

Instructions on crisis management and terminated position of trust

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1 Formalities

1.1 Summary

These instructions regulate what applies in the event of a crisis, or terminated position of trust, within LinTek.

1.2 Purpose

The purpose of these instructions is to ensure that the union management knows what to do in the event of a crisis or a termination of a position of trust.

1.3 Scope

These instructions apply to everyone in the union management.

1.4 History

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A full editorial history can be found on [GitLab](#).

2 Crisis plan for LinTek

The crisis management plan is a contingency plan for action to be taken when a major accident or disaster occurs and the workplace is affected, either directly, or through the direct or indirect involvement of a member of staff at the workplace.

2.1 General

In the event of a crisis at LinTek, it is of the utmost importance that both the crisis situation and day-to-day operations can be managed quickly and efficiently. There is therefore a crisis organisation, consisting of the Union President, the Chair of the Union Board and the welfare and student support officer elected for the calendar year. Should the crisis directly affect any of these persons, the education officer who is a member of the LiTH Board and the Union Vice President are available as deputy members. The Union Vice President only joins the crisis organisation if the President is directly affected, otherwise the Union Vice President manages operational activity. If necessary, the inspector is also available to support the group.

The task of the crisis organisation is to deal with the problems created by the crisis and those affected by it. Anyone in the union management and the Union Board can initiate the crisis organisation by so deciding together with someone else from the groups mentioned. If this happens, the following procedure should be implemented:

- Contact the Union President or Union Vice President. Inform them of what has happened and that the crisis organisation is to be convened.
- The Union President convenes the crisis organisation, which first informs the full-timers of what has happened, clearly and distinctly.
- The crisis organisation starts working on solving the crisis, and informs the Union Board and the union management about the crisis and the action taken.
- The crisis organisation identifies the parties concerned and informs them on an ongoing basis.
- The other members of the union management deal with day-to-day operations, with the Union Vice President being responsible for management of the work. If the Union Vice President is transferred to the crisis organisation or is directly affected, the Education Officer, who is a member of the LiTH Board, will take that person's place.
- Once the crisis organisation considers that the crisis has been resolved, they return to normal operations, and operations are attended to as regulated by other governing documents.

It is important that the crisis organisation, through the Union President/Vice President, is responsible for all external contacts, for example with the media, the legal system and members. Questions about the crisis should always be referred to the crisis organisation. When contacting the media, no names should be mentioned, but otherwise the facts about the crisis and measures currently being taken and already taken should be presented in a factual manner.

2.2 Preventive work

All members of the union management will be briefed on the crisis plan and will provide details of their next of kin (at least two) that LinTek should contact if something were to happen. In addition, everyone involved in LinTek will receive instructions on how the alarm works, as well as on fire safety, emergency exits and fire extinguishers.

Everyone travelling as a representative of LinTek is insured through LinTek. All full-timers have accident insurance through Kårservice which is valid during working hours. LinTek also has a collective accident insurance policy that applies to all those involved in LinTek, except during specific major events. These events take out their own accident and property insurance.

2.3 Fire

Points to consider in case of fire

- Rescuing people in distress
- Call 112
- Warn others in the building
- If considered possible, try to extinguish the fire
- Get yourself to safety and proceed to the assembly point. This is specified for LinTek's regular workplaces under 2.11.

2.4 Serious illness or accident

Points to consider in case of serious illness or accident

- Give first aid
- Call 112
- If someone falls seriously ill during working hours, the Union President or Vice President informs the next of kin
- Someone in the union management should accompany the casualty to hospital and should stay with them until a family member or friend arrives at the hospital

2.5 Robbery and theft

As a general rule, the safety of people is always put ahead of economic interests. This means, among other things, that in the event of a robbery or similar, people at LinTek must always hand over their possessions without resisting, when there is a threat of personal injury.

Report the theft to the police and contact the insurance company, which is Länsförsäkringar Östgöta. They can be reached on +46 (0)13-29 00 00/+46 (0)20-59 00 00 (evenings and weekends).

