

**EMCC Death Procedures of  
Currently Enrolled Students**

**Student Death OFF Campus**

1. Anyone becoming aware of the death of a student off campus will contact their immediate supervisor/division chair and the Dean of Students simultaneously to inform them of the death.
2. The \*Dean of Students will contact the family to
  - seek confirmation of the death
  - request a copy of the death certificate
  - offer condolences on behalf of the college
  - inquire as to any services that may be planned
3. Upon confirmation of the student’s death, the Dean will contact/send an email to the following college officials:
  - Vice President of Student Affairs and/or President
  - President’s Executive Assistant
  - Registrar
  - Director of Financial Aid
  - Chair of Counseling
  - Director of Fiscal Services
  - Director of Student Life
  - Library
  - Marketing and Public Relations
  - EMCC Police Commander
  - Managers of DRS and Veterans Center, if applicable
4. Dean to contact faculty/division chair/Instructional Dean/appropriate VP of the class the student was registered in to offer assistance in informing class of the student’s death and offering support services.
5. Dean will visit class with a member of the counseling faculty staff to inform students of the death and of offer support services

Duties for each of the college officials:

*Dean of Students	Contact family, notify appropriate college officials, follow-up with team to ensure all processes are complete, and communicate updates. Send email to faculty/division chair/instructional dean of classes the student was registered in to arrange for a classroom visits.
President or Vice President, Student	<i>Write letter of condolence to family and include any</i>

Affairs	<i>information about refunds or financial aid; notify executive team.</i>
Registrar	Process withdraws and document death record.
Director of Financial Aid	Contact feds and scholarship donors.
Chair of Counseling	Contact faculty, in conjunction with the Dean of Students, to offer counseling services and classroom visits if needed.
Director of Fiscal Services	Process outstanding debts or refunds.
Director of Student Life	Notify club members and advisors, arrange memorial if requested.
Marketing and Public Relations	Respond to any media calls.
Manager of DRS, if applicable	Inform Dean of Students if the student had any medical conditions or any accommodations
Manager, Veterans Center, if applicable	Veterans Center manager to contact Veterans Administration regarding funds.

### **Student Death ON Campus**

If a student dies on campus there are protocols in place to ensure that the appropriate authorities are informed and that privacy is maintained.

1. If you find a student in distress or lifeless, stay with the student and call campus police at 480-784-0911 or 58911.
2. Dispatch will contact Emergency Medical Services when needed.
3. EMCC Police will contact the Dean of Students
4. Dean of Students will inform the following:
  - a. Vice President of Student Affairs and/or the President
  - b. Police (if they have not yet been informed)
  - c. Registrar
  - d. Counseling Division Chair
  - e. Appropriate Instructional Dean and Vice President
  - f. Marketing and Public Relations
5. The above group will convene to discuss the plan of action and will work with authorities to get student demographic information and contact information.
6. An email informing the campus of the incident will be sent by the President or his/her designee.
6. When student identity and death are confirmed, Dean of Students will contact/send an email to the following college officials:
  - Vice President of Student Affairs and/or President
  - President's Executive Assistant
  - Registrar

- Director of Financial Aid
  - Chair of Counseling
  - Director of Fiscal Services
  - Director of Student Life
  - Director of Marketing and Public Relations
  - Library
  - EMCC Police Commander
  - Managers of DRS and Veterans Center, if applicable
7. Dean to contact faculty/division chair/instructional dean of the class the student was registered in to offer assistance in informing class of the student's death and offering support services.
  8. Present to class with a member of the counseling faculty staff to inform students of the death and offer support services

**\*At any time the Dean of Students is unable to carry out any of the duties listed above, the Vice President of Student Affairs, or designee, will provide assistance.**

**Faculty Role:**

1. If a faculty member becomes aware of a student death or possible death:
  - I. Contact the appropriate Division Chair and Dean of Students simultaneously by email to inform him/her of the possible student death (Dean will then research and confirm claims).
  - II. Arrange to have the Dean of Students and Counseling Faculty member visit with the class to announce the student death in the class. It is highly recommended that an announcement be made in each of the student's classes. Although some students may not have known the student, a tragic incident can trigger other issues for students.
  - III. Allow the Dean and Counseling Faculty member to make the actual announcement to the class.
  - IV. Do not make any announcements or post any announcements online or in the class until approved by the Dean of Students.
  - V. If a faculty member chooses not to invite the Dean of Students and/or Counseling, it is dependent upon the faculty member to inform students of Counseling and other support services.

2. **Student Reaction:** Upon hearing the announcement is made, students may deal with grieving in various ways. If you find a student is suddenly sullen, grades are slipping, has outbursts in class when before there were none, is regularly tardy or is experiencing attendance issues, please call the Dean of Students, contact Counseling and/or make an Early Alert Referral.
  
3. As a part of our community, you might also experience feelings of despair, anger, frustration or depression. If you feel any of these symptoms, please come to our counseling office to speak with one of our Counseling Faculty. Death impacts everyone differently – we are here to help.
  - Counseling Department – 623-935-8909
  - Employee Assistance Program (EAP) – 1-800-603-2970
  - Dean of Students – 623-935-8808
  
4. If you find you might need a counselor to facilitate a group discussion, please contact the Counseling Division Chair to set up a meeting.

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