

Policy Number: 1.014
Name: Student and Staff Deaths
Approved: April 1, 2009 (updated November 15, 2017)

The Universities at Shady Grove 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 who initially learn of incidents involving on campus death should remain calm, call 911, and notify security personnel at x6065 from any campus phone or 301-738-6065 from any other phone. If an individual learns of an off campus death of a student or employee they should notify the Director's Office. Personnel in that office 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 USG has been notified of an on-campus death the Director's Office should coordinate with the Montgomery County Police. The Montgomery County Police are responsible for next of kin notification.
- USG should make no attempt to notify **ANY** affected parties until the Montgomery County Police have properly notified next of kin. Once next of kin notifications have been made, USG can make appropriate notifications to appropriate USM officials.
- Once next of kin notification has been made the Director's Office should notify the home campus of the staff person or student involved.
- The Director's Office should contact the USG Center for Counseling and Consultation for guidance and possible request for counseling resources.