If the robbery has been a threatening and traumatic situation, the victim should be given the chance to talk through the course of events with specially trained staff, at the expense of LinTek.

2.6 Rape, sexual assault and other crimes

Points to consider in the event of rape, sexual assault or other crimes

- Provide care and companionship for a person who has been a victim of rape, assault or other crimes
- Call 112 and report the crime
- Make sure that the victim is accompanied and supported during reporting to the police, unless next of kin present

2.7 2.7 Death of a relative of a person in the union management

In the event of the death of a relative of someone in the union management, they must be offered the option to leave the workplace immediately.

The Union President/Vice-President, or a person delegated by them, must

- keep the person company until the person concerned is with immediate family or another friend or relative.

- respect the person's decision on whether to inform the rest of the union management.
- support the person in planning leave and work in the period following the death.
- offer counselling by trained crisis and counselling staff at the expense of LinTek.

2.8 Deaths

Points to consider in the event of death

- Call 112.
- Persons directly concerned are gathered together and informed by the Union President/Vice-President.
- The Union President/Vice President notifies the next of kin in consultation with the police. Others concerned are informed.
- The people concerned are brought together for debriefing, preferably with outside help and support. If necessary, contact trained crisis and counselling staff.
- Review the tasks of the deceased and delegate what needs to be dealt with urgently to other full-time staff outside the crisis organisation.
- The Union President/Vice President finds out when the funeral is to take place and informs those concerned.
- The Union President/Vice President contacts the next of kin to decide what to do with any personal belongings in the office.

2.9 Follow-up work

A person who has experienced a crisis situation during their work at LinTek should be met by someone from LinTek, and always be offered professional counselling and processing support, which LinTek will pay for.

2.10 In the event of the death of a member or other crisis at LiU

Follow the central crisis plans at LiU.

A contact person should be appointed within the full-time group whose task is to stay informed about what is being done centrally via the student health service or another central coordinator. The contact person will pass the information on to others concerned at LinTek.

2.11 Practical information

The two addresses at which LinTek normally operates, and which must be specified when calling 112, are: The union building Kårallen, the University, Linköping and the union building Trappan, Kungsgatan 40, Norrköping.

The assembly point for Kårallen is the wooden deck on the blue sea (Axelssons Plats), and in addition to the sprinkler system, there is a fire hose to the right of the entrance to Ericsson on the third floor.

The assembly point for Trappan is on the slope down to the stream, between kåkenhus and the outdoor café. The entire premises are equipped with a sprinkler and there are therefore no fire hoses.

In the event of activity elsewhere, it is the responsibility of each individual to find out the alarm addresses, evacuation procedures and assembly point.

3 Terminated position of trust

3.1 General

When a member of the union management has to discontinue their position of trust for any reason, the crisis management group is convened. The group will put together a proposal on how to resolve the situation, which will later be decided by the Union Council/Union Board. The group, in cooperation with the Union Board, should have a certain freedom to act without a decision from the Union Board in order to deal with the situation in the fastest and best way possible.

Where practicable, the person who discontinues their position of trust must ensure that the successor is given suitable induction in the position.

3.2 Dismissal

If a person paid a fee is relieved of their duties or, on their own initiative, resigns, no remuneration should be paid by LinTek.

An exception to the above is if the dismissal is due to physical or mental ill-health, which must be supported by a medical certificate. In that case, it should be discussed whether some remuneration should be paid by LinTek.

3.3 Sick leave

LinTek has great social responsibility when a fee recipient becomes ill and is unable to fulfil their duties. It should be possible to stay at home for two weeks on full pay without a special certificate. For prolonged absences from duties, a medical certificate is required for continued remuneration.

In the event of long-term sick leave, where the Social Insurance Agency pays compensation, LinTek will remunerate the person with an additional 10%, up to the end of the fee period at the latest.

3.4 Pregnancy

If the fee recipient is unable to continue working due to pregnancy, this will be considered to be sick leave.