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?

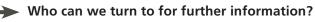
-> What has happened? How did it happen?

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

May we contact the person providing the information again? When:

Where:

Telephone number:



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.