

Policy Number: 1.014
Name: Student and Staff Deaths
Approved: April 1, 2009

The University can help coordinate responses to the deaths of students and staff whether on or off campus. It is important for the University to provide sensitive, caring, cohesive, and professional responses to these traumatic events. This protocol assumes that death has occurred and does not address mitigation needed to prevent deaths.

Reporting Deaths

- Individuals within the university community initially learning of incidents involving on campus death should remain calm, call 911, and notify security personnel at #6065 from any campus phone. If an individual learns of an off campus death of a student or employee they should notify the Director's office who will be able to help coordinate support services for affected employees or students.
- Necessary information that should be obtained by persons initially learning of a death may include:
 1. Who was involved;
 2. What happened;
 3. Where incidents occurred;
 4. How incidents occurred;
 5. Who else has been contacted; and
 6. Who else needs to be contacted.
- Once the University has been notified of an on-campus death the Director's Office should coordinate with the Montgomery County Police who are responsible for next of kin notification.
- The University should make no attempt to notify ANY affected parties until the Montgomery County Police has properly notified next of kin. Once next of kin notifications have been made the University can make appropriate notifications to the appropriate campus officials.
- Once next of kin notification has been made the Director's Office should notify the home campus of the staff or student involved.
- The Director's Office should contact the Counseling Center at UMCP for guidance and possible request for counseling resources.