

POLICY ON THE INSTITUTIONAL RESPONSE TO A DEATH

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Approval Authority: Secretary-General

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PREAMBLE

The death of a Member or a Non-Member (as such expressions are defined below) of Concordia University (the “University”) may have a significant impact on the University community, calling for a sensitive and well-coordinated response. All Members involved in the University’s response to the death must act with compassion, thoroughness and, most importantly, with a measure of dignity toward the deceased and their relatives.

SCOPE

This Policy and its related [Procedures](#) shall define the University’s response in the event of the death of a Member and a Non-Member, whether it occurs on or off campus and regardless of when the death occurred.

PURPOSE

The purpose of this Policy and its related [Procedures](#) is to ensure the coordination, efficiency and appropriateness of the University’s response in the event of the death of a Member or a Non-Member.

DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

“Member(s)” means any student and any full-time, part-time and temporary employee of the University, including staff, faculty, postdoctoral fellows, researchers, members of the administration, stagiaires, interns and volunteers. Member(s) can also include governors and donors.

“Non-Member(s)” means any former Member and family and community members with close ties to the University as determined by the Response Team.

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POLICY

Compassion, Sensitivity and Respect

1. The University is committed to responding to the death of a Member and a Non-Member with compassion and sensitivity, in a manner that is respectful of the wishes of the deceased's family or next of kin.

Coordination

2. All deaths occurring on campus or at a University event must be immediately reported to the Security Department at (514) 848-2424 extension 3717.
3. Deaths of Members and Non-Members occurring off campus must be reported to the following email address: inmemorian@concordia.ca.
4. The Response Team is responsible for leading, organizing and coordinating the necessary actions from units and departments to coordinate an appropriate University response to the death. The Response Team shall be mobilized by the Provost's delegate when required by the circumstances.
5. Units and departments across the University shall work together in a well-coordinated and efficient manner to respond to the death of a Member and Non-Member. The University shall limit the number of interactions and communications related to the death with the deceased's family, close friends and next of kin so as to minimize their distress.

Respect for Privacy

6. The University shall respect the privacy of the deceased and follow the directives received from the deceased's family, close friends or next of kin pertaining to the communication of any information related to the death. The release of information, comments or statements about the deceased or the circumstances of the death, whether to the community, the public, the media or on social media, is determined solely by the Response Team.

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Community Support

7. The death of a Member and a Non-Member can have a significant impact on the University community, departments and units. The need for community support may vary depending on the individuals and groups. The University intends to provide appropriate and comprehensive support to the community to cope with the death.

Policy Responsibility and Review

8. The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Secretary-General.