

AC.3.15.1 Death of a Student
Schedule B
Response to Death of a Student
Off-Campus Death
SAIT Activity – Study Abroad

SAIT Employee in charge of 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.
- Immediately contact Study Abroad office (403-774-4971) (during SAIT business hours) or Campus Security (403-284-8000) (after SAIT business hours).
- Contact Canadian Consulate.
- Follow Emergency Communication Protocol – Schedule C (procedure AC.2.13.2 Study Abroad)

SAIT's Response

Stage One: Immediate Response

1. Study Abroad Office and student's dean/director or designate, in consultation with supervisor of Student Development and Counselling, to verify immediate details of student's reported death as quickly as possible, through sources such as:
 - Officials in the host country
 - Canadian Consulate
 - Social media
 - Communication with next-of-kin. Medical Examiner's Office, other students, instructors, etc.
 - Information reported in news outlets
2. SDC, Study Abroad Office 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 visits deceased student's classes to inform classmates.

Stage 2: 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:
 - Contents 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.