Preparing for the Unexpected

Day of Learning

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Objectives

Learn what to do in the case of student death And / Or student injury
Life Happens

One of the saddest things to learn about is that of a death of a loved one or colleague. It can be particularly difficult when a student dies.
What should you do when you learn of a student death?

-- Send an all EMCC email to inform the campus community
-- Call your supervisor and inform them of the information you received
-- Get on social media and inform others
-- See the Student Death Procedures on the Dean of Students page
Protocols in place

– Call, text or email your supervisor. Include as much information as possible – student name, ID, how you learned about the death

– Do not post to social media, do not send an email
– Your supervisor will contact a Dean who will submit information to Senior Leadership (i.e. VPs, President, etc.)

– Once Senior Leadership is made aware of the situation, the established protocol begins
• Death must be confirmed – Dean of Students, Public Safety

• Student status must be confirmed – Registrar, Dean of Students

• Once student status is confirmed, faculty members and Public Relations are contacted. - Dean of Students – This is completed via phone and / or visit if at all possible
Protocols continued

– Dean of Students and Counselor make arrangements to visit every class student was enrolled in and inform the students of the death
– Dean of Students reaches out to family to offer condolences and request death certificate
– Student records are put on hold – Registrar, Financial Aid, Cashier’s, Library and VA as appropriate
– Other:
  – If death happened on campus – a general email with limited specifics will be sent from President’s Office
  – Counseling and HR will send email about support services
Moving on – What to expect

– Student Reaction - Upon hearing the announcement, students may deal with grieving in various ways:
  – Suddenly sullen (which does not reflect regular behavior),
  – Grades slipping,
  – Outbursts in class before there were none,
  – Regularly tardy or is experiencing attendance issues.

– Faculty Resources
  – Contact the Dean of Students for disruptive behavior referrals,
  – Make an Early Alert Referral,
  – Contact the counseling department as a consultant, to observe the class or to lead a group discussion.
Moving on – What to expect

– Faculty Reaction – As a part of the EMCC community, you might also experience:
  – Feelings of despair
  – Anger
  – Frustration or depression

– Faculty Resources
  – Counseling Department – 623-935-8909
  – Employee Assistance Program – 1-800-603-2970
  – Dean of Students – 623-935-8814
Questions???

- What happens when an employee dies?
- What happens when a faculty member dies?
Do you know what to do if a student suffers an injury or accident while on campus or in class?
Faculty Response to a Student Injury

– If serious or life threatening injury:
  – Seek immediate assistance by calling the EMCC Emergency Public Safety Office
    – On Campus – 58911
    – Cell Phone – 623-262-5977
  – Public Safety will work with EMS to transport student – **Do not transport the student yourself.**
  – After calling Public Safety, notify the proper EMCC Administrator (Dean and/or VP)
  – All injuries must be reported to a college authority within 72 hours of the incident. An incident report is necessary to substantiate the insurance claim.
• For Student Injury Process for staff/faculty, go to the Dean of Students page.
• Immediately report the accident to an instructor, coach or trainer. Public Safety and Student Life have the forms.
• First medical treatment must be rendered within 120 days from the Accident date in order for benefits to be considered.
• Please note: All bills must first be submitted to any other group hospital or medical plan for which the Insured may be eligible. That Insurer's Explanation of Benefits paid or denied must accompany the claim form.
• Claim forms are available from the Student Life and Athletic Department
• Complete the claim form and have it signed by a school official. Attach all itemized bills and any other Insurer's Explanation of
• For more information regarding Student Injuries, go to the Risk Management
What happens if….

– A student has a medical emergency in your class but asks you not to contact Public Safety/EMS
  – You are required to contact Public Safety. If there student refuses treatment to EMS, they will sign a waiver.

– If there is an evacuation of the building.
  – It is recommended that on the first day of class you review evacuation procedures and where the class is to meet to make sure all students are accounted for. It is also strongly recommended that you take attendance.

– There is an active shooter and the campus goes into Lock down?
  – Stay in your classroom and listen for alerts. Do not prop your doors open. Keep doors locked and closed during class. If the campus goes into Lockdown, card key doors will be automatically locked remotely.
Questions???