



## **Action plan in the event of a death or serious personal injury**

### **Introduction**

If a crisis situation arises, it is important that everyone knows how to respond and who has responsibility for specific aspects.

In the case of incidents that require immediate and coordinated measures within the public authority Lund University, the University's Crisis and Disaster Plan is activated with an aim to minimise the consequences.

The Faculty of Law's action plan deals with crises relating to death and serious personal injury.

*The purpose of the action plan is to*

- spread information on how a crisis situation involving death or serious personal injury is to be managed at the Faculty of Law
- provide reassurance for those who must respond in such a situation
- ensure that those affected receive optimum support

The action plan indicates the people who are responsible for ensuring that various tasks are carried out. The designated person can delegate some of the tasks to other employees to the extent that it is appropriate.

### **Action plan in the event of serious personal injury or death – staff**

*An employee who finds out that an accident or death has occurred is to respond as follows:*

1. Receive the information. In an emergency situation/accident, phone 112.
2. Write down the information, following the template (Appendix 1).
3. Send the information to the line manager of the employee concerned.

Dean Eva Ryrstedt  
Head of Faculty Office Helena Josefsson  
Head of Department Ulf Maunsbach  
Faculty Librarian Catarina Carlsson  
Head of Office Martin Lundahl  
Head of Office Magnus Svensson  
Head of Office Karin Delin

*The line manager's responsibilities*

1. Receive the information. In an emergency situation, phone 112.
2. Write down the information, following the template (Appendix 1), if this has not already been done.
3. Inform the Dean, Head of Faculty Office, Head of Department and HR Manager. Note that the HR Manager has a list of relatives and contact details.
4. Check that the information is correct. Phone the police/hospital and ascertain if the information can be verified and find out about how, and when, the relatives have been informed. It is always the duty of medical staff/police to inform relatives about a serious accident or a death. If you are unable to obtain confirmation of a death, contact the Chief Security Officer at Lund University. Verify the information by writing the following on the form:

The undersigned has received the information above and has checked this information.

Date

Time

Name

Telephone number

Signature

5. Inform the staff within one's own organisation.
6. If there is a need for support within one's own staff group, contact Lund University's Occupational Health Service and/or a student chaplain.
7. If you deem that it is appropriate, and the relatives have given their consent, contact the webmaster and arrange for information that an employee has died to be published on the website.
8. Responsibility for condolences, in memoriam, flowers and representation at the funeral.
9. If appropriate, arrange a memorial service. The family of the deceased should be informed that a memorial service is to take place.
10. Relatives are to be given the opportunity to come to the workplace of the deceased to collect private belongings.
11. Responsibility for ensuring that the name of the deceased is removed in appropriate places, such as website, telephone number and post box.

*The HR Manager's responsibilities*

1. Inform the Heads of Office and Lund University's Chief Security Officer about what has happened, based on information from the line manager of the person concerned. If a professor has died, the Vice-Chancellor's office is also to be informed.
2. Inform Corporate Communications.
3. Ensure that an email containing information about what has happened is sent to all employees at the faculty. This should be sent in the name of the Dean, Head of Faculty Office or Head of Department.

4. Inform employees on reception about what has happened, so that they are able to answer questions. In the event of a death, a candle and a frame with the name and, if possible, a photo of the deceased is placed on the reception counter and in a suitable place in “Galleriet”, if the relatives give their consent.
5. Contact the relatives concerning payment of survivor’s pension and death benefits. The following pensions and compensation can be relevant in conjunction with the death of an employee of Lund University:
  - survivor’s pension (applies in the case of all deaths)
  - government and social insurance office service group life insurance (applies in the case of all deaths)
  - compensation in accordance with a personal injury agreement (in the case of death resulting from an occupational injury)
  - official business travel insurance (in the case of death during business travel)
  - voluntary group life insurance within the University
  - government and social insurance office service group life insurance also contains domestic partner insurance, which provides compensation in the event of a domestic partner’s death, if this is not covered by one’s own government and social insurance office service group life insurance. The University also has certain funds that can fall due to the survivor. HR arranges that money from these funds is paid to the estate of the deceased.

