

<b>CODE:</b>	<b>TRU - 922</b>
<b>SUBJECT:</b>	<b>Death of a Student/Staff Member Protocol</b>
<b>ADOPTED:</b>	<b>August 17, 2020</b>

In the event of the death of a currently enrolled student or currently employed staff member, it is the responsibility of the campus to respond in a sensitive and sympathetic manner and most importantly with a measure of dignity toward the deceased and his/her family and friends. The death of a student or staff member can impact the entire campus community. The purpose of this document is to establish the responsibilities for notifications in an orderly, effective, timely, and caring manner.

Notification of a student death should typically come to the Vice President for Student Affairs, while the death of a staff member should come to the Vice President for Human Resources. This notification comes from a variety of sources including the police, family, friends, or a campus faculty/staff member. Upon receiving the notice of the death of a currently enrolled student or a currently employed staff member, either the Vice President for Student Affairs or the Vice President for Human Resources is responsible for beginning the campus response.

### **Responding to the Death of Student or Staff Member**

#### Family Contact:

1. Response to any death occurring off campus will be handled by the local law enforcement and/or hospital involved. It is the responsibility of these agencies to notify the next of kin. Due to our strong partnership with local law enforcement, it is likely ICC will be notified if the local law enforcement or hospital is aware that the student or staff member is enrolled or employed at ICC.
2. Within 24-48 hours the Vice President for Student Affairs or the Vice President for Human Resources or their designee will contact the family to express condolences on behalf of ICC once next of kin notification has been made. During this call, the focus is on condolences and offering support. The family will be asked if there is any information they wish to share with the ICC community, such as:
  - a. Funeral arrangements (location, date, and time)
  - b. Preference on contribution/donation information in memory of the deceased
  - c. Does the family want their home address released for condolences?

#### Initial Contacts:

1. In the event that a campus administrator is made aware of the recent death of an ICC student or staff member, they should contact their immediate supervisor and either the Vice President for Student Affairs or the Vice President for Human Resources.
2. In the event that a death occurs during a field trip, out of town athletic trip, or study abroad trip, the campus staff member accompanying the trip should immediately contact local emergency services and the local law enforcement agency. Once the situation is secured the following should be contacted:

- a. Appropriate Academic Dean, Department Head, or Cabinet Member
  - b. Vice President for Student Affairs
3. In the event that a death occurs on campus the local law enforcement will handle the response. The following individuals should be immediately contacted:
  - a. Vice President for Student Affairs
  - b. Vice President for Human Resources
  - c. Marketing and Communications
4. Once a Cabinet member is contacted about the death of a currently enrolled student or currently employed staff member, the Vice President for Student Affairs and the Vice President for Human Resources will confer and then begin to make the following contacts (via telephone and through electronic mail):
  - a. The Vice President for Student Affairs or the Vice President for Human Resources will contact the President and other members of the President's Cabinet when appropriate
  - b. Local mental health agencies
  - c. Marketing and Communications
  - d. Registrar
  - e. Student Financial Aid
  - f. Business Office
  - g. Housing
  - h. Supervisors
5. All individuals notified will be made aware that this information cannot be shared publicly until the college, the local hospital, or the Coroner's office has confirmed next of kin notification.
6. Upon confirmation of next of kin notification, college colleagues listed above will be updated.

Media Involvement and Internal/External Communications:

1. Marketing and Communications will lead efforts to draft and disseminate notification of a student death to the appropriate members of the ICC campus community.
2. Once it can be confirmed that the next of kin has been notified, notification to the campus community and college colleagues as appropriate, will be facilitated through electronic mail. The recipients of the email will be determined on a case by case basis and will be influenced by the following:
  - a. The location of the death
  - b. Whether or not the deceased lived on or off campus
  - c. When the death occurred (i.e. the length of time that has passed since being notified or if the campus is currently on break, or between academic semesters, etc.)
  - d. The wishes of the family
  - e. The level of involvement of the deceased on campus, including: activities, clubs, and/or committee involvement.
3. Marketing and Communications, the Vice President for Student Affairs, and the Vice President for Human Resources will work together to determine who will send the

message and the timeline for distribution. In most cases, one of the three would send the message to faculty, staff, and students. The President, Marketing and Communications, or the Vice President for Student Affairs would be responsible for sending a broader message to all students if dictated by the particular circumstances/situation.

4. Marketing and Communications will be responsible for collecting the information and disseminating it to local/national media upon request. All requests should be forwarded to the Marketing and Communications. It is important that the local law enforcement, Human Resources, and Student Affairs work closely with Marketing and Communications to maintain the accuracy of the information disseminated.
  - a. Marketing and Communications or designee will be responsible for disseminating the media messaging to the President's Cabinet to ensure awareness of, and consistency of, messaging.
  - b. Marketing and Communications or designee will be responsible for monitoring social media for any posts/tweets regarding the death and responding only with factual and approved messaging.
5. If the death occurs on campus property or at an event under campus control, it is important that no person involved in the campus response speculate as to the cause of death or make statements assigning responsibility for the cause of death to any individual or group.
6. The Vice President for Human Resources and the Vice President for Student Affairs will be responsible for notifying the campus community of available counseling resources through local agencies and services provided through ICC's Employee Assistance Program. The goal is to assist individuals in coping with the stress of a loss and identifying the skills needed to move forward in a healthy way. The specific type of support is tailored to address the specific needs or concerns. Grief counselors may be brought on site should events dictate the need.

#### Campus Support and Follow-up Actions:

1. Once the death of a student is official and confirmed, the Registrar makes appropriate updates in the student information system to close the official record so that further business communications, bills, etc. are ceased. The Registrar then sends notification to the following offices asking them to close any other local records of the student:
  - a. Navigator
  - b. Admissions
  - c. Campus Card Services (Admissions, Food Service, etc.)
  - d. Student Financial Aid
  - e. Business Office
  - f. Parking (Residence Life, Maintenance if applicable)
  - g. Housing
  - h. Student Affairs
  - i. Athletics
2. The Vice President for Student Affairs or designee will be available to meet with any student organizations, classes, faculty/staff, or other specific groups as requested.

3. If the student lived on campus, the Director of Housing in collaboration with the Vice President for Student Affairs or designee will work together to outline a plan of action to:
  - a. Work with the family in removing the student's possessions from his/her campus residence
  - b. Contact roommates, RA's, members of the housing unit and other concerned parties
  - c. Evaluate the need for support services for those impacted by the death
4. For the death of an ICC staff member, the Vice President for Human Resources will work with the deceased's supervisor to outline a plan for removing the employee's personal possessions from their office or from the campus.
5. The Vice President for Human Resources will work with the appropriate Cabinet members to identify if grief counseling sessions are needed for the campus community.