

## Protocol for the Death of a Campus Constituent Policy

Date Effective: April 4, 2001  
Issued By: President's Office  
Contact: President's Office, 814-393-2220  
Procedure No. 60.070

---

### Purpose:

To ease the notification process, expedite communication, and provide guidelines for the expression of sympathy in response to the death of students and current or retired employees.

### Policy:

Clarion University recognizes the impact that the loss of a valued colleague and friend has on the campus community. It is the policy of Clarion University to respond in an appropriate and sensitive manner to the deaths of campus constituents.

### Procedures:

#### **Notification**

Sources of information about the death of a student, current employee, or retired employee may be difficult to anticipate. All members of the university community need to be aware that information regarding such deaths must immediately be shared with the appropriate personnel.

#### Student Death on Campus

The individual who finds the deceased should contact the Office of Public Safety immediately. (814-393-2111)

The Public Safety Officer in charge shall

- a. evaluate whether or not an on-going threat to the campus community exists.
- b. initiate immediate action to safeguard members of the campus community.
- c. secure the scene to ensure the preservation of evidence.
- d. contact the Pennsylvania State Police to request assistance with the investigation.
- e. notify the Director of Public Safety.

The Director of Public Safety shall notify the Vice President for Finance and Administration.

The Vice President for Finance and Administration shall notify the President.

In consultation with the President, determine if the situation is an emergency requiring activation of the University's Emergency Response Plan.

Notify all other Vice Presidents and the Director of University Relations.

Divisional Vice Presidents will begin further notification and records facilitation per division checklists.

The President shall appoint an ombudsperson to assist the family of the deceased student.

#### Student Death off Campus

An individual with news of the death of a student off campus should contact the Vice President for Student Affairs.

The Vice President for Student Affairs (or designee) shall confirm the report of death and contact the following offices to begin further notification and facilitation of records per division checklists:

- a. President's Office
- b. University Relations
- c. Provost's Office
- d. Vice President for Finance and Administration
- e. University Advancement Office

The President shall appoint an ombudsperson to assist the family of the deceased student.

#### Current Employee Death

An individual with news of the death of a current employee should contact the Associate Vice President for Finance and Administration.

The Associate Vice President for Finance and Administration shall confirm the report of death and contact the following offices to begin further notification and facilitation of records per division checklists:

- a. President's Office
- b. Department of deceased employee
- c. Vice President for Finance and Administration
- d. University Advancement Office

The President shall appoint an ombudsperson to assist the family of the deceased employee.

#### Retired Employee Death

An individual with news of the death of a retired employee should contact the Associate Vice President for Finance and Administration.

The Associate Vice President for Finance and Administration shall confirm the report of death and contact the following offices to begin further notification and facilitation of records per division checklists:

- a. President's Office
- b. Divisional Vice President of retired employee
- c. University Advancement Office

## **Communication**

To ensure consistency and accuracy in communication related to the deaths of campus constituents, information will be provided as follows:

### Internal Communication

The President's Office shall work with the appropriate offices in developing email announcements of the deaths of students, current employees, family members of current employees, and/or retired employees.

### External Communication

The Director of University Relations shall develop appropriate press releases and respond to requests for information about the deaths of campus constituents from non-university parties and the media.

## **Expressions of Sympathy**

### Student Death

The Vice President for Student Affairs shall

1. provide next of kin information to the President's Office and other appropriate offices for condolence letters.
2. coordinate with the President's Office the sending of expressions of sympathy on behalf of the university.
3. identify representation to attend funeral/memorial service.

### Current or Retired Employee Death

The Associate Vice President for Finance and Administration shall

1. provide next of kin information to the President's Office and other appropriate offices for condolence letters.
2. coordinate with the President's Office the sending of expressions of sympathy on behalf of the university.

3. identify representation to attend funeral/memorial service.