

PROCEDURES FOR RESPONDING TO THE DEATH OF A STUDENT
(currently enrolled at Laurentian University)

There are certain basic procedures which must be observed (responsible department identified below) in the case of the death of a student such as:

- Letter of condolence should be immediately forwarded to the family (Office of Student Life);
- There should be appropriate representation at the funeral (Office of Student Life);
- Those most concerned with the student (classmates, faculty and staff) should be informed without delay (Office of Student Life);
- All offices concerned with the processing and recording of student data and student affairs (see list below) should be informed without delay (Office of Student Life);
- An appropriate announcement should be made to the University community (Public Affairs);
- Finally, those directly affected by the death should be offered support (Counselling and Resource Centre, Office of Student Life).

The following procedures were established for the rapid collection and release of information on the death of a student while respecting the delicate nature of the incident.

Gathering information:

ALL FACULTY AND STAFF SHOULD IMMEDIATELY REPORT THE DEATH OF A STUDENT to the OFFICE OF STUDENT LIFE at ext. 6506 or 6598.

Upon notification of the death of a student, the Office of Student Life will take the following steps:

- If there is any doubt in the information provided, verify its accuracy;
- Gather all information regarding funeral arrangements;
- Send a letter of condolence to the family;
- Ensure that a University representative attend the funeral AND

It will also inform (by phone, voice mail, fax or email) the following associations or departments:

- The President's Office
- The Public Affairs Office
- The appropriate Dean or C.C.E.
- The appropriate academic department
- The appropriate residence (Supervisor and Don), if applicable
- The appropriate student association (AEF, ALPS, GSA, SGA, NSA)
- The Security Office
- The Student Affairs Office (all units)
- The Treasury Office
- Purchasing and Insurance Services
- Health Services
- Student Awards Office
- Lambda Publications
- L'Orignal déchaîné
- J. N. Desmarais Library (Supervisor)
- The Bookstore
- Physical Education Division
- Human Resources
- Payroll

This summary will be forwarded to all departments once annually (usually in September) as a reminder to new staff members of the University's procedures and of the contact persons/departments. The local police forces will also be reminded once annually to immediately inform us of a death of a full-time or part-time Laurentian University student (through our Chief of Security) so that these procedures could be set in motion.

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