

CRISIS MANAGEMENT PLAN FOR THE JOINT FACULTIES OF HUMANITIES AND THEOLOGY

Appendix: Gather information about the event

➔ What is the name of the person concerned?

Name:

Date of birth/personal identity number:

Position/subject/course:

➔ **Who is calling?**

Name:

Telephone number:

Relationship to the person:

➔ **What is the call about?**

➔ What has happened? How did it happen?

➔ If it concerns an accident, were other people involved?

➔ **May we contact the person providing the information again?**

When:

Where:

Telephone number:

➔ **Who can we turn to for further information?**

Police/hospital/doctor/next of kin:

Name:

Telephone number:

➔ **Is there a contact network? (family/fellow course participants/boyfriend or girlfriend or others)?**

*** A member of staff should never provide notification of a death to the next of kin!**

*** Confirm what you know but never more than you know.**

*** Information to the next of kin is to be given by police or doctors.**