Coordinator's Checklist

Take a minute to check that you have completed all the necessary tasks.

**Within the first 24 hours:**

- [ ] Did you notify the Division/School/College Office?
  
  Name: ___________________________ Date: __________

- [ ] Have you notified all staff and students who most immediately work with the individual? This notification may be done through various means (e.g., individual meetings, group meetings, an email message).

- [ ] Did you contact HR Benefits?  
  Name: ___________________________ Date: __________

- [ ] Did you contact Payroll?  
  Name: ___________________________ Date: __________

- [ ] Did you communicate with the family and establish a relationship with a designated family member?  
  Name: ___________________________ Date: __________

- [ ] Have you helped put the family representative in touch with campus services such as the HR Benefits unit?  
  Date: __________

- [ ] Did you consult with HR (when needed) for Employee Assistance Program help in addressing the needs of staff, faculty, students and family?

- [ ] Have you determined the need for a memorial event? 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?

**During 24 to 48 hours:**

- [ ] Has the HRS Job Change Form been completed?  
  Date: __________

- [ ] Have you worked with the Division/School/College Office to coordinate condolences? Have you identified the campus representative to attend to any on-or-off campus memorial events?

- [ ] Did you work with University Relations on the appropriate release of information?

**48+ hours:**

- [ ] Have you arranged to have personal and professional possessions inventoried and advised the family? This includes the return of University property such as P-cards, keys, laptops, etc.
  Use your personal judgment as to the appropriate timing of this task. Contact University Safety & Assurances and Legal Affairs if any issues arise.