The College of The Bahamas

Policy on the Discovery of a Body and the Death of a Student

POLICY NUMBER: 2015-01 POL
TITLE OF THE POLICY: Policy on the Discovery of a Body and the Death of a Student
DATE OF ADOPTION: January 14, 2015
SUPERCEEDS: New
DATE OF IMPLEMENTATION: January 2015
PROJECTED DATE OF REVISION: January 2017
PURPOSE OF THE POLICY: To provide guidelines that inform the way the discovery of a body or the death of a student is handled.
REVISION NUMBER: N/A
ACCOUNTABILITY: Vice President, Student Affairs
RELATED POLICY/POLICIES: The Emergency Manual
APPENDIX: 1 Responsibility

1.0 Preamble

In keeping with The College of The Bahamas’ Act which provides for the welfare of students, The College seeks to demonstrate the highest level of care and concern to all students. Incidents of injury and/or the death of a student are taken very seriously and are responded to as a matter of urgency. This policy seeks to outline the process that will guide the institution and establish a framework in the event that a body is found on the campus or the death of a student occurs.

Death, grief and loss are inevitable and should be handled appropriately, taking into account the distress caused by the situation, and the needs of the family, friends and the community. The death of a student of The College of The Bahamas is a tragedy for the entire College community, and for the family and friends of the deceased. Therefore, the manner in which this event is handled requires great sensitivity.
The degree of involvement of The College will depend on both the location and the manner of the event. For ease of implementation, general principles and procedures are outlined herein to assist faculty, staff and students. However, the courses of action to be taken will be dependent on the circumstances of each case.

2.0 Scope

Discovering a body or the death of a student is likely to set in motion a range of responses. This policy is not intended to specify the response of the health professional, Police, or other campus emergency response teams in the execution of their duties. Its sole purpose is to establish guidelines which support and outline procedures that should take place.

3.0 Discovering a Body on the Oakes Field Campus and Grosvenor Close Campus

3.1 If a body is discovered on the Main/Residential Campus which appears to be lifeless, the following steps should be taken:
   3.1.1 Security and medical personnel/nurse must be contacted immediately.
   3.1.2 The area shall be secured by security.
   3.1.3 If the body is alive, medical personnel/nurse will determine the course of action.
   3.1.4 If medical personnel confirms that the individual is dead the security shall contact the Police, the President and the Vice President, Student Affairs.
   3.1.5 The Office of the President shall contact all authorized College personnel.
   3.1.6 In the event the President cannot be reached, the Director Security will be responsible for contacting all authorized College personnel.
   3.1.7 The body shall be identified and next of kin notified by the Vice President, Student Affairs.
   3.1.8 The Office of Student Affairs shall advise the family of the following procedures:
      - Insurance Claims process - in the event of an accidental death
      - Refund Policy (See Tuition and Fees at [www.cob.edu.bs](http://www.cob.edu.bs))

4.0 Northern Bahamas Campus

4.1 If a body is discovered at the Northern Bahamas Campus which appears to be lifeless, the following steps should be taken:
   4.1.1 Security and medical personnel/nurse must be contacted immediately.
   4.1.2 The area shall be secured by security.
4.1.3 If the body is alive, medical personnel/nurse will determine the course of action.

4.1.4 If medical personnel confirms that the body is dead the security shall contact the Police and the Associate Vice President.

4.1.5 The Office of the Associate Vice President shall contact the President and all authorized College personnel.

4.1.6 In the event the Associate Vice President cannot be reached the Security will be responsible for contacting the President and all authorized College personnel.

4.1.7 The body shall be identified and the next of kin notified by the Associate Vice President.

4.1.8 The Associate Vice President shall advise the family of the following procedures:
   - Insurance Claims process - in the event of an accidental death
   - Refund Policy (See Tuition and Fees at www.cob.edu.bs)

5.0 Death Occurring Off-Campus

5.1 In the event of a student’s death off-campus, the Office of the Vice President, Student Affairs shall ensure that relevant facts are confirmed before notifications are made.