Salary is paid up to and including the date of death. Holiday bonus is paid out the month after the date of death. The HR Manager orders a death certificate and relatives report from the Swedish Tax Agency. A copy of the death certificate is to be sent to the Division of Human Resources.

### **Action plan in the event of serious personal injury or death – students**

*An employee who finds out that an accident or death has occurred responds as follows:*

1. Receive the information. In an emergency situation/accident, phone 112.
2. Write down the information, following the template (Appendix 1).
3. Submit the information to the Head of Department.

Head of Department Ulf Maunsbach

#### *The Head of Department's responsibilities*

1. Receive the information. In an emergency situation, phone 112.
2. Write down the information, following the template (Appendix 1), if this has not already been done.
3. Inform the Dean, Pro-Dean for Education, Head of Faculty Office and Head of Office for Education Support.
4. Check that the information is correct. Phone the police/hospital and ascertain if the information can be verified and find out about how, and when, the relatives have been informed. It is always the duty of medical staff/police to inform relatives about a serious accident or a death. If you are unable to obtain confirmation of a death, contact the Chief Security Officer at Lund University. Verify the information by writing the following on the form:

The undersigned has received the information above and has checked this information.

Date

Time

Name

Telephone number

Signature

5. Inform Corporate Communications.
6. Inform the President of the Law Students' Union.
7. Consider whether the information is to be made public in the organisation immediately, or if the planning meeting mentioned below is to be arranged. The relatives' viewpoints are decisive in this context.
8. Convene a planning meeting.

In addition to the Head of Department, the following people are to be summoned to the planning meeting:

- Course director
- Head of Office for Education Support
- Pro-Dean for Education
- Study advisor/international coordinator/Master's coordinator
- Student chaplain
- Student Health Service
- President of the Law Students' Union

Depending on the nature of what has happened, it may be necessary to summon additional people to the meeting.

To be covered at the planning meeting:

- Ensure that everyone has sufficient and correct information.
- If it concerns an international student – are there any special aspects that need to be considered?
- If it concerns a Swedish student on an exchange – are there any special aspects that need to be considered?
- How are the teaching staff and students to be informed?
- Who is in contact with the relatives?
- Is there a boyfriend/girlfriend who studies at the Faculty of Law?
- Conducting the memorial service. Always ask the relatives if they would like to attend.
- The funeral/condolences – who will be involved?
- If appropriate, a book of condolence.
- Is there a need for crisis counselling?
- Is there a need for additional information?
- If relevant, the handing over of the book of condolence, official transcript, computer files and other personal belongings to the relatives.

At the planning meeting, the tasks/responsibilities are to be divided up in consultation with the participants. Those present at the planning meeting are to keep in regular contact to exchange information for as long as this is necessary.

*The Head of Department's responsibilities, cont.*

9. Inform the teaching staff and students concerned.
10. Attend the memorial service.
11. Inform the staff on reception. Ensure that a candle and a frame with the name and photo of the deceased are placed on the reception counter, if the relatives give their consent.
12. Contact the webmaster and ensure, in consultation with study guidance, that information is published on the website, if the relatives give their consent.
13. Contact the Head of Office for Education Support concerning changes in the LADOK register and the official transcript that can be offered to the relatives later.
14. Inform the Head of the IT Unit. Material that is stored in the deceased student's account is to be saved, so it can be offered to the relatives later, unless the account holder has expressed other wishes.
15. Contact the Faculty Librarian with information that the library needs for taking measures in accordance with routines for deceased library users.

## APPENDIX 1

**Information on a serious accident or death concerning a student or employee at the Faculty of Law****Who is the person concerned?**

Name	
Personal identity number	
Student or employee	

**Who has supplied the information?**

Name	
Telephone number	
Relation to the person concerned?	

**What has happened?**

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**Can we contact the person who has supplied the information?**

When?	
What is the most convenient way to contact this person?	

**Who has received the information?**

Name	
Telephone number	