



## Guidelines & Protocols

<b>Protocol/Guideline Title:</b> <b>Student Accident and Death</b>		
<b>Responsible Office:</b> Dean of Students		
<b>Date Approved by President's Council:</b> 7/16/2015		
<b>UVU Web Host Page:</b> <a href="http://www.uvu.edu/policies/guidelines/guidelines.html">www.uvu.edu/policies/guidelines/guidelines.html</a>		
<b>UVU Web Pages that Link to Host Page:</b>		
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*The following is not official university policy but rather a guideline used to facilitate the internal actions of the University or a particular unit within the University. Guidelines are not binding on the University and may be amended by the University at any time. A guideline, such as the one to follow, does not establish any contractual rights or obligations between the University and any individual.*



# Guidelines & Protocols

## Executive Summary

This guideline outlines the University's response to a serious accident, death, or suicide of a registered student. The University's response shall strive to convey the following:

- Respect for the student, as well as the student's family and friends
- Dignity for the memory or life of the student
- Discretion in the use and access of information regarding the student's death or accident
- Cooperation with police, family, roommates, and other external officials

## Related University Policies

Policy 204 *Appropriateness of Expenditures*

Policy 425 *Scheduling Campus Facilities*

Policy 544 *Scheduling Peaceful Assemblies*

## Definitions

**Serious accident:** A sudden incident, on or off campus, that results in death, dismemberment, or other life-threatening injury.

## Communication Protocols

### Whom to Contact in the Event of a Serious Accident/Death

In the event of a serious accident or death of a registered student, any member of the university community should immediately report the incident to the following university entities:

- *If the incident occurred on campus*, contact UVU Police at extension 5555 or (801) 863-5555 from a personal phone. (When contacted regarding an incident on campus, off-campus law enforcement agencies will likely notify UVU Police first.)
- *If the incident occurred off campus*, contact the Dean of Students at extension 8681 or (801) 863-8681 from a personal phone.
- *If the incident occurred while participating in an intercultural travel program*, contact the Senior Director of the International and Multicultural Studies office via email or phone at extension 7301 or (801) 863-7301 from a personal phone.

Extremely serious situations (e.g., violence on campus, such as an active shooter, or multiple deaths related to an infectious disease) may prompt university officials to activate the University's Emergency Operations Plan. The Emergency Operations Plan can be found at <http://www.uvu.edu/safety/docs/uvueop.pdf>.



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### **Communication to University Officials in the Event of a Serious Accident/Death**

Upon notification of a serious accident or death involving the university community, university officials shall communicate as follows:

- 1) The Dean of Students and the Chief of Police shall immediately contact one another. For incidents involving intercultural travel programs, the Senior Director of the International and Multicultural Studies office shall contact the Dean of Students.
- 2) The Dean of Students and/or the Chief of Police shall contact the Senior Vice President of Academic Affairs, Vice President of Student Affairs, and the Vice President of Finance and Administration.
- 3) If the incident occurred on campus in a department building, the Dean of Students or designee shall notify the academic dean of that department.
- 4) The Senior Vice President of Academic Affairs, Vice President of Student Affairs, and the Vice President of Finance and Administration shall contact the President.
- 5) The Behavioral Assessment Threat team shall assemble. This team includes the following university entities: the Dean of Students, Chief of Police, Senior Director of Student Health Services, Ombuds, Director of Emergency Risk Management, Director of Student Conduct and Conflict Resolution, Director of Employment Services, and Director of Accessibility Services. The Associate Vice President of University Marketing and Communications and the General Counsel shall be included as needed.

