

## Death of an Academic Appointee Incident Coordinator Worksheet

*Important: Send completed information to the Divisional Dean. Attach copies of community announcement, official Notice of Deceased Academic Appointee Letter, and any additional information (media announcement or obituary), if available.*

### STAFF INFORMATION

<b>Name</b>		<b>EID</b>
<b>DOB</b> (m/d/yyyy)	<b>Age</b>	
<b>Division</b>	<b>Department</b>	
<b>Employed from</b> (m/d/yyyy)	<b>to</b> (m/d/yyyy)	
<b>Department Chair Name</b>	<b>Department Chair Phone</b>	
<b>Date of Death</b> (m/d/yyyy)	<b>Death On or Off Campus</b>	

### EMERGENCY CONTACT / NEXT OF KIN / NEAREST AVAILABLE RELATIVE\*

Note: "Nearest available relative" sequence is spouse, parent, child 18 years or older, sibling, and other relatives.

<b>Name(s)</b>	
<b>Relationship</b>	
<b>Address</b>	
<b>Phone(s)</b>	<b>Email</b>
<b>Source of Information</b>	

### ACTIONS

- |   |  |
|---|--|
| <input type="checkbox"/> Emergency Contacts<br><input type="checkbox"/> Contact Divisional Coordinator<br><input type="checkbox"/> Inventory personal belongings<br><input type="checkbox"/> Follow the <a href="#">off-boarding checklist</a><br><input type="checkbox"/> Collect equipment and electronic resources | <input type="checkbox"/> Contact Campus Counsel (IP, grants, research, lab.)<br><input type="checkbox"/> Notify Benefits Office<br><b>Communication:</b><br><input type="checkbox"/> Community announcement to News and Media elations<br><input type="checkbox"/> Official Notification of a Deceased Academic sent |
|---|--|

### NOTES/COMMENTS

--

### FOR THE UNIVERSITY REPRESENTATIVE COMPLETING THIS FORM

<b>Date of Campus Notification</b>	<b>Submitted by</b>
<b>Phone</b>	<b>Email</b>
	<b>Date</b> (m/d/yyyy)