

Dean

Crisis Management and Contingency Plan, Faculty of Science, Lund University

The Faculty of Science's Crisis Management and Contingency Plan is based on Lund University's comprehensive Crisis Management and Contingency Plan (STYR 2023/789).

Good crisis preparedness is imperative in order to manage crises and different types of events that deviate from the University's normal activities. All faculties are responsible for establishing their own local crisis management organisations with crisis management and contingency plans that describe how the organisational unit is to manage a crisis and ensure compliance with Lund University's comprehensive plan.

Purpose

The purpose of the faculty's Crisis Management and Contingency Plan is to ensure that the organisation has good crisis management capacity and preparedness in case of a crisis and serious events.

The Plan also aims to clarify the overall roles and provide conditions for being able to manage a crisis in a prompt and correct manner so that regular activities can resume soon as possible.

Goals

The overarching goals of crisis management at the Faculty of Science are to:

- Minimise the impact of an event that has caused disruptions to societal functions or a crisis situation for the faculty and the organisational activities that belong to the faculty.
- Prevent or limit damage or injury to humans, the environment and property.
- Ensure that information to affected employees, students, media channels and the public is correct, builds confidence and is effective.
- Provide support and collaborate with other actors on local and central levels.

Crisis management work – three basic principles

As is the case for the entire University, the faculty's crisis management is based on the Swedish Civil Contingencies Agency's three basic principles.

- The principle of responsibility – a person who is responsible for an organisational unit under normal circumstances also has a corresponding responsibility during a crisis.
- The principle of proximity – a crisis is to be managed in the first instance where it occurs and by those who are most directly affected and have responsibility.
- The principle of similarity – the organisational unit's structure and localisation are, as far as possible, to be the same during crisis management as under normal circumstances and function in a similar way.

Event levels

Lund University works in accordance with three event levels:

- *Very serious event* – refers to a major and serious event with a severe effect on the entire University, its reputation or assets.
- *Serious event* – refers to a serious event that mainly affects one part of the organisation, e.g. a faculty or equivalent.
- *Limited serious event* – refers to a limited serious event with a restricted impact at local level, mainly on activities within a department or equivalent.

Crisis preparedness

To ensure vigorous action, it is imperative that the faculty has preparedness in place before, during and after a crisis.

Before a crisis: the faculty must proactively work on preventative and preparatory measures. This might pertain to training, exercises and systematic work on risk and vulnerability analyses.

During a crisis: the faculty's goal is to minimise the impact of the crisis and the event. This might pertain to emergency measures, alerting others, analysing the situation, interacting with affected individuals, crisis information, crisis communication, crisis support, collaboration, follow-up and reporting.

After a crisis: the faculty is to evaluate, document and conclude crisis management work so that the organisation can return to normalcy.

Crisis management organisation

The Faculty of Science has a crisis management team that is responsible for the strategic management of any major and serious crises. The team is convened when there is a crisis and the affected organisation requires support or cannot/should not manage the event.

The team consists of the following functions:

- Dean – crisis manager
- Deputy dean
- Head of the faculty office
- Head of communications
- HR manager
- Head of management support (secretary)

The head of the faculty office is the primary convener. If the head of the faculty office is not in place, the head of communications becomes the convener and thereafter the head of management support.

Depending on the nature of the crisis, representatives of other functions and organisations can join the crisis management.

Responsibility and tasks

When the crisis management team is activated, the following elements and tasks are to be included in the crisis management work:

- Frame and create a situation analysis concerning what has happened. If the event arises in an organisation that also belongs to another faculty, this faculty is to be contacted as soon as possible.
- Assess the organisation's need for support and summon the staff who are deemed necessary.
- Allocate responsibility and tasks.
- Decide on communication measures, internal and external.
- Inform and collaborate with internal organisations and external actors.
- Maintain continuous dialogue with the next level up in the crisis organisation structure.
- Log the measures that are taken.

The faculty's crisis management team meets once per semester, in addition to meetings relating to actual crisis situations or exercises. The head of the faculty office is the convener.

Crisis organisation structure at Lund University

Below is a diagram of the University's crisis management organisation, showing the levels of local crisis management organisations, central crisis management team (staff function) and process with line of responsibility and information and communication paths. Also shown is the communication channel available via the University's emergency telephone, through which it is possible to reach an officer on standby who is accessible outside working hours.



Exercises for the crisis management organisation

The crisis management team should systematically conduct exercises to ensure the best possible management in the event of a crisis. The dean is responsible for the faculty's crisis management team being well-practiced.

Revision of the Crisis Management and Contingency Plan

The faculty's Crisis Management and Contingency Plan is to be revised once a year (in December) as a minimum. The head of the faculty office is responsible for this.

Decision

The dean decides to approve the Faculty of Science's Crisis Management and Contingency Plan.

The decision on this matter was taken by the undersigned dean, Dean Sven Lidin, following a consultation with the faculty management and a presentation by Head of the Faculty Office Catrin Malmström.

Sven Lidin, dean

Copies sent to:

Heads of department

Administrative managers

Faculty of Science Office

Head of Management Support, LTH