



Faculty Office,
Ragnhild Möller,
Work environment coordinator

Crisis Action Plan for Students

Receive information

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

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. 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 students and staff of the department or unit:

Subject: Notification of death

It is with great sadness that I have to inform you that our student XXX enrolled on yyy (course or programme) respected at the Department of Zzz has died. Our thoughts go to XXX's 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, 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
- Director of Studies
- Programme Director and Course Director
- Representative of the Students' Union, e-mail: luna@luna.lu.se, phone: 046-222 03 18

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 students of the course or programme
- Contacts to offer counselling to students,
Student Health Centre
phone: 046-222 43 77, [Student Health Centre Counselling webpage](#),
LU Chaplans
e-mail: studentprasterna.lund@svenskakyrkan.se
phone: 046-35 87 35

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

Ladok and the Population Register run daily updates, when a death is reported in the Population Register, information is automatically updated in Ladok. This applies to students with a Swedish social security number. For exchange students (they never have a Swedish social security number), some manual work is required. The coordinator or study administrator must add dropouts to the course and remove any expected participation in the course in Ladok.

LDC student account and student email

LDC (Per Hallgren) needs information about name and social security number to be able to run a backup on the student's email to be able to forward to relatives if they request it. Important!

Notification to LDC needs to be made quickly before update of the Population Register has taken place, otherwise the information will be deleted.

The HR administrator at the unit/department together with HR coordinator at the faculty are responsible to:

- Check what access rights the person concerned had and cancel these
- Close the StiL account of the person concerned and cancel his or her student registration
- Check what keys, access cards, etc. the person concerned had and ensure they are returned to the University

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

Yann Clough, e-mail: yann.clough@cec.lu.se, phone: 046-222 68 31; 0762-26 80 70

Assistant head of centre

Natascha Kljun, e-mail: natascha.kljun@cec.lu.se, phone: 046-222 47 31; 0761-35 77 44

Assistant head of centre

Anna Ekberg, e-mail: anna.ekberg@cec.lu.se, phone: 0703-99 70 78

Administrative manager

Karin Hofvendahl, e-mail: karin.hofvendahl@cec.lu.se, phone: 046-222 97 96; 0767-68 76 60

Director of studies and study advisor

Yvonne Persson, e-mail: yvonne.persson@cec.lu.se, phone: 046-222 37 82; 0761-18 05 70

Centre for Mathematical Sciences

Head of centre

Anders Heyden, e-mail: anders.heyden@math.lu.se, phone: 046-222 85 31

Deputy head of centre

Anna-Maria Persson, e-mail: anna-maria.persson@math.lu.se, phone: 046-222 85 39

Assistant head of centre

Frank Wikström, e-mail: frank.wikstrom@math.lth.se, phone: 046-222 85 64

Director of studies

Anna-Maria Persson, e-mail: anna-maria.persson@math.lu.se, phone: 046-222 85 39

Study advisor

Kjell Elfström, e-mail: kjell.elfstrom@math.lu.se, phone: 046-222 85 41

Department of Astronomy and Theoretical Physics

Head of department

Marianne Sommarin, e-post: marianne.sommarin@maxiv.lu.se,
phone: 0706-62 38 74

Deputy and assistant head of department

Johan Bijmens, e-post: johan.bijmens@thep.lu.se, tel: 046-222 04
47

Director of studies

Johan Rathsman, e-mail: johan.rathsman@thep.lu.se, phone:
046-222 34 95

Study advisor

Johanna Nilsson Onsberg, e-post:
johanna.nilsson_onsberg@fysik.lu.se,

Department of Biology

Head of department

Jessica Abbott, e-mail: jessica.abbott@biol.lu.se, phone: 046-
222 93 04

Deputy head of department

Tobias Uller, e-mail: tobias.uller@biol.lu.se, phone: 046-222 30
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Administrative manager

Joakim Nilsson, e-mail: joakim.nilsson@biol.lu.se, phone: 046-
222 38 02; 0722-41 21 04

