



Category:	Health and Safety
Approved By:	Senior Administrative Team (SAT)
Approval Date:	May 24, 2011
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Revised Date(s):	
Policy Sponsor:	Vice-President People and Planning
Policy Administrator:	Director Human Resources Dean Student Affairs

Death of a Member of the College Community Policy

Purpose

The purpose of this policy is to establish standard procedures and responses when Lethbridge College deals with the death of a member of the college community. The procedures provide for an orderly, caring, responsible and effective response during a difficult time.

Scope / Limits

This policy applies to the death of a member of the Lethbridge College community.

Definitions

Member of the College Community a current student, employee, or member of the Board of Governors of Lethbridge College.

Employee persons on the payroll of Lethbridge College.

Student persons registered in a course at Lethbridge College at any location in any delivery model.

Policy Statements

1. In the event of the death of a member of the Lethbridge College, the college will respond in a timely, sensitive, caring and professional manner.
2. Lethbridge College will endeavor to minimize the trauma to the college community by providing and/or facilitating appropriate support.
3. In certain circumstances the college President may choose to enact this policy for someone other than a member of the college community.
4. Lethbridge College recognizes the Canadian and Province of Alberta flags, as well as the Lethbridge College flag, as symbols of respect. The Canadian and Province of Alberta flags will be half-masted consistent with the rules as cited by the Ministry of Canadian Heritage. The Lethbridge College flag may be half-masted following notification of the death of a member of the college community.

A: Policy Supports

[Death of a Member of the College Community \(non-Student\) Response Team Protocols \(Appendix A\)](#)

[Death of a Student Response Team Protocols \(Appendix B\)](#)

B: Legislated References

C: Other References

[Rules for Half-masting the National Flag of Canada](#)

D: Related Policies

Grading

Credentials and Parchments



Parent Policy:	Death of a Member of the College Community
Approval Date:	November 26, 2018
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Revised Date(s):	
Policy Sponsor:	Vice-President People and Planning
Policy Administrator:	Director Human Resources
Appendix A	

Death of a Member of the College Community (non-Student) Response Team Protocols

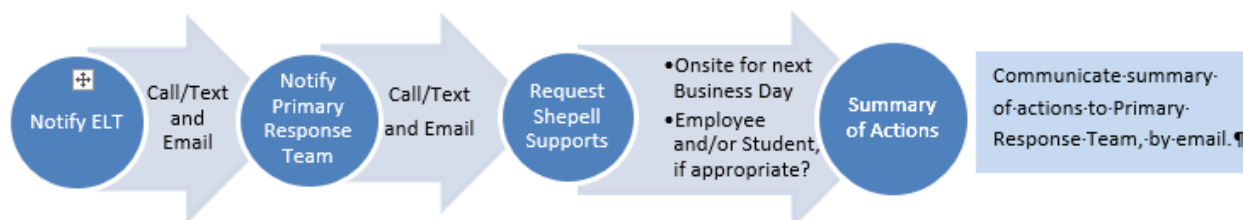
1. In the event that there is a death of a member of the college community, who is a non-student, that has occurred on or off campus, the following procedures will be followed:
 - a. During business hours, the Director Human Resources or designate will be contacted first and will immediately advise ELT
 - b. After-hours, contact Security at 403-320-3206 who will notify the on-call CLC member.
 - c. After hours, on weekends, or holidays, the on-call CLC member will immediately notify ELT by email or text, and follow-up with the appropriate CLC Leader of the affected staffing area.
2. Notification to either the Director Human Resources or designate or the on-call CLC member can occur in many different formats i.e. email, telephone, text, in person and from various sources including but not limited to: family member, faculty, staff, chair, associate dean, dean, student, etc.

Primary Response Team members are as follows:

- Director Human Resources during business hours or on-call CLC member after hours
- Communications Representative – Timed coordinated release of information to the college community
- Human Resource Representative – Employee Impact Planning as necessary
- Relevant Director, Associate Dean, Dean or Designate
- **IF** event occurred on campus, both Security Team Lead and OH&S Team Lead

Other college employees will participate in the response team protocols dependent on the circumstances.

Staff Engagement dependent on the circumstance (involvement requirement determined by the Manager Human Resources or the on-call CLC member).



Task List (by Role)

College Department Responsibility	Tasks
<p>Director Human Resources or designate OR On-Call CLC Member*</p> <p>*If After Hours, call Security to contact the On-Call CLC Member</p>	<ul style="list-style-type: none"> • Immediately notify ELT. • Notify & set a meeting with the Primary Response Team as per on call procedures • Request Trauma onsite Supports from Shepell for next business day. • Monitor and follow up with all employees involved in the management of responsibilities.
<p>Communications Representative</p>	<ul style="list-style-type: none"> • The college's communications department will be responsible for coordinating all public announcements and comments related to the death of a member of the college community. • Coordinate with the President's Office for communications to be sent after all employees who may have worked directly with the individual have been advised. • All media calls regarding the death of a member of the college community should be referred to the communications department.
<p>Human Resources Representative</p>	<ul style="list-style-type: none"> • Work in collaboration with the Director Human Resources or designate or the on-call CLC member to secure Shepell Trauma supports for employees. • Work in collaboration with either Director Human Resources or designate or on-call CLC member to meet with Communications Representative and relevant Director, Dean, or Associate Dean to develop a coordinated communications plan that supports employees with EAP. • Address staff groups on grieving process & access trauma supports for both groups. • Provide information regarding Shepell supports to employees. • Facilitate a process for employees to meet with on-site coordinator.
<p>Director/Dean/Associate Dean</p>	<ul style="list-style-type: none"> • Contact the family contact person if one is provided to express condolences on behalf of the college. • Coordinate messaging and communications with affected employees and students in collaboration with appropriate college departments. • Meet with employees as a group to share information and Shepell supports. • Guide employees to Shepell supports.
<p>Security Team Lead & OH&S Team Lead</p> <p>*IF after hours, Security will contact Security Team Lead and OH&S Team Lead.</p>	<p>IF Death occurred on campus:</p> <ul style="list-style-type: none"> • Liaise with local law enforcements. • Assist in securing the area from others to reduce any unnecessary trauma. • Provide information and guidance to the Dean of Student Affairs and Response Team.



