

## Responding to a Student Death Website Content

If any member of the university community becomes aware of a student death, they should inform Campus Security and Emergency Services (CSES), through the Emergency Report Centre (ERC) available 24/7, at (613) 533-6111 or ext. 36111. CSES will then follow the appropriate university procedures.

### Preamble

The University is committed to responding with compassion toward the student's family (or personal representatives, guardians, etc.) while providing support to peers, faculty, and staff who may be impacted.

CSES and Office of the Vice-Provost and Dean of Student Affairs (VPDSA) work together to ensure coordinated responses to the death of a student. CSES will take the lead in responding to serious injuries or a death on campus working in conjunction with police and/or the RCMP.

The VPDSA is responsible for coordinating the University's secondary response.

### Principles

The University is committed to the physical and psychological safety of students. The University will use resources available to provide an effective, compassionate, and caring response for all involved, and recognizes the enormous impact a death can have on the campus community.

In all circumstances, the university will respond to the death of a student guided by the following principles:

- i. To respect the grieving process of those authorized to make decisions regarding the deceased student.

- ii. To uphold dignity and reverence for the memory of the student.
- iii. To maintain privacy requirements and discretion in the use of and access to student information. The University will only disclose personal information as permitted under the provincial Freedom of Information and Protection of Privacy Act (FIPPA) and/or the Personal Health Information Protection Act (PHIPA) to the student's family, friends, or other authorized representatives, guardians, etc.).
- iv. To provide support to the student's family, and campus first responders.
- v. To liaise and cooperate with police, the coroner and other external officials, as required, and to comply with all relevant legislative requirements.
- vi. To determine the location of the death, while also taking into consideration the time within the academic year.

#### University Response

While every effort will be made to respond as quickly as possible, logistical considerations involving the release of sensitive information and processes beyond the University's control may affect the timeliness of a response.

CSES will initiate established incident response protocols to secure the area and activate the appropriate emergency procedures, if required. This includes notifying and liaising with Kingston Police.

CSES and the VPDSA will work together to arrange, where

notification(s). The University will respect this process and the family members, refraining from releasing any information without proper authorization.

If the University learns of a student death that has occurred off-campus, the VPDSA will be responsible for gathering the Response Team and notifying university officials, when appropriate. The Senior Director, Student Conduct and Care will coordinate the Response Team and aspects to support the family, peers, and campus community. Whether a death occurs on or off campus, the Response Team will be responsible for

## Support and Resources

[Office of Faith and Spiritual Life](#): Is available to provide grief support and will often assist in liaising with family members and communicating their wishes to the university. The office also helps to coordinate memorial gatherings and tree planting ceremonies, if desired.

[Care Support Services](#) Is available to provide non-clinical support services to students and provide assistance in connecting students to a variety of supports and resources, including support regarding academic considerations.