

Division of responsibilities:

1. The Property Manager
2. President
3. Vice President
4. The Pub Masters

In cases where any of the above is not available or if the person in question feels safer to contact another of Stampus's board members, this is obviously possible.

The property manager has the responsibility and obligation to periodically review the crisis plan with board members within the student association and to regularly update the crisis plan.

3.2 Labor distribution within the board

The property manager is responsible for convening the board members in a serious incident.

Within the group, a clear division of responsibilities must be done early in the work to avoid the fact that several people do the same work and that no one misses an important part of the planning.

Deduction of responsibilities:

-The Property Manager: Convenor the board members and current guidance. Coordinate the internal communication.

-President: Follow-up and analysis, assists the property manager in their responsibility. Contact with media and authorities.

-Vice President: Handles the practicals as memorial etc. All documentation about the incident.

-The Pub Masters: Handle all logistics in consultation with the rest of the group, e.g. that food should be available.

4. Immediate contact

When the student association is reached by notice, including rumor spreads, that a serious incident has occurred, the following must be done:

1. Receive the message, write down

-Who's calling?

-What happened?

-Are there any injured?

-What network has the injured? Friends etc.

-Can we come back to the caller? Take phone number!

-Who can we contact for further information? Police/hospitals/doctors.

2. Verify the data, e.g. when information are reached to you by a rumor spread.



3. Convene the board members as quickly as possible. The board is convened by the property manager.

4. Inform:

-Board members

-Student Health Centre at Campus Helsingborg (always at death)

-Student priest at Campus Helsingborg (always at death)

OBSERVE! It is the duty of the police to contact relatives.

5. Assess in consultation with student health and student priests what further efforts need to be made.

Examples of further efforts:

-Gather active and other members to an information meeting. Make sure no one needs to be alone.

-Make sure that hot food is available. Contact the pub masters.

-Give the opportunity for active and concerned to get professional help.

6. Contact the relatives - in case of death, contact the relatives, in consultation with them, to determine what information is going to be published.

7. Publish the information.

It is important that the information that is being published is accurate and current. If needed, the student priests can help with the information and the layout.

Please inform on our channels of what has happened. No details!

8. All information to the media should be via the responsible person. (See division of responsibilities)

9. Postwork - Make sure that there are opportunities for professional help even after the incident. For professional help, for example, student health, student priests, etc.

Pay attention to signs of depression among our members. Make sure everyone has information about where to contact a psychologist etc.

Evaluate the intervention.

5. Specific actions in different situations

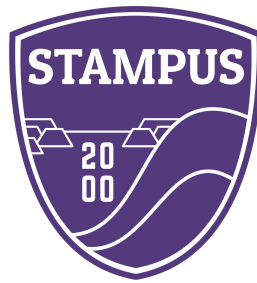
The following paragraph mentions what actions should be taken in specific events.

5.1 Accidents at Stampus Arrangement or its vicinity

The first one in place (board members etc.) Get a quick overview:

-What has happened?

-How many are affected?



- Is anyone hurt?
- Is it possible to give first aid?
- Is there anybody left in the accident area?
- Call 112.
- Be prepared to provide detailed information.

Design someone with good local knowledge to meet rescue vehicles, unlock doors and be a guide for rescue and police.

Inform the guards if they are present about what has happened.

Ask any coworker, if available, to comfort the shocked people outside the scene of the accident.

Open a locale where the present can be gathered.

Make sure that no one deviates from the scene of the accident.

Inform the property manager. This activates the student association crisis management plan.

5.2 Fire

In the event of a fire, certain regulations shall be followed which shall be taught to members of the board during the training days which they shall, in turn, teach the workers.

Among the points to follow is to check fire extinguishers and emergency exits before each operation and also ensure evacuation in case of fire.