Parent Policy	Health and Safety
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Effective Date:	June 1, 2017
Revised Date(s):	
Policy Sponsor:	Vice-President People and Planning
Policy Administrator:	Dean Student Affairs
Appendix B	

Death of a Student - Response Team Protocols

The Dean of Student Affairs is the first point of contact in the event of the death of a current (on-campus or distance delivery) student that has taken place either on or off campus. Notification to the Dean of Student Affairs can occur in many different formats i.e. email, telephone, text, in person and from various sources including but not limited to: family member, faculty, staff, chair, dean, associate dean, student, etc.

The Dean of Student Affairs will immediately advise the Executive Leadership Team (ELT) during business hours or the on-call College Leadership Council (CLC) member during non-business hours and will immediately bring together the appropriate college employees the Dean of Student Affairs Office, as the designated meeting space for the coordination efforts.

Primary response team members are as follows:

Manager of Wellness Services – Counselling & Medical
 Relevant Dean or Associate Dean – Student Program
 Communications Manager – Timed coordinated release of information to the college community
 Human Resource Representative – Employee Impact Planning as necessary
 Security & OH&S if the event occurred on campus

Secondary response team member’s participation when requested by the Dean of Student Affairs are as follows:

- Ecumenical Minister – spiritual and counselling supports
- Registrar who will coordinate the following:
 - Student Records
 - Finance – Financial Records
 - Student Loans & Awards
- ITS – Disable Student Account
- LCSA – if the student was a LCSA active member
- Manager of Athletics, Residence, Recreation (Student Athlete, Student in Residence)
- Indigenous Manager
- Other college employees will participate in the response team protocols dependent on the circumstances.

Staff Engagement dependent on the circumstance (involvement requirement determined by the Director of Student Services)

College Department(Employee) Responsibility	Tasks	Completed/Signature/Date
Dean of Student Affairs	<ul style="list-style-type: none"> • Immediately contact & notify ELT during business hours and the on-call CLC member during non-business hours • Notify and set an immediate meeting with the Primary Response Team (Health & Counselling, Academic, Communications, Records, Human Resources, Spiritual) • Notify LCSA Staff and Student Executive if the student was an active LCSA member • Contact the family contact person if one is provided to collect information, to express condolences on behalf of the college, and to provide whatever supports that are available • Monitor and follow up with all employees involved in the management of responsibilities 	
Manager of Wellness Services	<ul style="list-style-type: none"> • Provide triage supports to students and employees at the Health Center • Coordinate need and requests with HR if required to request trauma services from Shepell • Address student or staff groups on grieving process & access trauma supports for both groups • Provide information regarding Shepell supports to individuals • Facilitate a process for students to meet with on-site counsellor 	
Manager of Communications	<ul style="list-style-type: none"> • Coordinate with the President’s Office for communications to be sent after all immediate students and employees have been advised 	

College Department(Employee) Responsibility	Tasks	Completed/Signature/Date
Academic Dean/Associate Dean	<ul style="list-style-type: none"> • Coordinate messaging and communications with affected students and employees in collaboration with the appropriate college departments such as health services, human resources, etc... • Meet with students on an as needed basis • Meet with faculty as a group to share information • Provide information regarding Shepell supports • Guide students and employees to Health Services 	
Security Team Lead & OHS Team Lead	<p>Death occurred on campus - residence</p> <ul style="list-style-type: none"> • Liaise with local law enforcements • Assist in securing the area from others to reduce any unnecessary trauma • Provide information and guidance to the DSS and Response Team 	
Human Resources Representative	<ul style="list-style-type: none"> • Work in collaboration with the Manager of Health Services in securing Shepell Trauma supports for employees • Meet with academic dean/chair and communications manager to develop a coordinated communications plan that supports employees with EAP supports 	
Ecumenical Minister	<ul style="list-style-type: none"> • Provide spiritual and counselling supports 	

College Department(Employee) Responsibility	Tasks	Completed/Signature/Date
Registrar	<p>Records</p> <ul style="list-style-type: none"> • Mark the student record – Deceased • Assign a record of WC to the student record if the death occurred prior to the term withdrawal period • Assign the term grade(s) to the student record if the death occurred after term withdrawal period <p>Graduation Options – Credential</p> <ul style="list-style-type: none"> • Registrar will contact the family if the deceased students is eligible to graduate posthumously. The request is for the family to participate in receiving the parchment or it will be prepared and mailed to the family as per request – Graduation Requirements Policy 	
Manager/Coordinator Indigenous	<ul style="list-style-type: none"> • Provide cultural supports to affected students • Liaise with the Indigenous Community • Assist with communications 	
International Manager	<ul style="list-style-type: none"> • Provide cultural supports to affected students • Liaise with the International Community involved – Immigration – Legal etc.... • Assist with communications 	
Manager of Athletics, Residence & Recreation Services	<ul style="list-style-type: none"> • Provide information, support and communications to coaches and affected teams • Provide information, support and communications to residence staff, students in residence, family members • Coordinate personal items with the family • Coordinate communications with the communications representative 	
Accessibility Coordinator	<ul style="list-style-type: none"> • Provide information, support and communication with accessibility staff and other accessibility students if affected • Close student file 	