Final Checklist when Responding to a Death

Coordinator's Final Checklist
Take a minute to check that you have completed all the necessary tasks. **Within the first 24 hours**

☐ Did you notify the Chancellor's Immediate Office?
☐ Did you end the employee in Payroll?
☐ Did you communicate with the family and establish a relationship with a designated family member?
☐ Have you helped put the family representative in touch with campus services such as the Benefits Unit?
☐ Did you consult with CAPS or EAP services for help in addressing the needs of staff, faculty, students and family?
☐ Have you contacted relevant parties for a campus memorial event? (Staff Assembly, Academic Personnel)

☐ Have you consulted with the family representative about private memorial events? Is the workplace invited? Have you communicated this information, along with dates and times, to the relevant campus community?

**24 to 48 hours**

☐ Did you review info on Benefits and Payroll, in order to discuss with the family of the deceased?
☐ Did you contact the Building Manager re: key access?
☐ Have you worked with the Chancellor’s Office to coordinate condolences? Have you identified the campus representative to attend any on-or-off campus memorial events?
☐ Did you work with Communications on working with the media, the appropriate release of information and the obituary?

**48+ hours**

☐ Have you reviewed the following issues for applicability?
☐ Death certificates

☐ Cause of Death education
☐ Multiple deaths
☐ Posthumous awards
☐ Have you arranged to have personal and professional possessions inventoried and advised the family? Use your personal judgment as to the appropriate timing of this task.