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|  CAPILANO UNIVERSITY | | POLICY | |
| Policy No. | | Officer Responsible | |
| OP.425 | | Vice President Finance and Administration | |
| Policy Name | | | |
| Death or Serious Incident Support | | | |
| Approved by | Replaces | | Category |
| SLC | OP.501 Death of a University Student or Employee | | Safety |
| | December 2028 | | |
| Date Issued | Date Revised | Date in effect | Related Policies |
| January 27, 2021 | December 10, 2025 | December 10, 2025 | OP.418 At-Risk Behaviour and Violence Response and Prevention Policy |

1. PURPOSE

- 1.1 The purpose of this policy, supported by the associated procedure OP.418.1 Duty of Care (the “Procedure”) is to provide guidance to individuals and teams at Capilano University (the “University”) responsible for responding to the death of, or serious incident involving, a University Community Member (the “Affected Person(s)”) to ensure coordination of actions in a timely manner, displaying sensitivity to the feelings of family, friends, classmates and/or coworkers of the Affected Person.
- 1.2 This policy establishes responsibilities concerning the notifications that need to be made to academic, administrative and service departments when a death occurs, easing the burden on those tasked with these responsibilities and recognizing that the situation is likely to be distressing and stressful for all those involved.

2. DEFINITIONS

“Emergency Contact” the person identified by the Student, Employee, volunteer or other University Community Member, to the University as the person to contact in the event of an emergency involving that person.

“Employee” any person employed by the University.

“Executive” includes the President and Vice Presidents of the University.

“University Community Member”: Employees, Students, board members and volunteers.

“Next of Kin (NOK)”: a person related by blood, adoption, marriage or common-law marriage, including same sex relationships, or a person with whom an individual has, or had, a personal relationship.

“Serious Incident”: an event that involves a fatality, a serious injury, or a situation with the potential for serious harm.

“Student” an individual enrolled in any course (credit or non-credit) at the University.

“Visitor or Guest” non-University Community Members (including alumni and donors) visiting any University Property or Premises or participating in a University-Event

3. SCOPE

- 3.1 This policy applies to the death of or a Serious Incident involving a University Community Member, University contractor or subcontractor, Visitor or Guest.
- 3.2 This policy does not address the University’s response to emergencies or provide emergency management practices, these are addressed in OP.420 Safety and Emergency Services Policy, OP.423 Emergency University Closure Policy and the University’s Emergency and Incident Response Plan.

4. GUIDING PRINCIPLES

- 4.1 The University is committed to responding to deaths or Serious Incidents in a compassionate and respectful manner that is appropriate based on the circumstances of the event, and in accordance with relevant laws and regulations.
- 4.2 While the circumstances of a death or Serious Incident may vary, the University’s response will be guided by the following principles:
 - a) Respect, sensitivity and compassion;
 - b) Protection of personal information ;
 - c) Clear and timely communication; and
 - d) Cooperation where possible and appropriate.

5. POLICY STATEMENTS

- 5.1 The University is committed to responding to the deaths or Serious Incidents in a timely, compassionate, and respectful manner that is appropriate based on the circumstances of the event, and in accordance with relevant laws and regulations.
- 5.2 The University will provide assistance to Students and Employees in dealing with grief in a timely and sensitive manner.
- 5.3 When a University Community Member becomes aware of the death of or Serious Incident involving a current Student or Employee, they shall immediately notify
 - a) Safety & Emergency Services, through University Security,

and either

- b) the Office of the Associate Vice-President, Student Success (in the case of a Student) or
- c) the Strategic Director People, Culture and Diversity (in the case of an Employee).

5.4 The Duty of Care (DOC) Team is responsible for coordinating the University's administrative response to the death or Serious Incident following OP.418.1 Duty of Care Procedure.

6. PROTECTION OF PERSONAL INFORMATION

6.1 Only the BC Coroner's Service, or the police on behalf of the coroner, may notify the Next of Kin of a death.

6.2 The University shall use discretion in the use, access and disclosure of information related to the Affected Person and only disclose information when permitted by the Affected Person, or if deceased, by the Affected Person's Next of Kin. Disclosures to the University Community will be managed very carefully, mindful of the potential impact on everyone immediately and more distantly involved.

6.3 Any use, access and disclosure of personal information shall be in accordance with B.600 Privacy and Access to Information Policy and the *Freedom of Information and Protection of Privacy Act*.

7. COMMUNICATION

7.1 The Director, Communications will respond to all inquiries from the media or external community in accordance with this policy and associated procedures and all relevant laws and regulations.

7.2 If and when requested by the Affected Person or, if deceased, their Next of Kin, the University will provide appropriate and timely notification to the University community of the death or serious incident. Communication will be coordinated by

- a) People, Culture and Diversity if the Affected Person is an Employee
- b) Student Success if the Affected Person is a Student
- c) Safety and Emergency Services if the Affected Person is neither a Student or an Employee

8. DESIGNATED OFFICER

8.1 The Vice President, Finance and Administration is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director of Safety & Emergency Services.

9. RELATED POLICIES AND GUIDANCE

B.600 Privacy and Access to Information Policy

OP.418 At-Risk Behaviour and Violence Response and Prevention Policy

OP.418.1 Duty of Care Procedure

E.410 Flag Display

S2011-02 Posthumous Credential

10. REFERENCES

BC Coroner's Act

BC Freedom of Information and Protection of Privacy Act

BC Workers' Compensation Act