

**Procedures Title: Death of a Visitor Procedures**

Associated Policy: Death in the University Community Policy – SF 4.0

Procedure Holder: President's Office

Executive Lead: President

Original Date: November 2023

Last Revised: n/a

Next Review: November 2025

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**1. Purpose and Background**

These procedures shall guide the Yukon University's response to the death of any Visitor to Yukon University ("YukonU" or "the University").

**2. Procedures****2.1 Reports of a Death**

Initial reports of a death of a Visitor may come from a variety of sources. Four factors are crucial during the initial stages to effectively manage the situation. These are:

1. Prompt notification of the Director of University Infrastructure, and other appropriate administrators as required.
2. Designated administrators respond as requested and provide support to the department(s) affected.
3. All information received/conveyed is accurate.
4. The University's response to the death is considerate and respectful.

**2.2 Notification**

In all cases, once a death has been confirmed, the Director of University Infrastructure and the President shall be notified.

The President shall immediately select an appropriate administrator as a designated "Contact Person" to act on behalf of the University and be a liaison with the family/next of kin.

This Contact Person will immediately notify the President's Executive Committee and any other University administration which is deemed necessary in the circumstances.

### 2.3 Information Requested

Upon receiving the initial report, the following information should be obtained by the Contact Person (if possible):

- a. Full name of deceased person
- b. Where the death occurred
- c. When the death occurred
- d. How the death occurred
- e. If the death occurred as part of a Yukon University course, program, or activity
- f. If the police were notified: name of police officer and police file number
- g. If positive identification was made: the name of the person who made the identification and how identification was confirmed
- h. The next of kin: name, address, and phone number
- i. Alternate contact person(s): name, address, and phone number
- j. Name and telephone number of the person providing initial information.

Not all of this information may be available.

The Contact Person will obtain the available information and forward it immediately to the President's Office.

## **3. Roles and Responsibilities**

This section provides an overview of the roles and responsibilities of the various Administrators involved in the event of the death of a Visitor.

### 3.1. Response Coordination

The Contact Person shall be the primary person responsible for coordinating the University's response in the event of the death of a visitor. The Contact Person shall function as the principal conduit for information within the organization. Their response shall be in accordance with these Procedures.

The Contact Person shall select an Alternate to assist them in fulfilling this role for those occasions when the Contact Person may be unavailable.

The Contact Person and Alternate shall be reachable at all times and, at their discretion, internally publish their name(s) and contact options (e.g., telephone numbers) via email.

The Contact Person shall ensure that the procedures outlined below are followed:

- a. Confirm that a death has occurred involving a Visitor, what the circumstances were, and whether students and/or employees were present at the time.
- b. Mobilize University resources to assist them in managing the response to the death and related considerations. If required, assemble an "Action Team" drawn from a list of available administrators to assist in handling this incident.
- c. Determine through contact with the Coroner and/or police that proper notification of the Next of Kin has occurred.<sup>1</sup>
- d. After the authorities have made the official notification, contact the Next of Kin (in person, if possible) within a reasonable time to express condolences and establish a link as the official contact person for the University and offer whatever assistance is appropriate; ask if there are any cultural protocols that should be followed.
- f. Draft a formal letter of condolence to be signed by the President.
- g. Provide ongoing information to the President's Executive Committee and any other designated administrators regarding the death, the wishes of the Next of Kin, etc.
- h. Provide information to the Office of the President to prepare any press

### 3.2. President

The President shall:

- a. Directly notify the Chair of the Yukon University Board of Governors and officially inform the Board and Senate at their next meetings.

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<sup>1</sup> Notification of the family is normally done by either the physician who attended the person at the time of his/her death, or by the Coroner, or by the appropriate police agency (e.g., RCMP). This responsibility should be left to those specific agencies/individuals and the role of Yukon University's administrator should be limited to confirming that this notification has actually occurred. Direct contact with the family/next of kin should not be initiated, if possible, until they have received the formal notification from the appropriate authorities.

### 3.3. Registrar

The Office of the Registrar shall:

- a. Coordinate supports for any students affected by the death.

### 3.4. Director of Human Resources

The Director of Human Resources shall:

- a. Coordinate supports for any employees affected by the death.

### 3.5. AVP University Relations

The AVP University Relations is responsible for:

- a. Liaising with the media regarding the death and/or the circumstances surrounding the death.

Inquiries from the media should be referred to AVP University Relations.

Inquiries from non-media sources should be referred to the designated Contact Person.

### 3.6. Occupational Health and Safety

Various legislation and legal obligations require that the employer fully investigate accidental deaths that occur on any Yukon University sites or during any University activity. The Directors of Human Resources and University Infrastructure are assigned this role in conjunction with members of the Joint Occupational Health and Safety Committee as required.

This investigation shall commence immediately to ensure the most accurate information is obtained. Depending on the circumstances of the death, outside agencies may be conducting investigations. Full cooperation in the investigation process is expected from all members of the Yukon University community.

In addition to coordinating the investigation on behalf of Yukon University, the Directors of Human Resources and University Infrastructure are responsible for:

- a. Serving as the primary liaison and point of contact between Yukon University and any of the enforcement agencies with jurisdiction relating to the death (e.g., RCMP, WBC, Coroner, etc.).

- b. Facilitating arrangements for any Critical Incident Stress Management responses for campus community members such as defusing, grief and loss, stress debriefing, and counseling.
- c. Filing the required documentation with WCB.

### 3.7. University Secretary and General Counsel

The University Secretary and General Counsel is responsible for ensuring compliance with the Freedom of Information Protection and Privacy Act and providing guidance to administrators and employees.

## 4. Exceptions to the Procedures

There are no foreseen exceptions to these procedures.

## 5. Problem Solving

Any questions arising out of the content or communication of this policy or disputes arising from a decision made as a result of applying this policy should be first reported to the Executive Lead who will endeavor to find a resolution with all stakeholders. Failing such a resolution, the matter should be reported to the University Secretariat.

## 6. Document History

Include all updates here, including non-substantive changes, beginning with formal approval.

| <i>Date (Month DD, YYYY)</i> | <i>Update (Approver: change)</i>                     |
|------------------------------|--|
| November 22, 2023            | President: approval of the new Policy and Procedures |
| Jan 2025                     | Code change from SS 4.4 to SF 4.4                    |