

**AC.3.15.1 Death of a Student**  
**Schedule B**  
**Response to Death of a Student**  
**Off-Campus Death**

**SAIT Activity – In Canada**

**SAIT Employee in charge of Event/Activity:**

- Call 911 and/or local emergency services
- Stay at scene (if safe to do so), record information, and keep scene undisturbed until police arrive
- Notify supervisor as soon as possible, who notifies Director, Learner Services

**SAIT's Response**

**Stage One: Immediate Response**

1. Student's dean or designate verifies immediate details of student's reported death as quickly as possible, in consultation with supervisor and Student Development and Counselling (SDC) through sources such as:
  - Social media
  - Communication with next-of-kin, Medical Examiner's office, other students, instructors, etc.
  - Information reported in the newspapers and other news outlets
2. SDC and dean/designate develop action plan. This may involve Interfaith Centre, Employee and Family Assistance Plan Counsellors, the Residence, Communications department, etc.
3. Dean/designate informs program and service instructors and program staff of student's death.
4. SDC and dean/designate visit deceased student's classes to inform classmates.

**Stage Two: Next Steps**

1. SAIT employees notified as per Schedule A.
2. Flags lowered (procedure AD.1.6.1 Flag Protocol).
3. SAIT's President and CEO sends formal letter of sympathy to next-of-kin.
4. Student's school/department may also express sympathy through flowers, letter, etc.
5. Information Technology Services:
  - Freezes student's computer account, keeps all electronic information for 6 months or until not required by any enforcement agency.
  - Works with academic chair/coordinator to resolve any issues relating to student's computer/laptop/electronic files
6. Office of the Registrar formally verifies the student's death and updates student's records in Banner.
7. Campus Security and dean/designate deal with student's possessions:
  - Content of student's locker(s) returned to student's next-of-kin.
  - If student lived in Residence, Security and Residence work with student's next-of-kin to return student's belongings
  - Items belonging to SAIT (laptops, tools, uniforms, etc.) returned to school/department
8. Office of the Registrar grants a posthumous credential as appropriate (procedure AC.2.17.1 Credentials).
9. Administrative actions by other SAIT departments, etc., as per Schedule A.