

<p>Safety and Emergency Measures 10130</p> <hr/> <p>Death of a Board Trustee, Employee or Student</p>	Administrative Application	
	Last Reviewed / Approved on::	April 28, 2020
	References:	Administrative Application 6005 - Flag Etiquette RCSD Critical Incident Response Guide Policy 12 – Role of the Director
	Status:	Operational

Preamble

Regina Catholic School division (RCSD) is committed to acknowledging that staff and the school community may become profoundly affected with the death of a Board Trustee, Employee or Student. To offset the initial reaction of shock, a concrete plan of action is essential. The process an application below is deemed necessary.

Application

1. In the event of the death of a member of the current Board of Trustees, the Chair or Deputy Chair shall:
 - a. advise the Director, Human Resource Services, and the Board of Trustees in which the individual had been engaged;
 - b. request the Director and the Controller of Plant and Accommodation Services, to make provision for the lowering of the flag to half-mast which shall be flown as such until the day following the funeral;
 - c. ensure that the Division community is advised as expeditiously as possible of the death (including providing information on funeral arrangements);
 - d. identify the Division official or the Communications & Media Coordinator who shall act as the RCSD spokesperson in the event that there is a need for a public announcement and/or comment.

2. In the event of the death of an employee (including those on long-term disability) the Director or Human Resource Services shall:
 - a. advise the head (or designate) of the area in which the employee had been engaged;
 - b. request the Controller of Plant and Accommodation Services, to make provision for the lowering of the flag to half-mast which shall be flown as such until the day following the funeral;
 - c. ensure that the school community is advised as expeditiously as possible of the death (including providing information on funeral arrangements);

- d. identify the Division official or the Communications & Media Coordinator who shall act as the RCSD spokesperson in the event that there is a need for a public announcement and/or comment.
3. In the event of the death of a student, the school administrator (or designate) shall:
 - a. activate the tragic event response plan as per the Critical Incident Response Guide;
 - b. inform their area Superintendent and Director in which the student had been attending;
 - c. request the Director, Controller of Plant and Accommodation Services, to make provision for the lowering of the flag to half-mast which shall be flown as such until the day following the funeral;
 - d. ensure that the school community is advised as expeditiously as possible on the death (including providing information on funeral arrangements);
 - e. contact the Communications & Media Coordinator who shall act as the RCSD spokesperson in the event that there is a need for a public announcement and/or comment.

In each of the above instances, the Director of Education (or designate) shall, on behalf of the Regina Catholic School Division, extend condolences to the deceased's family.