6.0 Support Services

6.1 The Counselling Department shall provide follow up therapy and grief counselling support to students, faculty and staff.
### Appendix 1

**Responsibility**

<table>
<thead>
<tr>
<th>Position</th>
<th>Action</th>
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<tbody>
<tr>
<td></td>
<td>- Notify the Police.</td>
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<td></td>
<td>- Notify the President and Vice President Student Affairs.</td>
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<td>- In the event the President cannot be reached the Director of Security will contact all authorized College personnel.</td>
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<td>- Liaise with Health and Safety Department.</td>
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<td>- Make provision for the lowering of The College flag to half-mast, until the day after the funeral.</td>
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<tr>
<td>President’s Office</td>
<td>- The President’s Office will contact all authorized College Personnel.</td>
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<td>Vice President, Student Affairs</td>
<td>The Office of the Vice President Student Affairs will:</td>
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<td></td>
<td>- Identify the body</td>
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<td>- Notify the family immediately</td>
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<td>- Inform the Records Department of the death of the student</td>
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<td>- Send a condolence card to the family</td>
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<td>- Arrange and assist with appropriate representation by staff and students for funeral and/or memorial to the student</td>
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<td>- Obtain the death certificate for purposes of the Tuition Refund, Refundable Security Deposit and Insurance claims.</td>
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<tr>
<td>Northern Bahamas Campus Security</td>
<td>- Notify Medical Personnel/Nurse.</td>
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<td>- Notify the Associate Vice President.</td>
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<td></td>
<td>- Notify the Police.</td>
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<td></td>
<td>- Make provision for lowering of The College flag to half-mast, until the day after the funeral.</td>
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<tr>
<td>Northern Bahamas Campus Associate Vice President</td>
<td>The Office of the Associate Vice President will:</td>
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<td></td>
<td>- Identify the body</td>
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<td>- Obtain the death certificate for purposes of the Tuition Refund, Refundable Security Deposit and Insurance claims.</td>
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<tr>
<td>Role</td>
<td>Responsibilities</td>
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<td>Vice President, Advancement</td>
<td>The Vice President, Advancement will make all public announcements.</td>
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</table>
| Registrar                                 | Ensure that the student’s record is immediately updated, and respond to all administration enquiries that are referred.  
  ▪ Close all records of the student.  
  ▪ Ensure that no College communication, including invoices are sent to the deceased’s address. |
| Librarian                                  | Ensure that the Library, Information Technology and other registrations in the name of the student are cancelled.  
  ▪ Advise the Faculty on the most appropriate means of the return of outstanding library items. |
| Director of Counselling & Health Services  | Assist the VPSA, as needed, to coordinate the campus response to the death.  
  ▪ Contact other Counselling and Health Centre staff, as appropriate.  
  ▪ If the death occurred on campus, the Director will, respond to the scene and will coordinate counseling and emotional support for those affected by the death.  
  ▪ If the death occurred off campus members of the Counselling Department will respond to the family on a need basis. |
| Counsellor NBC                            | Assist the AVP, as needed, to coordinate the campus response to the death.  
  ▪ If the death occurred on campus, the Counsellor will respond to the scene and will coordinate counseling and emotional support for those affected by the death.  
  ▪ If the death occurred off campus members of the Counselling Department will respond to the family on a need basis. |
| Business Office                           | Settle the student’s financial accounts with The College, as appropriate, and process any allowable refund of tuition, fees and pro-rated housing contract.  
  ▪ If there is a refund, a refund check is to be made payable to the student’s estate and forwarded to the family.  
  ▪ Finalize any remaining wage payments and close any employment records of the deceased. |
| Head of School/Chair                      | Inform Departmental Staff, Faculty Administrators, and Lecturers.  
  ▪ Inform classmates of death of the student.  
  ▪ Make arrangements for visits if appropriate. |
| Student Union President/ Vice President NBC | Co-ordinate support to affected students.  
  ▪ Ensure all contacts have been made with student groups.  
  ▪ Write a letter/card of condolence to the family.  
  ▪ Ensure Students’ Union registrations and memberships are cancelled. |