

DEATH OF A STUDENT IN THE RESIDENCE HALLS

Section: Safety and Security

Policy: In the event of the death of a student in a residential facility, appropriate protocol must be observed.

Purpose: The purpose of this policy is to outline the guidelines for staff in the event of the death of a resident.

Scope: This policy applies to all University Housing staff.

Procedure:

- I. Staff should leave the area untouched and contact the UGA police immediately at 706-542-2200 or 911. Police will call for an ambulance to be dispatched.
- II. Assist in ensuring that residents and other onlookers are not viewing the body or disturbing the site in any way.
- III. Staff members should immediately notify the professional staff member on duty, as well as the assistant director on call. The assistant director on call should notify the associate directors, director of residential programs and services and the executive director of University Housing as soon as possible.
- IV. Residential Programs and Services (RPS) staff should assist UGA police in identifying individuals who might have knowledge of the circumstances surrounding the death.
- V. RPS staff should attempt to identify those individuals who will be most affected by the death (family members, significant others, roommates, work supervisor, close friends, etc.).
- VI. An individual from the Office of Vice President of Student Affairs will make contact with parents and professors but RPS staff may need to console the victim's roommate and other campus friends, including referring to a professional counselor.
 - A. The assistant director should orchestrate the use of Counseling and Psychiatric Services (CAPS) staff, and other services as requested. After hours, the on-call CAPS professional may be contacted by UGA police by calling 706-542-2200.
- VII. RPS staff must document the incident.
- VIII. RPS staff may not release information about a death of a resident to anyone. Media (radio, television, newspaper) representatives should be referred to the Stan Jackson, assistant to the vice president of student affairs-communications digital engagement, copying the housing senior public relations coordinator on any communication.
- IX. Follow up with any residents and staff involved with the incident.
- X. If a resident death occurs off campus, staff members should notify the assistant director immediately, as well as UGA police so that verification of the death may occur. Staff members should never release information about student deaths publicly.

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