

**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 Associate VP/dean 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 the newspapers and other 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 Systems:
  - 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.