



Death of USG Staff or Student

USG Procedure | Approved April 2009, Amended May 2019

I. Purpose and Applicability

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.

II. Procedure Statement

A. Reporting Deaths

1. Any individual who learns of an on-campus death should remain calm, call 911, and notify security personnel at Ext. 6065 from any campus phone or 301-738-6065 from any other phone. Any individual who learns of the death of a student or employee that occurred off campus should notify the Executive Director's Office.
2. Information that should be obtained by persons initially learning of a death may include:
 - Who was involved;
 - What happened;
 - Where incidents occurred;
 - How incidents occurred;
 - Who else has been contacted; and
 - Who else needs to be contacted.

B. 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.

C. 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.

D. Once next of kin notification has been made the Executive Director's Office should notify the home campus of the staff person or student involved.

E. The Director's Office should additionally contact the USG Center for Counseling & Consultation (CCC) for guidance and/or counseling resources or the Counseling Center at UMCP if the USG CCC is unavailable.