

E.05 Death or Serious Injury

Learning Environment

Nunavut Arctic College

Nunavut Arctic College Death or Serious Injury Policy

POLICY

Nunavut Arctic College shall make every effort to ensure that a crisis or emergency that affects members of the college community is handled in an effective, sensitive and efficient manner.

PRINCIPLE

1. Nunavut Arctic College is committed to providing a safe learning, living and working environment.
2. The College recognizes that it is essential that emergencies and crises are handled in a quick and positive manner.
3. The College believes in treating College students and staff in a respectful, sensitive, confidential and supportive manner.
4. The College is committed to being consistent in crisis and emergency management.

PROCEDURES

1. In the event of a serious injury, the following procedures must be followed:
 - a. The first person to arrive on the location of a serious injury shall notify emergency medical services and Royal Canadian Mounted Police.
 - b. Notify the Dean or designate.
 - c. The Dean or designate will determine which staff member will notify the next of kin.
 - d. The Dean or designate will notify the President of the incident and related details.
 - e. The Dean or designate will be responsible for the following:
 - notifying the student's instructors
 - ensuring that all related administrative and support requirements are carried out
2. In the event of a death, the following procedures must be followed:
 - a. The first person to arrive on the location of a suspected death shall notify emergency medical services and Royal Canadian Mounted Police.
 - b. Notify the Dean or designate.

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- c. The Dean or designate will determine which staff member will notify the next-of-kin.
 - d. The Dean or designate will notify the President of the incident and related details.
 - e. The Dean or designate will be responsible for the following:
 - notifying the student's instructors
 - notifying the Registrar or designate to close the student's file
 - notifying the Student Residence Manager, if applicable, and assisting with transportation for the family and personal effects to the home community
 - notifying Finance and Administration so that any applicable refunds can be made
 - ensuring that all related administrative and support requirements are carried out
 - f. In the event of a death, the President will notify the Chairperson of the Board of Governors and request that a sympathy letter be sent to the next-of-kin.
3. Grief counseling will be made available to students and staff as required.