

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

Name		EID
DOB (m/d/yyyy)	Age	
Division	Department	
Employed from (m/d/yyyy)	to (m/d/yyyy)	
Department Chair Name	Department Chair 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"/> Emergency Contacts
<input type="checkbox"/> Contact Divisional Coordinator
<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 Academic 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)