



Faculty Office,
Ragnhild Möller,
Work environment coordinator

Crisis Action Plan for Employees

Receive information

The person who receives the information uses the document 'Checklist for notification of incident' to ensure that all necessary information is gathered from the first telephone call.

Information

The person who receives the information passes it on to the head of department or equivalent. The head of department informs the head of human resources at the Faculty Office, and emails the completed checklist to him/her. If the head of human resources is not available, contact another member of the human resources team at the Faculty Office. The head of human resources contacts the Vice Chancellor's Office.

Head of Human Resources

Gunilla Thylander

E-mail: gunilla.thylander@science.lu.se

Phone: 046-222 40 32; 0730 57 67 66,

The head of department also informs members of staff concerned at the department. Other contacts and partners at the University should also be identified and informed.

Suggested text for message to staff of the department/faculty:

Subject: Notification of death

Dear colleagues,

It is with great sadness that I have to inform you that our highly respected colleague xxx at the Department of xxx has died. Our thoughts go to xxx family and friends. A memorial will be held, to which all are welcome. Details of the time and place will follow as soon as possible.

Xxx, Dean/Head of Department

Planning meeting

The head of department promptly calls a planning meeting.

Those attending the planning meeting are to include (but are not limited to):

- Head of Department
- Head of Division/Unit (where applicable)
- Head of Human Resources at the Faculty of Science
- Doctoral Student Ombudsman, e-mail: ldk@ldk.lu.se

The meeting will discuss what measures need to be taken, who is to be responsible for them and when the actions are to be completed.

Examples of what needs to be done

- Contact with relatives
- Memorial
- Representation at funeral, wreath, etc.
- Obituary
- Information to the staff of the department
- Contact with Occupational Health Service to offer counselling to staff, [Occupational Health Service web](#), phone: 046-222 32 80

Duties

- Consider what duties (e.g. teaching) need to be taken over immediately
- Consider whether external partners need to be informed
- Consider whether the person concerned had commitments that need to be cancelled, e.g. meetings and conferences.

Administration

Responsibility of the head of human resources at the department concerned or the human resources team at the Faculty Office.

- Check what access rights the person concerned had and cancel these
- Close the Lucat account of the person concerned
- Inform the HR-staff at the Faculty's office so that salary payments are stopped/adjusted
- Insurance
- Survivor's pension
- Check what keys, access cards, etc. the person concerned had and ensure they are returned to the University
- Assist in emptying the office of the person concerned

Contact details

Deans

Dean

Sven Lidin, e-mail: sven.lidin@chem.lu.se, phone: 046-222 82 13; 0727-29 10 30

Deputy dean

Karin Hall, e-mail: karin.hall@nateko.lu.se, phone: 046-222 97 23

Vice-dean

Sandra Pott, e-mail: sandra.pott@math.lu.se, phone: 046-222 85 42

Vice-dean

Anders Tunlid, e-mail: anders.tunlid@biol.lu.se, phone: 046-222 37 57; 0703-14 00 67

Faculty Office

Head of Human Resources

Gunilla Thylander, e-mail: gunilla.thylander@science.lu.se, phone: 046-222 40 32; 0730-57 67 66

Head of Office

Catrin Malmström, e-mail: catrin.malmstrom@science.lu.se,
phone: 046-222 71 83; 0703-35 52 91

Centre for Environmental and Climate Science

Head of centre

Per Persson, e-mail: per.persson@cec.lu.se, phone: 046-222 17
96, 0702-66 38 79

Deputy head of centre

Katarina Hedlund, e-mail: katarina.hedlund@biol.lu.se, phone:
046-222 37 98; 0725-62 10 04

Assistant head of centre

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Assistant head of centre

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Assistant head of centre

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Administrative manager

Karin Hofvendahl, e-mail: karin.hofvendahl@cec.lu.se, phone:
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Centre for Mathematical Sciences

Head of centre

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Deputy head of centre

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Assistant head of centre

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Department of Astronomy and Theoretical Physics

Head of department

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Deputy and assistant head of department

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Department of Biology

Head of department

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Deputy head of department

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Administrative manager

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Department of Chemistry

Head of department

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Deputy head of department

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Assistant head of department

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Deputy administrative manager

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Department of Geologi

Head of department

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Deputy and assistant head of department

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Administrative manager

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Department of Physical Geography and Ecosystem Science

Head of department

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Deputy head and assistant head of department

Anna Maria Jönsson, e-mail: anna_maria.jonsson@nateko.lu.se, phone: 046-222 94 10

Assistant head of department

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Administrative manager

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Department of Physics

Head of department

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Deputy head of department

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Administrative manager

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Medical Radiation Physics

Head of division

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Deputy head of division

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