

PROCEDURES ON THE INSTITUTIONAL RESPONSE TO A DEATH

In accordance with the *Policy on the Institutional Response to a Death* ([SG-13](#))

November 2020

PURPOSE

The purpose of these Procedures is to establish responsibilities of units and departments across the University in response to the death of a Member and a Non-Member. The University's response to the death shall take into account the identity of the deceased, the nature and the circumstances of the death.

For the purposes of these Procedures, all terms that are capitalized shall have the same meaning as those terms defined in the *Policy on the Institutional Response to a Death* ([SG-13](#)).

PROCEDURES

Death reporting

1. The following procedures must be followed to report the death of a Member and a Non-Member:

- **Death occurring on Campus or at a University event:** All deaths occurring on Campus or at a University event must be immediately reported to the Security Department at (514) 848-2424 extension 3717.

Note: The notification of the deceased's family or next of kin will normally be done by the police or other external authorities. No University Member should notify the deceased's family or next of kin of the death.

- **Death occurring off Campus:** Deaths of Members and Non-Members occurring off Campus must be reported to the following email address: inmemoriam@concordia.ca. This email address is monitored by the Security Department and the Special Advisor on Campus Life and Supports.

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Coordination of the University's response to the death of a Member

2. Upon reporting of the death, the Security Department will liaise, when applicable, with external authorities or the deceased's family or next of kin to confirm the identity of the deceased and the circumstances of the death. As soon as possible, they will communicate with the Special Advisor on Campus Life and Supports to initiate coordination of the University's response to the death.
3. Upon confirmation of the death by the Security Department, the Special Advisor on Campus Life and Supports will advise the President, members of the senior administration, as required, and appropriate units of the death. The Special Advisor on Campus Life and Supports will liaise with units and departments to coordinate the University's response to the death and determine if additional resources are required for an appropriate response. They will also review and monitor the availability of supportive resources and provide any appropriate academic or work arrangements for Members impacted by the death. They will serve as a liaison person with the deceased's family for any required follow-ups or designate a delegate to do so.
4. When appropriate, the Special Advisor on Campus Life and Supports will mobilize the Response Team as soon as possible following confirmation of the death to ensure a well-coordinated response from the University.
5. The membership of the Response Team will vary depending on the circumstances:
 - The following units will automatically be represented on the Response Team when mobilized: the Security Department, Campus Wellness and Support Services, the Multi-Faith and Spirituality Centre, the Special Advisor on Campus Life and Supports and University Communications Services.
 - In the case of the death of a current student, the Office of the Registrar will be a member of the Response Team, along with the Dean of Students and the Dean of Graduate Studies if the deceased was a graduate student. A representative from the deceased student's Faculty/School or Department will also be included.

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- In the case of the death of a current employee, Human Resources will be a member of the Response Team. A representative from the deceased employee's sector or unit will also be included.
 - In the case of the death of a current student employee or a current employee enrolled in class, the Office of the Registrar and Human Resources will be represented on the Response Team, along with a representative from the deceased employee's sector or unit, the Dean of Students and the Dean of Graduate Studies if the deceased was a graduate student.
 - Depending on the circumstances, the following units will also be involved in the Response Team: Residence Life (in the case of the death of a student in residence), Recreation and Athletics (in the case of the death of a student athlete), the International Students Office (in the case of the death of an international student) and Concordia International (in the case of the death of a Member on University activity abroad or a visiting student).
 - Other units might be asked to join the Response Team as appropriate.
6. The Special Advisor on Campus Life and Supports will act as the coordinator throughout the process of responding to the death of a Member and chair the meetings of the Response Team. If the Special Advisor on Campus Life and Supports were unable to act, their alternate would mobilize the Response Team and its members would designate a coordinator within them.
 7. The Special Advisor on Campus Life and Supports will maintain a list of units and departments' designated contacts (main and alternate) and responsibilities to be fulfilled upon confirmation of the death of a Member. The Special Advisor on Campus Life and Supports will ensure necessary training of the Response Team's members and of the units and departments' designated contacts.

Coordination of the University's response to the death of a Non-Member

8. Upon reporting of the death, the Special Advisor on Campus Life and Supports will liaise with the deceased's family or next of kin and will advise members of the senior administration and appropriate units of the death. The Special Advisor on Campus Life

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and Supports will liaise with units and departments to coordinate any University's response to the death. They will serve as a liaison person with the deceased's family for any required follow-ups or designate another member to do so.

9. The Special Advisor on Campus Life and Supports will maintain a list of units and departments' designated contacts (main and alternate) and responsibilities to be fulfilled upon confirmation of the death of a Non-Member.

Death notification process

10. The Special Advisor on Campus Life and Supports will notify the list of units and departments' designated contacts (main and alternate) of the death by email as soon as possible upon confirmation of the death. Vice-Presidents, Deans and the University Librarian will be notified by the Special Advisor on Campus Life and Supports only if the deceased was a Member of their sector, faculty, or the library. The Special Advisor on Campus Life and Supports will send updates by email to the list of contacts throughout the University's response to the death, as required.

Procedures Responsibility and Review

11. The overall responsibility for implementing and recommending amendments to these Procedures shall rest with the Special Advisor on Campus Life and Supports.

Approved by the Special Advisor on Campus Life and Supports on November 24, 2020.