SITUATION:  STUDENT DEATH

PROTOCOLS:

Prior to departing on your semester or interim experience, please prepare by completing the following:

• Make sure you have the emergency contact information of all students.

• Make sure all medical forms have been completed by students. Make a copy of the medical forms in case of emergency while traveling.

Responding to a Student Death

  o Contact the Calvin Crisis Response Team immediately. This team can be reached by calling Don DeGraaf (Director of Off-Campus Programs): 616-526-6225 (office) – 616-558-7245 (cell).

• The program director should NOT call the family. The Crisis Response Team at Calvin will contact the family and make all necessary arrangements stateside.

• Request that all students refrain from contacting anyone in the States until college personnel and next-of-kin have been notified.

• Maintain contact with the Crisis Response Team. The Crisis Response Team will initiate all the appropriate on-campus protocols for a student death. These protocols are available through the Student Life Division.

• Cooperate with local authorities in any way possible. Take notes of information given and instructions received. The director is advised to get the names and contact information of all emergency personnel involved.

• Administer to the needs of the group, especially those who might have been directly involved in the incident. When possible, seek professional help. The Crisis Response Team will assist with this effort and The U.S. Consulate may be able to make some referrals on counseling professionals in that specific country.
• Gather notes and start a written log of all actions and conversations (including phone calls) and steps taken in response to what happened. This will organize information and help others reconstruct events.

• Contact the U.S. Consulate or Embassy to ask for their assistance.
  o The director should work with local authorities to handle the student’s remains, in accordance with the wishes of the family and with local laws and facilities;
  o Work with local authorities to have a death certificate prepared; and,
  o The U.S. Embassy or Consulate should repatriate the student’s remains and effects.

• Decisions regarding whether the semester program continues after the tragedy will be made by The Crisis Response Team and the director.

• Complete an Incident Report Form.

**Follow-Up Protocols upon Return from Semester or Interim Experience**

• The director should meet with the Crisis Response Team to review/evaluate how the situation was handled.

• Assess what additional counseling may be needed for all those involved.

**SPECIFIC RESOURCES:**

Important Phone Contacts at Calvin:
  o Don DeGraaf, Off-Campus Programs Director – 616-526-6225 (office) – 616-558-7245 (cell) – ddegraaf@calvin.edu

• Incident Report Form

• State Department webpage on the Death or Injury of an American Citizen Abroad
  o [www.travel.state.gov/travel/tips/emergencies/emergencies_3878.html](http://www.travel.state.gov/travel/tips/emergencies/emergencies_3878.html)

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