## Checklist - Violent Death of Staff Member[[1]](#footnote-1)

***Objectives***

* + Return the deceased staff member’s body to their country of origin (international staff), or to their family (national staff).
  + Obtain information about the circumstances of the death.

***Immediate Actions***

1. Inform HQ
2. Inform the family (national staff)
3. Inform the embassy (international staff)
4. Inform assistance company (insurance)

***Checklist***

* **Immediately assess risks for other staff members and take actions.**
* **Determine the causes of the incident. Malicious act or accident? Assess safety conditions (hazardous area, relocation or suspension of activities).**
* **What are the legal steps? Who do you needs to inform? Who can identify the body? Will a post-mortem be required?**
* **Get a death certificate from a doctor and a statement by the police (get multiple copy, ideally in the victim's original language).**
* **Is there a morgue with cooling capacities?**
* **Organize communication (team members, partners) in collaboration with HQ.**
* **Inform other NGOs present if necessary and only with approval from HQ.**
* **Determine the need for psychological support for staff members.**
* **Monitor social media and block the publication of public posts.**
* **Determine the impact on the program and the necessary adjustments.**

***If the victim is a national staff***

* **Establish Family Support Officer and ensure adequate care is provided to the deceased staff member’s family.**

1. Depending on the circumstances, the violent death of an employee is likely to have important implications that may require the establishment of the HQ Crisis Management Team. The "natural" death of an employee during his or her work hours is likely to be handled locally within the Country Incident Management Team. However, some of the actions and precautionary measures in this checklist will also apply. [↑](#footnote-ref-1)