# Logo Mid Sweden University.Checklist in the event of the death of an employee/student

Revised: 29 November 2021

Name:

Civic registration number:

Employee: Yes/No

Student: Yes/No

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| Task | Responsible | Comment | Follow-up, Mark as completed |
| Make sure that the information about the death is accurate and inform the HR specialist of the local crisis management team. | The Head of Department/Human Resources/Immediate manager and Student Manager on the department for the student | The Student Manager may be a Head of Department, Programme Manager, Director of Studies or other position appointed by the department |  |
| Case to Service Centre with information about the name of the deceased, department/institution. Notification to the central crisis management team about what has happened. | HR specialist of the local crisis management team |  |  |
| Contact the communicator of the local crisis management team for advice and support on communication issues. | HR specialist of the local crisis management team |  |  |

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| Task | Responsible | Comment | Follow-up, Mark as completed |
| Contact and possible meeting with next of kin.  At the same time, check how information about the death should be communicated. | Head of Department/Human Resources/Student Manager, see advice and support below |  |  |
| Contact with the Service Centre with regard to flying the flag at half-mast on the day of death or as soon as news of the death has been received. | HR specialist of the local crisis management team |  |  |
| The reason for flying the flag at half-mast is communicated to the Service Centre and the Division of Communications.  Flying the flag at half-mast is carried out on the campus concerned. | HR specialist of the local crisis management team |  |  |
| The Division of Communications is responsible for publishing employee information on the Staff portal and/or on the Student web. This information should stay on top of the news list for at least five working days.  If desired, the text can be updated with information about a memorial service. | Division of Communications |  |  |

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| Task | Responsible | Comment | Follow-up, Mark as completed |
| Plan and conduct a memorial service. Cultural identity is taken into account when planning. Invite (possibly) next of kin. | Head of Department/Human Resources/Student Manager in consultation with a priest. For students, also the Student Health Centre. |  |  |
| In the event of death, a book of condolence may be provided for those who so desire. This book is then handed over by the Head of Department/Human Resources to the next of kin. | Head of Department/Human Resources/Student Manager. | The book of condolence, candles and a photo frame can be found at the HR Department (both in Östersund and Sundsvall). |  |
| Ordering of flowers for the funeral or gift to desired fund. | Head of Department/Human Resources/Student Manager | Mid Sweden University's rules for representation, work meetings, courses, conferences and gifts. MIUN 2021/1145 |  |
| Contact with SPV and SSC. | HR specialist of the local crisis management team. | Applies only to employees. |  |
| Contact with STUA about Ladok. | Head of Department/Human Resources/Student Manager. | Deletion of any contact information and interruptions to all unfinished courses in Ladok and contact with faculty officer. |  |
| Answer questions about insurance coverage for students. | Student Health Centre. |  |  |
| Personal belongings that remain at the workplace are handed over to next of kin. | Head of Human Resources/Department. | Employee only |  |

## Death of employee/student who is not a Swedish citizen

The police in Sweden contact the next of kin about the death. This is done in collaboration with the relevant embassy. Otherwise, routines for deaths are followed as per above.

## Advice and support when contacting next of kin and others affected

The police procedure in the event of a death is that a police officer together with a priest contacts the next of kin to deliver the news of the death. If the death occurred at the university, the police recommends that someone from the department is included when contacting the next of kin.

Preferably, someone from the department, immediate superior or co-worker, together with the student priest meets with the next of kin. Provide your phone number so the next of kin can contact you.

It is important for the next of kin and co-workers that information is delivered to those affected soon after the death. Next of kin is informed first, followed by co-workers. Remember to inform those who are away, on leave, or on sick leave.

It is important that next of kin have been informed of the death before flying the flag at half-mast or before taking other measures to honour the memory of the deceased, such as providing information on our website and a memorial service.

## Crisis management and information to those concerned

Crisis management aims to provide support, help to understand and ease the burden of guilt following a death, accident, or disaster. It eases shock and mental stress reactions. When breaking the news, it is important to be clear about what has happened and let everyone speak. By for example lighting candles and serving refreshments, you create a good conversational environment.

The Head of Human Resources/Head of Department or Student Manager is responsible for ensuring that crisis management is made available. The occupational health service, student priest, and student health centre will serve as support in this. The activity should be initiated as soon as possible after the event. Opportunity to process what has happened should be given those immediately affected: co-workers, fellow students, and others affected. This is followed by an assessment as to whether additional measures, such as individual counselling, are needed.

### Support from Head of Department/Human Resources/Student Manager

Dealing with death and people in mourning as can be mentally exhausting. In addition to internal support for dealing with death, the Head of Department/Human Resources/Student Manager may be offered external counselling from a registered psychologist/registered psychotherapist. Contact is through occupational health care where an HR specialist can be helpful.

### Employee support

Counselling support through occupational health care (behavioural scientist or psychologist), if contact is needed, an HR specialist can be helpful.

### Student support

Appointments with the counsellor at the Student Health Centre or student priest are booked through the student health service.