In this text, we focus on the afterworking of fire in Stampus premises. In case of fire in operation:

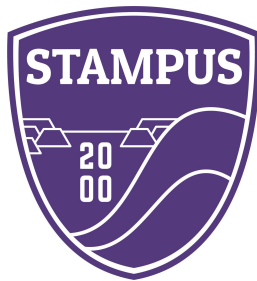
- Before each start of the term, all members of the board shall be trained in the safety measures to be taken when a fire occurs within the operation.
- In retrospect, an evaluation will be made of how routines were followed.
- If people are injured during fire, Stampus should keep in touch with them to ensure their well-being.
- If evacuation and protection of activists and guests were inadequate, these routines with immediate effect should be reviewed for updating and improvement.

If death occurs during fire, refer to the below point "Death".

5.3 Action plan for robbery or threat

During the robbery:

- Put your own safety first. Do nothing that can trigger violence.
- Follow the instructions of the robber.
- Observe the robber's appearance, gender, body structure, age, and other characteristics.



After the robbery:

- Call 112. Ask for the police and tell about important observations.
- Contact the guards or the nearest manager and inform them of what has happened.
- Immediately write down the memory image of the robber's signalements, as well as the make, color and registration number of any possible fleet.
- Make sure the witnesses stay until the police arrive.
- Protect any trace after the robbery to facilitate the police's technical investigation, eg. fingerprints, footprints.
- Meet the police outside the student association if the robber has left the place.
- Contact the property manager. This activates the student association's crisis management plan.
- Take immediate care of the victim. Put yourself in a quiet place and let him/ her talk about what has happened.
- Listen, show that you understand. Care for the person, your attendance is important.
- Take care and give something warm to drink.
- If the victim wants to go home, make sure that someone is at home - a crude victim must never be left alone.

In case of a threat:

Follow the same prescriptions as for robbery.

5.4 Deaths

When a member dies, the Crisis Group shall decide to what extent this affects the student association. Based on this, the measures to be taken are determined.

What do you do when someone dies? Take the first message.

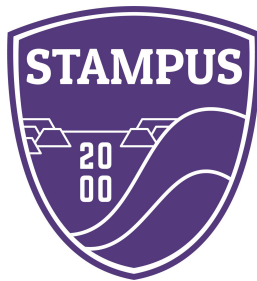
When someone in the board first finds out what has happened, it is important to verify the information that comes to one.

- Who is calling?
- What exactly has happened?
- Who is close to the dead?
- Write down the phone number of the caller so that you can return. • Who can you contact for further information, if needed?

Take contact

The property manager is responsible for contacting

- the police



- the rest of the board
- student priests
- Student Health Centre of Campus Helsingborg, and also
- convene the first meeting.

The property manager shall first convene a meeting with the Crisis Group and, if necessary, invite student priests for advice. What one needs to answer is:

- How involved was the person in the student association?
- Contact with relatives? What do they want us to do? What information do they want to go out?
- What do we have for information? What information do we want to share and how sensitive is the information?
- How is the information conveyed to the active?
- What needs to be done? Memorial? Condolence table? Condolence Letter? etc.
- Collect people? Do we need to gather actively and talk about it?
- Should the student association be represented at the funeral? Send cards or flowers to relatives?
- Should we close any part of the business?

Memorials

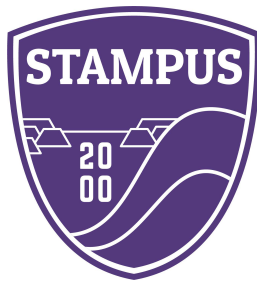
A memorial should be kept if deemed necessary. This is planned by the Vice President and the Pub Masters together with the Crisis Group. The memorial is led by the person who is the most suitable person. Here you can tell a little more about what happened and possibly the circumstances surrounding it and then talk about the incidents.

In the memorial it is good to invite the student priests and the Student Health Centre. In the memorial it is also good if hot food can be served.

Practical work

- Flag half-bar.
- Have information on our channels for about one week. If it concerns the business, you can have it for a longer period.
- Ensure that the student association is in any way represented at the funeral.
- Set up a memory location, condolence book, light etc.

In the event that a member of the board would die or otherwise not be able to complete his work, the Crisis Group determines how responsibility and work will be allocated.



