- Process and when necessary, investigate, what happened
- Afterwards re-evaluate routines and action plan in order to improve them
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The activities of the crisis groups, before, during and after a crisis:

BEFORE CRISIS:

- Make sure there is a Crisis committee that meets once a year.
- Make sure that the Crisis committee members have basic and updated knowledge about crisis management according to the action plan of SU.
- Make sure that the staff has undergone CPR training
- Make sure that there is staff with competence within fire protection
- Inform staff about what to do in case of death or serious accident
- Make sure phone numbers to Feel Good and Guards are posted on notice boards.



DURING CRISIS:

- Call the crisis group to a meeting
- Inform "tjänsteman I beredskap" – Official on Duty: 08-16 17 18
- Collaborate with official on duty and keep them informed
- Follow the check lists for different crisis scenarios (below)
- Document the crisis management
- Inform the central crisis management group

AFTER CRISIS:

- Evaluate the local crisis management
- Propose and if needed, implement, revisions to the check list