

POLICY

CATEGORY	D. Student and Academic	
SUBJECT	Death of a Student	
POLICY NUMBER	D01	
CROSS REFERENCE		
COLLEGE LEADERSHIP TEAM		ACADEMIC COUNCIL
June 24, 2019		
POLICY STATEMENT		
<p>In responding to the death of an enrolled student, the College will respond in a professional, sensitive and sympathetic manner to provide an orderly, effective and caring response.</p>		
RESPONSIBILITIES		
<p>The Registrar shall be responsible to work with a network of College personnel to ensure that human needs and business matters are managed.</p> <p>The Registrar, in consultation with the Vice President responsible for Student and Support Services, will be responsible for the design, distribution and supply of necessary web pages, forms, and procedural directions pertaining to the death of a student. Procedures to implement the intent of this policy have been developed. Updating these procedures falls within the purview of the Vice President responsible for Student and Support Services.</p>		
GUIDELINES		
<p>This policy pertains to all students currently enrolled at Olds College.</p> <p>All actions regarding the death of a student are respectful of the families, students, staff, and individuals involved.</p>		
IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY		
VICE PRESIDENT Responsible for:	Academics	
REVIEW PERIOD:	This policy will be reviewed every five (5) years.	

PROCEDURE

SUBJECT AND POLICY NUMBER:	D01 Death of a Student
VICE PRESIDENT Sign Off Date:	

The Registrar working in cooperation with a network of College personnel will ensure the following procedures are implemented as a response to the death of a student.

PROCEDURES UPON DISCOVERY – IMMEDIATE RESPONSE

Individuals may discover a body on campus or be made aware of a death off campus.

DISCOVERER

1. Notifies the RCMP/Emergency Services by calling 911.
2. Contacts or designates someone to contact Campus Security at the Security office, or dials 8225 or 403-556-8225.
3. If a death is discovered on campus: Remains/returns to the scene once Security has been contacted and if it is safe to do so.

SECURITY

1. If the death occurs on campus, security notifies the RCMP/Emergency Services by calling 911.
2. Notifies the Registrar and the Manager of Health, Safety and Security.
3. Seals off the room or area.
4. Controls the scene until the arrival of the RCMP.
5. Ensures extra Security members are provided to assist in identifying students in jeopardy, to address safety / security issues and to identify media and direct visitors to the appropriate area, if necessary.

RCMP

1. Handles the investigation, as required.
2. Notifies the student's next of kin.

REGISTRAR

1. Coordinates an immediate emergency response.
2. If the death occurs on campus, attends the scene and assists the RCMP / Emergency Services.
3. Notifies the Vice President responsible for Student and Support Services.
4. Notifies the Manager-Student Health & Wellness, Director-Human Resources, and Director-Corporate Communications.
5. Advises Campus Security of contact and location information for the Site Controller.
6. Ensures that all of the student's personal belongings are left exactly as they were found. If required, arranges to move roommates to another location.
7. Contacts RCMP/Health officials to confirm death.
8. Confirms with the RCMP that the student's next of kin have been notified.

VICE PRESIDENT RESPONSIBLE FOR STUDENT & SUPPORT SERVICES

1. Notifies the Executive Leadership Team.
2. Confirms the death and that next of kin have been notified before proceeding further.
3. Informs the College community as appropriate.

VICE PRESIDENT, DEVELOPMENT

1. Arrives at the College if necessary, and handles/delegates any media requests.
2. Consults where possible with the Registrar and with the Executive.

FOLLOW UP ACTION

VICE PRESIDENT RESPONSIBLE FOR COMMUNICATIONS / DIRECTOR, CORPORATE COMMUNICATIONS

1. In consultation with the VP responsible for Student & Support Services, ensures consistency with internal communications and develops and implements all external communication strategies, if appropriate. This may include media, staff, students, Board of Governors, Students' Association, website or Alberta Advanced Education.
2. Monitors social media and traditional media channels.
3. Requests that the Alumni Association move the student's name from active to deceased records, if appropriate.
4. Posts notification on OC Connect when flags are lowered to half mast.

