

## Checklist in the event of the death of an employee/student

### Responsibility distribution

Task	Responsible
Make sure that the information about the death is accurate and inform the HR specialist of the local crisis management team and the immediate superior.	The Head of division/department or the HR specialist of the local crisis management team
Inform the Service Centre about what has happened.	The HR specialist of the local crisis management team
Contact the communications officer of the local crisis management group communicator for advice and support regarding communication: <a href="https://medarbetarportalen.miun.se/en/in-case-of-an-emergency/crisis-management/">https://medarbetarportalen.miun.se/en/in-case-of-an-emergency/crisis-management/</a>	The HR specialist of the local crisis management team
Meeting and contact with next of kin.	Immediate superior, see Advice and support below
On the day of death, fly the flag at half-mast, or as soon as the news of the death has been received, on the campus concerned. Make sure to inform the Servicecenter and the Division of Communications of the reason.	The HR specialist of the local crisis management team
The Division of Communications is responsible for informing the staff on the on the Staff portal and/ or the Student web. This information should stay on top of the news list for at least five working days. If desired, the text can be updated with information about a memorial service.	Division of Communications
Plan and conduct a memorial service. Take cultural identity into account when planning. Invite next of kin.	Superior in consultation with student priest or other support function
In the event of a death a condolence book could be placed in public for people to sign, if so desired. The book is handed over to the next of kin for the burial.	The HR specialist of the local crisis management team
Arrange flowers for the funeral.	Superior

#### Contact

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E-mail [kontakt@miun.se](mailto:kontakt@miun.se)  
Website [www.miun.se](http://www.miun.se)

#### Campus

Sundsvall Holmgatan 10, SE-851 70 Sundsvall  
Östersund Kungskapens väg 8, SE-831 25 Östersund

Ask next of kin if they would like the university to participate at the funeral. University participation is entirely up to the next of kin.	Superior
Contact the HR payroll specialist he form for advice in matters handled by the authorities SPV and SSC.	The HR specialist of the local crisis management team
Answer any questions on insurance coverage for students.	Student Health Centre Coordinator
Personal belongings left at the office are handed over to next of kin.	Superior
The HR specialist reports to the Service Centre, stating the name of the deceased person, as well as the division/department and the name of the immediate superior.	The HR specialist of the local crisis management team

For more information, see “Respekt och hänsyn – olika trossamfunds syn på ceremonier kring dödstillfället”. You will find it at HR.

### **In the event of the death of an employee/student who is not a Swedish citizen**

The Swedish police will contact the next of kin to inform them about the death. This is done in collaboration with the embassy in question. In other respects, the above checklist applies.

### **Advice and support for contact with next of kin and others affected**

The police procedure in the event of a death is that a police officer together with a priest contacts the next of kin to deliver the news of the death. If the death occurred at the university the police recommends that someone from the department is included when contacting next of kin.

Preferably, someone from the department, immediate superior or co-worker, together with the student priest meets with the next of kin. Leave your phone number to the next of kin so that they can reach you.

It is important for the next of kin and co-workers that information is delivered to those affected soon after the death. Next of kin is informed first, followed by close co-workers who were not present. Remember to inform those abroad, on leave, or on sick leave.

It is important that next of kin has been informed about the death before flying the flag at half-mast or taking steps to honour the memory of the deceased.

## **Crisis management and information to those concerned**

Crisis management aims to provide support, help to understand and ease the burden of guilt following death, accident, or disaster. It eases shock and mental stress reactions. When breaking the news, it is important to be clear about what has happened and let everyone speak. By for example lighting candles and serving refreshments, you create a good conversational environment.

It is the superior's responsibility to offer crisis management. The occupational health service, student priest, and student health centre will serve as support in the matter. The activity should be initiated as soon as possible after the event. Opportunity to process what has happened should be given those immediately affected: co-workers, fellow students, and others affected. This is followed by an assessment as to whether additional measures, such as individual counselling, are needed.

### **Superior support**

Dealing with death and people in mourning as a superior could be mentally exhausting. In addition to internal support for dealing with death, superiors may be offered external counselling from a registered psychologist/registered psychotherapist, contacted via the occupational health service (Feelgood or Previa). If needed, the HR officer will help you.

### **Employee support**

Counselling via the occupational health service (Feelgood or Previa) behaviourist or psychologist, if contact is needed, the HR officer will help you.

### **Student support**

To make an appointment with the Student Health Centre welfare officer or the student priest visit <https://portal.miun.se/web/international-student/student-health-center>.