### **University Response Protocols**

In the event of a serious accident or death of a registered student, the Behavioral Assessment Threat team (BAT) shall perform the following:

- Establish verification and determine the circumstances (on or off campus) of the death/accident to determine the appropriate level of response.
- Notify the appropriate dean/department of the student.
- Designate one person from BAT (usually the Dean of Students) as the primary contact with the family, following notification of death by the proper police jurisdiction. This contact person shall assume responsibility for facilitating access to other university officials as requested by the family, and for facilitating access to the family as requested by other university officials.
- Coordinate with the appropriate dean/department on correspondence.
- Update senior university officials with relevant information about the student death/accident.
- Coordinate with family, friends, classmates, and roommates the services provided by Student Health Services.
- The Dean of Students shall contact the following additional university entities through email:
  - 1) President's Cabinet



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- 2) The appropriate academic dean, department chair, and academic advisor of the student
- 3) The UVUSA President
- 4) Associate Vice President of University Marketing and Communications
- 5) General Counsel
- 6) Registrar, who shall then contact Bursar, Financial Aid, and Parking Services
- 7) Other departments (based on the student's involvement), such as:
  - Title IX Office
  - Women's Success Center
  - International & Multicultural Studies
  - International Student Services
  - Accessibility Services
  - Human Resources (based on employment)
  - Office of Student Conduct

### **Death of a Registered Student—Additional University Response Protocols**

In the event of the death of a registered student, the following protocols shall be followed in addition to those outlined above.

Registrar is often the first notified. Registrar shall contact the Dean of Students, Financial Aid, Bursar, Parking Services, and the student's academic advisor.

The Dean of Students shall perform the following:

- Organize letters of condolence from the President and Student Health Services.
- Notify the appropriate dean, department chair, and Senior Vice President of Academic Affairs of the need to determine if an honorary diploma or certificate of academic achievement may be awarded. The Senior Vice President, academic dean, and academic department chair shall determine the award based on the number of completed credits.
  - If the student is not close enough to graduation to be awarded a degree, a certificate of academic achievement may be awarded. The Senior Vice President of Academic Affairs and the President signatures will be on the standardized certificate provided by the Graduation Office. The Dean of Students will send the certificate to family.
  - The Dean of Students or their representative shall notify the Graduation Office with the determination of either the degree or certificate of academic achievement and the student and family contact information.



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- Arrange for a university representative (usually the Dean of Students or his/her designee) to attend the memorial service/funeral.
- Send flowers in coordination with the Vice President for Development and Alumni, as specified in Policy 204 *Appropriateness of Expenditures*.
- Coordinate publishing an obituary in the *UVU Review*, per approval from the family.
- Inform the President's Office of any extenuating circumstances that should be considered in the planning of an on-campus memorial service.
- Coordinate with Registrar and Financial Aid for tuition refunds and other appropriate changes in status.
- Notify UVUSA, who shall coordinate with the family to place a book of memorial in the library.

### **Suicide of a Registered Student—Additional University Response Protocols**

In addition to the response protocols outlined above, the Dean of Students shall perform the following in the event of the suicide of a registered student:

- Notify the Suicide Prevention Program Coordinator (Student Health Services) to determine the best course of action when working with a family who has lost a loved one by suicide.
- Provide services and resources for family, friends, roommates, etc.
- Coordinate publishing an obituary in the *UVU Review*, per approval from the family and in consultation with the Suicide Prevention Program Coordinator to determine appropriateness.

### **Serious Accident of a Registered Student—Additional University Response Protocols**

In addition to the response protocols outlined above, the Dean of Students shall perform the following in the event of a serious accident of a registered student:

- Send flowers in coordination with the Vice President for Development & Alumni as specified in Policy 204 *Appropriateness of Expenditures*.
- Arrange for a university representative (usually Dean of Students) to contact student and help identify additional resources.

### **Memorial Services**

On-campus memorial services may be hosted by university departments or student clubs/organizations in accordance with Policy 425 *Scheduling Campus Facilities* and Policy 544 *Scheduling Peaceful Assemblies*.



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### **Request for Flags Flown at Half-Staff**

If appropriate, requests for flags flown at half-staff shall be made by the President to the Governor, per state law.

### **Fundraisers**

The University shall not formally sponsor any fundraisers; however, individuals are welcome to collect donations in accordance with university policy.