

Crisis Plan and Organization for the Department of Physiology and Pharmacology, FyFa

This crisis management plan is a supplement to the Guidelines for Karolinska Institutet's crisis organization and crisis management.

The local crisis team is established at the department level and appointed by the Head of Department. It is activated when an event cannot be handled within the regular operations or risks escalating to such a situation. It is better to activate the crisis team too often than not enough.

Note! In case of immediate danger or emergency, call SOS Alarm: 112.

1. Purpose and Goals

This crisis plan aims to ensure a quick, effective, and coordinated handling of crises that may affect the Department of Physiology and Pharmacology at Karolinska Institutet. The goal is to protect staff, students, research, and laboratory activities, as well as maintain continuity and communication.

2. Crisis Management Organization

The crisis management team should be able to be activated when the need arises. A crisis can occur anywhere and is primarily handled by the regular operations. Only when the event cannot be managed with the available regular resources is it escalated to local crisis management. Managers are responsible for alerting the crisis organization in the event of a crisis situation.

2.1 Composition of the Crisis Team

The following roles and responsibilities are defined within the crisis team:

Decision Maker	Role	Substitute
Sophie Erhardt	Head of Department	Anna Krook Jon Lundberg

Staff Function	Regular	Substitute
Crisis Leader	Kristina Ösund	Peter Alterling
Log Keeper	Sabina de Villiers	Roelinde Middelveld
Communications	Julia Spector	KI Communications
HR	Rebecka Jakobsson	Åsa Grip (from 1 Sept)
Student matters	Kent Jardemark	Jessica Norrbom

For student matters, the person responsible for undergraduate and advanced education (GUA) is included in the crisis team.

The local crisis team is staffed with at least one substitute for each regular function to ensure replacements, rest, and presence. The substitutes must have the required competence for the task.

The FyFa crisis team can, if necessary, be staffed with members from, for example, the central HR department, central student support function, security unit, legal department, and communications department.

2.2 Crisis Team Mandate

Members of the crisis team have a clearly defined area of responsibility. They have the authority to make decisions within their area to address emerging needs. Major decisions affecting multiple areas or requiring coordination are discussed jointly and decided by the decision-maker. The crisis team has the authority to independently assess the crisis and act if the situation requires it. This means that in urgent situations, the crisis team has the mandate to lead and organize internal crisis management work, including making decisions on measures that incur costs for the department.

Support for how work at the local level should be organized can be found in the documents Crisis Plan KI – Local Crisis Management and local procedures.

2.3 Activation Criteria

When an event cannot be handled within the regular operations or risks escalating to such a situation, the local crisis team is activated.

The crisis organization is activated in cases such as:

- Accidents in laboratories, including chemical and biological incidents.
- Serious incidents threatening research or education.
- IT attacks, data breaches, or major technical failures.
- Security threats to staff, students, or research data.
- Rumors or media attention that may affect the department's reputation.

2.4 Crisis Management Locations (physical location)

If possible, C0512 should be used. The Decision Maker and Crisis Leader decide on how the crisis team convenes.

3. Communication Plan

3.1 Internal Communication

The crisis organization at FyFa uses phone lists and the Signal app (a free encrypted app) as the first alarm option. It is based on participants' mobile numbers and forming appropriate groups for convening the crisis team.

3.2 External Communication

The Decision maker is the appointed spokesperson for external communication.

4. Risk Assessment and Scenarios

4.1 Identified Risks

- Laboratory accidents (chemicals, fire, explosions, biological risks).
- IT attacks/data breaches affecting research data.
- Natural disasters and extreme weather affecting laboratory activities.
- Staff shortages (e.g., illness, strike, research projects affected).
- Rumors and negative media attention.

5. Training and Education

5.1 Regular Exercises

Crisis exercises are conducted continuously, at least 1 time per year.

5.2 Training of Staff and Students

The crisis plan shall be reviewed annually. It is the responsibility of each manager to ensure that all staff undertake Biomedicum's training for laboratory staff and researchers on safety and incident management.

6. Documentation and Follow-up

6.1 Crisis Log

The course of events during the crisis shall be documented in a crisis log (Appendix 2) including decision and actions taken.

6.2 Follow-up and Improvement

After each crisis, an evaluation is conducted. The plan is updated annually or in case of major changes in operations.