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| <b>Policy #</b>                 | SSE 106   |
| <b>Approved by:</b>             | Jason Seright   |
| <b>Approval Date:</b>           | May 21, 2025  |
| <b>Policy Holder Signature:</b> |  |
| <b>Policy Holder:</b>           | Vice President, Inclusion, Belonging and Student Experience                         |
| <b>Administrative Contact:</b>  | Associate Vice President, Learner and Career Success and Dean of Students           |
| <b>Replaces Policy Dated:</b>   | n/a   |
| <b>Review Date:</b>             | 5 Years from Approval Date  |

## Student Death Response Policy

### Purpose/Rationale:

The death of a student is a tragic event. The Humber College Institute of Technology and Advanced Learning, operating as Humber Polytechnic (hereinafter referred to as “Humber”) is committed to coordinating a timely, compassionate, and appropriate response that respects the wishes of the student’s next of kin or designate, while meeting institutional and legal responsibilities. This policy ensures responses are carried out with care, intention, and discretion.

### Scope:

This policy applies to all Humber and University of Guelph-Humber (UGH) employees who play a vital role in initiating, coordinating, or supporting the institutional response following the death of a student. It enables a coordinated, compassionate, and consistent approach in alignment with applicable protocols.

The policy is enacted in response to the death of a student who is currently registered at Humber or UGH, or who was actively registered within the past calendar year. Where the deceased student was enrolled at UGH, the response will be coordinated between this policy and the UGH Death of a Student Protocol. Humber may play a different or supporting role in circumstances involving prospective students, students between terms, or recent graduates.

### Guiding Principles

Humber’s response to the death of a student will be guided by the following principles:

1. **Compassionate Care:** Demonstrating care for the deceased and for those impacted, including family, peers, faculty, and staff.
2. **Respect for Wishes of Next of Kin:** Honouring the family's preferences regarding communication, privacy, and memorialization.

3. Equity and Cultural Sensitivity: Ensuring responses are inclusive, trauma-informed, and respectful of cultural and spiritual differences.
4. Timely Coordination: Acting quickly and consistently across departments to ensure a smooth and unified response.
5. Community Support: Prioritizing access to mental health and well-being supports for those affected.
6. Privacy and Discretion: Managing sensitive information responsibly, in compliance with applicable privacy legislation.
7. Transparent Communication: Sharing information thoughtfully, guided by family consent and situational appropriateness.
8. Institutional Accountability: The AVP, Learner and Career Success and Dean of Students will lead a coordinated institutional response in collaboration with relevant departments.

**Policy:**

Any Humber employee who becomes aware of a death of a Humber student shall notify the Associate Vice President, Learner and Career Success and Dean of Students (“AVP, LCS”) or designate. The AVP, LCS will lead the administrative response and initiate appropriate procedures, including convening the Student Death Response Team (SDRT) to ensure a coordinated, respectful, and timely institutional response.

If the student death occurs on campus, the Department of Public Safety and the Critical Incident Management Team (CIMT) will initiate all emergency protocols. The procedures associated with this policy will not commence until the CIMT confirms that the incident has been appropriately managed and that it is suitable to begin the institutional follow-up.

**References:**

University of Guelph-Humber Death of a Student Protocol

**Related Procedure(s):**

Flag Policy and Procedure  
Student Death Response Procedure