



POLICIES & PROCEDURES

Title: Reporting Student Death or Serious Injury

Document Number: SS_103

Effective Date:

Revised Date: 11/26/2014

Department: Student Services

Purpose

The purpose of this policy is to provide clear and consistent communication with the college community, to limit negative effects caused by the circulation of misinformation, to demonstrate respect for the families of students affected by tragedy, and to allow for delivery of support services to students and others affected by the tragedy.

Scope

Entire College community

Policy

The purpose of this policy is to provide clear and consistent communication with the college community, to limit negative effects caused by the circulation of misinformation, to demonstrate respect for the families of students affected by tragedy, and to allow for delivery of support services to students and others affected by the tragedy.

I. Notifying Personnel
If a LA Delta student dies or is seriously injured, College Police will notify the Chancellor, Vice Chancellor for Student Affairs and the Director of Public Relations.

II. Notification of Kin
If a student dies on-campus, notification of next-of-kin will be coordinated by the Vice Chancellor for Student Affairs, Campus Director, and College Police.

The Chancellor will issue a letter of condolence to the family of any LA Delta deceased student.

III. Public Release of Information
All public release of information and communication with the media related to a student's death or serious injury on-campus will be coordinated by the College's Public Relations Department in consultation with the Office of the Chancellor.