

**Crisis plan
for the Department of Archaeology and Classical Studies**

Adopted by the departmental board on 05-10-2017
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This plan concerns the immediate protection of one or more individuals in a crisis, and any subsequent professional involvement.

A crisis can be the result of unusual or unexpected events, such as an accident in the workplace involving personal injury, a near-accident that may prompt difficult-to-handle emotions at the thought of what might have happened, someone being exposed to violence or threats, or a reaction to emotionally demanding situations at work. Everyone reacts differently in a crisis, but all reactions are normal and must be treated seriously.

Crisis group

The task of the crisis group is to:

- deal with the situation until qualified assistance arrives
- obtain an adequate overview of the event
- quickly provide information to everyone involved
- work through and, in certain cases, investigate what has happened
- conduct subsequent evaluation of routines

The head of department together with the crisis group organize crisis support.

In the case of a crisis, contact the crisis group immediately in the following order of priority

- Head of department, Kerstin Lidén, tel. 08-16 29 48, mobile 073-037 81 73
- Deputy head of department, Mats Burström, 08-16 20 95, mobile 070-204 09 16
- Evacuation manager, Sven Isaksson, 08-674 73 67, mobile 070-355 89 69
- Safety officer, Lena Holmquist, 08-16 21 78, mobile 073-250 50 51
- Deputy safety officer, Maria Lowe Fri, 08-16 31 34

Plan for different types of crises

Serious accident

1. Call the 112 emergency number and ask for police and ambulance
2. Contact the crisis group
3. Report in SAMIR

Fire

1. **Rescue:** starting with those in obvious danger, e.g. people who are unable to look after themselves, who need help, are injured or in shock or people who are panicking.
2. **Alarm:** Activate the fire alarm if it has not already been activated. There are buttons in corridors and stairwells. Call the 112 emergency number and ask for the fire brigade. Be ready to provide information about where the fire is, the street address (Lilla Frescativägen 7, 114 18 Stockholm), what has happened and what number you are calling from.
3. **Warn:** those around you. Shout out that there is a fire. Search rooms and help to evacuate the building together with your evacuation manager (who will be wearing an orange dayglow evacuation tabard), as long as your own safety is not at risk. (Toilets and noisy areas are examples of spaces where the evacuation alarm might not be heard).
4. **Extinguish:** in the case of minor incidents and if you are in the immediate vicinity and can see that the fire is limited, you can take active measures. Put out the fire, if you think this can be done using a fire extinguisher present in the room. Once smoke has formed a layer at ceiling height, leave the area immediately and evacuate!
5. **Evacuate:** the building. Follow the emergency exit signs – there are always two alternative routes. Follow the evacuation manager's instructions. Go immediately to the assembly point by the oak tree (before the bridge) and remain there with your colleagues until instructed otherwise by your evacuation manager.

Fatality

1. If a fatality has been caused by a serious accident, take measures to prevent further personal injury.
2. Call the 112 emergency number and ask for ambulance and police.
3. Contact the crisis group. The head of department organize further measures, such as contacting the security service, informing staff and students and contacting next of kin.

Threats

1. In case of a bomb threat, threats against a person or other kinds of threats, everyone must immediately remove themselves from harm's way by going to the directed assembly point by the oak tree (before the bridge)
2. In case of a bomb threat or other threats, call the 112 emergency number.
3. Contact the crisis group

Sudden illness

1. Call the emergency number (112)
2. Contact the crisis group