

Death of a Staff Member Incident Coordinator Worksheet

Important: Send completed information to the Associate Vice Chancellor for Risk & Safety Services, Clement Stokes (costokes@ucsc.edu). Attach copies of community announcement and official Notice of Deceased Academic Appointee Letter, and any additional information (media announcement or obituary), if available.

STAFF INFORMATION

Name		EID
DOB (m/d/yyyy)	Age	
Division	Department/Unit	
Employed from (m/d/yyyy)	to (m/d/yyyy)	
Unit Head	Unit Head Phone	
Date of Death (m/d/yyyy)	Death On or Off Campus	

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.

Name(s)	
Relationship	
Address	
Phone(s)	Email
Source of Information	

ACTIONS

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

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FOR THE UNIVERSITY REPRESENTATIVE COMPLETING THIS FORM

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