



**Department of Clinical Science, Intervention
and Technology (CLINTEC)**

Contingency plan for crisis management within the Department of Clinical Science, Intervention and Technology (CLINTEC)

Purpose and focus

This contingency plan is a complement to the basic [Crisis and disaster management plan at Karolinska Institutet \(KI\)](#). The purpose of a crisis management plan is to have preparedness in advance for whether an unforeseen and serious event would affect, or risk affecting, our employees and / or students at the department.

A crisis can be defined as an event where previous experiences and learned reactions are not sufficient to understand and mentally handle the current situation.

Those responsible must have knowledge of crisis management and authority to make the necessary decisions. It must be possible to activate crisis preparedness during term time. Students should, if possible, be involved in the decisions about measures taken. Each event is unique and the crisis manager (head of department) is responsible for, in the event of a crisis, organising the operational work with regard to the situation that has arisen.

The plan must be kept up to date through recurring revisions. Disasters are handled according to [KI's Crisis and disaster management plan](#).

The plan should, along with training and practice:

- create readiness for action for a cohesive and clear management in the event of serious events of varying scope
- contribute to developing routines for efforts to gain control over the course of events and minimise damage and consequences
- be a complement to society's crisis and disaster preparedness

The department's crisis management group

The department's crisis management group consists of the head of department, two vice head of department and the head of administration. If necessary, the crisis management group can be expanded with more people.

At each division, the division head is responsible for ensuring that all employees know about the crisis plan and where to find it.

In crisis management related to students in programmes for which the department is responsible, each programme director has the initial responsibility. For each educational program at CLINTEC, the programme director is responsible for

ensuring that information for lectures and students is available on the programme website.

In crisis management related to students who take courses where the department does not have programme responsibility (e.g., the Study Programme in Medicine), the director of studies / course director has the initial responsibility. The Study Programme in Medicine programme board has its own crisis management plan on its programme website.

Definitions of major and minor crises

Major crises, serious incidents, and major accidents

“A difficult, often hasty situation with personal, material or ethical and trust damage or with imminent danger of damage. Alternatively, a difficult situation that arises through an insidious process.”

The incident requires immediate and coordinating action within the authority to minimise the consequences. *Managed by KI's central crisis management group.*

<https://staff.ki.se/crisis-and-disaster-management>

Minor crises, less serious incidents / accidents

Material or personal injuries that only affect operations within the own department and that are not included in the concept of serious incident. Managed by the head of department and the department's crisis management group. In general, the head of department informs the president about the crisis. The president decides whether the crisis is to be handled by KI's central crisis management group

CLINTEC's crisis and disaster management plan covers the three stages into which crises can be divided:

1. The acute phase

– Save lives and take immediate action to limit damage and convene the crisis management organisation.

2. The crisis management phase

– Provide crisis support to staff, ensure that the prioritised processes work, communicate internally and externally.

3. The decline phase

– Handle all the extra work created by the crisis and make use of the experience.

When something happens

Events that result in material / physical damage or accidents

In case of acute danger to life, health, and property, contact **SOS Alarm (00) 112** to get to the rescue service, ambulance, or police.

Call KI's emergency number 08-524 80 100 to inform the central crisis management to get help with:

- Risk of or ascertained serious personal, environmental or property damage.
- Deaths in the workplace.

In the event of an accident or serious incident, also contact your manager, head of department, head of administration or someone else in the crisis management group at CLINTEC (see below).

Events that result / can result in intangible / psychosocial injuries

Caring for each other includes being vigilant about the person / persons who have been exposed to events that may result in temporary psychosocial problems or crises. If there are people around you who have been through events that can trigger psychosocial problems or crises - talk to them. You can ask them to contact their manager, head of department, head of administration or HR function at the local level. If it is judged that additional support is needed, the occupational health service or the central HR function can be contacted.

Crisis management group at CLINTEC

Function	Person	Contact details
Head of Department	Lars Henningsohn	08-585 877 16 lars.henningsohn@ki.se
Vice Head of Dept, Chair Work Environment Group	Magnus Nilsson	073 640 2021 magnus.nilsson@ki.se
Head of Administration	Pille Ann Härmät	08-524 877 41 pilleann.harmat@ki.se

Avonova Health, occupational health service, has telephone number 08-120 124 10.

