Information to consider when there is a death in a department:

**Faculty Staff Assistance Program**  7-4328 ([efsap@emory.edu](mailto:efsap@emory.edu))
They can provide grief counselors

**Chaplain’s Office**  7-6226
This office will work with those closest to the deceased to arrange an Emory service
(note: cost of reception is charged to the family unless alternate arrangements are made)

**Student Counseling Center**  7-7450
Contact this office if the student population is impacted. They can provide group and individual counseling.

**News and Information**  7-6216 ([news@emory.edu](mailto:news@emory.edu))
Depending upon the situation, it may make sense to have this office field the calls on behalf of the university.

**Other things to consider:**

**Catering**
Provide coffee/tea for grieving session(s)
Depending upon the time of day and state of the group impacted – provide lunch in a central location

**Emory Temporary Services**  2-2933 ([ets@emory.edu](mailto:ets@emory.edu))
If this was a staff, it may be helpful for the department to contract a temporary person to assist with work.

**Florist**
A wreath or flower arrangement for the grieving office is a nice gesture

**Signage**
It may be appropriate to post that the department is closed for business on the day the death occurs as well as information on when the grief counseling will be available