



Crisis Management Guidelines

**The Guild of Chemical Engineering and
Technology**

The Student Union at Lund University, Faculty of Engineering

2017-12-11

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This document is a translation of the Swedish version. If there are conflicting meanings, the Swedish version is the correct one.

The first translation was made on the 18th of August 2023.

§1 History

The guideline was adopted at the Board's tenth meeting in 2017, edited at the Board's first meeting in 2019, the Board's second meeting in 2019, the Board's first meeting in 2020, the Board's third meeting in 2020, the Board's fifth meeting in 2020, the Board's first meeting in 2021, the Board's first meeting in 2022 and last edited at the Board's first meeting 2023.

§2 Purpose

The purpose of the Guideline is to make it easier for the members of the Guild of Chemical Engineering and Biotechnology in the event of a crisis.

§3 General

If information regarding the crisis is not found in this document, the next step is to use the Student Union's crisis management plan. This can be obtained via Heltidare if it is not available on the Student Union's website, tlth.se.

If the crisis involves alcohol and/or drugs, refer to the Student Union's "Policy for alcohol and drugs"

If information on how to handle the crisis is not available, the Guild's President is contacted. If the President is the one who is affected by the crisis or for some other reason is not contactable or has the opportunity to handle the crisis, the Guild's Vice President must be contacted instead. The Vice President then takes over the President's duties, which are described further down in this guideline. The president, in consultation with the person who discovered the crisis, is responsible for ensuring that it is resolved in an appropriate manner, and that the persons concerned are informed.

When the Kemicentrum's administrative department needs to be contacted, this contact

should be via email unless there is something urgent during office hours. If the contact takes place by telephone, an email with the same information should also be sent.

§4 Fire, Illness or Injury

In the event of a fire, illness or injury that requires assistance from 112, 112 must always be contacted first. The President and, if necessary, Securitas must then be contacted. The President is then responsible for notifying Kemicentrum's administrative department by the following day at the latest. If the event occurs on a holiday, contact must be made no later than the following weekday.

§5 Criminal Act

In the event of a criminal act in progress, 112 must be contacted. If the crime has already been committed, 114 14 and Securitas must be contacted. The President must then be contacted, and the President must, in consultation with the Kemicentrum's administrative department, draw up a formal police report, if this has not already been done when 112 or 114 14 was called.

§6 During the Introduction

During the Introduction, the contact with various bodies is made in the manner established by the Student Union. However, what is described in this document must still be carried out.

§7 Contact Details 2023

Name	Function	Mail	Phone
Joar Stephansson	President	ordf@ksek.se	076 780 19 75
Oscar Braun	Vice President	viceordf@ksek.se	073 037 21 77
Martin Hedström	House Prefect	martin.hedstrom@biotek.lu.se	070 558 53 11
Håkan Hansson	Administration Manager	hakan.hansson@kilu.lu.se	046 222 93 05
Sophie Manner	Inspector & Study Principal	sophie.manner@chem.lu.se	046 222 83 63
The Info Desk	Info Desk	information@kc.lu.se	046-222 83 49
Securitas	Guards		046-222 07 00
Mikael Ahlgren	Operating Technician	mikael.ahlgren@akademiskahus.se	046-31 14 53
Hans Häger	Operating Technician	hans.hager@akademiskahus.se	046-31 14 55