



MEDICINSKA FAKULTETEN

DECISION

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Faculty Board

Crisis Management and Contingency Plan for the Faculty of Medicine

Approved by the Board of the Faculty of Medicine on 18 October
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Contents

Crisis Management and Contingency Plan for the Faculty of Medicine .1

<i>Introduction</i>	2
<i>The faculty's specific conditions</i>	2
<i>The faculty's crisis management organisation</i>	3
Crisis management team	4
Crisis management support unit	4
<i>Collaboration with university healthcare units</i>	6
<i>Training in the crisis management organisation</i>	7
<i>Review and revision</i>	7

Introduction

A crisis can be described as a difficult situation that in most cases arises rapidly and involves personal, material or ethical and confidence-related damage or entails an impending danger that damage shall occur, or a difficult situation that develops gradually.

The event requires immediate and coordinating measures with an aim to minimise the consequences for people, property, the environment and reputation.

Lund University decided in April 2023 on a new overall Crisis Management and Contingency Plan (STYR 2023/789) that outlines how the University is to manage crises and different types of events that deviate from the University's normal activities.

Based on the University's Plan, all faculties/equivalent are responsible for establishing their own crisis management and contingency plans that describe how the organisational unit in question is to manage a crisis.

For a description of the basic principles of crisis management, event levels with examples, and the University's crisis organisation and crisis management process, please refer to the University's overall Plan.

Support material such as checklists is available for crisis management work.

The faculty's specific conditions

According to the Swedish Civil Contingencies Agency (MSB), vital societal functions refer to activities, services or infrastructure that maintain or ensure the functioning of services vital for society's basic needs, values or security. Among the faculty's vital societal functions, the supply of expertise for healthcare and medical research is of particular significance and important to keep operational in the event of prolonged societal disruption.

The faculty's crisis management plan must therefore aim to cover not only short-term crises, but also ensure the ability to adjust to new conditions in order to conduct elements of our regular activities under the changed circumstances that a long-term, major societal disruption may entail.

A particular challenge in this regard is that many members of teaching staff with combined employment and many adjunct teaching staff members have a wartime posting within Region Skåne. Like other employees in Region Skåne, teaching staff with combined employment can have a wartime posting to the extent that they work for the Region (normally 30 per cent). Having a wartime posting means that there is a claim on the member of teaching staff, who may not give notice or refuse to perform duties if the Government decides on increased readiness or a heightened state of alert.

Crisis management is closely linked to continuity planning in that the management of each crisis should take into account how the critical operations are affected and whether continuity plans have been activated or need to be activated, such as the continuity plan for the Faculty of Medicine in the event of power shortfall and brief disconnections (STYR 2022/2887).

The faculty's crisis management organisation

The faculty has a crisis management organisation at the faculty level that can be activated in cases of faculty-wide events, as well as events at departments, units or within educational activities.

A crisis event is to be managed in the first instance where it occurs and by those who have most direct responsibility. If local resources are not sufficient, faculty support is provided.

If an event is deemed by the head of department/equivalent or head of unit to be too serious in nature to be handled locally, a dialogue is to take place with the dean about activating the faculty's crisis management organisation.

Crisis management team

The faculty has a crisis management organisation at the faculty level that can be activated in cases of faculty-wide events, as well as events at departments, units or within educational activities.

In the event of a crisis affecting the Faculty of Medicine that cannot or should not be managed at the department or unit level or within educational activities, the dean takes over responsibility for crisis management, assumes the role of crisis manager and initiates the faculty's crisis management. The Dean is responsible for ensuring that the crisis management team is staffed and trained.

The faculty's crisis management team includes:

- Dean
- Deputy dean
- Head of the faculty office

If necessary, the faculty's crisis management team can be reinforced with a vice dean, head of department, head of unit or other representative from the organisation. If a crisis arises at a department, unit or within an educational activity, the head of department, head of unit or the chair of the programme board is to be included in the crisis management team.

If the dean deems it appropriate, the Board of the Faculty of Medicine is to be informed about the situation.

When a decision is made to initiate crisis management, and thus to activate the relevant crisis management organisation, the Vice-Chancellor must be informed. The same applies when crisis management is to be terminated.

Crisis management support unit

If necessary, the crisis manager (dean) can request the head of the faculty office to convene the faculty's crisis management support unit. The crisis management support unit is led by the head of the faculty office. The head of the faculty office is responsible for ensuring that the crisis management support unit is staffed and trained.

Different situations may warrant a different composition of the crisis management support unit, which therefore consists of core staff, who are always called in, and an option for additional staff, who are called in according to the type of event and the related requirements. The head of the faculty office assesses whether additional staffing is required and, if so, to what extent.

The core staffing of the crisis management support unit consists of:

- Head of the faculty office
- Head of communications
- HR manager
- Secretary

Additional staffing:

- Head of unit, Med-service
- Head of unit, Library and ICT-services
- Head of unit, Centre for Comparative Medicine
- Head of unit, Lund University Bioimaging Centre
- Head of unit, Education Office

There is to be a substitute for each member of the crisis management support unit. Substitutes for the core staffing are appointed by the head of the faculty office and substitutes for additional staffing by each head of unit respectively.

If required, the faculty's crisis management support unit can be strengthened with representatives from the organisational unit affected by the crisis, representatives of student unions and expertise and resources from other units within the faculty management or the rest of the organisation. A representative of another public authority or collaborative organisation may also be invited to participate.

Working groups

If the head of the faculty office sees a need to link special working groups in specific areas to the crisis management support unit, these can be established.

Remit description

The crisis management support unit (core staffing and additional staffing) meets once per semester, in addition to meetings relating to actual crisis situations or exercises.

The crisis management support unit has the following tasks once it is activated:

- Call in the staff who are deemed necessary to handle the event
- Decide on communication measures, internal and external
- Log the measures that are taken
- Keep the crisis management team informed about support measures that have been taken
- Continuously inform the affected parties e.g. student unions, principal health and safety officer and union organisations
- Collaborate with external stakeholders.

Collaboration with university healthcare units

Teaching staff with combined employment who are part of the faculty's or department's crisis management organisation must inform their immediate manager within Region Skåne of this and explain that if the crisis management organisation is activated, they may need to take a period of continuous absence from clinical work at short notice. In the event of a protracted crisis, there is to be continuous follow-up.

Requests for support resources in the form of volunteer medical and nursing students may arise in a healthcare crisis. The faculty's educational organisation is to provide information to medical and nursing students about the opportunity to assist the healthcare system in the event of a crisis.

In the event of a crisis that activates the faculty's crisis organisation and affects university healthcare units, the SUS-TiB staff-on-standby service, which is manned around the clock, is to be contacted.

Training in the crisis management organisation

The faculty's crisis management organisation is to conduct an exercise once a year in order to be prepared for the task of leading the organisation in the event of a crisis. The head of the faculty office is responsible for this exercise.

Review and revision

The faculty's Crisis Management and Contingency Plan is to be revised once a year. Revisions are to be made as needed. The head of the faculty office is responsible for the revisions approved by the Board of the Faculty of Medicine. The dean approves additions to the Crisis Management and Contingency Plan in the form of appendices, such as role cards.