

## 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.**

	<b>Task – urgent</b>	<b>Responsible</b>
1	Care on the scene of the accident.	First 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 on site
3	Notify Service Centre: what has happened and who is hurt?  010 -142 80 00	First on site
	<b>Task – management</b>	<b>Responsible</b>
4	Service Centre notifies the vice-chancellor who convenes the crisis management group.	Vice-chancellor, when absent the Head of Administration
5	Make an assessment of the extent and nature of the crisis, and determine which steps to take. Contact superiors affected and/or local crisis management group.	Central crisis group
6	Spokesperson is appointed in consultation with the Head of the Division of Communications.	Head of the Division of Communications
7	Internal and external information about the crisis. See crisis communication checklist.	Head of the Division of Communications
8	Names and addresses of employees affected.  Names and addresses of next of kin.	Head of HR

Contact

Phone +46 (0)10-142 8000  
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 Kunskapens väg 8, SE-831 25 Östersund

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

- Inform next of kin of what has happened (there is a checklist to use if there has been a death), the Division of Communications can be of assistance if necessary.
  - You will find contact information for HR officers and communicators in the crisis organization here:  
<https://medarbetarportalen.miun.se/en/in-case-of-an-emergency/crisis-management/>
- Gather staff and/or students affected for information. See crisis communication checklist.
- Get an overview of operations and determine what steps have to be taken for continued satisfactory operation.

#### The days following

- The Head of Department will keep in touch with any injured.
- The Head of Department will notify the Swedish Social Insurance Agency according to current procedures; this applies to employees as well as students.
- The Head of Department will notify the Swedish Work Environment Authority if the injury was caused by accident. For more information (in Swedish):  
<https://medarbetarportalen.miun.se/anstalld/arbetsmiljo/Systematiskt-arbetsmiljoarbete/Arbetskada-och-Tillbud/>
- If a student has been injured, the Head of Department also notifies The Legal, Financial and Administrative Services Agency at [studentsakerhet@miun.se](mailto:studentsakerhet@miun.se).