

SAMPLE—Death Notification

Volunteer Name/VA number

Date

On this date at approximately 8:00am, I was requested to contact the Travis County Medical Examiner's Office in reference to a Death Notification. I spoke with ME Investigator XXX, who provided me with identification information for decedent:

NAME

R/G

DOB

XXX advised that the decedent was involved in a Traffic Fatality and that notification needed to be made to the family. XXX provided basic information regarding the circumstances of the death and advised that DPS Trooper XXX was requesting Victim Services to assist with making notification to the next of kin. The contact information for the next of kin is:

NAME

DOB

RELATIONSHIP TO DECEDENT

ADDRESS

I was advised to meet with Trooper XXX at the Chevron Station located at the intersection of Wells Branch Pkwy and I-35. I then met with Trooper XXX, who briefed me on the call and we then responded to the address provided.

Upon our arrival at the residence, we met with XXX and notified her of XXX's death. I provided grief support to XXX who was tearful and upset. I explained that XXX was taken to the ME's Office and discussed funeral home options. XXX advised being new to Austin and not being familiar with any area providers. I provided XXX with a funeral home resource list. XXX requested that I make contact with All Faiths Funeral Home on her behalf.

I offered to call any family members or friends for XXX. XXX stated that she did not need anyone called at this time. I provided XXX with written information for the ME, grief counseling resources, as well as Victim Services contact information.