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Title:	Student Death Response Policy
Policy Area	Student Services, Support and Conduct
EP03 Protection of Privacy Policy	
	Student Death Response Protocol (Confidential and for Internal Use Only)

Effective Date of Policy:	February 11, 2021
Approval Date:	February 11, 2021
Applies to:	Employees
Approving Body:	President
Supersedes or New:	New
Authority:	College and Institute Act Freedom of Information and Protection of Privacy Act

The following are responsible for the administration of this policy

Primary Office	Contact
Vice President, Students	Regional Dean's Office at each campus

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## 1. Policy Statement

- 1.1. Okanagan College is committed to a compassionate and coordinated response in the event of a student death. The response will respect the uniqueness of each situation, the wishes of the student's next of kin and institutional administrative and legislated responsibilities.

## 2. Purpose

- 2.1. This policy establishes guidelines for the implementation of the College response in the event of death of a current student.

## 3. Guiding Principles

- 3.1. Respect for the deceased student and the wishes of their next of kin
- 3.2. Support for students and employees impacted by the student death.
- 3.3. Appropriate communication to the College community that honours next of kin expectations and is compliant with privacy legislation.
- 3.4. Cooperation with law enforcement officials as required.
- 3.5. Ensuring all College records are updated and appropriately closed.

## 4. College Response to Notice of a Student's Death

- 4.1. The College will implement its Student Death Response Protocol when the College is notified of a student death. The Protocol is a confidential, internal document.
- 4.2. The Vice President, Students or designate will be the contact person for the next of kin of the deceased student.
- 4.3. Any employee who receives information about a student death that occurs off campus will contact the appropriate Regional Dean and/or Vice President, Students to ensure that this policy and the supporting protocols are engaged immediately.
- 4.4. In the event of a student death that occurs on a campus or learning site, the people responsible for oversight of the activity or who is first on the scene will immediately notify Campus Security Manager, Security and Crisis Management, followed by notice to the appropriate Regional Dean and Vice President, Students.
- 4.5. The Regional Dean, or Vice President, Students when the Regional Dean is not available, will complete the Student Death Response Protocol in all instances where the College is responding to the death of a current student.
- 4.6. In addition, where applicable, the Regional Dean will work with the Director, International Education and/or the Director, Facilities & Business Services to implement the International Student Death Response Protocol and/or the Residence Student Death Response Protocol respectively as well as working with the appropriate Program Dean(s) Director, Continuing Studies and Corporate Training.

- 5.2. If a student's death is already known or has been publicly disclosed, privacy laws do not prohibit employees from expressing condolences or engaging in discussions with friends and next of kin publicly available information about the deceased student or their death. In determining whether announcements or expressions of sympathy are appropriate, consideration should be given to the wishes of the deceased student's next of kin, and such statements may not disclose personal information about the deceased student.
- 5.3. Any employee who receives specific information requests about a deceased student should refer the request to the Regional Dean. The Regional Dean with the assistance of the Director, Legal Affairs, will determine who has authority to request and receive this information. FIPPA provides specific direction about how this determination should be made.
- 5.4. Any other requests for the release of personal information about the deceased student must be approved by the Vice President, Students.