Appendix 1 - Specific crisis management plan for students in study programmes at CLINTEC

Purpose

The plan refers to events that affect a course, a small group, or an individual student within the study programs. Applicable exchange students, see link: <https://education.ki.se/if-anything-should-happen-abroad>. The plan is updated annually. The plan must make it possible to take the necessary support measures immediately when a student or a group of students suffers a traumatic event. The plan follows the Swedish Work Environment Authority's (Arbetskyddsstyrelsen) provisions on first aid and crisis support (AFS1999: 7).

When something happens

In case of acute danger to life, health, and property, contact **SOS Alarm (00) 112** to get to the rescue service, ambulance, or police.

Call KI's emergency number **08-524 80 100** to inform the central crisis management to get help with:

- Risk of or ascertained serious personal, environmental or property damage.
- Deaths in the workplace (with workplace including also *VIL-placements*, studies at other locations).

Crisis management

Contingency plan for crisis management within the study programmes at CLINTEC. This contingency plan is a complement to the department's contingency plan (see above) for crisis management. Disasters are handled according to KI's disaster plan <https://staff.ki.se/crisis-and-disaster-management> .

Crisis managers

Crisis managers are the programme directors within each programme at the Department. Regarding the Study Programme in Medicine respective course/section director.

Programme	Programme director	Contact details
Study Programme in Audiology	Åsa Skjönsberg	08-524 889 60 asa.skjonsberg@ki.se
Study Programme in Speech and Language Pathology	Sofia Strömbergsson	08-524 889 53 sofia.strombergsson@ki.se
Study Programme in Radiography	Parvin Tavakol Olofsson	0702 345 115 parvin.tavakol.olofsson@ki.se
Clinical Medicine - Surgery, (Study Programme in Medicine)	Lars Henningsohn	08-585 877 16 lars.henningsohn@ki.se

Crisis managers must have knowledge of crisis management and the authority to make the necessary decisions. Emergency preparedness must always be able to be activated during term time.

Course representatives (students) must be involved in the decisions about measures that are taken.

Actions

Information

1. Internally

- a. Contact The Student Health Centre (Studenthälsan) which is available from 8 am to 4 pm.
- b. Inform the department's and the programme's crisis management team
- c. Inform the head of the education department, the chairman of the Medical Association, the head of environment and security unit at KI
- d. Inform other stakeholders (lectures, administrative staff, lectures at the clinic)

Oral information is always preferable. Written electronic information such as e-mail or publication on course websites may, however, sometimes be needed as a supplement. **Responsible: Crisis manager**

In the event of death, Ladok and the *Infopunkten* need to be informed. **Responsible: Study counselor.**

2. Externally

Persons outside KI (for example relatives) must be informed by the person responsible for crisis management. **Responsible: Crisis manager at the department**

Support and processing

1. Informal meetings and conversations

After traumatic events, the crisis manager must make it easier for victims and others to hold informal meetings and have conversations by, for example, cancelling teaching, providing premises, and ensuring that teachers are available. The Student Health Centre and the student chaplains can participate if necessary. **Responsible: Crisis manager**

2. Formal meetings

Groups that are not directly affected by the incident may still be affected and must be informed by the crisis manager and have the opportunity to ask questions. The Student Health Centre and the student chaplains can participate if necessary. **Responsible: Crisis manager.**

3. Debriefing

The processing of traumatic events shall be planned as soon as possible after the incident together with the Student Health Centre and carried out by persons specially trained for this. **Responsible: Crisis manager in consultation with the Student Health Centre.**

Rituals

1. Rituals are important, especially in mourning work. If a student has died, a memorial service with a minute of silence shall be arranged. All concerned are informed and invited, even the closest relatives, be sensitive to the wishes of relatives. If the deceased belongs to a church other than the Church of Sweden, the student chaplains is contacted for advice. **Responsible: programme director, student chaplains/ hospital priest.**

2. Follow-up

The Student Health Centre is responsible for follow-up after debriefing.

3. Documentation

Crisis managers document the measures continuously. Feel free to use the documentation that is attached.

4. Expert help

The Student Health Centre is responsible for all expert help in connection with crisis management.