

# Checklist for notification of incident

Details of the employee/student\_

Name: \_\_\_\_\_

Personal identity number: \_\_\_\_\_

Department/division/programme: \_\_\_\_\_

Name and telephone number

Who is it calling? \_\_\_\_\_

Relation to the person concerned: \_\_\_\_\_

Incident

What has happened? \_\_\_\_\_

How did it happen? \_\_\_\_\_

When? \_\_\_\_\_

Contact details

Can we get back to the person who is calling? \_\_\_\_\_

When? \_\_\_\_\_

On what number? Other means of contact? \_\_\_\_\_

Is there anyone else we can contact for more information? \_\_\_\_\_

Receiver of the message

Your name and telephone number and the date/time of the call:

\_\_\_\_\_

Mandatory: Get the information verified from the police/hospital/university chaplain or LU's chief security officer on tel. 046 222 33 33 (046 222 07 00 emergency)

For subsequent action to take, see Action plan for employees and students