

Institute for International Economic
Studies (IIES)

Crisis Management Plan for the IIES

SOS Alarm 112.

Campus security guard: **08-16 42 00**

(If switchboard is down: **08-15 42 00**)

As support for the Institute, there is a crisis plan at Stockholm University and checklists for serious incidents:

<https://medarbetare.su.se/en/support-and-service/safety-and-crisis-management>

Organization in case of emergency

Crisis management group:

Room	Title	Name / e-mail	Work phone	Cell phone
A889	Director	Per Krusell per.krusell@iies.su.se	08-16 3073	070-276 1334
A 886	Deputy Director	Tessa Bold tessa.bold@iies.su.se	08-16 2225	
A 830	Head of Administration	Christina Lönnblad christina.loennblad@iies.su.se	08-16 4377	08-718 0692 (home phone)

Evacuation guides:

Floor	Room	Name / e-mail	Work phone	Cell phone
8	A 880	Tobias Kjellberg tobias.kjellberg@iies.su.se	08-674 7712	
8	A 876	Tove Lundström (on leave until Nov 1) tove.lundstrom@iies.su.se	08-16 4379	072-146 4794
7	A 758	Hanna Weitz hanna.weitz@iies.su.se	08-16 3102	072-146 4797

Safety representative:

Floor	Room	Name / e-mail	Work phone	Cell phone
8	A 874	Karl Eriksson karl.eriksson@iies.su.se	08-16 1378	072-146 4779

Action Plan in case of emergency

In general:

A crisis is defined as an unexpected situation in which normal procedures are insufficient. Examples include fire, power failure, serious personal injury, explosion, death, hostage situations, threats, sabotage, and acts of violence.

The purpose of this action plan is to provide clear guidance during emergencies, where time is often a critical factor.

Acting rationally in a crisis means to:

- Manage the situation until qualified help arrives and gain an overview of what has happened
- Quickly inform everyone who may be affected
- Take care of those involved and, when necessary, investigate the incident
- Evaluate routines afterwards in order to improve future responses

Crisis Management Group

In the event of a crisis, the crisis management group will convene. The group consists of:

- Director of the Institute
- Deputy Director of the Institute
- Head of Administration

The first member of the group who becomes aware of the situation must immediately contact the others.

The Director and/or the crisis management group will make decisions relevant to the situation, sometimes in cooperation with others such as safety representatives or evacuation guides. The group is responsible for:

- Arranging external assistance (police, ambulance, fire brigade, security companies, etc.)
 - Coordinating with the Section for Safety and Security to inform employees, students, relatives, and other affected persons
 - Documenting and evaluating the response after the incident
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Security and Alarms

Through office rental agreements, each department and division is entitled to a basic level of security. When an alarm is triggered, security staff will arrive immediately. If an alarm has been set off by mistake, remain at the location until security staff arrive.

In the event of an ongoing criminal attack or another urgent situation:

- Call **112** immediately
- Then contact Campus Security at **08-16 42 00** (if the switchboard is down, call **08-15 42 00**)
- Inform a member of the institute's crisis management group

Serious Accidents

- Call **112** to request an ambulance and the police
- Contact a member of the institute's crisis management group, who will notify Campus Security at **08-16 42 00** (or **08-15 42 00** if needed)
- Take immediate action to prevent further injury, if it can be done safely

Fire

- First, help those in immediate danger, such as people who cannot move unaided, injured persons, or individuals in shock or panic
- Activate the fire alarm if it has not already been triggered (alarm buttons are located in corridors and stairwells)
- Call **112** and ask for the fire brigade. Be prepared to provide:
 - Exact location of the fire
 - Address: *Universitetsvägen 10A*
 - Description of the situation
 - Your phone number
- Warn people nearby by shouting "Fire!"
- Check nearby premises and assist with evacuation together with the evacuation guide, as long as it does not endanger your own safety (note that alarms may not be heard in toilets or noisy areas)
- If safe to do so, extinguish small fires using available fire extinguishers
 - **If smoke reaches the ceiling, leave immediately and evacuate**
 - **If a lithium-ion battery ignites, evacuate immediately and do not attempt to extinguish the fire.**

- Evacuate the building using emergency exits (there are always two alternative routes)
- Follow instructions from the evacuation guide
- Go directly to the assembly point **(the large parking area south of the C building)** and remain there until further instructions are given

Threats

- In the case of an immediate threat:
 - Call **112** for the police, or
 - Contact Campus Security at **08-16 42 00**
- In the event of a bomb threat:
 - Evacuate immediately and go to the designated assembly points
 - Follow instructions from the evacuation guide
- Contact a member of the institute's crisis management group

Illness

- Call **112** in cases of sudden or serious illness
- Contact a member of the institute's crisis management group

Other relevant contacts:

- **Region Stockholm psychiatric emergency services** (if someone seems to be suicidal)
 - Information available via *Vårdguiden* (**1177.se**)
- **Vårdguiden – 1177**
 - Call for medical advice at any time
- **Stockholm Student Health Services** (for student-related cases): **08-674 77 00**
- **Stockholm University emergency number (24 hours): 08-16 42 00**
 - Number to call if switchboard is down: **08-15 42 00**
 - Provides advice, support, and assistance in contacting relevant university authorities
- **Defibrillator (AED):** located below the stairs on the 3rd floor

Damage and Sabotage

- Call **112** to report to the police if the crime is ongoing
 - Contact Campus Security at **08-16 42 00**
 - Contact a member of the department's crisis management group
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More information about emergency and crisis situations at Stockholm University can be found here:

<https://medarbetare.su.se/en/support-and-service/safety-and-crisis-management>