

Checklist for notification of incident

Who is involved in the incident?

Name:

Personal identity number:

Department (or equivalent) or study programme:

About the incident

What has happened:

When did it happen:

Contact details

Name of the person who is providing information about the incident:

This person's relationship to the victim:

Can we get back to this person, and if so when:

Telephone number or other contact details:

Any other person we can contact for further information. State name and contact details:

Message received (about you who collected information for this checklist)

Name:

Telephone number:

The date and time you received the message:

What to do after collecting the information

Get the details of the incident verified by the police, hospital, the university's multifaith chaplaincy, or the university's head of security on 046-222 33 33. The university's emergency number is 046-222 07 00.

Send the completed checklist to the head of department or equivalent at your department for further processing.