

Checklist in the event of an on/off campus accident

Responsibility distribution

In the event of an accident on campus, follow steps 1–9, steps 1–3 applies to any employee first on site.

In the event of an accident off campus, follow steps 4–9.

	Task – urgent	Responsible
1	Care on the scene of the accident.	First person on site
2	Call 112 for police, ambulance and/or rescue service What has happened? Where did it happen? How many are involved? Is anyone hurt?	First person on site
3	Notify Service Centre: What has happened and who is hurt? 010 -142 80 00	First person on site
	Task – management	Responsible
4	Service Centre notifies the Head of Administration, who convenes the Crisis management group.	Head of Administration; if absent, the Vice-Chancellor
5	Make an assessment of the extent and nature of the crisis, and determine which steps to take. Contact all affected superiors and/or the local crisis management group.	The Vice-Chancellor; if absent, the Head of Administration
6	A spokesperson is appointed in consultation with the central crisis management group.	Head of Communications
7	Internal and external information about the crisis. See crisis communication checklist.	Head of Communications
8	Names and addresses of employees affected. Names and addresses of next of kin.	Head of HR

Contact

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Campus

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9	Names and addresses of students affected.	Head of Department
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On the same day

- Inform next of kin of what has happened (there is a checklist to use if there has been a death).
- The Head of Department gathers affected staff and/or students to inform them. See the crisis communication checklist.
- The Head of Department overlooks the activities and determines what steps need to be taken in order for the activities to continue in a satisfactory way.
- The Head of Department notifies the Swedish Work Environment Authority and reports in the IA system. A link to the form can be found on the Staff portal under Systematic health and safety management.

The following days

- The Head of Department stays in touch with the injured person.
- The Head of Department notifies the Swedish Social Insurance Agency according to current procedures; this applies to employees as well as students. A link to the form can be found on the Staff portal under Systematic health and safety management.
- If a student has been injured, the Head of Department also notifies The Legal, Financial and Administrative Services Agency. A link to the form can be found on the Staff portal under Systematic health and safety management.