Director of studies

Jep Agrell, e-mail: jep.agrell@biol.lu.se, phone: 046-222 73 17;
0736-87 54 32

Study advisors

Christina Ledje, e-mail: christina.ledje@biol.lu.se, phone: 046-
222 73 16; 0703-94 00 47

Lotta Persmark, e-mail: lotta.persmark@biol.lu.se, phone: 046-
222 37 28

Department of Chemistry

Head of department

Leif Bülow, e-mail: leif.bulow@chem.lu.se, phone: 046-222 95 94

Deputy head of department

Ola Wendt, e-mail: ola.wendt@chem.lu.se, phone: 046-222 81 53; 0730-76 22 06

Assistant head of department

Marie Skepö, e-mail: marie.skepo@teokem.lu.se, phone: 046-222 33 66

Administrative manager

Håkan Hansson, e-mail: hakan.hansson@kilu.lu.se, phone: 046-222 93 05

Director of studies

Sophie Manner, e-mail: sophie.manner@chem.lu.se, phone: 046-222 83 63; 0737-00 42 07

Study advisor

Lovisa Andersson, e-mail: lovisa.andersson@kilu.lu.se, phone: 046-222 83 57; 0790-98 46 47

Department of Geologi

Head of department

Anders Scherstén, e-mail: anders.schersten@geol.lu.se, phone: 046-222 39 58; 0733-91 04 20

Deputy and assistant head of department

Raimund Muscheler, e-mail: raimund.muscheler@geol.lu.se, phone: 046-222 04 54

Administrative manager

Gisela Caesar, e-mail: gisela.caesar@cgbkansli.lu.se, phone: 046-222 30 30; 0706-10 50 93

Director of studies

Dan Hammarlund, e-mail: dan.hammarlund@geol.lu.se, phone:
046-222 79 85; 0730-62 85 67

Study advisor

Karl Ljung, e-mail: karl.ljung@geol.lu.se, phone: 046-222 39
96; 0761-04 60 69

Department of Physical Geography and Ecosystem
Science

Head of department

Jonathan Seaquist, e-mail: jonathan.seaquist@nateko.lu.se,
phone: 046-222 39 74

Deputy and assistant head of department

Anna Maria Jönsson, e-post: anna_maria.jonsson@nateko.lu.se,
tel: 046-222 9410

Assistant head of department

Lars Eklundh, e-mail: lars.eklundh@nateko.lu.se, phone: 046-
222 96 55

Administrative manager

Gisela Caesar, e-mail: gisela.caesar@cgbkansli.lu.se, phone:
046-222 30 30; 0706-10 50 93

Director of studies

Ulrik Mårtensson, e-mail: ulrik.martensson@nateko.lu.se,
phone: 046-222 40 26

Study advisor

Susanna Olsson, e-mail: susanna.olsson@nateko.lu.se, phone:
046-222 36 22

Department of Physics

Head of department

Joachim Schnadt, e-mail: prefekt@fysik.lu.se, phone: 046-222
76 70; 0724-54 83 76

Deputy head of department

Martin Magnusson, e-mail: martin.magnusson@ftf.lth.se, phone: 046-222 14 10; 0705-74 03 50

Assistant head of department

Else Lytken, e-mail: else.lytken@hep.lu.se, phone: 046-222 30 60

Administrative manager

Daniel Kåreda, e-mail: daniel.kareda@fysik.lu.se, phone: 046-222 03 55

Director of studies

Hanno Perrey, e-post: hanno.perrey@nuclear.lu.se , tel: 046-222 77 08; 0721-79 20 12

Study advisor

Johanna Nilsson Onsberg, e-post: johanna.nilsson_onsberg@fysik.lu.se,

Medical Radiation Physics

Head of division

Michael Ljungberg, e-mail: michael.ljungberg@med.lu.se, phone: 046-17 35 65; 0708-17 31 15

Deputy head of division

Crister Ceberg, e-mail: crister.ceberg@med.lu.se, phone: 046-17 39 85; 0725-45 38 05

Director of studies

Crister Ceberg, e-mail: crister.ceberg@med.lu.se, phone: 046-17 39 85; 0725-45 38 05

Study advisor

Sofie Ceberg, e-mail: sofie.ceberg@med.lu.se