Post-production

Make sure that there are opportunities for professional help even after the incident. It is important for the board to pay attention to whether someone active is feeling bad, etc.

In retrospect, one should evaluate how crisis management has been done and what changes that should be made.

5.5 Rape

In case of ongoing rape:

- Put your own safety first. Do nothing that can trigger violence.
- Try to cancel the current rape as far as possible.
- If the violation can not be interrupted on its own, call 112.

After the rape

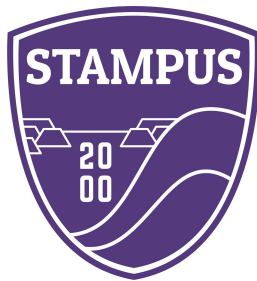
- Contact the guards or the nearest manager and inform them of what has happened.
- Immediately write down the image of the rapist's signal elements as well as the make, color and registration number of a possible escape vehicle.
- Make sure the witnesses stay until the police arrive.
- Protect any traces of the rape in order to facilitate the police's technical investigation, eg. fingerprints, footprints.
- Meet the police outside the student association if the rapist has left the place.
- Contact the property manager. This activates the student association's crisis management plan.
- Take immediate care of the victim. Put yourself in a quiet place and let him/her talk about what has happened.
- Listen, show that you understand. Show that you care, your attendance is important.
- Take care and offer something warm to drink.
- Support the victim in case of a police report.
- If the victim wants to go home, check that there is someone at home - a rape victim must never be left alone.

Post-production

Make sure there are opportunities for professional help for the victim even after the event.

After knowledge of rape

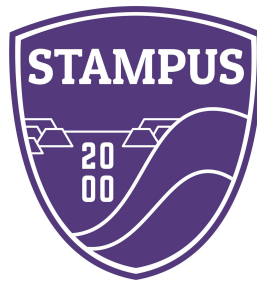
- Contact the guards or the nearest manager and inform them of what has happened.



- Immediately write down the image of the rapist's signal elements as well as the make, color and registration number of a refugee car.
- Make sure the witnesses stay until the police arrive.
- Protect any traces of rape in order to facilitate the police's technical investigation, eg. fingerprints, footprints.
- Meet the police outside the student association if the rapist has left the place.
- Contact the property manager. This activates the student association's crisis management plan.
- Take immediate care of the victim. Put yourself in a quiet place and let him / her talk about what has happened
- Listen, show that you understand. Make sure your attendance is important.
- Take care and care, feel free to drink.
- If the victim wants to go home, check that there is someone at home - a rape victim must never be left alone.

5.6 Stress

In those occasions where our active members feel unbearable stress, the board will be there for support and assistance. Any work tasks that the person in question has responsibility for is taken over by the board, who together can agree on the division of labor. Both the board and our active members must keep in mind that we work ideally and everyone works according to their own ability.



6. Contact information

1. Property Manager, Viktoría Frostadóttir, fastighet@stampus.se 073-390 64 65
2. President, My Johansson, ordforande@stampus.se 076-397 65 45
3. Vice President, Ida Alfonsi, info@stampus.se 070-583 63 25
4. Pub Managers, Adrian Olbers & Victor Eriksson, pubmastare@stampus.se 070-865 44 64
073-263 90 46

Övriga styrelsemedlemmar:

- Marketing Manager, Amanda Bjerva, marknadsforing@stampus.se 076-019 33 96
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- Economy Manager, Josefine Johansson, kassor@stampus.se 070-391 90 64
- Business Manager, Namwan Chansaeng, naringsliv@stampus.se 070-726 22 29
- IT Manager, Oscar Blixt, it@stampus.se 076-015 49 50
- Committee Manager, Wilma Johansson, utskott@stampus.se 073-067 61 67

Campus Helsingborg:

- Student Health Centre at Campus Helsingborg, Malin Kisro, malin.kisro@stu.lu.se
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- Student Priest at Campus Helsingborg, Jessica Nordqvist,
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