

**B4007 – RESPONDING TO THE DEATH OF A STUDENT  
PROCEDURES**

**Associated Procedures:**

- *Responding to the Death of a Student Protocol*

**1. Notification of Death**

Any College community member who becomes aware of the death of a current student will immediately notify the Office of Campus Security and the Office of the Associate Vice-President Students, as follows:

Cynthia Fudgell, Manager, Safety, Security and Emergency Management  
[cfudgell@langara.ca](mailto:cfudgell@langara.ca)  
604.323.5706

<i>Office of the Associate Vice-President Students</i>	
<u>Debbie Schachter</u> Interim Associate Vice-President, Students dschachter@langara.ca 604.307.1075	<u>Denise Busayong</u> Student Services Operations Manager dbusayong@langara.ca 604.323.5459

**2. Collecting Circumstance Details**

Upon being notified of a student death, the AVP Students (or designate) will seek details regarding the circumstances of the death and attempt to confirm whether it occurred during a Langara event, on campus, and/or other members of the College community were present. This information will aid in the College's response to assist those College community members who may have been affected by the incident.

**3. Verification of Student's Identity**

The Office of the AVPS Students will take steps to verify the student's:

- identity;
- student identification number;
- contact information;
- nationality (to determine whether or not the student is enrolled as an international visa student);
- program and/or credential of study; and
- current affiliation with various student groups, clubs or communities.

**4. Communication Protocol**

The AVP Students (or designate) is responsible for coordinating the College's administrative response to the death of a current student. The AVP Students will form a team that will

organize, lead, and provide advice and support on the College's administrative response to the student's death.

**5. Creation of a Response Team**

If necessary, the AVP Students (or designate) will consult with the Provost & VP Academic and representatives of the student community regarding the formation of a Response Team (EOC) to address circumstances that may have a broader institutional impact.

**6. Incident Records**

Records related to the administrative response to the student's death will be marked as confidential and managed in accordance with applicable legislation and the College's *Information and Privacy* policy (Board Policy 480) and *Recorded Information Management* (Policy B5010) policy and their associated procedures.