VICE PRESIDENT RESPONSIBLE FOR STUDENT AND SUPPORT SERVICES / REGISTRAR

1. Contacts the College legal counsel if required before proceeding further.
2. Makes initial College contact with next of kin/family to offer condolences.
3. Makes follow-up call to family to assist with arrangements.
4. Arranges for flowers to be sent to the family on behalf of the College.
5. Requests that flags are moved to half-mast until the day of the funeral.
6. Coordinates College meetings with program teams and students as appropriate to discuss immediate action plans (e.g., internal communications to students/faculty, support services).
7. Arranges transportation for College students and staff to attend the funeral / memorial service, as appropriate.
8. Ensures a formal reconciliation of refund before processing refund cheque and provides refund cheque to the President.
9. Liaises with the family on administrative details to ensure the family is aware of any applicable refunds.
10. Coordinates communication between SAOC and the family to oversee any benefits or insurance related matters.
11. Arranges for a College representative to be present when the family arrives on campus and for them to have privacy.

REGISTRAR

1. Ensures that support services such as trauma counselling are available for individuals affected by the situation.
2. Works with the Director, Human Resources to ensure that counselling is available for staff and students, as appropriate.
3. Decides if, where and when a gathering place should be established for students, staff, and faculty to grieve in community and makes arrangements for Counsellors, therapy dogs and staff to be present during open hours.
4. Ensures the student's file and records are sealed and noted as deceased on the computer system to ensure that the family does not receive any further correspondence from the College.
5. Works with Dean, who consults with program team as necessary, and the family to determine if it is appropriate to award the credential posthumously. The family's wishes will be paramount, especially regarding the presentation (by mail or during convocation).
6. Works with Business Services to ensure the refund of any applicable tuition and/or other fees to the estate of the deceased.
7. Determines whether any loans are outstanding and notifies the appropriate funding agency.
8. Notifies Information Technology to suspend the student's email account and the Library to ensure outstanding library materials are recovered.
9. Locates student's vehicle and gives information to Vice President responsible for Student and Support Services.
10. If required, ensures that all of the student's mail is forwarded to next of kin.
11. Assists as required, in packing/shipping the student's belongings to the next of kin.

12. Recovers keys and other College property.
13. Prepares and sends a follow-up letter to be sent along with the refund cheque, appropriate tax documentation and any information relating to Student Association benefits/insurance.

MANAGER, STUDENT HEALTH & WELLNESS

1. Coordinates support services such as trauma counselling for individuals affected by the situation.
2. Arranges offices for counselling services, posts information about the location of counselling and provides Kleenex, water and blankets.
3. Ensures areas for support services, and any food and beverages are coordinated with Caretaking and Food Services.
4. Notifies the Housing Staff.
5. Notifies the student's friends/classmates and provides support services.

MANAGER, HEALTH SAFETY & SECURITY

1. Locates student's vehicle and gives information to Vice President responsible for Student and Support Services.
2. If required, ensures that all of the student's mail is forwarded to next of kin.
3. Assists as required, in packing/shipping the student's belongings to the next of kin.
4. Recovers keys and other College property.

DIRECTOR, HUMAN RESOURCES

1. Contacts the College Employees Assistance Plan provider for support services for staff as appropriate.
2. Verifies whether the student is also an employee and if appropriate, seals the student's employee file and indicates records as deceased. If the student is also an employee, notifies any benefit carriers that are applicable.
3. Notifies Business Services to coordinate payment of any applicable monies (salary) owing to the estate of the deceased.

BUSINESS SERVICES

1. Reviews refunds to ensure Students' Association insurance premiums are not refunded.
2. Prepares a formal reconciliation of refund to be approved by the Vice President responsible for Student and Support Services.
3. Prepares refund cheque and delivers to the Vice President responsible for Student & Support Services.

PRESIDENT

1. Prepares sympathy letter
2. Announces process to College for recognition of death (i.e. one-minute of silence, memorial service, etc.).